

HUMAN RESOURCES OFFICE

| | | | | | | | |
|-----------------|------------|----------|----------------------|-----------|--------------------|---------|---------|
| Decision: | US 17/20 | Ref. no: | C2020/730 | Replaces: | US 4/18 | Ref. no | C2018/1 |
| Effective from: | 2020-11-26 | until: | Until further notice | Officer: | Katarina Lindström | | |

Content

| | | |
|---|---|--------|
| 1 | Introduction..... | 3..... |
| 2 | Guidelines | 3..... |
| 3 | Categories of teaching staff at Karlstad University | 4 |
| | Appointment of professor | 4 |
| | Appointment of adjunct professor | 8 |
| | Appointment of senior professor | 9 |
| | Appointment of senior lecturer | 10 |
| | Appointment of associatsenior lecturer..... | 13 |
| | Appointment of postdoctoral researcher | 15 |
| | Appointment of visitingresearch fellow..... | 15 |
| | Appointment of adjunct teacher..... | 16 |
| | Appointment of lecturer | 17 |
| 4 | Promotion..... | 18 |
| | Promotion to professor..... | 18 |
| | Promotion to senior lecturer..... | 18 |
| | Appendix 1 | 19.... |

1 Introduction

The university is required to provide regulations that apply to the appointment of academic staff. Karlstad University employs the following academic categories: professor, senior lecturer, associate lecturer, postdoctoral researcher, adjunct professor, adjunct teacher, senior professor, visiting research fellow, and lecturer.

The main purpose of the Appointments Procedure is to guarantee equal access to information and fair treatment. The appointments procedure has been approved by the university board and consists of regulations of principle that supplement laws and ordinances. For more detailed information about the recruitment and promotion processes at Karlstad University, please refer to supplementary regulations on the procedure of recruiting and promoting academic staff.

2 Guidelines

Karlstad University is internationally renowned for research and quality education, offered in flexible formats. Collaboration is naturally integrated into research and education. Accordingly, great demands are placed on the skills and competence of staff, as well as on recruitment processes. Professional skills supply is characterised by long-term planning and well-functioning processes.

In order to realise Karlstad University's overall supply objectives for research and education, recruitment is to be carried out in line with the following guidelines:

- x Academic staff should have the research or artistic and teaching expertise required to contribute to high-quality education and research, and the development of operations. The aim is for all academic staff at Karlstad University to hold a doctoral degree. Exceptions to the doctoral degree requirement may be made in recruitment processes if there is particular reason to do so based on the work duties and qualification requirements of the position, or if a fixed-term appointment is made because none of the applicants hold doctoral degrees.
- x Additional qualification requirements and assessment criteria that pertain to the work duties included in the position may be specified in the appointment profile. Assessment criteria may be weighted in the appointment profile. Sufficient research/artistic and teaching expertise must each be demonstrated on its own merit. Insufficient qualifications in one area cannot be compensated for by stronger qualifications in another area.

¹ Higher Education Ordinance, Chap. 2, Sec. 2: "The responsibilities and duties of the board of governors of a higher education institution are those laid down in Section 3 of the Government Agencies and Institutes Ordinance (2007:515) and Section 8 of Chapter 20 of the Ordinance concerning the Annual Reports and Budget Documentation (2000:605). In addition, the board of governors shall itself decide (...) 9. on an appointment procedure."

- x For appointments requiring completed course in higher education pedagogy in compliance with the eligibility requirements stated below, the appointee can request validation of knowledge and skills corresponding to ten weeks of the eligibility course according to established routines. In exceptional cases, the Vice-Chancellor may grant exemption from the higher education pedagogy requirement.
- x All appointments at the university also require the personal qualities required to perform the duties. All staff are expected to collaborate with colleagues and to treat them respectfully, to take responsibility for their duties and to contribute to a good working environment. Staff with different backgrounds, perspectives and experiences should enhance the quality of the university's activities. International mobility, physical as well as virtual, may be of weight in the assessment.
- x For permanent appointments at Karlstad University, successful applicants shall normally have a good command of Swedish English. If one of these is lacking, appointment may still be made, provided that the new staff member actively acquire the skills required.
- x Academic staff at Karlstad University shall have knowledge of the national laws and ordinances as well as the European guidelines regulating teaching and research assignments at Swedish higher education institutions.
- x Qualification requirements and assessment criteria have to be applied in such a way that those appointed at Karlstad University have qualifications equal to colleagues in the subject area at the other higher education institutions in Sweden.
- x Career paths at Karlstad University shall be based on equality and inclusion. Equal gender distribution is sought in all staff categories. If possible, women and men shall participate in the wording of employment advertisements, serve as experts and participate in the selection of a candidate.
- x Decisions related to the appointment and promotion of academic staff have to be made in accordance with the university's Rules of Procedure and the current Delegation of Authority.

3 Categories of teaching staff at Karlstad University

Appointment of professor

Professors shall mainly be appointed in areas deemed strategically important by the university board. Professors may be appointed in subject areas in which the university offers specialised education and has developed an extensive range of research activities. A professor may also be recruited in a subject area that is of an area of specialisation which has not yet developed to full capacity academically, if the subject is deemed to have such a strong national or regional interest that a professor should be appointed to consolidate its development.

Appointment as a professor at Karlstad University can be gained through recruitment or through promotion from the position of senior lecturer. The Higher Education Ordinance and Higher

x International and national publications in independently refereed journals and/or

or subject area.

- x Documented third-stream activities relevant to teaching.

Appointment of professor: Artistic and teaching expertise

Qualification requirements

- x Ability to present original and innovative artistic work of international standard.
- x Documented and extensive artistic production of international standard.
- x Documented advanced artistic research of international standard.
- x Active participation in national and international networks, conferences and conventions.
- x Assignment as reviewer or member of a doctoral examination committee.
- x Assignment as jury panel member, expert in, for instance, recruitment.
- x Documented experience of assignments as a supervisor, primarily as the main supervisor for postgraduate students through all the different stages of the training, normally as the main supervisor for at least one doctoral student all the way to the thesis defence.
- x Documented experience as an active assistant supervisor or equivalent contributions in postgraduate training or assignment as a supervisor at undergraduate or Master's level may, following special assessment, be considered equivalent to the experience of a main supervisor.
- x Demonstrated teaching expertise based on both solid, broad and current knowledge within the candidate's subject area and on evidence and established knowledge on learning and examination.
- X Documented ability to reflect on teaching and learning activities, as well as the ability to make well-considered choices based on the requirements and conditions of teaching.
- X Completed training for doctoral supervision and required higher education teaching qualification as per the Appendix. In special circumstances, such training may be completed within two years of appointment as part of the professional development commitment.

Assessment criteria

- x Broader, deeper and more current production gives priority.
- x The scope and quality of the artistic production.
- x Documented ability to attract funding for research and development work.
- x Documented ability to lead and administrate artistic activities.
- x Experience of third-stream activities and of communicating research and development work to a wider audience.
- x Contributions made and invitations received to artistic events.
- x International assignments, for example as postdoc, guest research fellow, assignments in international organisations and networks, or similar.
- x Promising forecast for future artistic activities based on quality rather than quantity.

- x Documented ability to evaluate the impact of knowledge development and knowledge progression of different student groups on the design of teaching and examination formats,

sector, weight should be given to contributions to patents, development and innovative solutions. However, an adjunct professor must always be a leading specialist in his/her field.

When applying the criterion of teaching expertise, pedagogical requirements may be replaced by teaching qualifications acquired from the work the candidate currently carries out. Required higher education teaching qualifications and assessment criteria are determined on a case-by-case basis, and may be considered in relation to the requirements of the professor's teaching, if any is to be done. It is also desirable that an adjunct professor has administrative qualifications and management experience.

Appointment of visiting professor

The Higher Education Ordinance stipulates the following regarding visiting professors:

| |
|---|
| A visiting professor shall be employed for an indefinite period but for no longer than until a specified date. Such an appointment may be renewed. The total period of employment may not, however, exceed five years. In other respects it is subject to the provisions of the Employment Protection Act (1982:80) (HEO, Ch. 4, Sec. 12) |
|---|

A visiting professor is appointed either part-time or full-time for a limited period to carry out teaching duties, research or artistic activities and administrative tasks. A visiting professor normally has another employment, for example, as a professor at other university or higher education institution. A visiting professor can also be recruited from outside academia when specific expertise is needed for a limited period and another fixed-term teaching appointment is unsuitable.

The fixed-term appointment as visiting professor may be extended. The total time of employment may not, however, exceed five years.

The same procedure for assessing qualifications and requirements applies to the appointment of a visiting professor as for a professor at Karlstad University.

Appointment of senior professor

A senior professor is appointed for a limited period if the employer deems it particularly justified based on the organisation's needs, for example when special skills are required, when there

Appointment of senior lecturer

At Karlstad University senior lecturers are appointed on the basis of recruitment or promotion from the positions of lecturer or associate senior lecturer.

The Higher Education Ordinance stipulates the following regarding the appointment of senior lecturers:

Someone qualified for appointment as a senior lecturer is

1. 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 research competence or some other professional expertise that is of value in view of the subject matter of the appointment and the duties that it will involve, or

2. in disciplines in the fine, applied or performing arts, a person who has demonstrated teaching expertise and been awarded a doctorate in a 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 appointment and the duties it will involve.

The assessment criteria for appointment as senior lecturer shall be the degree of the expertise required as a qualification for employment. As much attention shall be given to the assessment of teaching expertise as to the assessment of other qualifications laid down in the first paragraph above. Each higher education institution determines what assessment criteria are otherwise to apply to the appointment of a senior lecturer. (HEO, Ch. 4, Sec. 4)

Appointment of senior lecturer: Research and teaching expertise

The term doctorate refers to a doctoral degree awarded by a Swedish higher education institution, or a doctoral degree awarded by a foreign higher education institution validated by Swedish Council for Higher Education or otherwise assessed as equivalent to a Swedish doctorate.

The term artistic expertise refers to well-documented high-level artistic production or research.

The term corresponding research competence refers to other academic qualifications assessed by experts and declared to be equivalent to a doctorate.

Other professional expertise refers to well-documented and concrete qualifications of such scope, level and content that the candidate thereby has acquired experience and expertise corresponding to the requirements of research/artistic qualifications. Expertise is assessed in relation to the subject content of the appointment and the duties involved. By other professional expertise is meant research/artistic qualifications gained through, for example, industrial research or research and development work in the artistic field equivalent to a doctor's degree in scope and quality. A licentiate degree with good testimonials of industrial experience, administrative experience, or management experience in industry or business meets the professional expertise requirement. This also applies to qualified work experience relevant to the subject area in question.

Qualification requirements

- x Degree of Doctor or equivalent research qualifications or other professional expertise of relevance to the subject matter of the appointment and the duties involved.

x Documented teaching expertise based on t

Assessment criteria

- x Broader, deeper and more current production gives priority.
- x The scope and quality of the artistic production.
- x Originality, independence and quality of artistic activities and production.
- x Experience of third-stream activities.
- x Documented ability to attract funding for research and development work.
- x Assignment as jury panel member, expert, examiner, and guest research fellow.
- x International postdoc, participation in national/international networks, or similar.
- x Promising forecast for future artistic activities based on quality rather than quantity.
- x Documented ability to evaluate the impact of knowledge development and knowledge progression of different student groups on the design of teaching and examination formats, founded in student-centred teaching.
- X Documented experience of and ability to lead and communicate developmental work with colleagues and students in the areas of research and examination in the applicant's subject or subject area.
- x Documented collaboration relevant to teaching.

Appointment of senior lecturer Additional qualifications

In addition to the requirements of research/artistic and teaching expertise, the following qualifications will be given special weight in the appointment of a senior lecturer at Karlstad University:

- x Assignments that have resulted in knowledge and experience of the organisational and financial framework of higher education, for example through gender equality efforts or active service in administrative and decision-making bodies.
- x Appointment as head of department, director of studies, programme co-ordinator or other administrative function linked to teaching, or project or work management.
- x Experience of research/artistic organisations, research councils, jury panels, investigative work, boards, as guest research fellow etc. outside of higher education.

Appointment of associate senior lecturer

The aim of the appointment as associate senior lecturer is that the appointee may have the opportunity to develop the independence and expertise required as a researcher and teacher to qualify for a fixed term appointment as a senior lecturer.

Higher Education Ordinance provides the following regarding appointment as a senior lecturer:

4 a § To be eligible for employment as an associate senior lecturer, a person must have a doctorate, or have attained equivalent research qualifications. Primarily, the person should be taken into consideration that has obtained a doctorate or has acquired equivalent qualifications within five years before the end of the applicable period. The person who has obtained a doctorate earlier may also be given consideration if there are special reasons. Special reasons are considered to be leave of absence due to illness, parental leave or other similar circumstances.

Each higher education institution determines what further assessment criteria should apply to the appointment of associate senior lecturer. Prior to such appointments, the university shall also decide on the criteria to apply in promoting an associate senior lecturer to senior lecturer under 12 c.

12 a § An associate senior lecturer may be appointed provisionally for at least four years but no more than six years as decided by the university at the time of the appointment. The aim is to give the teacher the opportunity to develop his/her independence as a researcher and acquire those qualifications which are required for an appointment as senior lecturer.

The appointment may be renewed pursuant to the first section above, but for no more than two years if, because of the associate senior lecturer's absence due to illness, parental leave or other special circumstances, further time is needed to

- x Documented teaching expertise based on thorough, broad and current knowledge in the applicant's own subject area and on evidence and established knowledge of learning and examination.
- x Documented ability to reflect on teaching and pedagogical activities and the ability to make well-considered choices based on the requirements and conditions of teaching.

Appointment of postdoctoral researcher

The central collective agreement on fixed-term employment of postdoctoral researchers stipulates the following:

Sec. 1: The agreement pertains to employees appointed as a postdoctoral researchers and whose principal duty is to pursue research. Teaching may be included at a maximum of 20% of the appointment. The agreement only applies on condition that the employee has not been employed as a postdoctoral researcher under this agreement for more than one year in the same or related disciplinary fields at the same university/public agency.

Sec. 2 In addition to the provisions made in the Employment Protection Act (1982:80), a postdoctoral researcher may be employed for an indefinite period but no longer than two years with a possible extension of a maximum of two years to compensate for illness, parental leave, clinical duties, commissions of trust, or other similarly special circumstances.

Eligible for appointment as postdoctoral researcher are those who have obtained their doctoral degree or achieved equivalent qualifications abroad, at the most three years prior to the end of the application period. If there are special reasons, the required qualifications may have been obtained earlier. Special reasons may include illness, parental leave, clinical duties, commissions of trust, or other similarly special circumstances. The time at which the doctorate was obtained shall be taken into account in addition to merit and expertise, as one of several assessment criteria, and may not replace merit and expertise.

A completed required higher education teaching qualification is given weight.

The agreement stipulates that appointment of a postdoctoral researcher is full-time employment for two years and may usually be divided into several employment periods.

Appointment of visiting research fellow

Visiting research fellows are employed for a limited period to pursue research. Unlike other

Karlstad University does not employ visiting research fellows permanently. Visiting research fellows are appointed for a fixed period of time, full-time or part-time, as per Sec. 5 of LAS for a maximum of two years. Those who have obtained a doctorate or have equivalent research qualifications are eligible for appointment as visiting research fellow. If the qualification requirements for a visiting professor are fulfilled, it is preferable to appoint someone as visiting professor. Visiting research fellows may be appointed when appointment as postdoctoral research fellow or postdoctoral researcher is not relevant.

Appointment of adjunct teacher

A person whose main employment lies outside the field of higher education can be appointed as adjunct teacher provided he/she is a research qualified specialist/expert and has been invited by the university to work part-time at the university for a limited period of time. At Karlstad University, an adjunct teacher is normally externally funded.

Appointment as adjunct senior lecturer or adjunct lecturer may also be made, if the person fulfils the qualification requirements of the position in question.

An appointment as adjunct teacher is a fixed-term appointment under the collective agreement on fixed-term employment of adjunct teachers. The agreement does not apply to teachers in artistic disciplines. An adjunct teacher may be appointed for a maximum of two years. The appointment may be extended. Normally, the scope of employment is up to 20%, but, if necessary, up to a maximum of 50%. An adjunct teacher may also be remunerated on an hourly basis.

Appointment of adjunct teacher: Qualifications and assessment criteria

An adjunct teacher shall have good research and teaching expertise. However, the nature of the position means that the area of expertise may be limited. Eminent work in the field of engineering, for example, may partly replace requirements for traditionally documented research expertise. In cases of candidates from the business sector, weight should be given to contributions to patents, development and innovative solutions. An adjunct teacher must be a specialist in their field. When applying the term of teaching expertise, the required teaching qualifications may be replaced by teaching qualifications acquired from the work that the candidate is currently carrying out. The required higher education teaching qualification as qualification requirement or assessment criterion is decided on a case-by-case basis and may be considered in relation to the quality requirements of the adjunct teacher's teaching, if any is to be done. It is also desirable that an adjunct teacher has administrative qualifications.

5 Employment Protection Act (1982:80)

Appointment of lecturer

Lecturers with specific expertise may be appointed specifically justified based on the work duties and qualification requirements of the position. If there are no applicants who fulfil the requirements for appointment as lecturer, a lecturer may be appointed, preferably for a fixed term.

Appointment of lecturer: Qualifications and assessment criteria

Special consideration shall be given to teaching expertise in the appointment of lecturers, unless otherwise indicated in the appointment profile. Besides the qualifications listed below, additional requirements may be stipulated in the appointment profile and advertisement.

Exemption from the requirement of a Bachelor's degree may be granted in special circumstances. This must be clearly stated in the appointment profile/advertisement of the vacant position.

Qualification requirements

- x A professional degree of at least 180 ECTS, or a Bachelor's degree in the subject area of the position.
- x Required higher education teaching qualification as per the Appendix. In special circumstances, such training may be completed two years of appointment as part of the professional development commitment.

Assessment criteria

- x Level of academic qualifications.
- x Ongoing doctoral studies.
- x Experience of doing research and research production.
- x Professional experience in the subject area.
- x Documented teaching expertise based on thorough, broad and current knowledge in the applicant's own subject area and on evidence and established knowledge on learning and examination.
- x Documented ability to reflect on teaching and learning activities, as well as the ability to make well-considered choices based on the requirements and conditions of teaching.
- x Documented ability to evaluate the part of knowledge development and knowledge progression of different student groups on the design of teaching and examination formats, founded in student-centred teaching.
- x Documented experience of and ability to lead and communicate developmental work with colleagues and students in the areas of teaching and examination in the applicant's subject or subject area.
- x Documented third-stream activities relevant to teaching.

4 Promotion

At Karlstad University, a permanently employed senior lecturer can seek promotion to professor, and a permanently employed lecturer or associate lecturer to senior lecturer. Promotion presupposes that it takes place in the subject of appointment. Promotion to another subject area is possible, based on the university's needs of expertise in that area.

At the time of promotion, the applicant shall have completed a required higher education teaching qualification as per the Appendix.

Promotion to professor

Learning outcomes for HE teaching qualifications

(in addition to the general objectives in Ch. 1, Sec. 9 of the Swedish Higher Education Act for second-cycle qualifications)

The overarching objective of HE teaching qualifications is that, after completing the education, participants must demonstrate

- the knowledge, skills and approaches required for professional teaching in HE in their subject areas, and for taking part in the development of HE.

Participants must demonstrate the ability to

- discuss and problematise student learning in their own subject areas, on the basis of research in educational sciences and/or subject-specific education of relevance for teaching in HE;
- independently and jointly with others, plan, implement and evaluate teaching and assessment in HE on an academic or artistic basis and within their own areas of expertise;
- make use of and participate in the development of physical and digital learning environments to promote learning for groups and for individuals;
- interact with students in an inclusive manner and demonstrate knowledge of rules and regulations regarding students with disabilities and of available student support;
- apply relevant national and local rules and regulations, and to discuss society's objectives for HE and the academic teaching role in terms of the participants' own practice and students' active participation in HE;
- reflect on their professional approach to academic teaching and their relationship with the students, and also on the core values of higher education, such as democracy, diversity, gender equality, equal opportunities and sustainability;
- draw on, analyse and communicate their own and others' experiences of teaching and learning practices, and relevant outcomes of research, as a basis for the development of educational practice and of the academic profession.

The participants must have started a teaching portfolio and reported on an independent project concerning teaching and learning within their own subject area, drawing upon relevant research in education and/or subject-specific education.