



UMEÅ UNIVERSITET

RULE – APPOINTMENTS PROCEDURE FOR TEACHERS AT UMEÅ UNIVERSITY

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¹ This document has been translated from Swedish into English. If the English version differs from the original, the Swedish version takes precedence.



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1 Description

Firstly, the Appointments Procedure describes the fundamentals of the recruitment of teachers. Secondly, the document presents provisions for the appointment of each category of teachers, followed by rules on promotion and the recruitment procedure.

The Appointments Procedure is supplemented by procedures for the recruitment process when appointing teachers that contain the different parts of the procedure and state how the provisions are to be taken into account and how they are to be applied when appointing teachers.

2 Background

According to the Higher Education Ordinance (1993:100), the University Board must adopt an appointments procedure. Umeå University's Appointments Procedure determines teacher categories, qualification criteria and assessment criteria in the recruitment and promotion of teachers, as well as the external expert procedure. The Appointments Procedure makes concrete the regulations established in the Higher Education Act (1992:1434) and the Higher Education Ordinance. In addition to this, teaching posts are regulated in central and local collective agreements. Supplemental provisions are also found in the University's legal framework.

The duties of a teacher include teaching, research or artistic research, development work, collaboration and administrative work. Furthermore, a teacher's duties also involve following developments within the teacher's subject area as well as other societal development which may be of importance to the teacher's work at the University. The content of a teacher's employment may vary over time; however, teachers at Umeå University are to have the qualifications necessary to conduct research as well as teaching and otherwise contribute to progressing the University. Duties are to be distributed on the basis of the needs of the organisation and in accordance with applicable rules at the authority and current collective agreements.

3 Fundamentals

Umeå University is to be an inclusive university without the existence of discrimination. The University being characterised by gender equality, diversity and equal opportunities is both a matter of quality and a work environment issue. The basic values of central government form the basis for the University's activities.

An inclusive approach is to characterise the entire recruitment process. This means that aspects included in the assessment of achievements in terms of education, research and artistic research must not disadvantage any person when consideration for existing grounds of discrimination has been taken. This also means that processing committees, external experts and appointment committees or equivalent must all be gender balanced, unless special circumstances exist (Chapter 4, Section 5 of the Higher Education Ordinance).

The goal of Umeå University is for all workplaces to have a gender balance, which is defined as at least 40 per cent of the underrepresented gender. During the recruitment process, a person of the underrepresented gender with the same or equivalent qualifications may be suggested for appointment before a person of the opposite gender.



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The rules regarding disqualification in the Administrative Procedure Act (2017:900) must always be observed. Everyone participating in the processing of an appointment or promotion of a teacher at Umeå University, in such a way that the participant can conceivably affect the outcome of the appointment, is covered by the disqualification regulations. Consequently, this applies not only to the person making the formal decision, but also to anyone who participates in the assessment or preparation, such as committee members, external experts, presenters and heads of department or other managers. A person who is aware of a circumstance that can be assumed to disqualify them must report this immediately.

The general rule is that all employments at Umeå University are for an indefinite period. However, exceptions to the rule of employment for an indefinite period may be made for adjunct professors, visiting professors and assistant professors, and within artistic disciplines, in accordance with the Higher Education Ordinance. In other cases, fixed-term appointments apply in accordance with the Employment Protection Act (1982:80). Teaching posts may also be limited to a fixed term pursuant to central and local collective agreements.

All appointments are to be announced (advertised) in the appropriate manner unless special reasons pursuant to the Employment Ordinance (1994:373) suggest otherwise. Normally, the appointment of teachers should also be announced internationally. When a professor is appointed by nomination, no such announcement needs to be made.

All appointment decisions, with the exceptions stated in Section 7, Paragraph 2 of the Employment Ordinance, are posted on the authority's official bulletin board and can be appealed within three weeks from when the formal decision is posted.

4 Teaching posts at Umeå University

The Higher Education Act states that higher education institutions are to have professors and associate professors employed for education and research. It also states that, unless otherwise is pursuant to provisions announced by the Government, every higher education institution itself determines which categories of teachers are to be employed in addition to professors and associate professors. In addition to this, the higher education institution is to decide on the qualification requirements and assessment criteria that are to apply for the appointment of the teacher categories that the university itself has formulated.

Umeå University must primarily employ teachers who have been awarded a doctorate and who meet the requirements on teaching expertise in higher education. Teachers at Umeå University are to be given opportunities for professional development.

Qualification requirements refer to such requirements that an applicant must meet to be considered for appointment or promotion. For teaching posts at Umeå University, the qualification requirement is research or artistic expertise. For employment as a lecturer, the qualification requirement is a degree of at least Master's level or some other professional qualification of significance with regard to the post's subject area and the duties to be included in the post. For appointment as a professor or an associate professor, the qualification requirement is also teaching expertise.

General assessment criteria for all teacher categories are a good ability to cooperate and the expertise and suitability required in general to complete the work duties well. Further qualification requirements may exist if they are a prerequisite for the performance of the position, such as clinical expertise or a certain academic specialisation; in artistic disciplines, artistic expertise is also required.



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Criteria for the assessment of research, teaching, artistic and clinical expertise are stated in Section 5. Assessment criteria refer to such criteria that form a basis for the assessment of how well the applicant meets a certain qualification requirement, and qualifications that the University deems necessary for the position. Besides the aforementioned, such qualifications may, for example, be administrative expertise, an ability to collaborate with the wider community, and an ability to collaborate with others.

The same qualification requirements and assessment criteria are to be applied in the announcement and promotion for the respective position.

4.1 Professor

Professor is the most senior form of teacher employment, and is regulated through the Higher Education Act and the Higher Education Ordinance.

A professor is to be appointed for an indefinite period, and the appointment must correspond to a minimum of 50 per cent of a full-time position.

Exceptions to employments for an indefinite period may be made for professors in artistic disciplines (Chapter 4, Section 10 of the Higher Education Ordinance). Exceptions to employments for an indefinite period must be made for adjunct professors and visiting professors (Chapter 4, Sections 11–12 of the Higher Education Ordinance).

4.1.1 Nominating a professor

A higher education institution may, in accordance with Chapter 4, Section 7 of the Higher Education Ordinance, nominate an individual for an appointment as professor if the appointment of the individual is of exceptional importance for a specific activity at the institution. The nomination procedure is to be used very restrictively. If a higher education institution nominates an individual for a post, the grounds on which the appointment is of exceptional importance for the institution must be noted in the official record. Only professors may be appointed through nomination. The decision is made by the Vice-Chancellor, and may not be delegated. When an appointment is made by nomination, no information of the kind laid down in Section 6, Paragraph 1 of the Employment Ordinance need be submitted. The provisions regarding external experts found in Chapter 4, Section 6 of the Higher Education Ordinance must apply. When dealing with a nomination procedure, refer to the Procedures when appointing teachers.

4.1.2 Qualification requirements for appointment as professor

To qualify for appointment as professor, except in artistic disciplines, an applicant must have demonstrated both research and teaching expertise. To qualify for appointment as professor in an artistic discipline, an applicant must have demonstrated both artistic and teaching expertise (Chapter 4, Section 3 of the Higher Education Ordinance).

Research expertise refers to independent research work, the ability to plan and lead research activities, and the ability to impart information about research with the wider community.

Teaching expertise refers to documented experience of planning, implementing, examining and evaluating teaching, and is shown through a reflective approach to student learning and one's own role as a teacher. For employment on an artistic basis, teaching expertise involves demonstrated teaching expertise in artistic contexts, within or outside academia.



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Artistic expertise refers to distinguished artistic qualifications from practice within the artistic fields, as well as the ability to conduct artistic research and/or development work and the ability to impart information about art with the wider community.

4.2 Adjunct professor

An adjunct professor is to be employed for an indefinite period, but not for longer than until a specified date. Such an appointment may be extended. The total period of employment may not, however, exceed twelve years (Chapter 4, Section 11 of the Higher Education Ordinance).

An adjunct professor within an artistic discipline is to be employed for an indefinite period, but for no longer than five years. Such an appointment may be extended. The total period of employment may not exceed ten years (Chapter 4, Section 10 of the Higher Education Ordinance).

The work of an adjunct professor is principally to be located outside the higher education institution (Chapter 3, Section 3 of the Higher Education Act), which means that the appointment at Umeå University may encompass a maximum of 49 per cent of a full-time position. Additionally, the appointment must provide a specific competence of particular importance to the organisation or strengthen the connections with the wider community.

Before the appointment is complete, a written agreement on the terms of the employment must be established between the University and the main employer. This includes regulation of the parties' responsibilities for salary and other costs, resources in the form of premises, equipment and duties, and intellectual property.

4.2.1 Qualification requirements for appointment as adjunct professor

The same qualification requirements apply to the appointment as adjunct professor as to the appointment as professor (refer to Section 4.1.2).

In assessing research or artistic expertise, the emphasis must primarily be placed on expertise within the particular area that the appointment is directed towards.

4.3 Visiting professor

A visiting professor is to be employed for an indefinite period, but not for longer than until a specified date. Such an appointment may be extended. The total period of employment may not exceed five years (Chapter 4, Section 12 of the Higher Education Ordinance).

The appointment of a visiting professor is to provide new competence regarding educational, research or artistic practice. A visiting professor's primary employment must be at another higher education institution or equivalent, in Sweden or abroad.

4.3.1 Qualification requirements for appointment as visiting professor

The same qualification requirements apply to the appointment as visiting professor as to the appointment as professor (refer to Section 4.1.2).

4.4 Associate professor

The post of senior lecturer is regulated through the Higher Education Act and the Higher Education Ordinance. At Umeå University, this post is titled "associate professor" (Sw. *universitetslektor*).



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4.4.1 Qualification requirements for appointment as associate professor

A person qualified for appointment as associate professor is (Chapter 4, Section 4 of the Higher Education Ordinance):

1. within an area outside the artistic disciplines, a person who has demonstrated teaching expertise and has been awarded a doctorate, or has attained equivalent research expertise or other professional expertise relevant with regard to the subject area and the duties included in the position; and
2. within an artistic discipline, a person who has demonstrated teaching expertise and has been awarded an artistic doctorate, and has demonstrated artistic expertise or has attained other professional expertise relevant with regard to the subject area and the duties included in the position.

Research expertise refers to having completed a doctoral degree or foreign degree deemed equivalent to a doctoral degree.

Teaching expertise refers to documented experience of planning, implementing, examining and evaluating teaching, and is shown through a reflective approach to student learning and one's own role as a teacher. For employment on an artistic basis, teaching expertise involves demonstrated teaching expertise in artistic contexts, within or outside academia.

Other professional expertise refers to relevant expertise acquired through professional experience. Other professional expertise may only be considered as a qualification requirement for appointment as associate professor when such professional expertise is of significance to the subject area and the duties of the position. An example of when such significance exists may be when the person is expected to teach within a field where practical experience is essential.

4.5 Combined posts

A higher education institution may, with the consent of an accountable authority for healthcare, as laid down in Chapter 3, Section 8 of the Higher Education Act, decide that a post as a teacher at a higher education institution is to be combined with employment at a designated healthcare facility for medical training and research. Training and research at such a facility includes training and research in dental science (Chapter 4, Section 2 of the Higher Education Ordinance).

Decisions, with the consent of the relevant accountable authority for healthcare, on whether a post as professor or associate professor may be combined with employment at a designated healthcare facility for medical (including dental) training and research are made in accordance with the Vice-Chancellor's delegation procedure.

4.5.1 Qualification requirements for combined posts

Refer to the qualification requirements for professors in Section 4.1.2 or associate professors in Section 4.4.1. In addition to this, there may be qualification requirements linked to the clinical part of the combined post.

4.6 Assistant professor

The post of associate senior lecturer is regulated through Chapter 4, Sections 4a and 12a of the Higher Education Ordinance. At Umeå University this post is titled "assistant professor" (Sw. *biträdande universitetslektor*).



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The purpose of the appointment is that an assistant professor is to be given the opportunity to develop their independence as a researcher and acquire research and teaching qualifications to meet the qualification requirements for appointment as associate professor.

An appointment as assistant professor is mainly to be focused on acquiring research qualifications; the remaining time is mainly to be focused on acquiring teaching qualifications. The minimum period for acquiring research qualifications must be decided on before advertising the position.

Prior to an appointment as assistant professor, the assessment criteria that will be applied in a promotion to associate professor must be established, in accordance with Section 6 Promotion.

An assistant professor may be appointed for an indefinite period, but for no longer than at least four years and at most six years. The period of employment for such a position must be decided on before advertising the position. The appointment may be extended, but for no longer than two years, if further time is required in order to achieve the aim of the appointment as a result of the assistant professor's absence due to illness, parental leave or other special circumstances.

For anyone who holds an employment for an indefinite period as an assistant professor in accordance with the Appointments Procedure (FS 1.1-851-16), the agreed terms of employment apply. This refers to appointments as assistant professor advertised with an application deadline of 31 March 2018 or earlier.

4.6.1 Appointment as assistant professor

A person who has been awarded a doctorate or has achieved equivalent research expertise is qualified for appointment as assistant professor. Priority should be given to candidates who have been awarded their doctorate or have achieved equivalent research expertise no more than five years or no more than seven years before the deadline for the application for appointment as assistant professor. Decisions on which time limits will apply within different subject areas are made in the manner decided on by the Vice-Chancellor. However, a person who has been awarded a doctorate or has achieved equivalent competence earlier can also be considered if special reasons exist. Special reasons refer to leave of absence due to illness, parental leave or other similar circumstances (Chapter 4, Section 4a of the Higher Education Ordinance).

4.6.2 Assistant professor combined with clinical employment

At Umeå University, in the same way that an appointment as professor or associate professor may be combined with employment at a designated healthcare facility for training and research in medicine or dental science, an appointment as assistant professor can also be combined with such employment.

An assistant professorship may be combined with employment at an accountable authority for healthcare as a consultant (attending) physician or with employment as something other than a physician for a maximum of 13 hours per week. An appointment as assistant professor may be combined with a post as a resident physician or resident dentist. Further conditions for such combination are determined by the Vice-Chancellor in the Rule for assistant professorship combined with clinical employment.

4.7 Postdoctoral fellow

After completing a doctoral degree, an appointment as a postdoctoral fellow aims to provide an employee with an early opportunity to develop research independence and to create the right conditions for acquiring further qualifications. Duties primarily focus on conducting research.



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Teaching may also be included in the duties, although only to a maximum of 20 per cent of the total working hours.

Besides what is stipulated in the provisions of the Employment Protection Act (1982:80), a postdoctoral fellow may be appointed for an indefinite period, but for no longer than at least two years and at most three years.

An employment in accordance with what is stipulated in the above paragraph may be extended if required to fulfil the purpose of the appointment. However, the total period of employment may not exceed three years. A postdoctoral fellowship normally corresponds to a full-time position.

An appointment of a postdoctoral fellow takes place in accordance with the applicable central collective agreement.

4.7.1 Employment as postdoctoral fellow

To be appointed under the agreement on fixed-term employment as a postdoctoral fellow, the candidate is required to have completed a doctoral degree or a foreign degree deemed equivalent to a doctoral degree. This qualification requirement must be fulfilled no later than at the time of the appointment decision.

To be appointed under the postdoctoral agreement, priority should be given to candidates who completed their degree, in accordance with what is stipulated in the paragraph above, no later than three years ago. If there are special reasons, candidates who completed their doctoral degree earlier than that may also be eligible. Special reasons include absence due to illness, parental leave, appointments of trust in trade union organisations, military service or similar circumstances, as well as clinical practice or other forms of appointment/assignment relevant to the subject area.

4.8 Lecturer

An appointment as lecturer is primarily to involve teaching. The appointment is mainly to be used when the organisation is in need of current professional expertise.

4.8.1 Qualification requirements for appointment as lecturer

A person qualifies for appointment as lecturer if they hold a Master's degree or higher, or if they have other professional skills that are relevant with regard to the subject area of the appointment and the duties included therein.

4.9 Adjunct associate professor

The purpose of an appointment as adjunct associate professor is to add such competence that does not normally exist within ordinary operations and is necessary for high-quality education, while at the same time contributing to mutual knowledge exchange between the University and the wider community.

An adjunct associate professor may be employed for an indefinite period, but for no longer than two years. Such an appointment may be extended for two years at a time, in accordance with a central collective agreement. The appointment is also regulated in the local collective agreement regarding fixed-term employment as an adjunct associate professor.

A person employed as adjunct associate professor must primarily have their professional activities outside the higher education institution. The scope of the employment at the University is normally 20



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per cent of a full-time position, although a larger scope may be considered in some cases, but for no more than 49 per cent of a full-time position.

An assessment of the organisation's need for future adjuncts is to be made at each department, and is to be reported and coordinated in accordance with the applicable local collaboration agreement. Before the appointment is complete, a written agreement on the terms of the employment must be established between the University and the main employer.

An adjunct teacher at Umeå University is titled adjunct associate professor (Sw. *adjungerad universitetslektor*) or adjunct lecturer (Sw. *adjungerad universitetsadjunkt*).

4.9.1 Qualification requirements for appointment as adjunct associate professor

Refer to the qualification requirements for associate professors and lecturers.

4.10 Visiting associate professor

The purpose of appointing a visiting associate professor is to provide new competence regarding educational, research or artistic practice. A visiting associate professor's primary employment must be an associate professorship, or equivalent, at another higher education institution, or equivalent, in Sweden or abroad.

An appointment as visiting associate professor is limited to a fixed term pursuant to the Employment Protection Act (1982:80).

4.10.1 Qualification requirements for appointment as visiting associate professor

Refer to the qualification requirements for associate professors in Section 4.4.1.

4.11 Research fellow

The purpose of this appointment is to attract and create opportunities for research fellows who are of strategic significance to the organisation.

The duties of an appointed research fellow are primarily to involve research. However, teaching may also be included in the duties, although only to a maximum of 25 per cent of the total working hours. The basis for the appointment is external research funding that must be directly tied to the applicant. The external research funding must correspond to at least 50 per cent of the total working hours.

A research fellow whose employment is limited to a fixed term is appointed in accordance with the Employment Protection Act (1982:80).

4.11.1 Qualification requirements for appointment as research fellow

A person who has been awarded a doctorate or a foreign degree deemed equivalent to a doctoral degree is qualified for appointment as a research fellow. For research fellows in artistic disciplines, other equivalent qualification requirements in the form of artistic expertise or other professional expertise relevant to the subject area and the duties included in the employment can qualify the research fellow for employment.



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4.12 Transitional provisions for assistant professors (Sw. *forskarassistent*)

As of 1 April 2018, appointment to obtain qualifications is no longer regulated in the Higher Education Ordinance. At Umeå University, this form of time-limited appointment has previously been called *research fellow*, and more recently *assistant professor* (Sw. *forskarassistent*). For anyone who holds an appointment as such an assistant professor, the agreed terms of employment will be applied until the employment ends. When an appointment as an assistant professor was announced with an application deadline of 31 March 2018 or earlier, the terms of employment stated in the previous Appointments Procedure (FS 1.1-851-16) apply – see below.

Excerpt from the Appointments Procedure for teachers at Umeå University (FS 1.1-851-16), Section 2.7 Assistant professor:

“The position of assistant professor is limited to a fixed term aimed at the acquisition of research qualifications. The appointment is to primarily involve the acquisition of research qualifications equivalent to 80 per cent and should normally allow acquisition of educational qualifications equivalent to a maximum of 20 per cent of a full-time position. The purpose is that a teacher is given the opportunity to develop their independence as a researcher, and to acquire the qualifications necessary for another teaching post for which higher qualifications are required. The appointment may be extended if further time is required in order to achieve the aim of the appointment as a result of the teacher’s absence due to illness, parental leave or other special reasons. However, the total period of employment may not exceed six years.” (SFS 2012:523)



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5 Assessment criteria for the appointment of teachers

When making appointments, attention must be paid only to objective factors such as service merits and expertise (Chapter 12, Section 5 of the Instrument of Government). Expertise must be a primary consideration, unless there are special reasons for doing otherwise (Section 4 of the Public Employment Act).

Before an appointment procedure is initiated, an employment profile must be formally decided on in accordance with the Vice-Chancellor's delegation of authority. The employment profile must establish and weigh up various assessment criteria against each other. In doing so, further requirements for the appointment may be decided upon, in addition to those qualification requirements listed in the Higher Education Ordinance or within this Appointments Procedure. These qualification requirements must be objectively justified with regard to the content of the work and the needs of the organisation. Additional requirements for the appointment that supplement the criteria for expertise found in Sections 5.1–5.4 are decided on by the decision-making manager of the respective employment profile in accordance with the Vice-Chancellor's delegation of authority. Based on the teaching staff employment in question, leadership and administrative skills may be other important assessment criteria to consider.

General assessment criteria for all teacher categories are a good ability to cooperate and the expertise and suitability required in general to complete the work duties well.

When assessing research, artistic or teaching expertise, what is stated above concerning the qualification requirements for each of the teacher categories must be taken into consideration, as should Sections 5.1–5.4.

5.1 Research expertise

Research expertise must have been demonstrated by independent research contributions.

Assessment criteria include:

- breadth and depth of research – quality and scope;
- originality of research;
- productivity;
- contributions to the international research community;
- assignments within the research community;
- ability to obtain external research funding in competition; and
- ability to collaborate and engage with the wider community.

5.2 Teaching expertise

Teaching expertise when appointing an associate professor or professor must have been demonstrated through documented experience of teaching on a scientific or artistic basis within higher education, or equivalent expertise demonstrated in artistic contexts outside academia.

Assessment criteria for teaching expertise for appointments on a scientific basis include:

- an ability to plan, implement and evaluate teaching, and an ability to supervise and assess students at all levels of education;



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- an ability to vary teaching methods and examination formats in relation to intended learning outcomes and the nature of the subject;
- experience of collaboration with the wider community in planning and implementing education;
- participation in the development of learning environments, teaching aids and study resources; and
- a reflective approach to student learning and one's own role as a teacher.

This expertise can be obtained through teacher training for higher education, other training relevant for teaching higher education, or documented, proven experience of teaching in higher education.

Assessment criteria for teaching expertise for appointments on an artistic basis include

- an ability to develop and implement high quality education at different levels; and
- experience of educational development work.

5.3 Artistic expertise

The artistic expertise of the candidate must have been demonstrated through independent artistic production or practice and development work within the artistic disciplines.

Assessment criteria include:

- artistic quality;
- visibility and valuation within the art world and in professional contexts;
- scholarships, etc.; and
- ability to collaborate and engage with the wider community.

Artistic research and development work is an advantage.

5.4 Clinical expertise

For combined posts and appointments combined with clinical employment (see Sections 4.5 and 4.6.2), requirements are set in terms of clinical expertise.

Assessment criteria for combined posts include:

- quality of own clinical work;
- management or investigative appointments within healthcare organisations;
- development work within diagnostics and therapy;
- experience of quality improvement work at regional and national levels;
- interdisciplinary or cross-speciality work at national and international levels;
- national and international appointments, for example for the Swedish Agency for Health Technology Assessment and Assessment of Social Services, or for the National Board of Health and Welfare; and
- prizes and awards relating to clinical work.



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6 Promotion

The conditions for promotion for each appointment are outlined below.

6.1 Promotion from associate professor to professor

An associate professor employed for an indefinite period may be provided with the opportunity, upon application, to be considered for promotion to professor as permitted by the needs and circumstances of the organisation.

The Vice-Chancellor makes the decision in each individual case regarding whether such an opportunity exists, taking into consideration the documentation presented by the faculty. An assessment for promotion to professor must entail an assessment of qualification requirements and assessment criteria. Having completed a student supervision qualification or equivalent is a formal requirement for promotion to professor.

6.2 Promotion from assistant professor to associate professor

For anyone appointed assistant professor, and whose appointment was announced with an application deadline of 1 April 2018 or later, what is stated in the section below and in Section 6.2.1 applies for promotion.

An assistant professor must, on application, be promoted to associate professor if they are eligible for employment as an associate professor and are assessed to be suitable for such an appointment in accordance with the assessment criteria that apply for promotion to associate professor. Such a promotion entails indefinite employment as an associate professor.

Prior to the appointment of an assistant professor, the assessment criteria for promotion must be established. An application for promotion must be submitted six months before the fixed-term employment ends. If an assistant professor is not promoted after assessment, the fixed-term employment ends.

A decision to promote an assistant professor to associate professor cannot be appealed. Decisions to reject an application for promotion may be appealed by the applicant.

6.2.1 Promotion from assistant professor combined with clinical practice to associate professor with combined employment

In addition to what is stated under Section 6.2, the format for promotion from assistant professor in combination with clinical practice to associate professor with combined employment is established by the Vice-Chancellor in the Rule for assistant professorship with combined employment.

6.2.2 Promotion from assistant professor to associate professor – transitional regulations or in combination with specialist practice

For anyone who holds an employment for an indefinite period as an assistant professor in accordance with the previous Appointments Procedure (FS 1.1-851-16), the terms below apply.

An assistant professor has the right, upon application, to be considered for promotion to associate professor. Prior to the appointment of an assistant professor, the assessment criteria for promotion must be established. The candidate must fulfil the assessment criteria in order for the promotion to take place. The request for consideration for promotion must be submitted within four years of being



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appointed, unless special reasons exist. Special reasons include absence due to illness, parental leave or clinical practice, appointments of trust in trade union organisations or similar circumstances.

Special rules apply for when the application is to be submitted for promotion of an assistant professor in combination with residency (Sw. *specialistjänstgöring*). This is generally regulated in the Rule for assistant professorships in combination with clinical practice.

If, in accordance with the first or second paragraph, an assistant professor is not promoted upon consideration, the appointment is handled in accordance with current regulations regarding redeployment.

6.3 Promotion from lecturer to associate professor

A lecturer employed for an indefinite period as of 31 March 2018 has the right, upon application, to be considered for promotion to associate professor if the qualification requirements for the appointment as associate professor have been met.

Anyone appointed lecturer for an indefinite period from 1 April 2018 onwards may be provided with the opportunity, upon application, to be considered for promotion to associate professor if the qualification requirements for the appointment as associate professor have been met and if the needs and conditions of the organisation allow. The dean determines in each case if consideration for promotion is justified.

6.4 Qualification requirements and assessment criteria for promotion

When considering a request for promotion, what is stated under Section 4 applies in terms of qualification requirements, and what is stated under Section 5 applies in terms of assessment criteria. In support of the application to be considered for promotion, full documentation is submitted in accordance with the terms that apply for an advertised appointment.



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7 External expert review

For appointment of a professor (including adjunct professor), reports from at least two external experts regarding the skills of the candidate must be obtained, unless it is obvious that this is not needed for the assessment. There must be an equal distribution of female and male representatives among the external experts. However, this does not apply if exceptional reasons exist (Chapter 4, Sections 5–6 of the Higher Education Ordinance).

Umeå University must also apply the external expert procedure for appointments of associate professors, assistant professors and research fellows, for promotion, and for professors appointed by nomination. As much attention must be paid to the assessment of teaching expertise as to the assessment of research or artistic expertise. In special cases, the dean may deem assessment by external experts to be clearly unnecessary, for example if a candidate's expertise has recently been assessed in a different context.

An external expert procedure can take time, which may mean that situations arise when a need for competence must be met at short notice. To reduce negative consequences to the organisation in such cases, an external expert procedure may need to be simplified or ruled out. This applies when such a need for competence has arisen upon temporary absence, such as illness, leave of absence at short notice, or absence for other special reasons.

A simplified external expert procedure may not be applied in the appointment of a professor (including adjunct professor) (Chapter 4, Section 6 of the Higher Education Ordinance).

A simplified external expert procedure or deviation from the requirement for an external expert procedure may be applied in the following cases upon fixed-term appointment to avoid such negative consequences for the organisation.

A simplified external expert procedure may be applied upon fixed-term appointment of teachers for up to 12 months. A simplified external expert procedure means that a docent or professor within or outside the department who is knowledgeable in the subject area is assigned to assess the applicant, and to propose a candidate to the dean for the fixed-term appointment. The risk of disqualification must be observed in particular when appointing this docent or professor with knowledge in the subject area. An appointment made using a simplified external expert procedure may not be extended beyond a total period of employment of 12 months.

Exceptions from using an external expert procedure may be applied for appointments of teachers for a maximum of six months. An appointment made without an external expert procedure may not be extended.

An appointment in accordance with the above points, excluding or using a simplified external expert procedure, may be combined up to a maximum of 12 months.



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8 Other provisions

8.1 Appeals

Decisions for appointment at a higher education institution, and decisions in accordance with Chapter 4, Section 13 of the Higher Education Ordinance to reject an application for promotion, may be appealed to the Higher Education Appeals Board in the cases stated in Chapter 12, Section 2 of the Higher Education Ordinance. A decision to appoint an associate professor, when promoting an assistant professor to associate professor, cannot be appealed.

An appeal is made to the Higher Education Appeals Board and is sent to Umeå University, which examines whether the case was received within the set period of time.

8.2 Discontinuing an appointment procedure

A decision to discontinue an appointment procedure is made in accordance with the applicable delegation of authority. Such a decision may not be appealed – refer to Section 21 of the Employment Ordinance (1994:373).

A decision to discontinue an appointment procedure must be made objectively, but does not require justification. Objective reasons for discontinuing an appointment procedure may be the strive to recruit candidates with the best possible competence and the remaining applicants failing to fulfil such a requirement. A lack of funds or organisational changes that could not have been foreseen when initiating the appointment procedure may further constitute objective reasons.