

# Appointments procedure (Anställningsordning) Stockholm University of the Arts

Approved by the Organisation Committee 20 December 2013

Revised by the University Board 16 February 2015

Revised by the University Board 13 June 2016

Revised by the University Board 20 February 2017

Revised by the University Board 13 December 2017

Revised by the University Board 18 September 2019

**Valid as of 1 October 2019.**

## Contents

<b>1. INTRODUCTION.....</b>	<b>4</b>
1.1 Forms of employment.....	5
1.2 Duties for teaching positions.....	5
1.3 Decision-making bodies .....	5
1.4 Preparatory bodies .....	6
<b>2. TEACHERS AT STOCKHOLM UNIVERSITY OF THE ARTS .....</b>	<b>6</b>
2.1 PROFESSORS .....	7
2.1.1 Eligibility for Professors .....	7
2.1.2 Assessment criteria for Professors .....	7
2.2 ASSOCIATE PROFESSORS .....	8
2.2.1 Eligibility for Associate Professors .....	8
2.2.2 Assessment criteria for Associate Professors .....	9
2.3 ASSISTANT PROFESSORS.....	10
2.3.1 Eligibility for Assistant Professors .....	10
2.3.2 Assessment criteria for Assistant Professors.....	10
2.4 ASSISTANT LECTURERS .....	11
2.4.1 Eligibility for Assistant Lecturers .....	11
2.4.2 Assessment criteria for Assistant Lecturers .....	12
<b>3. FIXED-TERM EMPLOYMENT .....</b>	<b>12</b>
3.1 ADJUNCT PROFESSORS .....	13
3.2 VISITING PROFESSORS .....	13
3.3 ASSOCIATE LECTURERS .....	13
3.3.1 Eligibility for Associate Lecturers .....	13
3.3.2 Assessment criteria for Associate Lecturers .....	14
3.3.3 Promotion from Associate Lecturer to Assistant Professor .....	14
3.4 POSTDOCS .....	15
3.4.1 Eligibility for Postdocs.....	15
3.4.2 Assessment criteria for Postdocs .....	15
3.4.3 Duties of Postdocs .....	15
3.5 RESEARCH FELLOWS .....	15
3.5.1 Eligibility for Research Fellows .....	16
3.5.2 Assessment criteria for Research Fellows .....	16
3.6 RESEARCH ASSISTANTS .....	16
3.6.1 Eligibility for Research Assistants.....	16
3.6.2 Assessment criteria for Research Assistants.....	17
<b>4. PREPARATION OF A TEACHING POST .....</b>	<b>17</b>

4.1	Preparation in SKH's leadership.....	17
4.2	Recruitment profile .....	17
4.3	Announcement of appointment.....	18
4.3.1	Call to professorship.....	18
4.4	Advance review of applications .....	19
4.5	Expert assessment.....	19
4.5.1	Professors, Associate Professors and Assistant Professors .....	20
4.5.2	Associate Lecturers .....	20
4.5.3	Assistant Lecturers and Postdocs.....	20
4.5.4	Research Fellows .....	20
4.5.5	Research Assistants.....	20
4.6	Interview, trial lecture and references .....	21
4.7	Recruitment group decision proposal .....	21
4.8	Appointment decision .....	21
<b>5.</b>	<b>PREPARATION FOR THE APPOINTMENT OF AN ASSISTANT PROFESSOR OR ASSISTANT LECTURER, TEMPORARY EMPLOYMENT FOR ANNOUNCED POSITIONS.....</b>	<b>22</b>
<b>6.</b>	<b>TEACHERS WITH MANAGEMENT ASSIGNMENTS .....</b>	<b>22</b>
<b>7.</b>	<b>DOCTORAL CANDIDATES .....</b>	<b>22</b>
7.1	Doctoral Candidate duties .....	23
7.2	Decisions on Doctoral Candidates.....	23
<b>8.</b>	<b>TEACHING ASSISTANTS.....</b>	<b>23</b>
8.1	Eligibility for Teaching Assistants .....	23
8.2	Duties of Teaching Assistants .....	23
8.3	Recruitment profile, application and decision.....	24
<b>9.</b>	<b>ASSESSMENT FOR HIGHER ELIGIBILITY .....</b>	<b>24</b>
9.1	Application.....	25
9.2	Handling/preparation .....	25
9.3	Decisions regarding promotion .....	25
<b>10.</b>	<b>DISCONTINUATION OF EMPLOYMENT PROCEDURE .....</b>	<b>25</b>
<b>11.</b>	<b>APPENDIX.....</b>	<b>26</b>
11.1	Appendix 1 Professor emeritus/emerita .....	26

# 1. INTRODUCTION

The Stockholm University of the Arts (SKH) shall create opportunities for future knowledge and societal development through its unique composition of programmes and artistic research. SKH 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.

SKH's goal in all recruitment efforts is to hire employees with the best 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 SKH, 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, gender 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 SKH 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 18 September, the University Board established the appointments procedure in accordance with Chapter 2 Section 2 of the Higher Education Ordinance to apply as of 1 October 2019.

## 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, SKH 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 SKH 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

Teacher appointments are prepared by a recruitment group. The composition of the recruitment group and its work method are set out in SKH's Rules of procedure and under Preparation in this appointments procedure.

SKH 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 Rules of procedure.

## 2. TEACHERS AT STOCKHOLM UNIVERSITY OF THE ARTS

The following teaching posts are used at SKH and are covered by the appointments procedure.

Professor  
Associate Professor  
Assistant Professor  
Assistant Lecturer

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

Visiting Professor  
Adjunct 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>1</sup>*

<sup>1</sup> See Appendix for the guidelines and process for decisions of professor emeritus/emera

## **2.1 PROFESSORS**

### **2.1.1 Eligibility for Professors**

A person who has demonstrated both scientific and teaching expertise shall be eligible 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 eligible for employment as a professor in disciplines in the fine, applied or performing arts, Chapter 4, Section 3 of the Higher Education Ordinance.

Artistic skill at the professor level means that he or she is leading within his or her artistic field and/or has conducted artistic research of the highest standard. 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.

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 qualifications requirements may be decided in individual appointment matters.

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

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 scientific or artistic expertise. Each higher education institution determines itself what assessment criteria are otherwise to apply to the appointment of a professor, Chapter 4, Section 3 of the Higher Education Ordinance.

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 recruitment group 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 head of department 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.

## **2.2 ASSOCIATE PROFESSORS**

### **2.2.1 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 and/or has conducted artistic research of the highest standard. 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.

### **2.2.2 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 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 recruitment group 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 head of department 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.

## **2.3 ASSISTANT PROFESSORS**

### **2.3.1 Eligibility for Assistant Professors**

Eligibility for appointment as an assistant professor are

- In disciplines in the fine, applied or performing arts, a person who has demonstrated teaching expertise, 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, Chapter 4, Section 4 of the Higher Education Ordinance.
- Except in disciplines in the fine, applied or performing arts, a person who has demonstrated teaching expertise and been awarded a doctorate or has the corresponding scientific 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, Chapter 4, Section 4 of the Higher Education Ordinance.

Artistic skill at the assistant professor level means that one has both broad and in-depth knowledge in his or her artistic area and/or has conducted artistic research. 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.

### **2.3.2 Assessment criteria for Assistant Professors**

The assessment criteria for appointment as an assistant 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 other eligibility factors as stated in the first paragraph. Each higher education institution determines itself what assessment criteria are otherwise to apply to the appointment of an assistant professor, Chapter 4, Section 3 of the Higher Education Ordinance.

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 recruitment group 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 head of department 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.

## **2.4 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.

### **2.4.1 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.

## 2.4.2 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 recruitment group 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 SKH applies, the following are at SKH: 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 SKH at the same time that a mutual knowledge exchange can take place between SKH 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 SKH 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 ASSOCIATE LECTURERS**

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

#### **3.3.1 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.

### **3.3.2 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 head of department based on the duties and areas of responsibility that are of primary interest to the employment.

### **3.3.3 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.

## 3.4 POSTDOCS

Agreements regarding fixed-term postdoctoral employment between the Swedish Agency for Government Employers, OFR, SACO-S and SEKO, 04/09/2008.

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.

### 3.4.1 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.

### 3.4.2 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 head of department based on the duties and areas of responsibility that are of primary interest to the employment.

### 3.4.3 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).

## 3.5 RESEARCH FELLOWS

SKH 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.

### **3.5.1 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.

### **3.5.2 Assessment criteria for Research Fellows**

Assessment criteria and their relative weight are determined by the Vice-Chancellor after a proposal from the head of department 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

## **3.6 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.

### **3.6.1 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.

### **3.6.2 Assessment criteria for Research Assistants**

Assessment criteria and their relative weight are determined by the Vice-Chancellor after a proposal from the head of department 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 recruitment group shall participate in the preparation of appointment cases and suggest candidates for appointments of professor, associate professor, assistant professor, associate lecturer, assistant lecturer, research fellow, research assistant and postdoc, with the exception of appointments of substitute assistant lecturer or assistant professor for an advertised position, see section 5 below.

When a group of individuals are to submit a proposal on the applicants to be considered for appointment to a teaching post, women and men (legal gender) shall be equally represented in the group. This does not apply, however, if there are extraordinary reasons to the contrary, Chapter 4, Section 5 of the Higher Education Ordinance.

### **4.1 Preparation in SKH's leadership**

An initiative to begin an appointment procedure shall be established by the head of department or the equivalent in SKH's leadership.

### **4.2 Recruitment profile**

The head of department 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 recruitment group 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 SKH's guidelines for advertisement and as a minimum shall be announced on the university website 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 recruitment group decides if an application received late will be reviewed. SKH 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 or scientific and 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 or scientific and educational merits can be called to a professorship. The person concerned shall have a position or appointment that is equivalent to a professor at SKH 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 SKH 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 head of the department submits a recruitment profile proposal after consultation with the HR department. Preparation takes place in the same order.

The Vice-Chancellor decides on appointment after proposal from the recruitment group.

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

In the appointment of professors, associate professors, assistant professors, associate lecturers, postdocs and assistant lecturers, the recruitment group 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 recruitment group can delegate to the chairman to conduct the advance review together with the recruiting manager 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. This statement presents an account of the artistic and educational expertise, as well as other expertise in accordance with the recruitment profile. Experts shall state which of the

applicants meet the eligibility requirements, produce a leading group and rank the applicants who may be potentially appointed for the position as well as clearly justify their choices.

The Vice-Chancellor makes a decision after a proposal from the head of department 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 (legal gender) 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 (legal gender) 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 (legal gender) 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 recruitment group if there are several applicants for the post. The Vice-Chancellor decides on appointment after proposal from the head of department.

#### **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 recruitment group if there are several applicants for the post. The Vice-Chancellor decides on appointment after proposal from the head of department.

## **4.6 Interview, trial lecture 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 application documents and expert opinions regarding the employment profile, the recruitment group decides which applicants will be called to an interview, a trial lecture, a teaching test or other procedures deemed appropriate. Following interviews, the recruitment group will make a decision regarding reference taking; references will normally be consulted for the candidates considered the most eligible for the position. Additional selection procedures may be necessary depending on the situation in each individual case.

Information relevant to the case's outcome available to the recruitment team during the process are to be documented, for example in the form of minutes or an official note and be attached to the file. This will make the information an official document.

## **4.7 Recruitment group 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 recruitment group 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, associate lecturers, assistant lecturers, postdocs, research fellows and research assistants, except short fixed-term appointments up to three months and teachers paid by the hour.

All employment decisions shall be posted on the university's notice board in accordance with Section 33 of the Administrative Procedure Act. The information shall include the date on which the decision was made, how to appeal the decision, where to send the appeal, and the deadline for submitting the appeal. Where relevant, the authority shall also state whether there were dissenting opinions regarding the university's decision as recorded according to Section 30 of the Administrative Procedure Act.

## 5. PREPARATION FOR THE APPOINTMENT OF AN ASSISTANT PROFESSOR OR ASSISTANT LECTURER, TEMPORARY EMPLOYMENT FOR ANNOUNCED POSITIONS

During the recruitment process, a substitute may be hired temporarily for the open position (no more than 2 years in accordance with the Employment Protection Act) using a simplified procedure without assessment of expertise or preparation by the recruitment team. This means that:

- Decisions regarding the employment profile will be made by the Vice-Chancellor
- Announcement as stipulated in Chapter 4.3 above
- Assessment of the applicants will be made by the head of department appointing a group of assessors, which in addition to the head of department must include at least one person with knowledge of the subject and an administrator from the HR department. The group will assess which applicants best correspond to the employment profile based on application documents; the assessment shall be in writing with recommendations of who to hire. If the most qualified applicant's expertise has been assessed earlier, there is no need for an expert opinion. If the most qualified applicant's expertise has not been assessed, the applicant may be hired as an assistant lecturer despite the open position being for an assistant professor.
- The Vice-Chancellor will make decisions concerning the appointment pursuant to Chapter 4.8 above.

## 6. 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. Proposals on the group's composition and work method are provided in SKH's Rules of procedure.

## 7. DOCTORAL CANDIDATES

Only those admitted or earlier admitted to third-cycle studies may be employed as a 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 being awarded a doctorate.

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.

An individual may not be employed through a doctoral studentship for more than 8 years. The total time of employment may not be longer than what corresponds to full-time doctoral studies during four 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), in accordance with Chapter 5, Section 2 of the Higher Education Ordinance

## **7.1 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 artistic doctorate or doctorate 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 at SKH and be involved in the University's daily working environment. The content of the doctoral candidate post shall be decided in the study plan. 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 doctorate.

## **7.2 Decisions on Doctoral Candidates**

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

# **8. TEACHING ASSISTANTS**

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

## **8.1 Eligibility for Teaching Assistants**

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

## **8.2 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.

### 8.3 Recruitment profile, application and decision

The recruitment profile shall consist of 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 head of department 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.

## 9. ASSESSMENT FOR HIGHER ELIGIBILITY

At SKH, employment should normally be advertised and assessment for higher eligibility should be used very restrictively. 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 head of department 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.

## 9.1 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 head of department's written documentation shall be appended to the application, where the reasons for the assessment are presented. The application is sent in through SKH's recruitment system. Contact the HR department for further instructions.

## 9.2 Handling/preparation

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

## 9.3 Decisions regarding promotion

Decisions regarding promotion are made by the Vice-Chancellor after proposal by the recruitment group.

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.

# 10. DISCONTINUATION OF EMPLOYMENT PROCEDURE

The discontinuation of an employment procedure should be assessed restrictively. 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.

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 do not need to be posted on the university's notice board and may not be appealed according to Section 21 of the Employment Ordinance. Any applicants should be notified of the decision and be informed that the decision cannot be appealed.

## 11. APPENDIX

### 11.1 Appendix 1 Professor emeritus/emerita

#### Professor emeritus/emerita

A professor who ends his or her appointment at SKH 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 head of department 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.