

# Appointments procedure (Anställningsordning) Stockholm University of the Arts

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## Contents

1. INTRODUCTION .....	4
1.1 Forms of employment .....	5
1.2 Duties for teaching positions .....	5
1.3 Decision-making bodies .....	5
1.4 Preparatory bodies.....	5
2. TEACHERS AT STOCKHOLM UNIVERSITY OF THE ARTS.....	6
2.1 PROFESSORS .....	6
<b>2.1.1 Eligibility for Professors .....</b>	<b>5</b>
<b>2.1.2 Assessment criteria for Professors .....</b>	<b>7</b>
2.1 ASSOCIATE PROFESSORS.....	7
<b>2.1.3 Eligibility for Associate Professors .....</b>	<b>7</b>
<b>2.1.4 Assessment criteria for Associate Professors .....</b>	<b>8</b>
2.2 ASSISTANT PROFESSORS .....	8
<b>2.2.1 Eligibility for Assistant Professors .....</b>	<b>8</b>
<b>2.2.2 Assessment criteria for Assistant Professors .....</b>	<b>9</b>
2.3 ASSISTANT LECTURERS .....	10
<b>2.3.1 Eligibility for Assistant Lecturers .....</b>	<b>10</b>
<b>2.3.2 Assessment criteria for Assistant Lecturers .....</b>	<b>11</b>
3. FIXED-TERM EMPLOYMENT.....	11
3.1 ADJUNCT PROFESSORS .....	11
3.2 VISITING PROFESSORS .....	12
3.3 RETIRED PROFESSORS .....	12
3.4 ASSOCIATE LECTURERS .....	12
<b>3.4.1 Eligibility for Associate Lecturers .....</b>	<b>12</b>
<b>3.4.2 Assessment criteria for Associate Lecturers.....</b>	<b>13</b>
<b>3.4.3 Promotion from Associate Lecturer to Assistant Professor .....</b>	<b>13</b>
3.5 POSTDOCS.....	13
<b>3.5.1 Eligibility for Postdocs .....</b>	<b>13</b>
<b>3.5.2 Assessment criteria for Postdocs .....</b>	<b>13</b>
<b>3.5.3 Duties of Postdocs .....</b>	<b>13</b>
3.6 RESEARCH FELLOWS .....	14
<b>3.6.1 Eligibility for Research Fellows .....</b>	<b>14</b>
<b>3.6.2 Assessment criteria for Research Fellows .....</b>	<b>14</b>
3.7 RESEARCH ASSISTANTS .....	14
<b>3.7.1 Eligibility for Research Assistants .....</b>	<b>15</b>
<b>3.7.2 Assessment criteria for Research Assistants .....</b>	<b>15</b>
4. PREPARATION OF A TEACHING POST .....	15
4.1 Preparation in Uniarts' leadership .....	15

4.2 Recruitment profile .....	15
4.3 Announcement of appointment .....	16
<b>4.3.1 Call to professorship .....</b>	<b>16</b>
4.4 Advance review of applications.....	16
4.5 Expert assessment .....	17
<b>4.5.1 Professors, Associate Professors and Assistant Professors .....</b>	<b>17</b>
<b>4.5.2 Associate Lecturers .....</b>	<b>17</b>
<b>4.5.3 Assistant Lecturers and Postdocs .....</b>	<b>17</b>
<b>4.5.4 Research Fellows .....</b>	<b>17</b>
<b>4.5.5 Research Assistants .....</b>	<b>18</b>
4.6 Interview and references.....	18
4.7 Teacher Nomination Committee’s decision proposal .....	18
4.8 Appointment decision .....	18
5. TEACHERS WITH MANAGEMENT ASSIGNMENTS .....	18
6. DOCTORAL CANDIDATES.....	19
6.1 Doctoral Candidate duties .....	19
6.2 Announcement, application procedure, eligibility, assessment and preparation for the admission of Doctoral Candidates .....	19
6.3 Decisions on Doctoral Candidates .....	19
7. TEACHING ASSISTANTS .....	19
7.1 Eligibility for Teaching Assistants .....	19
7.2 Duties of Teaching Assistants.....	20
7.3 Recruitment profile, application and decision.....	20
8. ASSESSMENT FOR PROMOTION.....	20
8.1 Application .....	21
8.2 Handling/preparation .....	21
8.3 Decisions regarding promotion.....	21
9. TERMINATION OF APPOINTMENT PROCEDURE .....	21
10. APPENDICES .....	22
Appendix 1: English titles.....	22
Appendix 2: Professor emeritus/emerita .....	22

# 1. INTRODUCTION

The Stockholm University of the Arts (Uniarts) shall create opportunities for future knowledge and societal development through its unique composition of programmes and artistic research. Uniarts educates independent artists, teachers and researchers who drive development in their fields, further develop the dynamic and critically reflective environment for research and development work, develop meeting places and conduct dialogue with the professional fields and the surrounding society.

The university shall be an administratively cohesive organisation with a transparent, attractive and dynamic study and work environment in which we work for a broad recruitment of students and employees.

Teachers at Uniarts are the prerequisite for building up the artistic seat of learning that Uniarts endeavours to be. All recruitment, as well as the promotion of current teachers' development, shall be permeated by the idea of building up Uniarts and achieving the vision.

Uniarts goal in all recruitment efforts is to hire employees with the highest possible expertise in terms of artistic/scientific, educational and other professional skills that are significant with regard to the position's subject content and the duties to be included in the position. Employees shall also have the ability to develop Uniarts, to be involved in the whole, to work for a common culture of openness and collaboration and to actively contribute to a good work environment.

New recruitment shall strengthen and develop the university's accumulated expertise.

The appointments procedure has the objective to ensure and clarify fundamental quality requirements in employment and assessment for promotion. One such requirement is the greatest possible transparency and legal security in the exercise of authority; procedures and regulations shall be clear and familiar to parties involved. The university emphasises the importance of issues regarding equality and diversity being taken into consideration in both preparation and decisions in employment matters.

The appointments procedure gathers the rules for the employment of teachers that Uniarts applies and is based on the following laws, ordinances, recommendations and agreements: the Instrument of Government (1974:152), the Higher Education Act (1992:1434), the Higher Education Ordinance (1993:100), the Employment Protection Act (1982:80), the Administrative Procedure Act (1986:223), the Employment Ordinance (1994:373), the Discrimination Act (2008:567), Agreement regarding temporary employment as a postdoc between the Swedish Agency for Government Employees, OFR, SACO-S and SEKO from 4 September 2008. Further teacher categories may be employed based on laws, ordinances, collective agreements or other regulations. In individual cases and after issuing a statement, the Vice-Chancellor may allow exceptions to the regulations.

On 13 December, the University Board established the appointments procedure in accordance with Chapter 2 Section 2 of the Higher Education Ordinance to apply as of 1 January 2018.

## 1.1 Forms of employment

According to the Employee Protection Act (LAS 1982:80), employment normally applies until further notice. Exceptions to this basic principle are stated in the Employment Protection Act, in Chapter 4 of the Higher Education Ordinance and in collective agreements.

A teacher in artistic disciplines may be employed until further notice, although for no more than five years. Such an employment may be renewed. However, the total duration of employment may not exceed ten years according to Chapter 4 Section 10 of the Higher Education Ordinance.

Besides teachers in artistic disciplines, the Higher Education Ordinance permits temporary employment for adjunct professors, visiting professors and career-development positions in the form of associate lecturers. In addition, there are agreements between the Swedish Agency for Government Employees and the staff organisations in the government area regarding employment as a postdoc. Otherwise, the Employment Protection Act applies.

Prior to decisions on appointments, Uniarts shall make an assessment of the activities' long-term needs and based on the need, strive for appointments with as long a time period as possible.

## 1.2 Duties for teaching positions

A teacher's duties include education, artistic research or research and development work, administrative work and collaboration with the surrounding society. The duties also involve following the developments within the teacher's own subject area as well as other societal development which may be of importance to the teacher's work at the university. Developing Uniarts, being involved in the whole, such as through assignments in superior bodies, working for a common culture of openness and collaboration and being involved in the creation of a good work environment, is also a part of the teacher's duties.

It is the activities' needs and requirements that govern the duties for the university's teachers regardless of position. The university shall strive for teachers from all teacher categories teaching in the first and second cycle (undergraduate and graduate education).

## 1.3 Decision-making bodies

In the appointment of teachers, the Vice-Chancellor decides on the recruitment profile, experts and on appointments. For teaching posts, the Vice-Chancellor may not delegate decisions concerning professors.

The Pro-Vice-Chancellor serves in the Vice-Chancellor's stead when the Vice-Chancellor is not at work and then has the same decision-making powers as the Vice-Chancellor. The Pro-Vice-Chancellor also otherwise replaces the Vice-Chancellor in the extent to which the Vice-Chancellor decides.

The Vice-Chancellor decides on the employment of managers and management assignments for teachers for those who lead all operations directly under the Vice-Chancellor. Cannot be delegated.

## 1.4 Preparatory bodies

Teaching posts are prepared by the school's Teacher Nomination Committee or another group appointed by the Vice-Chancellor. The composition of the committee and its work method are set out in Uniarts' working procedure and under Preparation in this appointments procedure.

Uniarts' operations managers initiate an appointment process and submit necessary suggestions according to the appointments procedure. Which managers are operations manager is stated in the university's working procedure.

## 2. TEACHERS AT STOCKHOLM UNIVERSITY OF THE ARTS

The following teaching posts are used at Uniarts and are covered by the appointments procedure<sup>1</sup>.

Professor  
Associate Professor  
Assistant Professor  
Assistant Lecturer

### Posts that can *only* be fixed term

Visiting Professor  
Adjunct Professor  
Retired Professor  
Associate Lecturer  
Postdoc  
Research Fellow  
Research Assistant  
Doctoral Candidate  
Teaching Assistant

*In addition to the stated posts, agreements can be signed with another university regarding affiliated professors. Professors who have retired with a retirement pension can contribute to SKH's operations without employment by being appointed by the Vice-Chancellor as a Professor Emeritus/Emerita. These are not handled in the appointments procedure.<sup>2</sup>*

## 2.1 PROFESSORS

### 2.1.1 Eligibility for Professors

A person who has demonstrated both artistic/academic and educational skill is eligible for appointment as a professor.

Artistic skill at the professor level means that he or she is leading within his or her artistic field. The quality of the activities shall be at the highest international level, and he or she shall also have both deep and broad knowledge within his or her artistic field. Artistic skill also means a good ability to build up, lead and develop the artistic area concerned and a good ability to communicate knowledge in the field. Other contributions to knowledge development are also useful qualifications, such as assignments as an opponent or expert.

Educational expertise at the professor level means that one has demonstrated educational expertise in artistic contexts within or outside the university and an ability to develop, lead and implement education of a high quality at various levels. Educational expertise also means experience of a research basis of education in the first and second cycle, or equivalent skill demonstrated in artistic contexts outside the university. The concept of educational expertise also includes educational involvement and a well-developed basic approach to teaching presented in writing.

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<sup>1</sup> See Appendix 1 for English titles approved by the Vice-Chancellor

<sup>2</sup> See Appendix 2 for the guidelines and process for decisions of professor emeritus/emera.

The applicant shall otherwise have the personal abilities needed to fulfil the post well and to be able to represent the university so that it benefits the activities.

Further qualification requirements may be decided in individual appointment matters.

### **2.1.2 Assessment criteria for Professors**

Assessment criteria for the appointment of a professor will consist of the level of proficiency required for eligibility for the position.

In addition to this, in the appointment of a professor, the ability to develop, lead and implement education, artistic research or research and development work of very high quality shall also be taken into account.

Having undergone training in teaching and learning in higher education or the equivalent is a useful qualification. The corresponding expertise may have been acquired through other training or through experience of teaching and educational development work at the university level or the equivalent. The Teacher Nomination Committee decides if applicants can be considered to have equivalent expertise. An applicant who lacks at least 7.5 credits of training in teaching and learning in higher education and is not assessed to have equivalent expertise, but who in spite of this is assessed to be the most suitable for the post shall undergo such training as soon as possible and no later than in the first two years of employment.

Further assessment criteria and their relative weight are determined by the Vice-Chancellor after a proposal from the operational manager based on the duties and areas of responsibility that are of primary interest to the employment. Examples of further assessment criteria may be:

- A certain subject/research emphasis
- Leadership (for posts that are linked to a management assignment, particular importance is placed on the applicant having documented experience of developing and leading activities and staff within relevant activities)
- Own artistic research
- Multidisciplinary experience in research and education
- Administrative skill
- Documented good cooperative ability
- Documented collaboration with the surrounding society.

The assessment criteria are established in the recruitment profile where it will state what weight the criteria shall be given, or if certain assessment criteria shall have the same weight.

## **2.1 ASSOCIATE PROFESSORS**

### **2.1.3 Eligibility for Associate Professors**

A person who has demonstrated both artistic/academic and educational skill is eligible for appointment as an associate professor.

Artistic skill at the associate professor level means that he or she is leading within his or her artistic field. The quality of the activities shall be at a high international level, and he or she shall also have an in-depth knowledge within his or her artistic field. Artistic skill also means a good ability to build up and develop the artistic area concerned and a good ability to communicate knowledge in the field. Other contributions to knowledge development are also useful qualifications, such as assignments as an opponent or expert.

Educational expertise at the associate professor level means that one has demonstrated educational expertise in artistic contexts within or outside the university and an ability to develop, lead and implement education of a high quality at various levels. Educational expertise also means experience of a research basis of education in the first and second cycle, or equivalent skill demonstrated in artistic contexts outside the university. The concept of educational expertise also includes educational involvement and a well-developed basic approach to teaching presented in writing.

The applicant shall otherwise have the personal abilities needed to fulfil the post well and to be able to represent the university so that it benefits the activities.

Further qualification requirements may be decided in individual appointment matters.

#### **2.1.4 Assessment criteria for Associate Professors**

Assessment criteria for the appointment of an associate professor will consist of the level of proficiency required for eligibility for the position.

In addition to this, in the appointment of an associate professor, the ability to develop, lead and implement education, artistic research or research and development work of high quality shall also be taken into account.

Having undergone training in teaching and learning in higher education or the equivalent is a useful qualification. The corresponding expertise may have been acquired through other training or through experience of teaching and educational development work at the university level or the equivalent. The Teacher Nomination Committee decides if applicants can be considered to have equivalent expertise. An applicant who lacks at least 7.5 credits of training in teaching and learning in higher education and is not assessed to have equivalent expertise, but who in spite of this is assessed to be the most suitable for the post shall undergo such training as soon as possible and no later than in the first two years of employment.

Further assessment criteria and their relative weight are determined by the Vice-Chancellor after a proposal from the operational manager<sup>3</sup> based on the duties and areas of responsibility that are of primary interest to the employment. Examples of further assessment criteria may be:

- A certain subject/research emphasis
- Leadership (for posts that are linked to a management assignment, particular importance is placed on the applicant having documented experience of developing and leading activities and staff within relevant activities)
- Multidisciplinary experience in research and education
- Administrative skill
- Documented good cooperative ability
- Documented collaboration with the surrounding society.

The assessment criteria are established in the recruitment profile where it will state what weight the criteria shall be given, or if certain assessment criteria shall have the same weight.

## **2.2 ASSISTANT PROFESSORS**

### **2.2.1 Eligibility for Assistant Professors**

A person who has demonstrated educational expertise, holds an artistic doctorate or has demonstrated artistic skills outside university or has attained other professional skills significant with regard to the subject content of the appointment and the duties included in the appointment is eligible for appointment as an assistant professor within an artistic discipline.

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<sup>3</sup> An operational manager is defined in Stockholm University of the Arts' working procedure.



A person who has demonstrated educational expertise, holds a doctorate or has equivalent academic expertise or some other professional skills of significance with regard to the subject content of the appointment and the duties included in the appointment is eligible for appointment within activities other than artistic activities.

Artistic skill at the assistant professor level means that one has both broad and in-depth knowledge in his or her artistic area. Artistic skill also entails a good ability to develop and implement research and/or development work of high quality, experience of supervision in the first and second cycle and a good ability to communicate knowledge of the area.

Educational expertise at the assistant professor level means that one has demonstrated educational expertise in artistic contexts within or outside the university and an ability to develop and implement education of a high quality at various levels. Educational expertise also means experience of education development work and participation in the research basis of education in the first and second cycle, or equivalent skill demonstrated in artistic contexts outside the university. The concept of educational expertise also includes educational involvement and a well-developed basic approach to teaching presented in writing.

The applicant shall otherwise have the personal abilities needed to fulfil the post well and to be able to represent the university so that it benefits the activities.

Further qualification requirements may be decided in individual appointment matters.

### **2.2.2 Assessment criteria for Assistant Professors**

Assessment criteria for the appointment of an assistant professor will consist of the level of proficiency required for eligibility for the position.

Having undergone training in teaching and learning in higher education or the equivalent is a useful qualification. The corresponding expertise may have been acquired through other training or through experience of teaching and educational development work at the university level or the equivalent. The Teacher Nomination Committee decides if applicants can be considered to have equivalent expertise. An applicant who lacks at least 7.5 credits of training in teaching and learning in higher education and is not assessed to have equivalent expertise, but who in spite of this is assessed to be the most suitable for the post shall undergo such training as soon as possible and no later than in the first two years of employment.

Further assessment criteria and their relative weight are determined by the Vice-Chancellor after a proposal from the operational manager based on the duties and areas of responsibility that are of primary interest to the employment. Examples of further assessment criteria may be:

- A certain subject emphasis
- Leadership (for posts that are linked to a management assignment, particular importance is placed on the applicant having documented experience of developing and leading activities and staff within relevant activities)
- Multidisciplinary experience in research and education
- Administrative skill
- Documented good cooperative ability
- Documented collaboration with the surrounding society.

The assessment criteria are established in the recruitment profile where it will state what weight the criteria shall be given, or if certain assessment criteria shall have the same weight.

## 2.3 ASSISTANT LECTURERS

The post of assistant lecturer is primarily intended to meet teaching needs where an artistic doctorate or the equivalent is not necessarily a requirement. Appointment as an assistant lecturer shall be used restrictively and decisions on advertisement shall state why this form of employment has been chosen instead of that of an assistant professor.

### 2.3.1 Eligibility for Assistant Lecturers

A person who has demonstrated educational expertise, holds an academic degree or has equivalent expertise or other skills of significance with regard to the content of the appointment and the duties included in the appointment is eligible for appointment as an assistant lecturer. Further qualification requirements may be decided in individual appointment matters.

### 2.3.2 Assessment criteria for Assistant Lecturers

Having undergone training in teaching and learning in higher education or the equivalent is a useful qualification. The corresponding expertise may have been acquired through other training or through experience of teaching and educational development work at the university level or the equivalent. The Teacher Nomination Committee decides if applicants can be considered to have equivalent expertise. An applicant who lacks at least 7.5 credits of training in teaching and learning in higher education and is not assessed to have equivalent expertise, but who in spite of this is assessed to be the most suitable for the post shall undergo such training as soon as possible and no later than in the first two years of employment.

Further assessment criteria and their relative weight is determined by the Vice-Chancellor after a proposal from the department head based on the duties and areas of responsibility that are of primary interest to the employment. Examples of further assessment criteria may be:

- A certain subject emphasis
- A certain educational emphasis
- Multidisciplinary experience in education
- Administrative skill
- Documented good cooperative ability

The assessment criteria are established in the recruitment profile where it will state what weight the criteria shall be given, or if certain assessment criteria shall have the same weight.

## 3. FIXED-TERM EMPLOYMENT

A teacher in artistic disciplines may be employed until further notice, although for no more than five years. Such an employment may be renewed. However, the total duration of employment may not exceed ten years according to Chapter 4 Section 10 of the Higher Education Ordinance.

According to the Employee Protection Act, employment normally applies until further notice; exceptions to this basic principle exist. Besides fixed-term employment as a teacher in artistic activities that Uniarts applies, the following are at Uniarts: adjunct professors, visiting professors, retired professors, associate lecturer, postdocs, researchers and research assistants. These posts are always fixed term and are either limited in time through the Higher Education Ordinance, the Employment Protection Act or central collective agreements on postdocs.

### 3.1 ADJUNCT PROFESSORS

Through appointment as an adjunct professor, important expertise is tied to Uniarts at the same time that a mutual knowledge exchange can take place between Uniarts and the surrounding society. Anyone appointed as an adjunct professor shall have his or her primary occupation outside academia

An adjunct professor should be appointed on an open-ended contract, though at most up to a specific point in time. Such a position may be renewed. The total duration of employment may however not exceed 12 years. With regard to the appointment otherwise, the Employment Protection Act (Chapter 4 Section 11 of the Higher Education Ordinance) applies.

The appointment shall normally comprise around twenty per cent of a full-time employment, but may have a higher scope for a short time although no more than fifty per cent of a full-time appointment.

The eligibility requirements for employment as an adjunct professor are the same as for a professor. In addition to this, adjunct professors shall have their main activities outside academia.

A person who is eligible for employment as an adjunct professor shall to the extent applicable be reviewed according to the same eligibility requirements as for professors if it is not clearly unnecessary. Assessment of review is done by the Vice-Chancellor. If eligibility is to be reviewed, the same preparation is applicable as for professors.

### **3.2 VISITING PROFESSORS**

A person who does not have his or her ordinary occupation at Uniarts can be appointed as a visiting professor. The objective of the employment is to recruit a qualified person with special expertise within a subject area.

A visiting professor is to be appointed on a permanent basis, but only until a particular date. Such a position may be renewed. However, the total duration of employment may not exceed five years (Chapter 4 Section 12 of the Higher Education Ordinance).

A person in consideration for appointment as a visiting professor shall be assessed on the basis of professor competency. If the person cannot verify his or her eligibility as a professor, the same preparation applies as for professors.

### **3.3 RETIRED PROFESSORS**

A person who retired with a retirement pension from an appointment as a professor can be appointed as a retired professor and is limited in time according to Section 5 Item 4 of the Employment Protection Act.

### **3.4 ASSOCIATE LECTURERS**

Appointment for qualifications pursuant to Chapter 4 Sections 12a, 12b and 12c of the Higher Education Ordinance.

#### **3.4.1 Eligibility for Associate Lecturers**

A person who has earned a PhD or equivalent academic competence is eligible for appointment as an associate lecturer. Candidates who met those qualifications within five years prior to expiration of the application period should be prioritised. Candidates meeting those qualifications earlier may also be considered if there is special reason for doing so. Special reason refers to illness, parental leave or other similar circumstances.

An associate lecturer may be appointed until further notice for 4-6 years as determined by the university prior to appointment. The purpose of the position is to afford the teacher the opportunity to achieve independence as a researcher and to obtain the educational and research qualifications needed to be eligible for appointment as an assistant professor.

An appointment as an associate lecturer may be renewed for a total of two years if additional time is required to achieve the purpose of the appoint due to sick leave, parental leave or other extraordinary circumstances.

If a person has had fixed-term employment as an associate lecturer, pursuant to Section 5 of the Employment Protection Act (1982:80), an agreement on a fixed-term employment may not be reached between the university and the teacher within six months from the end of the appointment at an associate lecturer.

### **3.4.2 Assessment criteria for Associate Lecturers**

Research expertise and documented good collaborative ability.

Further assessment criteria and their relative weight are determined by the Vice-Chancellor after a proposal from the operational manager based on the duties and areas of responsibility that are of primary interest to the employment.

### **3.4.3 Promotion from Associate Lecturer to Assistant Professor**

An associate lecturer shall, following application, be promoted to assistant professor at the university, if he or she:

1. is eligible for appointment as an assistant professor, and
2. upon review is deemed suitable for such appointment according to the assessment criteria set by the university before the appointment.

Such a promotion entails appointment as an assistant professor for an indefinite period.

The application shall be made no later than six months before the end of the appointment as an associate lecturer.

Teachers are appointed through a decision by the Vice-Chancellor. This also applies to a decision due to an application for the promotion of an associate lecturer.

## **3.5 POSTDOCS**

Appointment as a postdoctoral research fellow (postdoc) aims to provide those who recently earned their PhDs an opportunity to primarily establish and further develop their artistic/research expertise. The appointment is regulated in a central collective agreement. The premise is that an appointment as a postdoc pertains to work full time. The appointment is limited in time to two years and may be extended if special reason exists. Special reason refers to leave due to illness, parental leave, clinical practice, assignments of trust in union organisations or other similar circumstances.

### **3.5.1 Eligibility for Postdocs**

A person is eligible for appointment as a postdoc if they have obtained a PhD or a foreign degree that is considered equivalent to a PhD, no more than three years before the application deadline.

Applicants who have obtained their PhD more than three years before this point may be considered under special circumstances. Special circumstances refer to leave due to illness, parental leave or clinical practice, assignment of trust in union organisations or other similar circumstances.

### **3.5.2 Assessment criteria for Postdocs**

Artistic/research expertise and documented good collaborative ability.

Further assessment criteria and their relative weight are determined by the Vice-Chancellor after a proposal from the operational manager based on the duties and areas of responsibility that are of primary interest to the employment.

### 3.5.3 Duties of Postdocs

A person appointed as a postdoc shall primarily conduct research. Teaching can be included in the duties up to a maximum of one fifth of the working hours (i.e. 20 per cent).

## 3.6 RESEARCH FELLOWS

Uniarts may need to appoint employees as research fellows. Such an appointment shall pertain to a person with expertise for a specific research project of significance to the university.

A research fellow is a teaching post on artistic or research grounds. This kind of appointment shall be used restrictively. Decisions regarding advertisement shall state reasons why this kind of appointment has been chosen instead of an assistant professor post and what financier is behind the appointment.

The duties of the research fellow consist of research and related duties. Individual lectures on the research domain may be included, although not more than five per cent of the total degree of appointment for the project researcher.

Assessment of eligibility and expertise as a researcher takes place through expert review unless it is clearly unnecessary by the expertise being assessed upon external financing that has been granted in competition.

### 3.6.1 Eligibility for Research Fellows

A person who has earned a PhD or has equivalent artistic/academic competence is eligible for appointment as a research fellow. The appointment presupposes its own approved external research funding.

The applicant shall have good artistic competence, demonstrated through his or her own research and otherwise have the personal abilities needed to fill the post well.

### 3.6.2 Assessment criteria for Research Fellows

Assessment criteria and their relative weight are determined by the Vice-Chancellor after a proposal from the operational manager based on the duties and areas of responsibility that are of primary interest to the appointment.

Examples of further assessment criteria besides the eligibility requirements above may be:

- A certain subject emphasis
- Specialist expertise
- Administrative skill
- Documented good cooperative ability

## 3.7 RESEARCH ASSISTANTS

A research assistant is a teaching post on artistic or research grounds and is intended to meet a need to tie artistically qualified people to externally financed research projects for a maximum time period of three years where an artistic PhD or the equivalent is not necessarily a requirement.

A research assistant shall be used restrictively and can only be financed with external funding. Decisions regarding advertisement shall state reasons why this kind of appointment has been chosen instead of an assistant professor post and what financier is behind the appointment.

### 3.7.1 Eligibility for Research Assistants

To be appointed as a research assistant, one must be included as a co-applicant in an externally financed project. A person who has completed an academic degree or has equivalent expertise or other skills that are of significance with regard to the research project's contents and the duties to be included is eligible for appointment as a research assistant. Further qualification requirements may be decided in individual appointment matters. The eligibility requirement should be that one can work in the specific project.

### 3.7.2 Assessment criteria for Research Assistants

Assessment criteria and their relative weight are determined by the Vice-Chancellor after a proposal from the operational manager based on the duties and areas of responsibility that are of primary interest to the appointment. Examples of further assessment criteria besides the eligibility requirements above may be:

- A certain subject emphasis
- Specialist expertise
- Administrative skill
- Documented good cooperative ability

## 4. PREPARATION OF A TEACHING POST

All teaching posts of three months or more are administered by the HR department.

The Teacher Nomination Committee shall participate in the preparation of appointment matters, and submit proposals on appointments of professors, associate professors, assistant professors, associate lecturers, assistant lecturers, research fellows, research assistants and postdocs.

### 4.1 Preparation in Uniarts' leadership

An initiative to begin an appointment procedure shall be established by the operational manager or the equivalent in Uniarts' leadership.

### 4.2 Recruitment profile

The operational manager does a needs analysis and thereafter prepares a recruitment profile proposal together with the HR department. The Vice-Chancellor approves the recruitment profile.

The recruitment profile thereafter forms the basis of the announcement of the appointment and is the document that the experts and the Teacher Nomination Committee work based on when they are to propose the applicant who should first be up for consideration for the appointment.

The appointment profile shall include:

- Position
- Description of where in the organisation the appointment is primarily placed
- Subject area for the appointment, i.e. the artistic or academic area within which the teacher will work
- Eligibility requirements
- Assessment criteria:
  - With or without inherent rank
  - For an appointment tied to a management assignment, special requirements on earlier management experience and administrative skill should be indicated
- Scope of the appointment

- Form of employment (open ended or fixed-term employment)
- Brief analysis description (not included in the advertisement)
- Financing (not included in the advertisement)
- Timetable for recruitment (not included in the advertisement)
- Wishes regarding advertising and the scope of the announcement (not included in the advertisement)

For associate lecturers, the recruitment profile shall also include the assessment criteria that shall apply in a potential future promotion to assistant professor.

### **4.3 Announcement of appointment**

According to Section 6 of the Employment Ordinance, an authority that intends to take on a new member of staff must provide information on this in an appropriate manner so that anyone interested in the position can contact the authority within a reasonable time frame.

Advertisement shall take place in accordance with Uniarts' guidelines for advertisement and as a minimum shall be announced on the university's bulletin board with a period of application of at least three weeks.

An application received too late may be taken up for review if special reason exists; the Teacher Nomination Committee decides if an application received late will be reviewed. Uniarts can invite people to apply for an appointment declared available.

#### **4.3.1 Call to professorship**

A person may be called to a professorship if it is of special significance for a certain activity at the university, i.e. a tool for strategic recruitment. Only a person who is eligible for appointment as a professor may be appointed through a call (Chapter 4 Section 7 of the Higher Education Ordinance). The call procedure shall be used very restrictively. A call can take place on artistic, research and/or educational grounds.

Only a person can be called who has competence as a professor confirmed through review, or who is clearly eligible, and has shown particularly strong artistic, research and/or educational merits can be called to a professorship. The person concerned shall have a position or appointment that is equivalent to a professor at Uniarts at a university in Sweden, or a position or appointment elsewhere at a corresponding level, and an internationally leading position within his or her area.

Through preparation in the leadership group of Uniarts and through decision at the Vice-Chancellor presentation, the Vice-Chancellor can approve the initiation of a process to call a professor. The proposal shall present in writing the reasons that the appointment is of particular significance to the activities.

If the Vice-Chancellor decides to initiate the process, the department submits a recruitment profile proposal after consultation with the HR department. Preparation takes place in the same.

The Vice-Chancellor decides on appointment after proposal from the Teacher Nomination Committee.

### **4.4 Advance review of applications**

In the appointment of professors, associate professors, assistant professors, associate lecturers, postdocs and assistant lecturers, the Teacher Nomination Committee shall be responsible for an advance review of received applications taking place after the application deadline if it is considered necessary. If it finds it appropriate, the Teacher Nomination Committee can delegate to the chairman to conduct the advance review together with subject representatives and the HR department.

The applications that are deemed to be up for consideration for the appointment based on the recruitment profile are sent to experts. The grounds for this decision for each individual shall be justified in a record.

## **4.5 Expert assessment**

An expert assessment procedure is applied to the appointment of professors, associate professors, assistant professors, associate lecturers, assistant lecturers and postdocs if it is not clearly unnecessary for the review of the candidates' expertise. Both men and women shall be represented as experts in an appointment matter unless extraordinary grounds exist. These grounds shall be presented.

An expert is a person who is "particularly familiar with the subject area of the appointment". Unless extraordinary grounds exist, the experts shall hold or have held a post that as a minimum corresponds to the level of competence that they are to assess or be/have been active as an artist/artistic director at a high level. Also refer to the university's guidelines for appointing experts.

The experts' mission is to assess artistic/research and educational expertise and, when necessary, other competence as well based on the recruitment profile. In the appointment of postdocs, the experts shall, however, not assess the educational expertise unless this is explicitly expressed. The experts shall issue a written statement to the Teacher Nomination Committee. This statement presents an account of the artistic and educational expertise, as well as other expertise in accordance with the recruitment profile.

The experts shall prepare a short-list and if possible, rank the applicants and clearly justify their choice.

The Vice-Chancellor makes a decision after a proposal from the operational manager about who shall serve as experts, and in the cases that expert assessment is clearly unnecessary.

### **4.5.1 Professors, Associate Professors and Assistant Professors**

In the appointment of professors, associate professors and assistant professors, statements shall be obtained from at least two external experts. Men and women shall be equally represented unless extraordinary grounds exist.

### **4.5.2 Associate Lecturers**

In the appointment of associate lecturers, a statement shall be obtained from at least one external expert. Upon the promotion from associate lecturer to assistant professor, statements shall be obtained from at least two external experts. Men and women shall be equally represented unless extraordinary grounds exist.

### **4.5.3 Assistant Lecturers and Postdocs**

In the appointment of postdocs and assistant lecturers, statements shall be obtained from two experts of whom one must be an external expert. Men and women shall be equally represented unless extraordinary grounds exist.

### **4.5.4 Research Fellows**

In the appointment as a research fellow, the applicant shall have been reviewed as an applicant or co-applicant in an externally financed project. This can replace expert assessment. The recruitment is only addressed in the Teacher Nomination Committee if there are several applicants for the post. The Vice-Chancellor decides on appointment after proposal from the operational manager.

In expert assessment, the same rules apply as for assistant professors.



#### **4.5.5 Research Assistants**

In the appointment as a research assistant, the applicant shall have been reviewed as a co-applicant in an externally financed project. This replaces the expert assessment. The recruitment is only addressed in the Teacher Nomination Committee if there are several applicants for the post. The Vice-Chancellor decides on appointment after proposal from the operational manager.

#### **4.6 Interview and references**

Appointment proposals shall be preceded by a structured recruitment effort where an appointment interview, trial lecture or trial teaching session and the taking of references are included as compulsory components unless it is clearly unnecessary for the assessment of expertise.

Based on the expert statements among other things, the Teacher Nomination Committee decides which applicants are called to interviews. People who have competence in the subject area concerned can be called to the interview after a proposal from the operational manager, who can also be called as an adjunct. These adjuncts have the possibility to submit a statement. After interviews, the Teacher Nomination Committee decides on the taking of references.

Information that the Teacher Nomination Committee may review during the process and is of significance to the outcome of the matter shall be documented if it has not already been documented, such as in the form of a record or official note and be appended to the file. The information hereby becomes an official document.

#### **4.7 Teacher Nomination Committee's decision proposal**

Based on the documentation at hand (recruitment profile, application documents, expert statements, interviews, trial lectures, references and other information that has come forth during the process), the Teacher Nomination Committee shall propose the applicant or applicants who should primarily be considered for the appointment and the order among them.

#### **4.8 Appointment decision**

The Vice-Chancellor decides on appointments of professors, associate professors, assistant professors, assistant lecturers, associate lecturers and the promotion of associate lecturer to assistant professor, associate lecturers, assistant lecturers, postdocs and research assistants, except short fixed-term appointments up to three months and teachers paid by the hour.

### **5. TEACHERS WITH MANAGEMENT ASSIGNMENTS**

The recruitment of teachers with management assignments takes place in two stages.

Teacher eligibility is assessed according to the rules in this appointments procedure based on the teacher category, with expert assessment unless it is clearly unnecessary for the assessment of expertise.

With regard to the management assignment, the Vice-Chancellor appoints a recruitment group that prepares a decision on the assignment. The group's chairperson, composition and participants are decided by the Vice-Chancellor prior to the respective recruitment process. Proposals on the group's composition and work method are provided in Uniarts' working procedure. The group normally includes representatives from both the core activities and support activities. Representation from the core activities is appointed by the nomination committee/group, and at least one is appointed by the Teacher Nomination Committee.

## 6. DOCTORAL CANDIDATES

Only a person who is admitted to doctoral studies may be appointed as an employed doctoral candidate.

Employment as a doctoral candidate shall apply until further notice, although not longer than to a certain point in time and never longer than one year after earning the PhD.

The first appointment may apply for a maximum of one year. The appointment may be renewed by a maximum of two years at a time.

The total time of employment may not be longer than what corresponds to full-time doctoral studies during four years (a total maximum of eight years). For studies that are to be concluded with a licentiate degree or artistic licentiate degree, the combined period of employment may not be longer than what corresponds to full-time doctoral studies during two years (a total maximum of four years).

### 6.1 Doctoral Candidate duties

A person who is employed as a doctoral candidate shall primarily pursue his or her own doctoral studies. According to Chapter 5 Section 2 of the Higher Education Ordinance, a doctoral candidate may work to a limited extent with education, research, artistic development work and administration. Before the PhD has been earned, such work may not comprise more than twenty per cent of full time working hours.

The doctoral candidate shall conduct his or her work on Uniarts' premises and be involved in Uniarts' daily working environment. The content of the doctoral candidate post shall be decided in the study plan through consultations between the doctoral studies director, operational manager and doctoral candidate. The study plan shall state how much departmental duties shall be carried out during various periods. During his or her doctoral studies at SKH, the doctoral candidate shall acquire educational and administrative qualifications to be able to compete for an appointment as an assistant professor after earning the PhD.

### 6.2 Announcement, application procedure, eligibility, assessment and preparation for the admission of Doctoral Candidates

Announcement, registration/application, eligibility, assessment and preparation regarding admission of doctoral candidates at Uniarts are regulated in Uniarts's admission regulations for doctoral studies at Uniarts.

### 6.3 Decisions on Doctoral Candidates

The Vice-Chancellor decides on the appointment of employed doctoral candidates.

## 7. TEACHING ASSISTANTS

According to Chapter 5 Sections 8-12 of the Higher Education Ordinance.

### 7.1 Eligibility for Teaching Assistants

Only individuals enrolled in first- or second-cycle studies can be appointed as a teaching assistant.

## 7.2 Duties of Teaching Assistants

An appointment as a teaching assistant may correspond to a maximum of fifty per cent of full time and the work shall pertain to teaching, administration or participation in research. A teaching assistant shall be employed until further notice, although not longer than for one year. Such a position may be renewed. The total duration of employment for a teaching assistant may, however, not exceed three years.

## 7.3 Recruitment profile, application and decision

the following:

- Subject field
- Duties
- Eligibility
- The assessment criteria to be used and their inherent weight
- Type of funding

The recruitment profile is approved by the Vice-Chancellor.

The application shall include curriculum vitae and any other documents pursuant to the announcement. The assessment of applicants for appointment as a teaching assistant takes place by the operational manager appointing an assessment group.

The group first decides on the application documents. After a completed interview or other suitable selection procedure, the group does a written assessment with a final proposal on who should be appointed.

The Vice-Chancellor decides on the appointment of teaching assistants.

## 8. ASSESSMENT FOR HIGHER ELIGIBILITY

Teachers with an appointment at the university who meet the eligibility requirements that apply for a higher title can register their interest with the head of department for assessment for a title that corresponds to that competence level, e.g.:

- from Assistant Lecturer to Assistant Professor
- from Assistant Professor to Associate Professor
- from Associate Professor to Professor

The operational manager assesses the potential right to the assessment for promotion and prior to the assessment shall do an analysis if there is a need for other competence at the department or the equivalent and an assessment of whether they believe that the applicant can fulfil the eligibility for the competence level in an assessment.

An assessment for promotion takes place in the same artistic area/subject as the current appointment. The assessment entails no new appointment with changed terms of employment.

To be considered for assessment, the applicant shall have an appointment that runs for at least two years after the application for assessment is submitted.

## **8.1 Application**

In support of the application, the applicant shall submit full documentation in accordance with the terms that apply to an application for appointment. The operational manager's written documentation shall be appended to the application, where the reasons for the assessment are presented. The application is sent in through Uniarts' recruitment system. Contact the HR department for further instructions.

## **8.2 Handling/preparation**

An application regarding assessment for higher eligibility is handled where applicable in the same procedure as a new recruitment.

## **8.3 Decisions regarding promotion**

Decisions regarding promotion are made by the Vice-Chancellor after proposal by the Teacher Nomination Committee.

An applicant who has been turned down in an application for assessment for promotion can submit a new application no sooner than after one year and when further qualifications can be cited.

# **9. DISCONTINUATION OF EMPLOYMENT PROCEDURE**

The discontinuation of an employment procedure should be assessed restrictively. A decision to terminate an employment process is made by the same body/position as would have made the decision on employment. Such a decision may not be appealed according to Section 21 of the Employment Ordinance.

An acceptable reason for discontinuation of an employment procedure can be that the remaining applicants are not considered to have the desired competence even though they are formally eligible. Lack of funds or organisational changes which could not have been foreseen at the beginning of the appointment process may also be acceptable reasons.

## 10. APPENDICES

### Appendix 1: English titles

Professor (professor)

Associate Professor (biträdande professor)

Assistant Professor (lektor)

Assistant Lecturer (adjunkt)

#### Posts that can *only* be fixed term

Visiting Professor (gästprofessor)

Adjunct Professor (adjungerad professor)

Retired Professor (professor who has retired with a pension, senior professor)

Postdoc (postdoktor)

Research Assistant (forskningsassistent)

Doctoral Candidate (doktorand)

### Appendix 2: Professor emeritus/emerita

#### Professor emeritus/emerita

A professor who ends his or her appointment at Uniarts with a retirement pension can be granted to continue to be present in activities without appointment with the title professor emeritus/emerita based on the needs of the activities.

The operational manager submits a proposal to the Vice-Chancellor on continued activities without appointment including written motivation and a description of the activities for the professor.

The Vice-Chancellor makes a decision on continued activity as professor emeritus/emerita. In the cases the Vice-Chancellor intends to grant continued activity, an agreement on the terms for this shall be clearly regulated in writing. An agreement is reached for a period of no more than one year at a time, but can be extended.