



Appendix to the decision by the SLU Board on 19 February 2018, Section 10/18
Only the Swedish version is the official version.

Sveriges lantbruksuniversitet
Swedish University of Agricultural Sciences

SLU Board

SLU ID: SLU.ua.2018.1.1.1-341

Appointment procedures for teachers at SLU

Established by the SLU Board on 19 February 2018 with effect from 1 April 2018.

The 2018 appointment procedures replace the *SLU Appointment procedures* established by the SLU Board on 20 June 2013, SLU.ua.2013.1.1-285, as well as the *Guidelines for application of the appointment procedures* approved by the vice-chancellor on 30 September 2013, SLU.ua.2013.2.5.3-4324.

Content

Introduction.....	4
Basic provisions – legal basis	4
1 Merits and competence	5
2 Equal opportunities	5
3 Leadership.....	6
Categories included in the appointment procedure.....	6
4 Professor	7
4.1 Qualification requirements.....	7
4.2 Duties	8
4.3 Call to the chair of professor.....	8
4.4 Promotion to professor.....	8
5 Adjunct professor.....	9
5.1 Qualification requirements.....	9
5.2 Duties	9
6 Visiting professor.....	9
6.1 Qualification requirements.....	10
6.2 Duties	10
7 Senior lecturer.....	10
7.1 Qualification requirements.....	10
7.2 Duties	11
8 Adjunct lecturer	11
8.1 Qualification requirements.....	11
8.2 Duties	12
9 Associate senior lecturer	12
9.1 Qualification requirements.....	13
9.2 Duties	13
9.3 Transitional provisions.....	13
10 Lecturer	13
10.1 Qualification requirements.....	13
10.2 Duties	14
11 Adjunct senior lecturer.....	14
11.1 Qualification requirements.....	14
11.2 Duties	14
12 Post-doctoral posts	14
12.1 Qualification requirements.....	15
12.2 Duties	15
13 Researcher.....	15
13.1 Qualification requirements.....	15
13.2 Duties	15
14 Combined employments	15
14.1 Qualification requirements.....	16
15 Teachers in the fine, applied or performing arts	16
16 Environmental assessment specialist	16
16.1 Qualification requirements.....	16
16.2 Duties	17
Promotion.....	17
17 Associate senior lecturer	17

17.1	Transitional provisions.....	18
18	Teachers employed for an indefinite period – lecturer, researcher and senior lecturer.....	18
The recruitment process.....		
19	Preparation of appointments	18
20	Recruitment profile – job advertisements	19
21	Academic appointments boards	19
22	External experts	20
23	Disqualification.....	21
24	Decision on employment	21
25	Appeals	21
26	Discontinuing a recruitment procedure.....	21
27	Delegation to the vice-chancellor to approve consequential amendments and the general assessment criteria for the appointment of teachers	22

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)
URA	Avtal om utlandskontrakt och riktlinjer för anställningsvillkor vid tjänstgöring utomlands (Agreement on work abroad and terms of employment guidelines – only in Swedish)

Introduction

The SLU appointment procedures (AO) are a document based on the Higher Education Act (HL) and the Higher Education Ordinance (HF) and regulate the teaching positions within teaching and research available at SLU. Several sections begin with quotes from the most essential acts, ordinances, collective bargaining agreements and SLU governing documents. The purpose is to clarify what controls what and which parts of the AO that SLU can affect.

The appointment procedures describe SLU's fundamental work with recruitment and the promotion of teachers. The appointment procedures are intended to form a framework and describe common points of departure for recruitments, in line with SLU's vision, goals and strategy. The aim is to attract, recruit and maintain high-quality teacher competence.

The appointment procedures are established by the SLU Board. The SLU Board have delegated decisions on editorial changes and smaller changes owing to changes in legislation to the vice-chancellor.

The appointment procedures are supplemented with the *General assessment criteria for the appointment of teachers*; the vice-chancellor decides on these by delegation from the SLU Board. They describe in more detail the assessment criteria for appointments and are based on SLU's view of recruitment and skills supply.

Basic provisions – 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. [...]

All SLU employees are government employees. Basic government employment provisions are described in public-law regulations and in 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.

The recruiting manager, together with the faculty board and administrative officer, are responsible for ensuring that:

- objectivity and impartiality are respected;
- consideration is only given to objective factors such as service merits and competence¹;
- the process is transparent and free from discrimination (see item 2 “equal opportunities”).

SLU’s assessment of competence, which is prioritised, is clarified in *General assessment criteria for the appointment of teachers*.

2 Equal opportunities

HF Chapter 4, Section 5 Appointment procedure – Gender equality among representatives If a group of individuals are to submit a proposal on the applicants to be considered for appointment to a teaching post, women and men shall be equally represented in the group. This does not apply, however, if there are extraordinary reasons to the contrary.

HF Chapter 4, Section 6 Referees For the appointment of a professor (including an adjunct professor) opinions on the expertise of the applicants shall be obtained, provided that this is not manifestly unnecessary for appraisal of their expertise. When the opinions of two or more persons are obtained, both men and women should be represented equally. This does not apply, however, if there are extraordinary reasons to the contrary.

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 [...]

The SLU strategy 2017–2020, Chapter 5.1: Equal opportunities (as well as working environments and work environment activities) permeate SLU’s governing documents at all levels. (SLU ua 2015.1.1.1-409).

¹ Service merits mean the experience required through previous public employment or operations. Only when competence is largely the same may service merits be a deciding factor.

SLU strives for balanced gender distribution within all fields and at all levels. This means that external experts and members of academic appointments boards and other decision-making bodies must be appointed in a way that ensures balanced gender distribution.

3 Leadership

The SLU strategy 2017–2020, Chapter 4.1: A good working environment with well-functioning management is necessary [...] for SLU to be able to attract and retain highly skilled employees.

Chapter 4.1e: By clarifying the managers' mission and reviewing recruitment processes and organisational conditions, the heads of the academic activities are given a better opportunity to do good work.[...]. What will be achieved by 2020: The recruitment process for the appointment of managers in academia will be harmonised and ensure that both management skills and academic qualifications are taken into account. (SLU ua 2015.1.1.1-409).

A good work environment presupposes good leadership. Within the academic world, many talented teachers and researchers also become leaders through successful research and through collegial appointment of leaders. Generally, leadership must be a merit when appointing teachers.

If applicable, leadership is included as a qualification requirement or special merit in the job advertisement.

Categories to which the appointment procedures apply

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.

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 the SLU 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)

- Appointments for an indefinite period in accordance with the Employment Protection Act (LAS)
 - Lecturer
 - Researcher (and equivalent)
 - Environmental assessment specialist
- Fixed-term appointments in accordance with LAS and collective bargaining agreements
 - Post-doctoral positions
 - Adjunct lecturer
 - Adjunct senior lecturer

A teaching position within a clinical subject may be combined with employment at the University Animal Hospital (UDS).

For work abroad, regardless of employment, the regulations stated in the URA agreement apply².

4 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.

4.1 *Qualification requirements*

HF Chapter 4, Section 3 A person who has demonstrated both research and teaching expertise shall be qualified for employment as a professor except in disciplines in the fine, applied or performing arts. A person who has demonstrated both artistic and teaching expertise shall be qualified for employment as a professor in disciplines in the fine, applied or performing arts.

The assessment criteria for appointment as a professor shall be the degree of the expertise required as a qualification for employment. As much attention shall be given to the assessment of teaching expertise as to the assessment of research or artistic expertise. Each higher education institution determines itself what assessment criteria are otherwise to apply to the appointment of a professor.

For a candidate to be offered a professorship in other disciplines than the fine, applied or performing arts, they must have both research and teaching expertise within the subject in question and have a doctorate or equivalent. In addition, the candidate must have been appointed as a docent or assessed to have the corresponding skills. When assessing a candidate, focus is primarily on qualitative indicators of their expertise³. However, quantitative indicators such as productivity are also important.

² Central framework agreement 25 January 2010: *Avtal om utlandskontrakt och riktlinjer för anställningsvillkor vid tjänstgöring utomlands* (Agreement on work abroad and terms of employment guidelines) apply to government employees. Only available in Swedish.

³ See the vice-chancellor's decision on *General assessment criteria for the appointment of teachers*.

Additional qualification requirements based on the duties relevant to the employment should be stated in the advertisement.

4.2 *Duties*

Normally, a professor should spend most of their time on research and third-cycle courses and programmes.⁴

4.3 *Call to the chair of professor*

HF Chapter 4, Section 7 A higher education institution may nominate an individual for an appointment as a professor if the appointment of the individual is of exceptional importance for a specific activity at the institution. 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 placed on record.

Only those qualified for appointment to the post pursuant to Section 3 may be nominated for appointment.

The decision to nominate an individual for a post is made by the vice-chancellor and cannot be delegated.

When an appointment is made by nomination, no information of the kind laid down in the first paragraph of Section 6 of the Employment Ordinance (1994:373) need be submitted. The regulation on referees' opinions in Section 6 shall apply.

With the purpose to facilitate strategic recruitment, the procedure of calling a professor can be used in exceptional cases. Only those who fulfil the requirements for the appointment of professor may be called, and it must be made obvious that it is unnecessary to collect external expert assessments to test the candidate's expertise. The person called must be employed as a professor or have an equivalent appointment. Calls to the chair of a professor must be used restrictively.

The calling procedure is meant to be used when recruiting someone outside the university.

4.4 *Promotion to professor*

If suitable for the university's strategic needs and an individual's competence, the university can promote a researcher or senior lecturer to professor, provided the external expert assessment shows that the person has the competence needed to be promoted to professor.

The promotion opportunity makes it possible for SLU to keep competent employees who are, or will be, strategically important for the university.

See the section on promotion.

⁴ See the local collective bargaining agreement *Working hours and reimbursements dependent on working hours for teachers and others* (only in Swedish). Last updated 25 April 2017.

5 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 shall be employed for an indefinite period but for no longer than until a specified date. Such an appointment may be extended. The total period of employment may not, however, exceed twelve years. In other respects the post is subject to the provisions of the Employment Protection Act (1982:80).

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 professor. An adjunct professor must be employed for an indefinite period and at a maximum 50 per cent, but for no longer than until a specified date.

Before appointment, SLU and the principal employer must enter into an agreement. The agreement must contain employment conditions such as duties and costs as well as resource requirements, ownership of findings, publication rights and secrecy.

5.1 *Qualification requirements*

An adjunct professor must meet the same qualification requirements and the same general assessment criteria that apply to SLU professors.

5.2 *Duties*

Normally, an adjunct professor should spend most of their time on research and third-cycle courses and programmes.⁵ The head of department decides the adjunct professor's duties in detail, and must document them in a work plan.

6 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 shall be employed for an indefinite period but for no longer than until a specified date. Such an appointment may be extended. The total period of employment may not, however, exceed five years. In other respects the post is subject to the provisions of the Employment Protection Act (1982:80).

⁵ See the local collective bargaining agreement *Arbetstid och arbetstidsberoende ersättningar för lärare m.fl.* (Working hours and reimbursements dependent on working hours for teachers and others – only in Swedish).

Visiting professors at SLU must be primarily employed at another university, Swedish or foreign. The purpose is to increase the opportunity for exchange and complementary expertise in courses and programmes and research.

6.1 *Qualification requirements*

A visiting professor must meet the same qualification requirements and the same general assessment criteria that apply to SLU professors.

6.2 *Duties*

Normally, a visiting professor should spend most of their time on research and third-cycle courses and programmes.⁶ The head of department decides the visiting professor's duties in detail, and must document them in a work plan.

7 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, senior lecturer is the most senior teaching appointment.

7.1 *Qualification requirements*

HF Chapter 4, Section 4 Those qualified for appointment as a senior lecturer are

1. except in disciplines in the fine, applied or performing arts, a person who has demonstrated teaching expertise and been awarded a PhD or has the corresponding research competence or some other professional expertise that is of value in view of the subject matter of the post and the duties that it will involve, and
2. in disciplines in the fine, applied or performing arts, a person 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 of value in view of the subject matter of the post and the duties it will involve.

The assessment criteria for appointment as a senior lecturer shall be the degree of the expertise required as a qualification for employment. As much attention shall be given to the assessment of teaching expertise as to the assessment of other qualifying criteria laid down in the first paragraph above. Each higher education institution determines itself what assessment criteria are otherwise to apply to the appointment of a senior lecturer.

To be appointed senior lecturer in other disciplines than the fine, applied or performing arts, a doctorate or equivalent is required. The candidate must possess research and teaching expertise within the subject in question. When assessing a candidate, focus is primarily on qualitative indicators of their expertise⁷. However, quantitative indicators such as productivity are also valuable.

⁶ See the local collective bargaining agreement *Arbetstid och arbetstidsberoende ersättningar för lärare m.fl.* (Working hours and reimbursements dependent on working hours for teachers and others – only in Swedish).

⁷ See the vice-chancellor's decision on *General assessment criteria for the appointment of teachers*.

In order to be eligible, the person who is recruited as senior lecturer for an indefinite term must have undergone training in teaching and learning in higher education, covering around 10 weeks, or have acquired equivalent knowledge in other ways, and have experience teaching at different levels.

Additional qualification requirements based on the duties relevant to the appointment should be stated in the advertisement.

7.2 Duties

Seen over a period of several years, a senior lecturer must both conduct research and teach.⁸

8 Adjunct lecturer

Central collective bargaining agreement: *Avtal om tidsbegränsad anställning av adjungerad lärare* (Agreement on temporary employment of an adjunct teacher – only in Swedish)⁹

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 of employment must be based on operational requirements and is normally 20 per cent of a full-time post. 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 appointment, SLU and the principal employer must enter into an agreement. The agreement must contain employment conditions such as duties and costs as well as resource requirements, ownership of findings, publication rights and secrecy.

8.1 Qualification requirements

An adjunct senior lecturer must meet the same qualification requirements and the same general assessment criteria that apply to senior lecturers.

⁸ See the local collective bargaining agreement *Arbetstid och arbetstidsberoende ersättningar för lärare m.fl.* (Working hours and reimbursements dependent on working hours for teachers and others – only in Swedish).

⁹ Minutes from 12 December 2011, negotiations between the Swedish Agency for Government Employers – Saco-S, OFR-S/P/O and Seko.

8.2 Duties

Normally, an adjunct senior lecturer should spend most of their time teaching first-cycle, second-cycle and third-cycle courses and programmes.¹⁰ The head of department decides the adjunct senior lecturer's duties in detail, and must document them in a work plan.

9 Associate senior lecturer

HF Chapter 4, Section 4a), those qualified for appointment as an associate senior lecturer are those who have been awarded a PhD or have attained equivalent research competence. Primary candidates are those who have obtained a PhD or acquired equivalent competence no more than five years prior to the application deadline. If there are special reasons, an individual who has attained equivalent competence earlier can also be considered. Special reasons mean sick leave or parental leave, or other similar circumstances.

Each higher education institution determines itself what assessment criteria are otherwise to apply to the appointment of an associate senior lecturer. Before such an appointment, the higher education institution must also establish the assessment criteria that will apply in matters concerning promotion to senior lecturer in accordance with Section 12c. [*The translation of this paragraph is not an official translation. No official translation is available yet.*]

HF Chapter 4, Section 12a An associate senior lecturer may be employed for an indefinite period, but for at least four years and no longer than six years. The higher education institution must decide the time period before the employment takes place. The purpose of the employment is to enable the teacher to develop research autonomy and acquire the qualifications required for eligibility for appointment to another senior lecturer post for which more advanced qualifications are demanded. This appointment (see above) may be extended for a maximum of two years if, because of illness, parental leave or other special grounds, additional time is needed to attain the purpose of the appointment. [...]

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

The position of associate senior lecturer is a step on the academic career ladder at SLU. An associate senior lecturer must be given an independent position at an early stage, their own responsibilities in their department and the opportunity to meet the requirements to be appointed docent. The responsible department must create a good environment for career development for the associate senior lecturer. This is necessary if they are to have the possibility to become a good teacher, researcher and environmental assessment specialist with the capacity to start new lines of research, develop courses and programmes as well as teach and supervise students. An appointment as associate senior lecturer must give talented researchers/teachers/environmental assessment specialists the possibility, after thorough assessment, to be employed as senior lecturers and, long-term, the potential to become successful professors.

¹⁰ See the local collective bargaining agreement *Arbetstid och arbetstidsberoende ersättningar för lärare m.fl.* (Working hours and reimbursements dependent on working hours for teachers and others – only in Swedish).

9.1 *Qualification requirements*

Those who have been awarded a doctorate and who have research competence in the subject matter of the position are qualified for appointment as an associate senior lecturer. Their degree should not be older than five years unless there are special reasons such as sick leave or parental leave, or other similar circumstances.

When assessing a candidate, focus is primarily on qualitative indicators of their skills.¹¹

9.2 *Duties*

This is a career-development position which can last for a maximum of six years. The duties must enable the employee to develop their teaching expertise as well as independent research/environmental monitoring and assessment. The employment period as well as the criteria that need to be met for promotion to senior lecturer must be specified at the time of recruitment.

See the section on promotion.

9.3 *Transitional provisions*

The regulations in the appointment procedures for 2013 apply to associate senior lecturers employed at SLU until 31 March 2018.¹² If suitable, the 2018 appointment procedures apply to recruitments initiated before 1 April 2018. Otherwise, the previous regulations apply. The 2018 appointment procedures apply to all recruitments that begin as of 1 April 2018.

10 Lecturer

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

10.1 *Qualification requirements*

Those who have a higher education qualification or equivalent competence can be employed as a lecturer. It is an advantage if the candidate has undergone training in teaching and learning in higher education, which should correspond to at least six weeks of full-time studies. If a candidate completely or partly lacks teaching and learning training in higher education, it must be carried out during the first two years working as a lecturer.

To be employed as a lecturer, the candidate must have teaching skills, which are assessed based on qualitative factors.¹³

¹¹ See the vice-chancellor's decision on *General assessment criteria for the appointment of teachers*.

¹² Decision by the SLU Board of 20 June 2013, Section 61/13 SLU ua 2013.1.1–2851. Includes, among other things, fixed-term employment for a maximum of 4 years with an extension possibility of 2 years in the case of sick leave, parental leave, etc.

¹³ See the vice-chancellor's decision on *General assessment criteria for the appointment of teachers*.

10.2 Duties

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

11 Adjunct senior lecturer

Central collective bargaining agreement: *Avtal om tidsbegränsad anställning av adjungerad lärare* (Agreement on temporary employment of an adjunct teacher – only in Swedish)¹⁴

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 lecturer. The scope of employment must be based on operational requirements and is normally 20 per cent of a full-time position. 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.

Before employment, SLU and the principal employer must enter into an agreement. The agreement must contain employment conditions such as duties and costs as well as resource requirements.

11.1 Qualification requirements

An adjunct lecturer must meet the same qualification requirements and the same assessment criteria that apply to lecturers at SLU.

11.2 Duties

Normally, an adjunct lecturer should spend most of their time teaching.¹⁵ The head of department decides the lecturer's duties in detail, and must document them in a work plan.

12 Post-doctoral posts

Central collective bargaining agreement: *Avtal om tidsbegränsad anställning som postdoktor och/eller* (Agreement on temporary employment of a post-doc – only in Swedish) **and/or**

LAS Section 5 A contract of employment for a fixed term may be concluded for 1. general fixed-term employment [max. 2 years during a 5-year period].

¹⁴ Minutes from 12 December 2011, negotiations between the Swedish Agency for Government Employers – Saco-S, OFR-S/P/O and Seko.

¹⁵ See the local collective bargaining agreement *Arbetstid och arbetstidsberoende ersättningar för lärare m.fl.* (Working hours and reimbursements dependent on working hours for teachers and others – only in Swedish).

Post-doctoral positions are fixed-term employments that are available shortly after the public defence of a doctoral thesis.

12.1 *Qualification requirements*

Those who have been awarded their doctorate a maximum of 5 years before the deadline for application may be employed¹⁶.

12.2 *Duties*

This position aims to give new doctors the possibility to strengthen and develop their teaching and scientific skills. Their primary duty is to conduct research. The immediate manager decides the post-doc's duties, and must document them in a work plan which is continually evaluated during staff appraisals.

13 Researcher

A research position normally follows after a post-doctoral and/or associate senior lecturer position.

13.1 *Qualification requirements*

Those who have been awarded their doctorate or equivalent can be appointed as researchers. In addition, teaching expertise or other professional expertise deemed important in relation to the duties may also be requirements. It is an advantage if the candidate has held a post-doctoral position.

13.2 *Duties*

A researcher should normally spend their time researching. In addition, teaching and/or administrative work is included. The immediate manager decides the researcher's duties, and must document them in a work plan.

14 Combined positions

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

The procedures that apply to the appointment of teachers also apply to all combined positions.

¹⁶ Fixed-term employment according to the central collective bargaining agreement *Avtal om tidsbegränsad anställning som postdoktor* (Agreement on fixed-term employment as a post-doc, "the post-doc agreement" – only in Swedish), max. 3 years after the public defence of a doctoral thesis, unless there are special reasons such as parental leave, etc. or according to LAS, a general fixed-term employment.

A person already employed as a teacher who wants to combine this with clinical work (veterinary surgeon/veterinary nurse) should contact their immediate manager. The dean of the VH Faculty, or the person they have delegated this task, together with the head of the University Animal Hospital, decides if there is a need for a combined position. The employment can be re-regulated if the parties agree¹⁷.

14.1 *Qualification requirements*

Only those who meet the qualification requirements for both positions may have a combined positions. When advertising combined positions, clear qualification requirements for both must be listed.

15 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 for an indefinite period, but for no more than five years. Such an appointment may be extended. The total period of employment may not, however, exceed ten years. In other respects, the provisions of the Employment Protection Act (1982:80) apply.

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 qualification requirements are described in the paragraphs for each appointment.

16 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. SLU has created the position of *environmental assessment specialist*¹⁸ to strengthen and develop SLU's role as a leading party within the field of environmental monitoring and assessment. It is important that we make it clear to the outside world that all our operations are based on scientific expertise.

16.1 *Qualification requirements*

Those who have been awarded their doctorate or who are assessed to have equivalent skills by the dean, can be employed as environmental assessment specialists.

¹⁷ The parties are the head of the University Animal Hospital, the dean of the VH Faculty and the employee.

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

16.2 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. The quality of these supporting documents, which mostly are of scientific interest, is to be improved through scientific publication.

Environmental assessment specialists often work closely with decision-making bodies and, for example, contribute to expert or council working groups connected to national public authorities and international environmental monitoring and assessment work.

In addition, teaching and/or administrative work is included. The head of department decides on tasks based on SLU's needs.

Promotion

The basic principle for all teaching positions at SLU is that they are filled through competition using advertisements. However, the Higher Education Ordinance allows for exceptions for associate senior lecturers who can still be promoted to senior lecturers (see next item). In exceptional cases, the vice-chancellor can also, based on SLU's strategic needs, approve a promotion review of other teaching positions.

17 Associate senior lecturer

HF Chapter 4, Section 12c Associate senior lecturers employed in accordance with Section 12a at a higher education institution shall, following an application, be promoted to senior lecturer at the higher education institution in question if they

1. have the qualifications required to be appointed senior lecturer, and
2. during a review, are assessed to be appropriate for such an appointment based on the assessment criteria established by the higher education institution concerning the promotion to senior lecturer in accordance with the second paragraph of Section 4a.

Such a promotion involves employment as senior lecturer for an indefinite period. [*The translation of this paragraph is not an official translation. No official translation is available yet.*]

After submitting an application¹⁹, an associate senior lecturer must be promoted to senior lecturer if they meet the qualification requirements, SLU's general assessment criteria²⁰ and the assessment criteria stated in the advertisement. An associate senior lecturer can apply for a promotion a maximum of two times.

¹⁹ The application must be submitted to the faculty board, which can delegate the matter to the academic appointments board.

²⁰ See the vice-chancellor's decision on *General assessment criteria for the appointment of teachers*.

17.1 *Transitional provisions*

According to the transitional provisions, an associate senior lecturer employed in accordance with the 2013 appointment procedures²¹ is eligible for review to be promoted to a position of senior lecturer for an indefinite period. The criteria for promotion must be established prior to the appointment.

18 Teachers employed for an indefinite period – lecturer, researcher and senior lecturer

Teachers employed for an indefinite period (lecturers, researchers and senior lecturers) can, within the framework of their employment and prompted by the university's strategic needs, be assessed by an expert as to the level of their scientific and teaching expertise in order to be promoted to a higher position (senior lecturer or professor).²² The faculty dean takes the matter to the vice-chancellor who decides whether to approve a promotion review. A review must be carried out with 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.

The recruitment process

It is a basic principle for university operations that research and education are integrated. At SLU, this includes environmental monitoring and assessment. This entails an endeavour for all researchers to be teachers and vice versa, and for environmental monitoring and assessment to be part of professional development for many of them. Another starting point is that all SLU employees must contribute to SLU operations in the best way they can. Professional skills also include staff and management values. When employing someone according to the SLU appointment procedures, their ability to integrate these roles – scientific/artistic and teaching expertise, as well as their approach to staff values – will be assessed.

19 Preparation of appointments

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

²¹ Decision by the SLU Board of 20 June 2013, Section 61/13 SLU ua 2013.1.1–2851.

²² Lecturers and researchers to senior lecturers; senior lecturers and researchers to professors.

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

20 Recruitment profile – job advertisements

For each recruitment, a recruitment profile must be drawn up to form the basis of the job advertisement. The profile must include the requirements of the duties involved as well as SLU's needs for the proposed appointment. The advertisement is the document used as a basis for legal assessments and must include the subject, the course/programme content (description), duties, eligibility, assessment criteria, special requirements in terms of skills and personal qualities and other qualification requirements. The advertisement may contain information on the balancing of different skills criteria, as well as the other requirements that ensure the candidate will be able to carry out their duties to a good standard.

The established subject and course/programme content may not be complemented or changed following a decision on the job advertisement.

When drawing up an advertisement for an associate senior lecturer, it must be stated which specific criteria, besides the SLU-wide criteria for senior lecturers, must be met for promotion to senior lecturer.

In order to promote balanced gender distribution in the area/employment category, the advertisement must be formulated in a manner which encourages persons of the underrepresented gender to apply.

21 Academic appointments boards

An academic appointments board must consist of five members, including a chair. The board appoints its own deputy chair. Four researchers/teachers and at least four group deputies for these boards are elected by the respective faculty board, following a proposal from the faculty's election committee, for a term of three years. The fifth member must be a student appointed by Sluss²³ for a term of one year. The student must have a personal deputy. An academic appointments board forms a quorum when more than half of the members are present, and the chair or deputy chair is among these. In the case of a tie, the chair has the casting vote.

The board's chair determines which deputy will be called into service to stand in for an absent member. Where there are special considerations such as bias or other unforeseeable circumstances, the faculty board may decide to call upon someone who is

²³ Joint Committee of Student Unions at SLU.

not a group deputy as a substitute for an absent member, though only for that particular case. This decision may be delegated. The academic appointments board may call in experts with teaching expertise or other persons to its meetings, with the right to attend and speak.

The gender distribution of an academic appointments board must be as balanced as possible and be composed of members of such credentials that it is able to assess both the teaching and research expertise of the candidate.

Unless special circumstances dictate otherwise, the candidate deemed most appropriate in terms of expertise must be offered an interview. The candidate's expertise can also be tested through trial lectures. This primarily applies to appointments that include a substantial amount of teaching. The interview and lecture must be documented and weighed together with the expert opinion to provide a basis for the final assessment. Referees should be contacted before an employment decision is made.

22 External experts

HF Chapter 4, Section 6 For the appointment of a professor (including an adjunct professor) opinions on the expertise of the applicants shall be obtained, provided that this is not manifestly unnecessary for appraisal of their expertise. When the opinions of two or more persons are obtained, both men and women should be represented equally. This does not apply, however, if there are extraordinary reasons to the contrary.

When a professor or senior lecturer is to be appointed, their application must be assessed by an external expert. The assessment must be based on the established criteria for research and teaching expertise. The only exception is if this is deemed obviously unnecessary. A typical situation is when a person already has been expertly assessed for a corresponding appointment they currently hold (e.g. at another comparable and distinguished higher education institution), or if it is obvious that the person would not meet the expert assessment qualification requirements. When a decision is made not to carry out an external expert assessment, this must be documented. There must also be a justification of why an external expert assessment is unnecessary. There are no requirements for external expert assessments for other appointments.

Each and every one of the experts must submit a written opinion to the academic appointments board. Each opinion must discuss the skills of the most suitable candidates for the position, rank them in terms of suitability and provide justification for the expert's choices. The external experts must comment on all qualification requirements for the position and the assessment criteria stated in the recruitment profile (advertisement). 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.

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 external experts submit a *recommendation* to the academic appointments boards, which then selects a candidate.

23 Disqualification

The academic appointments boards' minutes must stipulate, under a special paragraph, that the rules on disqualification in the Administrative Procedure Act have been observed.

24 Decision on employment

Decisions to appoint a professor (including the promotion to professor) are made by the vice-chancellor, in accordance with the Higher Education Act and the Higher Education Ordinance. Other employment decisions are made in accordance with SLU's delegation of authority.

25 Appeals

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

1. a decision relating to employment at a higher education institution, with the exception of appointment to a doctoral studentship pursuant to Chapter 4, Section 12c
2. Decision in accordance with Chapter 4, Section 13 to reject a promotion application [...]

HF Chapter 12, Section 5 No appeal may be made against a decision of the Higher Education Appeals Board.

A candidate who unsuccessfully applied for a position can submit an appeal of the decision to the Higher Education Appeals Board. In regard to promotions from associate senior lecturer to senior lecturer, only the candidate who applied for a promotion but did not receive it can appeal the decision. Appeals must be submitted to the registrar at SLU. The matter is prepared by the Legal Affairs Unit.

26 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.

27 Delegation to the vice-chancellor to approve consequential amendments and the general assessment criteria for the appointment of teachers

The vice-chancellor may approve editorial and minor consequential amendments to the rules of procedure following amended acts and ordinances.

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