



Sveriges lantbruksuniversitet  
Swedish University of Agricultural Sciences

**GOVERNING DOCUMENT** SLU ID: SLU.ua.2022.1.1.1-4472

Subject area: 7. Human resources/Working environment/Equal opportunities

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Document type: Rule

Decision-maker: SLU Board

Organisational unit: Division of Human Resources

Reference: Maria Bergling

Decision date: 15/12/2022

Effective as of: 1/4/2023

Valid until: Further notice

To be updated by: 31/3/2028

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Document(s) repealed: Appointment procedures for teachers at SLU, reg no SLU.ua.2018.1.1-341

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Annex to: Decision by the SLU Board, 15 December 2022, on appointment procedures for teachers at SLU

## Appointment procedures for teachers at SLU

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### Abbreviations

AF	Employment Ordinance (1994:373)
DL	Discrimination Act (2008:567)
HF	Higher Education Ordinance (1993:100)
HL	Higher Education Act (1992:1434)
LAS	Employment Protection Act (1982:80)
LOA	Public Employment Act (1994:260)
RF	Instrument of Government (1974:152)

## Introduction

SLU's appointment procedures (AO) is a document based on the Higher Education Act (HL) and the Higher Education Ordinance (HF) that regulate which teaching positions are available at SLU and which eligibility requirements apply to each position.

The appointment procedures are supplemented by the general assessment criteria for the appointment of teachers; the vice-chancellor decides on these by delegation from the SLU Board. They describe the assessment criteria for each position based on SLU's view of recruitment and skills supply and provide examples of indicators and measures that are relevant to an overall assessment of the applicant's skills.

SLU shall be characterised by openness, gender equality and inclusion. The recruitment work is in line with the European Commission's code of conduct for the recruitment of researchers. SLU's aim is to attract, recruit and maintain high-quality teacher competence.

In order for SLU to be able to attract, recruit and maintain highly skilled employees, a good working environment with well-functioning leadership is required. SLU, therefore, conducts active and systematic work to ensure that there is a healthy working environment, gender equality and equal conditions, where proactivity and in-house training are guiding principles. This is why when appointing teachers, SLU emphasises the ability to lead individuals and operations at different levels for a sustainable working environment that provides equal opportunities.

Equal opportunities mean that all employees, students and applicants shall feel welcome and be given equal conditions regardless of gender, sexual orientation, transgender identity or expression, disability, ethnic origin, religion, other beliefs or age.

The appointment of a teaching position shall be characterised by objectivity and impartiality and comply with the conflict of interest policy as per the Administrative Procedure Act. This applies to all aspects of the employment procedure, from the time a proposal for new recruitment is made, until the final decision on employment.

## Basic provisions and legal basis

**RF Chapter 1, Art. 2** Public power shall be exercised with respect for the equal worth of all and the liberty and dignity of the private individual. [...] The public institutions shall promote the ideals of democracy as guidelines in all sectors of society [...]. [...]The public institutions shall promote the opportunity for all to participate and be equal in society[...]. The public institutions shall combat discrimination of persons on grounds of gender, colour, national or ethnic origin, linguistic or religious affiliation, functional disability, sexual orientation, age or other circumstance affecting the individual.

**RF Chapter 12, Art. 5** Appointments to posts at administrative authorities coming under the Government are made by the Government or by a public authority designated by the Government.

Basic government employment provisions are described in public law regulations and general labour legislation.

Chapter 3 of the Higher Education Act further defines what applies to teachers – see the chapter “Categories to which the appointment procedures apply”.

### 1. Merits and competence

**RF Chapter 1, Art. 9** Courts of law, administrative authorities and others performing public administration functions shall pay regard in their work to the equality of all before the law and shall observe objectivity and impartiality.

**RF Chapter 12, Art. 5** [...] When making appointments to posts within the State administration, only objective factors, such as merit and competence, shall be taken into account.

**LOA Section 4** When making appointments attention shall be paid only to objective factors such as service merits and competence. Competence shall be a primary consideration unless there are special reasons for doing otherwise.

It is the recruiting manager, together with the faculty board, academic appointments board and operational support, that are responsible for ensuring that

- objectivity and impartiality are respected
- consideration is only given to objective factors such as service merits and competence<sup>1</sup> and
- the process is transparent and free from discrimination.

A clarification as to how SLU assesses competence is described in the general assessment criteria.

**DL Chapter 2, Section 1** An employer may not discriminate against a person who, with respect to the employer, 1. is an employee, 2. is enquiring about or applying for work, [...]. [...] A person who has the right to make decisions on the employer’s behalf in matters concerning someone referred to in the first paragraph shall be equated with the employer. Chapter 3, Section 1 Employers and employees are to cooperate on active measures to bring about equal rights and opportunities in working life regardless of sex, ethnicity, religion or other belief, and in particular to combat discrimination in working life on such grounds. [...] **Section 5** The employer’s active measures shall include [...] 2. provisions and practice regarding salary and other terms of employment, 3. recruitment and promotion [...]

**HL, Section 5, 2nd paragraph** Equality between women and men shall always be taken into account and promoted in the operations of higher education institutions.

### 2. Duties of teachers

**HL Chapter 3, Section 1** The duties assigned to teaching staff may comprise educational responsibilities or research and also administrative tasks. Teachers are also responsible for keeping abreast of developments within their own subject areas and developments in the wider community that are significant for their teaching roles in higher education.

A teacher’s duties are stated in HL Chapter 3, Section 1, see also the central and local collective agreements for different categories.

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<sup>1</sup> Service merits relate to the experience required through previous public employment or operations. Only when competence is more or less the same can service merits be a deciding factor.

The planning of working hours shall take place in consultation between the teacher and his or her immediate supervisor based on operational needs and with a holistic view of the work duties and work situation.

SLU conducts research, education and environmental monitoring and assessment in the sciences for sustainable living. The operations are based on the integration of research, education and environmental monitoring and assessment. All employees at SLU are expected to contribute to SLU's operations in the best way. Furthermore, all employees at SLU must exercise good teamwork, and where applicable, leadership.

## Categories to which the appointment procedures apply

**HL Chapter 3, Section 6** Unless otherwise provided by regulations issued by the Government, each higher education institution shall itself decide which categories of teachers, apart from professors and senior lecturers, it shall employ and the qualifications and assessment criteria to apply to such appointments.

The following teaching positions are regulated in SLU's appointment procedure (AO).

- Indefinite-period appointments in accordance with the Higher Education Ordinance
  - Professor
  - Senior lecturer
- Fixed-term appointments in accordance with the Higher Education Ordinance
  - Teaching positions in the fine, applied or performing arts (max. 10 years)
  - Adjunct professor (max. 12 years)
  - Visiting professor (max. 5 years)
  - Associate senior lecturer (max. 6 years)
- Indefinite-period appointments in accordance with the Employment Protection Act (LAS)
  - Lecturer
  - Researchers
  - Environmental assessment specialist
- Fixed-term appointments in accordance with LAS and collective agreements
  - Postdoctoral positions
  - Adjunct lecturer
  - Adjunct senior lecturer

A teaching position with a clinical focus can be combined with a position at SLU's University Animal Hospital (UDS).

### 3. Professor

**HL Chapter 3, Section 2** Higher education institutions shall employ professors and senior lecturers to undertake teaching and research. A professorship is the most senior teaching appointment.

A professorship is the most senior teaching appointment at SLU.

### 3.1. *Qualification requirements*

**HF Chapter 4, Section 3** Qualification requirements for employment as a professor, except in disciplines in the fine, applied or performing arts, are fulfilled by someone who has demonstrated both research and teaching expertise. Qualification requirements for employment as a professor in disciplines in the fine, applied or performing arts are fulfilled by someone who has demonstrated both artistic and teaching expertise. The assessment criteria for appointment as a professor must be the degree of expertise required as qualification for employment. As much attention must be given to the assessment of teaching expertise as to the assessment of research or artistic expertise. Each higher education institution otherwise determines the assessment criteria that must be applied to the appointment of a professor.

To be employed as a professor, the eligibility requirements according to HF Chapter 4, Section 3 (see above) apply. When assessing a candidate, focus is primarily made on qualitative indicators that relate to the applicant's skills. Even quantitative measures may, in the case of an overall assessment, provide some guidance as to the applicant's skills.

### 3.2. *Work duties*

A professor's work duties are stated in HL Chapter 3, Section 1 and are supplemented in a local collective agreement.<sup>2</sup>

### 3.3. *Call to the chair of professor*

**HF Chapter 4, Section 7** A higher education institution may nominate someone for appointment as a professor if this is of exceptional importance for a specific activity at the institution. If a higher education institution nominates an individual for a post, the reason why the appointment is of exceptional importance for the institution must be documented. Only someone qualified for appointment under Section 3 may be appointed through nomination. The decision to nominate an individual for a post is made by the vice-chancellor and cannot be delegated. For an appointment through nomination, there is no need to submit information of the kind stated in the first paragraph of Section 6 of the Employment Ordinance (1994:373). The provisions on expert assessment in Section 6 must be applied.

With the purpose to facilitate strategic recruitment, the procedure of calling a professor can be used. Call to the employment of a professor shall be used restrictively.

The nomination procedure shall only be used when recruiting a person outside SLU.

### 3.4. *Promotion to professor*

If it is appropriate and based on the university's strategic needs, the university has the opportunity to promote a researcher or senior lecturer to professor. See the section on promotion, 19.2.

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<sup>2</sup> See the local collective agreement "Working hours and reimbursements dependent on working hours for teachers and others".

#### 4. Adjunct professor

**HL Chapter 3, Section 3** [...] A professor may be employed for a fixed term, if the appointment concerns [...] 2. an adjunct post at a higher education institution for someone mainly employed outside the higher education sector (adjunct professor), or [...]

**HF Chapter 4, Section 11** An adjunct professor must be employed until further notice, but until a specified date. These appointments may be extended. The total period of employment may be no longer than twelve years. For other aspects of these appointments, the Employment Protection Act (1982:80) applies.

The purpose of adjunct positions is to bring in expertise not normally found in the regular operations, but which is necessary in order for operations to be of high quality. Only a person whose main field of activity lies outside of academia may be appointed adjunct professor.

An adjunct professor shall be employed for a maximum of 49 per cent.

Before the appointment, SLU and the principal employer must enter into an agreement. The agreement regulates employment conditions such as work assignments, costs, requirements for resources, ownership of results, right to publication and confidentiality.<sup>3</sup>

##### 4.1. *Qualification requirements*

An adjunct professor shall meet the same eligibility requirements that apply to a professor according to HF Chapter 4, Section 3. When assessing research or artistic expertise, priority shall be given to expertise in the specific area towards which the position is aimed.

##### 4.2. *Work duties*

An adjunct professor's work duties are stated in HL Chapter 3, Section 1 and are supplemented in a local collective agreement.<sup>4</sup>

#### 5. Visiting professor

**HL Chapter 3, Section 3** [...] A professor may be employed for a fixed term if the appointment concerns [...] 3. a position as a visiting lecturer for a person who has the required qualifications for appointment as a professor (visiting professor).

**HF Chapter 4, Section 12** A visiting professor must be employed until further notice, but until a specified date. These appointments may be extended. The total period of employment may be no longer than five years. For other aspects of these appointments, the Employment Protection Act (1982:80) applies.

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<sup>3</sup> An agreement must always be drawn up when SLU does not pay salary directly to the adjunct professor.

<sup>4</sup> See the local collective agreement "Working hours and reimbursements dependent on working hours for teachers and others".

A visiting professor at SLU has his or her regular employment at another university or equivalent, Swedish or foreign. The purpose is to increase the opportunity for exchange and complementary expertise in courses and programmes and research.

#### *5.1. Qualification requirements*

A visiting professor shall meet the same eligibility requirements that apply to a professor according to HF Chapter 4, Section 3.

#### *5.2. Work duties*

A visiting professor's work duties are stated in HL Chapter 3, Section 1 and are supplemented in a local collective agreement.<sup>5</sup>

### **6. Senior lecturer**

**HL Chapter 3, Section 2** Higher education institutions shall employ professors and senior lecturers to undertake teaching and research.

Aside from a professorship, a senior lecturer is the most senior teaching appointment at SLU.

#### *6.1. Qualification requirements*

**HF Chapter 4, Section 4** A person qualified for appointment as a senior lecturer is

1. except in disciplines in the fine, applied or performing arts, someone who has demonstrated teaching expertise and been awarded a doctorate or has the corresponding research competence or other professional expertise that is valuable for the post's subject matter and duties, and
2. in disciplines in the fine, applied or performing arts, someone who has demonstrated teaching expertise and been awarded a doctorate in fine, applied or performing arts, has demonstrated artistic expertise or has some other professional expertise that is valuable for the post's subject matter and duties.

The assessment criteria for appointment as a senior lecturer must be the degree of the expertise required as qualification for employment. As much attention must be given to the assessment of teaching expertise as to the assessment of other qualifying criteria stated in the first paragraph above. Each higher education institution otherwise determines the assessment criteria that must be applied to the appointment of a senior lecturer.

To be employed as a senior lecturer, the eligibility requirements according to HF Chapter 4, Section 4 (see above) apply. When assessing a candidate, focus is primarily made on qualitative indicators that relate to the applicant's skills. Even quantitative measures may, in the case of an overall assessment, provide some guidance as to the applicant's skills. Work duties

A senior lecturer's work duties are stated in HL Chapter 3, Section 1 and are supplemented in a local collective agreement.<sup>6</sup>

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<sup>5</sup>See the local collective bargaining agreement "Working hours and reimbursements dependent on working hours for teachers and others"

<sup>6</sup> See the local collective agreement "Working hours and reimbursements dependent on working hours for teachers and others".

## 6.2. Promotion

If it is appropriate and based on the university's strategic needs, the university has the opportunity to promote a researcher or lecturer to senior lecturer. See the section on promotion, 19.2.

An associate senior lecturer can apply<sup>7</sup> for promotion to be employed as a senior lecturer in accordance with HF Chapter 4, Section 12. See the section on promotion, 19.1.

## 7. Adjunct lecturer

**Central collective agreement:** Avtal om tidsbegränsad anställning av adjungerad lärare (Agreement on temporary employment of an adjunct teacher)<sup>8</sup>

The purpose of adjunct positions is to bring in expertise not normally found in the regular operations, but which is necessary in order to provide courses and programmes of high quality.

Only a person whose main field of activity lies outside of academia may be appointed adjunct senior lecturer. The scope should be based on operational requirements and should normally be 20 per cent of full-time employment. In certain cases, the scope can be higher, but no more than 50 per cent. An adjunct lecturer must be employed for an indefinite period, though this may not exceed two years. Such an appointment may be extended.

Before the appointment, SLU and the principal employer must enter into an agreement. The agreement regulates employment conditions such as work assignments, costs, requirements for resources, ownership of results, right to publication and confidentiality.<sup>9</sup>

### 7.1. Qualification requirements

An adjunct senior lecturer must meet the same eligibility requirements that apply to a senior lecturer according to HF Chapter 4, Section 4. When assessing research or artistic expertise, priority shall be given to expertise in the specific area towards which the position is aimed.

### 7.2. Work duties

Normally, adjunct senior lecturers shall spend most of their time teaching first-cycle, second-cycle and third-cycle courses and programmes.<sup>10</sup>

## 8. Associate senior lecturer

The purpose of the employment is that an associate senior lecturer shall be given the opportunity to develop his/her independence as a researcher and to merit both

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<sup>7</sup> The application must be submitted to a faculty board, which can delegate the matter to the academic appointments board.

<sup>8</sup> Minutes from 12 December 2011, negotiations between the Swedish Agency for Government Employers – Saco-S, OFR-S/P/O and SEKO.

<sup>9</sup> An agreement must always be drawn up when SLU does not pay salary directly to the adjunct professor.

<sup>10</sup> See the local collective agreement "Working hours and reimbursements dependent on working hours for teachers and others".

scientifically and pedagogically in order to meet the eligibility requirements for employment as a senior lecturer.

### *8.1. Qualification requirements*

**HF Chapter 4, Section 4 a** Qualification requirements for employment as an associate senior lecturer are fulfilled by someone who has been awarded a doctorate or has the corresponding research competence. Primary consideration should be given to someone who has been awarded a doctorate or achieved the equivalent competence within five years of the deadline for application for employment as an associate senior lecturer. However, someone who has been awarded a doctorate or achieved the equivalent expertise at an earlier date may also be considered if there are special grounds. Special grounds are sick leave, parental leave or other similar circumstances.

Each higher education institution decides the assessment criteria that must be applied to the appointment of an associate senior lecturer. Prior to such an appointment, the higher education institution must also establish the assessment criteria that will be applied to an application for promotion to senior lecturer under Section 12c.

**HF Chapter 4, Section 12 a** An associate senior lecturer may be employed until further notice, but for no less than four years and no longer than six years, which is decided by the higher education institution prior to employment. The purpose of the appointment is for the teacher to have the opportunity to develop research autonomy and acquire the scholarly and teaching qualifications required for eligibility for appointment as a senior lecturer. An appointment under the first paragraph may be extended for a maximum of two years, if the associate senior lecturer's sick leave, parental leave or other special grounds means that additional time is needed to achieve the purpose of this appointment. [...]

**Section 12 b** If a teacher has been employed under Section 12a on a fixed-term appointment at a higher education institution, no agreement may be drawn up between the higher education institution and the teacher regarding a fixed-term appointment as specified in Section 5 of the Employment Protection Act (1982:80) within six months of the date on which the employment under Section 12a came to an end.

To be employed as an associate senior lecturer, the eligibility requirements according to HF Chapter 4, Section 4 (see above) apply.

When considering the employment of an associate senior lecturer, focus is primarily made on qualitative indicators that relate to the applicant's skills.<sup>11</sup>

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<sup>11</sup> See the vice-chancellor's decision on general assessment criteria.

### 8.2. *Length of employment*

According to HF Chapter 4, Section 12 a, employment as an associate senior lecturer is limited in time. The length of employment is decided before the employment commences and must be adapted so that good conditions are provided to meet the requirements for employment as a senior lecturer. The department is responsible for following up on the conditions and progression.

### 8.3. *Work duties*

The duties of an associate senior lecturer are stated in HL Chapter 3, Section 1. The work duties must be adapted so that good conditions are provided to meet the requirements for employment as a senior lecturer.

## 9. **Lecturer**

A lecturer at SLU is primarily a teacher at first-cycle level.

### 9.1. *Qualification requirements*

Those who have a higher education qualification or equivalent competence can be employed as a lecturer.

To be employed as a lecturer, the candidate must have teaching skills, which are assessed based on qualitative factors.<sup>12</sup>

### 9.2. *Work duties*

Normally, a lecturer should spend most of their time teaching.<sup>13</sup> The head of department decides how much time should be spent on administration and research.

## 10. **Adjunct senior lecturer**

**Central collective agreement:** Avtal om tidsbegränsad anställning av adjungerad lärare (Agreement on temporary employment of an adjunct teacher)<sup>14</sup>

The purpose of adjunct positions is to bring in expertise not normally found in the regular operations, but which is necessary in order for operations to be of high quality.

Only a person whose main field of activity lies outside of academia may be appointed adjunct lecturer. The scope should be based on operational requirements and should normally be 20 per cent of a full-time employment. In certain cases, the scope can be higher, but no more than 50 per cent. An adjunct lecturer must be employed for an indefinite period, but for no longer than two years. Such an appointment may be extended.

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<sup>12</sup> See the vice-chancellor's decision on general assessment criteria.

<sup>13</sup> See the local collective agreement "Working hours and reimbursements dependent on working hours for teachers and others".

<sup>14</sup> Central agreement on temporary employment as a postdoctoral researcher signed on 19 November 2021 between the Swedish Agency for Government Employers – Saco-S, OFR-S/P/O and SEKO.

Before the appointment, SLU and the principal employer must enter into an agreement. The agreement regulates employment conditions such as work assignments, costs, requirements for resources, ownership of results, right to publication and confidentiality.<sup>15</sup>

#### 10.1. *Qualification requirements*

An adjunct lecturer must meet the same qualification requirements and the same assessment criteria that apply to lecturers at SLU. When assessing expertise, priority shall be given to expertise in the specific area towards which the position is directed.

#### 10.2. *Work duties*

Normally, adjunct lecturers should spend most of their time teaching.<sup>16</sup>

### 11. Postdoctoral positions

**Central collective agreement:** “Agreement on temporary employment as a postdoctoral researcher”  
*and*  
LAS Section 5 An agreement on temporary employment may be concluded 1. for special fixed-term employment [maximum 360 days in a 5-year period]

Employment as a postdoctoral researcher is a temporary employment aimed at developing independence as a researcher. The position can be combined with a posting abroad as part of the service merit.

#### 11.1. *Qualification requirements*

The applicant must have obtained a doctoral degree at the time when the employment decision is made. It is a merit if the doctoral degree was acquired no more than 5 years ago from the end of the application period<sup>17</sup>.

#### 11.2. *Work duties*

The person employed as a postdoctoral researcher will mainly conduct research. Teaching may also be included in the work duties, but no more than one fifth of the working time. The work duties should be documented in a work plan that is checked continuously via, for example, employee interviews.

### 12. Researcher

The purpose of employment as a researcher is to create conditions for activities that are of strategic importance to the university.

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<sup>15</sup> An agreement must always be drawn up when SLU does not pay salary directly to the adjunct professor.

<sup>16</sup> See the local collective agreement “Working hours and reimbursements dependent on working hours for teachers and others”.

<sup>17</sup> The time limitation basis according to the Central agreement – Agreement on temporary employment as a postdoctoral researcher no more than 3 years after defending his/her thesis unless special reasons exist such as parental leave, etc. or LAS (Lagen om anställningsskydd – The Employment Protection Act), a so-called “ALVA” employment (allmän visstidsanställning – general fixed-term employment).

### *12.1. Qualification requirements*

Those who have been awarded their doctorate or equivalent can be appointed as researchers. In addition, demonstrated teaching skills, or any other competence that is important with regard to the work duties, can be included as a requirement for eligibility. A postdoctoral position or associate senior lecturer is a merit for employment as a researcher.

### *12.2. Work duties*

The main work duty should be to conduct research. In addition, teaching and/or administrative work may be included.

## **13. Combined employments**

A teaching position within a clinical subject may be combined with a position at the University Animal Hospital (UDS). The purpose is to create good conditions for clinical research and teaching in both veterinary medicine and veterinary nursing.

### *13.1. Qualification requirements*

Only those who meet the qualification requirements for both positions may have a combined position.

## **14. Teachers in the fine, applied or performing arts**

**HF Chapter 4, Section 10** A teacher in disciplines in the fine, applied or performing arts may be employed until further notice, but for no longer than five years. These appointments may be extended. The total period of employment may be no longer than ten years. For other aspects of these appointments, the Employment Protection Act (1982:80) applies.

Teachers are employed on an artistic basis for some of the elements of SLU courses and programmes. The teacher categories concerned are professor, senior lecturer and lecturer. Such employments are fixed-term – a maximum of 5 years – but can be renewed. The total period of employment may not, however, exceed 10 years.

The eligibility requirements are described in the previous paragraphs about professor, senior lecturer, and lecturer, respectively.

## **15. Environmental assessment specialist**

Since 1997, environmental monitoring and assessment is part of SLU's government remit. The starting point is society's need for environmental data and decision support, and SLU contributes environmental monitoring and assessment for this purpose.<sup>18</sup>

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<sup>18</sup> See the decision by the vice-chancellor from 13 December 2016, Section 188/16, SLU ID: SLU.ua.2016.1.1.1-4622.

### 15.1. *Qualification requirements*

Those who have been awarded their doctorate or equivalent can be appointed as an environmental assessment specialist. In addition, competence that is important with regard to the work duties can be included as a requirement for eligibility.

### 15.2. *Work duties*

An environmental assessment specialist's duties include developing environmental data into environmental information and decision support through analysis and communication with external stakeholders and clients.

Teaching or administrative work may also be included.

## The recruitment process

All recruitments are based on a thorough needs analysis where the operations' competence supply plans are an important document.

The work must be characterised by a gender perspective and be free from discrimination. Aspects of the process linked to the assessment of candidates must not disadvantage anyone regardless of gender, sexual orientation, transgender identity or expression, disability, ethical origin, religion or other belief, or age.

## 16. Job advertisement

The job advertisement, which is based on a needs analysis, is the document used as a basis for legal assessments and must include the subject, the course/programme content, duties, eligibility requirements, assessment criteria, special requirements in terms of skills and personal qualities and other qualification requirements. The advertisement text specifies eligibility requirements and/or assessment criteria. These must be objectively justified based on the duties associated with the position and operational needs. The established subject description and course/programme content may not be complemented or changed once a decision regarding the job advertisement has been taken.

When preparing an advertisement for an associate senior lecturer, any special assessment criteria shall be established, which must be objectively justified based on the content of the employment and operational needs, in addition to SLU's common criteria for senior lecturers, which must be met for promotion to a senior lecturer.

In order to promote balanced gender distribution in an area or employment category, the advertisement must be formulated to encourage persons of the underrepresented gender to apply.

## 17. Information about a vacant position – advertising

**Section 6 AF** An authority intending to employ must provide information on this in an appropriate manner so that those interested in the position can notify the authority within a specified period.

The basic principle for all teaching positions at SLU is that they are filled through competition using advertisements. In some cases, this can be done through a simplified procedure after approval by the personnel director, see the guideline for advertising.

According to HF Chapter 4, Section 7, paragraph 4, the nomination of a professor is exempt from AF Section 6.

## 18. Preparation of employment matters – the work of the academic appointments boards and experts

### 18.1. *Academic appointments boards*

According to the SLU Board's delegation of authority, each faculty must have an academic appointments board appointed by the faculty board.

The academic appointments boards handle recruitment matters for professors, senior lecturers and associate senior lecturers.

The faculty boards may delegate the responsibility for assessments and proposals in matters of appointing professors and senior lecturers to the academic appointments board. In addition, a faculty board may delegate the responsibility for assessments and proposals in matters of appointing associate senior lecturers to the academic appointments board.

Unless special circumstances dictate otherwise, the candidate deemed most appropriate in terms of expertise must be offered an interview. The applicant's skills can also be tested through, for example, trial lectures. The interview and lecture must be documented and weighed together with the expert opinion to provide a basis for the final assessment. References should be taken before the employment decision and these should also be documented.

The academic appointments boards conduct a weighted assessment based on all the supporting documents.

### 18.2. *External experts*

**HF Chapter 4, Section 6** When appointing a professor (including an adjunct professor) an expert assessment must be obtained regarding the applicant's expertise, unless this is obviously unnecessary for the appraisal of their expertise. If an assessment is obtained from two or more people, men and women must be represented equally. However, this does not apply if there are special grounds.

**HF Chapter 4, Section 5 Appointment procedure – Gender equal representation** If a group of people must propose the applicants who should be considered for appointment to a teaching post, women and men must have equal representation in the group. However, this does not apply if there are special grounds.

According to a decision by the SLU Board, the faculty boards appoint experts.

When a professor or senior lecturer, or associate senior lecturer is to be appointed, their application must be subject to an external peer review. The assessment must be based on the criteria for the skills that have been requested. The only exception is if this is deemed obviously unnecessary. Typically, an exception could be when a person has recently been assessed for a similar position (e.g. at another comparable and reputable university), or if it is clear that the person would not pass the eligibility requirements following an external peer review. The decision that an external peer review is manifestly unnecessary must be justified and documented.

There are no requirements for external peer reviews for other appointments.

If an assessment is obtained from two or more people, women and men must be equally represented in this group. This does not apply, however, if there are extraordinary reasons to the contrary.

Every one of the experts must submit a written opinion, designed according to instructions from SLU, to the academic appointments board. In the opinion, they shall describe the applicants' skills in relation to the job advertisement and the appointment procedure. They shall also be tasked with making suggestions about those who should be given primary consideration for the position, without any particular order and with a justification for their choice. The expert(s) must always assess the applicants' pedagogical and scientific/artistic skills based on the requirements profile and the regulations for the appointment procedure, but may also be given the task of assessing other requirements or assessment criteria specified in the requirements profile. In the case of an application for promotion, the external expert opinion must discuss the matter of whether the applicant meets the eligibility requirements or not.

The experts' *opinions* provide advice to the academic appointments board and are included in the documentation that forms the basis for the board's proposal for employment.

## **19. Promotion**

The basic principle for all teaching positions at SLU is that they are filled through competition using advertisements. However, HF establishes exemptions for associate senior lecturers. Based on SLU's strategic needs, the vice-chancellor can in exceptional cases grant approval for the promotion of other teaching positions.

### 19.1. *Associate senior lecturer*

**HF Chapter 4, Section 12 c** An associate senior lecturers employed at a higher education institution under Section 12a must, on application, be promoted to senior lecturer at the higher education institution, provided they are

1. eligible for employment as senior lecturer, and
2. assessed as suitable for such an appointment in accordance with the assessment criteria that the higher education institution decided, under the second paragraph of Section 4a, must be applied to an application for promotion to senior lecturer.

Such a promotion entails employment until further notice as a senior lecturer.

An associate senior lecturer can apply<sup>19</sup> for promotion to be employed as a senior lecturer in accordance with HF Chapter 4, Section 12.<sup>20</sup>

### 19.2. *Teachers employed for an indefinite period – lecturer, researcher and senior lecturer*

Based on SLU's strategic needs, teachers employed for an indefinite period within the framework of their employment can, in light of the university's strategic needs, be peer-reviewed to assess the level of their research and teaching skills for promotion to a higher position (senior lecturer or professor)<sup>21</sup>. The dean of the faculty raises the issue to the vice-chancellor, who decides whether to grant a review for promotion. A review must be carried out with the same amount of care and thoroughness as a recruitment following an advertisement. It must also take the same qualification requirements and assessment criteria into consideration.

The university views a promotion as partly altered terms of employment.

## 20. Decision on employment

A decision to employ a professor (also visiting professor, adjunct professor and promotion to professor) is made by the vice-chancellor and in accordance with the Higher Education Act and higher education regulations. Other employment decisions are made in accordance with the vice-chancellor's delegation of authority.

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<sup>19</sup> The application must be submitted to a faculty board, which can delegate the matter to the academic appointments board.

<sup>20</sup> According to the transitional provisions, an associate senior lecturer employed in accordance with the 2013 appointment procedures is eligible for review to be promoted to a position of senior lecturer for an indefinite period as per the old regulations. The criteria for promotion must be established prior to the appointment.

<sup>21</sup> Lecturers and researchers to senior lecturers; senior lecturers and researchers to professors.

## 21. Appeal

**HF Chapter 12, Section 2** The following decisions of a higher education institution may be appealed to the Higher Education Appeals Board:

1. a decision relating to employment at a higher education institution, with the exception of appointment to a doctoral studentship or to senior lecturer under Section 12c of Chapter 4,
2. a decision under Section 13 of Chapter 4 to reject an application for promotion, [...]

**HF Chapter 12, Section 5** Decisions made by the Higher Education Appeals Board may not be appealed.

An employment decision can be appealed to the Higher Education Appeals Board (ÖHN – Överklagandenämnden för högskolan). Appeals must be submitted to the registrar at SLU. The matter is prepared by the Legal Affairs Unit of Vice-Chancellor's Office.

## 22. Discontinuing a recruitment procedure

**AF Section 21 2nd paragraph** [...] decision to discontinue a recruitment procedure may not be appealed.

SLU can choose not to fill an advertised vacancy without giving reasons why. Those with the authority to decide on appointments, and/or those who have made a decision to initiate recruitment, may decide to discontinue recruitment procedures.

## 23. Delegation to the vice-chancellor to approve consequential amendments and the general assessment criteria

The vice-chancellor may approve editorial and minor consequential amendments to the employment procedures following amended laws and ordinances.

The vice-chancellor also approves the general assessment criteria for the appointment of teachers.