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Appointment Regulations for Mälardalen University

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Appendix 1: Appointment of teachers

1. Introduction

According to Chapter 2, Section 2 of the Higher Education Ordinance (HF), the University Board must adopt the Appointment Regulations. Mälardalen University's (MDU) Appointment Regulations determine the rules which apply on the recruitment and promotion of teachers on which the Board has made a decision. In individual cases, the Vice-Chancellor may, after consultation, grant an exception to the regulations.

1.1 Objectives and strategies

MDU's vision is to be a progressive and collaborative University where together we shape a sustainable future. These perspectives imply that MDU wants to ensure that employees and processes relating to appointments are innovative, flexible, collaborative and sustainable. At MDU there is a close and mutual interaction between education and research. A requirement is that research in all faculties constitutes a research base for education at all levels. The best researchers are also expected to be excellent and motivated teachers who stimulate students' learning and inspire them with their devotion to their subject and the surrounding community. MDU's teachers draw knowledge from research in various subjects and subject didactics and through collaboration in and outside the higher education institution to inspire and provide relevant and sustainable education. A majority of MDU's teachers must have successfully defended their doctoral thesis and in each degree area, there must be at least one distinguished university teacher. Most of the teachers should be active researchers and belong to a research environment.

Recruitment and continuing professional development takes place in an increasingly competitive sector and successful efforts in this area is a prerequisite for good quality in the organisation in both the short and long term. MDU strives to be an attractive employer by retaining and securing existing skills, motivating and developing employees and renewing the organisation. MDU aspires to be well equipped for the future through a strategic skills supply initiative. One of the challenges is to recruit employees for the long-term in MDU's core areas of expertise, where there is a high level of competition with other higher education institutions and employers. In accordance with the vision, MDU places a great value in mobility between academia, the private and public sectors and emphasises the value of international and national cooperation between higher education institutions and the surrounding community.

1.2 Strategic skills supply

Recruitment will take place based on the organisation's strategic skills supply plan. The strategic skills supply plan must be long-term and consider the organisation's needs. Recruiting, retaining and developing employees are tools for achieving the plan. The opportunity to develop and pursue a career is important for many teachers and is often a prerequisite for retaining competent employees.

2. Basic provisions and guidelines

The Instrument of Government Chapter 12, Section 5 - Special provisions on state employees

./.. / When making a decision on public sector appointments, consideration should only be given on objective grounds such as merit and expertise.

The Public Employment Act Section 4

When making a decision on an appointment, consideration should only be given on objective grounds such as merit and expertise. Expertise shall be a primary consideration unless there are special reasons for doing otherwise.

2.1 Exercise of public authority on an appointment decision

To appoint someone in a public sector capacity is an exercise of public authority. The recruitment procedure is regulated primarily in the Employment Ordinance (AF). It is possible to let an external body decide on the matter to ensure that the recruitment to the public sector is objectively justified. A recruitment decision can therefore be appealed and the examining body is the Higher Education Appeals Board (ÖNH).

2.2 Appointment Regulations status

At each university and university college, the Board shall decide on appointment regulations, in accordance with the Higher Education Ordinance Chapter 2, Section 2, Point 9. Exceptions to entry requirements or other matters can only be made in cases where the possibility is specified.

2.3. The Appointment Regulations place in the organisation

MDU has a joint Faculty Board and four Schools. The Schools have a clearly defined management responsibility. The Appointment Regulations are adopted by the Board. The Faculty Board may decide on additional entry requirements and assessment criteria for appointment and promotion, in addition to those set out in this Appointment Regulation. These requirements and criteria must not be less than those already established and must be objectively justified by the content and the needs of the organisation. The Vice-Chancellor may deviate from the established requirements and criteria in exceptional circumstances.

For each of the Faculty Board's four preparatory committees, there must be an academic appointments committee. These academic appointments committees are tasked by the Faculty Board within their respective areas, to assure quality and prepare decisions, in matters concerning the appointment and promotion of teachers as well as the nomination of associate professors, educationally recognised university teachers and distinguished university teachers, based on the University's established entry requirements and basis of assessment regarding scholarly/artistic and or educational expertise. The Faculty Board fills the position of the chair of the academic appointments committee and appoints one of the chosen/nominated teaching members as Vice Chair.

An academic career path

The purpose of an academic career path, which ties in with the internationally established concept "tenure track", is to recruit people who are recent doctoral graduates early in their career to positions as teachers at MDU and provide them with the conditions to develop long-term excellence in the areas of research, education and collaboration. The career paths comprise the positions of associate senior lecturer, senior lecturer and professor.

The career path begins with an advertised fixed-term employment as an associate senior lecturer for which a Degree of Doctor or the equivalent academic competence is required. An associate senior lecturer has the right to apply to be assessed for promotion to senior lecturer.

Promotion implies an employment for an indefinite period as senior lecturer. Such an appointment may be extended if required in accordance with the rules of the appointment regulations, as well as the established eligibility, and may also imply a promotion to professor.

Appointments such as senior lecturer and professor will also be advertised separately.

3. Categories of teachers

Higher Education Act, Chapter 3, Section 1

The work duties assigned to a teacher may comprise educational responsibilities or research and administrative tasks. Teachers are also responsible for keeping abreast of developments within their own subject area and developments in the wider community that are significant for a teacher's duty at the university.

Higher Education Act, Chapter 3, Section 2

To undertake education and research, professors and senior lecturers will be appointed as teachers at every higher education institution. A professorship is the most senior teaching appointment.

Higher Education Act, Chapter 3, Section 6

Unless otherwise stated by regulations issued by the Government, each higher education institution will decide for itself which categories of teachers apart from professors and senior lecturers, it shall employ and the qualifications and assessment criteria to apply to such appointments.

Teaching positions used at the University will be established in the appointment regulations. The provisions in the Higher Education Act, Chapter three are supplemented with Chapter four from the Higher Education Ordinance about teachers. This clarifies certain positions, eligibility requirements, assessment criteria and recruitment procedures. The point of departure is that any employment related to education and research should be teaching positions. The scope of the various work duties may vary over time and the allocation is determined by the University.

The following categories of teachers exist at

MDU:

Professor

Adjunct Professor

Visiting Professor

Senior Lecturer

Adjunct Senior Lecturer
Associate Senior Lecturer
Lecturer
Adjunct Lecturer

4. Conflict of interest in conjunction with employment

The Administrative Procedure Act – Conflict of interest

17 Section If a person is biased, they must not participate in the handling of the case and must not be present when the matter is decided upon.

18 Section Anyone who is aware of a circumstance likely to render him or her disqualified shall immediately notify the authority of this.

Situations of conflict of interest must not occur. The question whether a conflict of interest can arise must be considered in each aspect of the employment process where a conflict of interest may occur. Guidelines around the rules concerning conflict of interest are stated in a separate document.

5. Gender equality and discrimination

MDU applies a way of working where perspectives on gender equality and equal opportunities are integrated into the entire recruitment process and promotion of teachers. The University views this predominantly as an issue of quality. Being aware of how expertise and skills are defined and described can be a step to ensure that the most skilled and the best suited persons are appointed. The employer will promote gender balance within the various parts of the organisation. Gender balance refers to at least 40 per cent in a certain category of employees in the workplace. In the case of equal qualifications or almost equal qualifications, the employer may consider which of the applicants belongs to the underrepresented legal gender.

In the case of discrimination, it is not necessarily the recruitment decision that will be appealed. It may also be how you have been treated during the recruitment process. There is a possibility to report a higher education institution for a violation of the Discrimination Act for up to two years after the decision becomes final.

6. Information about job vacancies and decisions on employment

Employment Ordinance, Section 6, job vacancy information

A public authority that intends to recruit an employee must provide information about this in some suitable way so that those who are interested in the position can notify the authority within a certain time.

The job announcement must be made public. Furthermore, information must be published on the University's website and posted on the University's official notice boards in Eskilstuna and Västerås and *Arbetsförmedlingen* (the Swedish Public Employment Service) must be notified (in accordance with SFS 1984:819). Other advertising channels are established between the relevant School and the HR Division before each advertising instance. International advertising should be considered,

where it is justified. The application period should normally be at least three weeks for a teacher. Information about job vacancies can be provided for a shorter period of time if it is required for operational reasons.

Employment as an adjunct teacher and visiting professor may, regardless of the length of the employment, occur without providing information. Information about a job vacancy does not need to be provided when appointing a professor by nomination.

Employment Ordinance, Section 7, information about the decision to appoint
Information on the Authority's decision on employment will be provided on the authority's noticeboard. The first paragraph does not apply to employment estimated to be no more than six months.

The obligation to inform the public about a recruitment decision always applies, except when the employment is less than six months. The possibility to appeal against a recruitment decision is valid for three weeks from the time the decision has been posted on the University's notice board. If the decision is not granted, the possibility of appeal will not cease.

Decisions on the appointment of professor, adjunct professor and visiting professor as well as the promotion to professor is decided by the Vice-Chancellor based on a proposal by the academic appointments committee.

Decisions concerning the appointment of senior lecturer, adjunct senior lecturers, associate senior lecturers, lecturers, adjunct lecturers, part-time fixed-term teachers and promotion to senior lecturer may be delegated in accordance with the University's Rules of Procedure.

The Employment Protection Act (LAS), Section 5

A contract of employment for a fixed term may be concluded

- 1. for specific fixed-term employment,*
- 2. for temporary substitute employment or*
- 3. for seasonal employment*

However an employer may not appoint an employee for temporary substitute employment with the purpose to avoid the rights of the employee in accordance with Section 3, second paragraph. Law (2022:835)

Section 6, Paragraph 1 of the Employment Protection Act

An agreement on fixed-term probationary period may also be entered into if the probationary period does not exceed six months. (SFS 1994:1685)

Recruitment for fixed-term employment must be carried out considerately, in light of the right to employment for an indefinite period that may arise in the case of repeated fixed-term employment.

In the case of appointments covering a maximum of two years for temporary substitute employment or at the most 12 months for specific fixed-term employment, a simplified employment procedure may be applied, which means that an external expert assessment may be excluded.

The person responsible for the employment must ensure that a fixed-term employment as a teacher does not last so long that, according to the Employment Protection Act, it transfers to an employment for an indefinite period without having been advertised and appointed after an external expert procedure. Should this occur, the academic appointments committee/committee/equivalent must assess whether the person meets the entry requirements for the position.

7. Recruitment process

When recruiting teachers, there must be a deliberate needs analysis linked to the University's strategic goals described in the skills supply plan. In order to strengthen the research basis of the education, increased research expertise of the teacher must be sought related to the recruitment. The initiative to commence a recruitment process will be taken by the qualified head of unit in accordance with the University's Rules of Procedure.

When appointing those positions covered by the appointments regulations, a requirement profile must be drawn up. The requirement profile will form the basis for the continued recruitment process and will serve as the recruitment policy document. The requirement profile will include the subject area of the appointment with a specialisation if needed, the main work duties, the entry requirements, the basis of assessment and other circumstances relevant to the appointment.

The subject area of an appointment as professor, senior lecturer, associate senior lecturer, or lecturer may not be changed as long as the same person holds the position in question. This also applies to promotions. Decisions on exemptions are made by the Faculty Board.

Prior to the announcement of a position of associate senior lecturer, the Faculty Board will decide on the length of the appointment and which criteria must be used during an assessment of a promotion application to senior lecturer and when such an application must be submitted at the latest. Each School is responsible for the development of proposals and has the right to take its own initiative when it comes to employment in the initial period.

An equal representation of women and men should be aimed for in the recruitment efforts. This is not valid in exceptional circumstances, however.

For the recruitment of teachers until further notice who require scholarly/artistic and/or teaching expertise and when recruiting associate senior lecturers, the recruiting School should in normal cases establish a recruitment team. The recruitment team's mission will be to implement the various stages in the process prior to the review and assessment by the academic appointments committee.

The academic appointments committee is tasked with approving the current requirement profile with the valid entry requirements and basis of assessment in cases of teacher recruitment as well as approving the choice of external experts and expert advice. Entry requirements and assessment criteria may not be lower than those already established in the Appointment Regulations. Finally, the academic appointments committee ensures that the criteria that apply to the position are met, based on the external expert's opinion, the School's considerations and justifications as documentation. The academic appointments committee must see to it that scholarly/artistic as well

as teaching expertise has been considered from a quality perspective. The academic appointments committee will propose to the decision-makers which applicant should be primarily considered for appointment.

Decisions on appointments are then made by decision-makers in accordance with the applicable Rules of Procedure.

8. Appeal

Chapter 12, Section 2 of the Higher Education Ordinance states that decisions on appointments at a higher education institution, with the exception of employment as a doctoral student and the promotion of associate senior lecturer, may be appealed to the Higher Education Appeals Board. The decision to reject an application for promotion from associate senior lecturer to senior lecturer may be appealed.

9. Objective basis

The Instrument of Government, which is one of Sweden's four constitutions, regulates the appointment of positions within the state. Chapter 12, Section 5 states that "When making decisions to positions within government administration, only objective grounds, such as merit and expertise, shall be taken into account." The Public Employment Act clarifies that expertise must come first. The assessment of a candidate's expertise must therefore be objective and documented. Therefore, for example, anonymous references or expertise that cannot be linked to the requirement profile may not be taken into account because the objectivity cannot be assessed by an objective party such as the Higher Education Appeals Board. Personal qualities may be assessed as part of the expertise, but as with other assessment criteria, they must be objective and documented.

9.1 External experts

Higher Education Ordinance Chapter 4

External expert review

Section 6 *When hiring a professor (including an adjunct professor), an expert assessment of the applicants' expertise must be carried out, unless it is clearly unnecessary for assessing their expertise. If an assessment is conducted by two or more people, women and men must be equally represented. This is not valid in exceptional circumstances however. Ordinance (2010:1064).*

In general, regarding the appointment of a recently graduated teacher, the academic appointments committee establishes the selection of two external experts, after a suggestion from the responsible head of unit. The academic appointments committee ensures that conflict of interest is assessed and done. In case of uncertainty in the assessment, the HR Division must be consulted.

If an assessment is conducted by two or more people, women and men must be equally represented. This is not valid in exceptional circumstances however. The reasons for deviations

from equal representation must be documented. The Faculty Board must clarify which tasks are to be done by the external experts. Where applicable, the University may also request further statements. An example of such a case is when the external experts' opinions differ in the assessment and ranking of the candidates.

The external experts must as a matter of course have a qualification of a docent (Associate Professor) in the subject to be assessed. In case of employment/promotion in artistic subjects, the external experts must have a qualification of a docent (Associate Professor) or the equivalent in the subject to be assessed. When appointing a professor, the external expert must hold the qualification of a professor themselves. Exceptions can be made if there are special reasons.

9.2 Definition of entry requirements and assessment criteria

Entry requirements are partly regulated in the Higher Education Ordinance, and partly decided by the University. It can be basic eligibility for the position but also specific to a notification of a vacancy. What is in common is that it is a minimum for a candidate to be appointed to a position. After that, an assessment of the degree of expertise is made.

Entry requirements are designed for the teaching positions. This refers to specific requirements that an applicant must meet in order to be appointed. In addition to the eligibility requirements set out in the Higher Education Ordinance, the University may specify additional entry requirements in the requirements profile for the position.

In addition to the eligibility requirements, assessment criteria also apply. These assessment criteria may relate, on the one hand, to how well an applicant has fulfilled a necessary requirement, such as the scientific quality of a doctoral thesis, and, on the other hand, to qualifications that are not necessary for the position but which give the applicant an advantage in the ranking of the applicants. A Degree of Doctor can thus be a requirement for eligibility, while the quality of the doctoral thesis can be a basis for assessment.

Assessment criteria are a selection tool and are used to decide on the outcome between eligible applicants. Examples of assessment criteria, in addition to scientific and teaching expertise, may include the degree of administrative skill and ability to interact with the surrounding society. The assessment criteria to be taken into account depend on the specific appointment.

9.3 Research/artistic expertise

Research expertise refers to independent research efforts, the ability to plan and lead research and the ability to communicate with the surrounding community. Research expertise is demonstrated through research that has resulted in scientific publication, through planning and management of research and third-cycle education, as well as the ability to obtain direct government funding for research. In addition, research expertise can be demonstrated through a capacity to achieve results in research through collaboration with others and through the capacity to communicate and collaborate on the results of the research. Artistic expertise refers to outstanding artistic merits from activities and practice in the artistic domains as well as the capability for artistic research and development work.

9.4 Teaching expertise

Teaching expertise refers to educational qualifications and in the first instance quality will be taken into account. Teaching expertise implies that the teacher, based on given goals and frameworks, through continuous development of teaching and their own competence, supports and facilitates students' learning in the best way. Teaching expertise is reflected in academic teaching, the teacher's competence in terms of collaboration, having a holistic view and contributions to higher education teaching and learning.

The assessment of teaching expertise will concern planning, implementation and evaluation of teaching, supervision and examination. Teaching expertise must be well documented and in such a way that the quality can also be assessed.

9.5 Collaborative expertise

Collaborative expertise refers to the ability to create mutual benefit between the University and the surrounding community, as well as public actors and the private sector at local, national and international levels. Qualifications in collaboration must be documented and linked to research and education and consideration should also be given to individual reflection and ideas about development.

9.6 Administrative expertise

Administrative expertise is demonstrated, for example, by the ability to plan, organise and prioritise work in an efficient and appropriate manner, and the ability to specify and keep to the time frames. Such expertise includes overall operational planning, the ability to manage resources in a way that reflects operational priorities, and the ability to work in a structured manner based on an awareness of goals and quality.

9.7 Management expertise

Management expertise constitutes an assessment criterion with regard to appointments that involve or may come to involve management, i.e. responsibility for leading operations and/or employees.

Management expertise is demonstrated by the ability to lead operations and staff, make decisions, take responsibility and motivate others, providing them with the conditions needed for efficient achievement of shared goals. Expertise may also be demonstrated by an ability to coordinate the group, as well as to help create a sense of engagement, participation and job satisfaction, and also how to deal with conflicts.

9.8 Personal qualities

For all appointments at the University, the applicant must have the personal qualities needed to fulfil the appointment. All employees are expected to cooperate and treat colleagues and students with respect, take responsibility for the organisation and their own duties and contribute to a good work environment. In some cases, specific characteristics such as conscientiousness, good communicative ability, etc. are required. In these cases, it is important to specify the characteristics on which the assessments are based.

9.9 Decisions on appointments

Decisions on appointment matters concerning teachers are made by decision-makers in accordance with the Rules of Procedure. When professors are to be appointed, the Vice-Chancellor is the decision-making officer. The decision will be posted on the University's notice board. The decision becomes final three weeks after it has been approved.

9.10 Termination of recruitment

A decision to discontinue recruitment is made by the same decision-makers who decide on the appointment. Such a decision cannot be appealed.

10. Teaching positions

10.1 Professor

Higher Education Ordinance Chapter 4, Section 3

To be qualified to be appointed as a professor in other than artistic operations, the person must have demonstrated both scientific and teaching expertise

A professor is appointed through a Vice-Chancellor's decision.

Entry requirements for employment as a professor in other than artistic activities:

- Demonstrated scientific expertise through independent research efforts that significantly exceed what is required for qualification required for appointment as a docent (Associate Professor) (see the University's guidelines for the assessment of qualification required for appointment as an associate professor).
- Planning and managing research in the relevant subject area for the position will also be considered important.
- In addition, research expertise can be demonstrated through current experience and the ability to achieve results in research through collaboration in joint projects for the benefit of academia and the private sector/public activities/civil society.
- The ability to communicate research in the relevant subject area for the position.
- Educational expertise must have been demonstrated through teaching at first-cycle, second cycle and third-cycle level.
- Should normally have undergone 10 weeks of higher education teaching and learning or the equivalent.
- The assessment of teaching expertise concerns the planning, implementation as well as the evaluation of teaching.
- In addition, the applicant must demonstrate documented expertise in supervision and examination at first-cycle, second-cycle and third-cycle level.
- Well-documented skills in supervision in third-cycle education. Normally, the applicant must have been the principal supervisor to at least one research student up to and including a Degree of Doctor.

The scholarly and teaching expertise must be documented in such a way that it is possible to assess the quality of the previous work.

Additional entry requirements can be established in the requirement profile and advertisement. These requirements must be objectively justified based on the content of the employment and the needs of the organisation. Examples of subject-specific eligibility requirements may be that applicants must have demonstrated good leadership skills in education and research, and have experience of collaborative projects, etc.

Higher Education Ordinance Chapter 4, Section 3

To be qualified to be appointed as a professor in artistic activities, the person must have demonstrated both artistic and teaching expertise.

Entry requirements for appointment as a professor in artistic activities:

- Demonstrated independent artistic research/artistic development work in their artistic field both nationally and internationally in the area relevant to the employment.
- Demonstrated teaching expertise in their artistic field both nationally and internationally in the relevant area for the appointment.
- Importance will be given to demonstrated planning and management of educational activities and artistic research/artistic development efforts.
- In addition, artistic expertise may have been demonstrated through the ability to achieve results in artistic research/development work efforts through collaboration in joint artistic projects for the benefit of academia and private sector/public organisation/society.
- Significance must be attached to the demonstrated ability to communicate artistic research/artistic development work and teaching and learning in the relevant area relating to the appointment.
- Demonstrated teaching expertise corresponding to a recognised university teacher at MDU.
- The assessment of teaching expertise concerns the planning, implementation as well as evaluation of teaching.

The artistic and teaching expertise must be documented in such a way that it is possible to assess the quality of the previous position.

Additional eligibility requirements can be established in the requirement profile and advertisement. These requirements must be objectively justified based on the content of the appointment and the needs of the organisation.

Higher Education Ordinance Chapter 4, Section 3

Each university will decide for itself which assessment criteria apply when appointing a professor.

Assessment criteria for a professor:

The following assessment criteria **must** apply when appointing a professor:

- The degree of expertise which is required as a qualification for employment.
- An equal amount of attention will be given to the assessment of teaching expertise as to the assessment of scholarly or artistic expertise.

As a general basis for assessment, what is applicable is the ability to cooperate and the ability and suitability that is otherwise required to perform the work duties in relation to the duties and content of the appointment. The assessment criteria must be established in the requirement profile and advertisement.

10.2 Nomination to professor

Higher Education Ordinance Chapter 4, Section 7 *Nomination*

A higher education institution may nominate an individual for an appointment as a professor if the appointment of the individual is of exceptional importance for a specific organisation at the university. If a higher education institution nominates an individual for a position, the grounds on which the appointment is of exceptional importance for the university must be placed on record.

The decision to appoint a professor through nomination is made by the Vice-Chancellor. The decision to nominate an individual for a position is made by the Vice-Chancellor and cannot be delegated.

When an appointment is made by nomination, no information of the kind laid down in the first paragraph of Section 6 of the Employment Ordinance need be submitted (1994:373). Provisions in relation to an external expert will apply.

The nomination procedure is to be used as a tool for particularly strategic recruitments relating to professors but should be used restrictively and be used preferably for the recruitment of internationally prominent researchers.

10.3 Adjunct Professor

Higher Education Ordinance, Chapter 4, Section 11 *Adjunct Professor*

An adjunct professor will be appointed until further notice, but not later than until a specified date. Such an appointment may be extended. However, the total period of employment may not exceed twelve years. For other questions about employment, the provisions of the Employment

An adjunct professor is appointed through a Vice-Chancellor's decision, based on a request from the School. The need must be documented and include justification describing the specific skills that are referred to.

The purpose of employment as an adjunct professor is to temporarily bring valuable skills to the University or strengthen the affiliation to the private sector or surrounding community. An adjunct professor will have their main employment outside the higher education sector.

For an adjunct professor, the subject does not need to be defined as broadly as for a professor. An adjunct professor will conduct high-quality activities in their subject area.

When the University tests the skills of the intended adjunct professor, it is possible, depending on the subject area, to focus also on other expertise than the academic and teaching expertise. Such expertise can be artistic, technical or professional expertise.

For employment as an adjunct professor, the same eligibility requirements and assessment criteria which apply to employment as a professor also apply. Deviations from the entry requirements can be made if the person has unique skills which are of particular importance to the University and the current organisation.

A written agreement on the terms of the employment between MDU, the main employer and the person themselves shall be included in the decision-making basis.

10.4 Visiting Professor

Higher Education Ordinance, Chapter 4, Section 12 *Visiting professor*

A visiting professor shall be employed for an indefinite period but for no longer than until a specified date. Such an appointment may be extended. The total period of employment may not, however, exceed five years.

For other questions about employment, the provisions of the Employment Protection Act

A visiting professor is appointed through a Vice-Chancellor's decision.

The purpose of employment as a visiting professor is to link a person with special skills to the University for a limited time, usually a person who is from another higher education institution.

For employment as a visiting professor, the same entry requirements and assessment criteria which apply to employment as a professor also apply.

Additional assessment criteria will be established in the requirement profile.

10.5 Post-retirement professor

A post-retirement professor is appointed through a Vice-Chancellor's decision.

A professor who has been employed and who was active at MDU can be appointed as a post-retirement professor after retirement.

For employment as a post-retirement professor, the same entry requirements and assessment criteria which apply to employment as a professor also apply.

10.6 Senior Lecturer

Higher Education Ordinance Chapter 4, Section 4 *Senior Lecturer*

If the person is qualified to be employed as a senior lecturer, in other than artistic activities, they will have demonstrated teaching expertise and have completed a Degree of doctor or have equivalent academic competence or other professional expertise which is of importance in view of the subject matter of the position and the duties included in the employment.

././

The assessment criteria for a senior lecturer shall be the degree of the expertise required as a qualification for employment. An equal amount of attention will be given to the assessment of teaching expertise as to the assessment of other eligibility requirements under the first paragraph. Every university will decide for itself which assessment criteria apply when appointing a senior lecturer.

Senior lecturers are appointed by the decision of a qualified head of unit.

Entry requirements for appointment as a senior lecturer in other than artistic activities:

- Demonstrated research expertise and independence that exceeds adjunct competence in the relevant subject for the employment profile.
- In addition, research expertise may have been demonstrated through achieving results in research through collaboration in joint projects for the benefit of academia and the private sector/public organisations/community.
- The ability to communicate research in the relevant subject area for the position.
- Teaching expertise is required for the current appointment.
- Should normally have undergone 10 weeks of higher education teaching and learning.
- Documented expertise in the supervision of theses at both first-cycle and second-cycle levels.
- The academic and teaching expertise must be documented in such a way that it is possible to assess the quality of the previous work.

Additional eligibility requirements can be established in the requirement profile and advertisement. These requirements must be objectively justified based on the content of the employment and the needs of the organisation.

Higher Education Ordinance Chapter 4, Section 4 Senior Lecturer

If the person is qualified to be appointed as a senior lecturer, in the area of artistic activities, they must have demonstrated teaching expertise and have completed a Degree of doctor or have equivalent academic competence or other professional expertise which are of importance in view of the subject matter of the position and the work duties included in the employment.

Entry requirements for appointment as a senior lecturer in artistic activities:

- Demonstrated artistic expertise and independence that exceeds adjunct competence in the subject relevant to the employment profile.
- In addition, artistic expertise may have been demonstrated through achieving results in the artistic area through collaboration in joint projects for the benefit of academia and the private sector/public organisations/community.
- The ability to communicate artistic research and development in the relevant subject area for the position.
- Demonstrated teaching ability and teaching expertise required for the current appointment.
- Should normally have undergone 10 weeks of higher education teaching and learning.
- Documented expertise in artistic supervision/individual teaching at least at first-cycle level.
- The artistic and teaching expertise must be documented in such a way that it is possible to assess the quality of the previous position.

Additional entry requirements can be established in the requirement profile and advertisement. These requirements must be objectively justified based on the content of the employment and the needs of the organisation.

Assessment criteria for senior lecturer comprising adjunct senior lecturer:

The assessment criteria for a senior lecturer must be the degree of the expertise required as a qualification for employment.

An equal amount of attention will be given to the assessment of teaching expertise as to the assessment of other entry requirements. Every university will decide for itself which assessment criteria apply when appointing a senior lecturer (Chapter 4, Section 4 of the Higher Education Ordinance).

As a general basis for assessment, both the ability to cooperate and the ability and suitability that are otherwise needed to perform the tasks will apply.

Additional assessment criteria can be established in the requirement profile and advertisement.

10.7 Adjunct Senior Lecturer

An adjunct senior lecturer is appointed by the decision of the qualified Head of unit.

The purpose of employment as an adjunct senior lecturer is to temporarily bring valuable skills to the University or strengthen the affiliation with the private sector or the surrounding community.

An adjunct senior lecturer will have their main employment outside the higher education sector, employment at MDU will normally comprise about 20 percent. The time limit is regulated through a collective agreement.

Additional assessment criteria can be established in the requirement profile and advertisement.

10.8 Associate Senior Lecturer

Higher Education Ordinance Chapter 4, Section 12 a Associate Senior Lecturer

An associate senior lecturer may be appointed for an indefinite period but for no less than four years and no longer than six years, as decided by the higher education institution prior to appointment. The purpose of the appointment is for the teacher to have the opportunity to develop research autonomy and acquire the scholarly and teaching qualifications required for

An Associate senior lecturer is appointed by the decision of the qualified Head of unit.

The purpose of the appointment as an associate senior lecturer which is for fixed-term employment, is for the teacher to have the opportunity to acquire further qualifications as well as acquire the scholarly and teaching qualifications required for eligibility for an appointment as a senior lecturer. The appointment shall be decided in conjunction with a call for proposals and is approved by the Faculty Board. The appointment as associate senior lecturer is a career-development position where the holder, after passing an approved expert assessment, will be promoted to senior lecturer according to the assessment criteria established by the University at the appointment of the position. An appointment may be extended by the employer if due to sick leave, parental leave, or other special reasons, it is required in order to reach the purpose of the appointment.

Entry requirements for appointment as an associate senior lecturer in other than artistic activities:

- Completed a Degree of Doctor or has attained equivalent academic competence. In particular, a person should be considered who has completed a doctoral degree or has attained equivalent skills no more than five years before the end of the application period.
- Anyone who has completed a doctoral degree or has achieved equivalent competence previously may also be considered if there are special reasons. Special reasons refer to leave

due to illness, parental leave, or other similar circumstances (Chapter 4, Section 4 a of the Higher Education Ordinance).

Additional eligibility requirements can be established in the requirement profile and advertisement. These requirements must be objectively justified based on the content of the employment and the needs of the organisation. Examples of such eligibility requirements are the ability to lead the organisation and employees as well as the ability to teach in a particular language.

Entry requirements for appointment as an associate senior lecturer in artistic activities:

- Primarily, a person should be considered who has completed an artistic doctoral degree or has attained equivalent artistic expertise.

Additional entry requirements can be established in the requirement profile and advertisement. These requirements must be objectively justified based on the content of the employment and the needs of the organisation.

Assessment criteria associate senior lecturer:

As a general basis for assessment, the ability to cooperate as well as the ability and suitability that are otherwise needed to perform the work duties apply.

Another suitable basis of an assessment that must apply for the current employment and be stated in the requirements profile as well as in the advertisement will be drawn up by the School and be approved by the academic appointments committee.

10.9 Lecturer

Lecturers are appointed by the decision of the qualified Head of unit.

Eligibility requirements for appointment as a Lecturer:

- For employment until further notice as a lecturer a Degree of Master (60 credits) is required in the relevant subject or the equivalent skills.
- Should normally have undergone 10 weeks of higher education teaching and learning.
- The assessment of teaching expertise relates to the planning, implementation and evaluation of teaching as well as examination.

The teaching expertise must be documented in such a way that it is possible to assess the quality of the previous position. Additional eligibility requirements can be established in the requirement profile and advertisement. These requirements must be objectively justified based on the content of the employment and the needs of the organisation.

Assessment criteria lecturer:

As a general basis for assessment, the ability to cooperate as well as the ability and suitability that are otherwise needed to perform the work duties apply. In addition, expertise may have been demonstrated through the ability to achieve results through collaboration in joint projects for the benefit of academia and the private sector/public activities/society.

Additional assessment criteria can be established in the requirement profile and advertisement.

Entry requirements for appointment as a lecturer in artistic activities:

- For employment as a lecturer until further notice, a Degree from a higher education is required or the equivalent skills.
- Demonstrated artistic and teaching expertise.

Assessment criteria for a lecturer in artistic activities:

As a general basis for assessment, the ability to cooperate as well as the ability and suitability that are otherwise needed to perform the work duties apply. In addition, expertise may have been demonstrated through the ability to achieve results through collaboration in joint projects for the benefit of academia and the private sector/public activities/society.

Additional assessment criteria can be established in the requirement profile and advertisement.

10.10 Adjunct Lecturer

An adjunct lecturer is appointed by the decision of the qualified Head of unit.

The purpose of employment as an adjunct lecturer is to temporarily bring valuable skills to the University or strengthen the affiliation with the private sector or surrounding community. An adjunct lecturer will have their main employment outside the higher education sector, which means that employment at MDU will normally comprise about 20 percent. The time limit is regulated through a collective agreement.

For employment as an adjunct lecturer, the same eligibility requirements and assessment criteria which apply to employment as a lecturer also apply.

11. Promotion of teachers

In normal cases, all vacant teaching positions must be announced. Promotion is a possibility provided that there is an operational need for the subject in question. The new position must fit into the goals and strategies contained in the School's long-term plan, which is reviewed annually by the Faculty Board. A specific assessment of eligibility for promotion to professor or senior lecturer, based on current entry requirements and assessment criteria, must be made if the conditions exist. Two external experts must be employed to assess the applicant's expertise.

The individual teacher must apply in writing to the Dean of School if the prerequisites exist for promotion based on the School's skills supply plan. The Dean of School initiates a case for promotion and the Faculty Board's academic appointments committees decide whether the person meets the requirements of the Appointment regulations. If the application is rejected this must be justified and decided in writing. Decisions on promotion are then made by decision-makers in accordance with the valid Rules of Procedure.

A promotion entails an assessment of skills and a change of title. The starting point is that an employee who has been promoted is not automatically entitled to changed work duties or terms of employment. The University views promotion as partially changed terms of employment within the framework of the original employment contract.

11.1 Promotion to Professor

A senior lecturer who is employed until further notice has the opportunity to apply for promotion to professor. A decision on whether the applicant shall be assessed is made by the Vice-Chancellor after the opinion of the Dean of the School has been received. When making a decision, the University must consider the needs of the organisation. If the applicant is not granted permission to seek a promotion, the applicant must receive a written decision stating the reasons for rejection.

If the applicant is granted permission to apply for promotion to professor, the application must be prepared with the same quality criteria as when appointing such positions.

Promotion from senior lecturer to a professor can take place five years at the earliest after receiving a Degree of Doctor unless special reasons exist. The purpose is to ensure that satisfactory experience of independent research work, research guidance and acquisition of educational qualifications is fulfilled.

Applicants must have demonstrated collegial responsibility and be assessed to be able to contribute to the University's development.

The promotion of a senior lecturer to a professor implies an assessment of skills and a change in title. A senior lecturer who has been promoted is not entitled to changed work duties or terms of employment.

Decisions on promotion are initiated by the Dean of the School and made by the Vice-Chancellor based on a proposal from the academic appointments committee.

11.2 Promotion to Senior Lecturer

Higher Education Ordinance Chapter 4, Section 12 c Associate Senior Lecturer

An associate senior lecturer appointed under Section 12 a at a higher education institution will, upon application, be promoted to senior lecturer at that university, if he or she

- 1. has attained the eligibility requirements for an appointment as senior lecturer, and*
- 2. and at an assessment is deemed suitable for such a position according to the assessment criteria that the university has decided to apply in a case concerning promotion to senior lecturer in accordance with Section 4 a, second paragraph.*

Such a promotion implies an employment for an indefinite period as senior lecturer. Ordinance (2017:844).

An associate senior lecturer has the right to be assessed for promotion to senior lecturer when such eligibility has been achieved. It must be clearly stated what criteria must be met for promotion to senior lecturer at the start of the appointment as associate senior lecturer.

The application for promotion must have been received no later than six months before the end of the appointment period. In addition to the specified criteria at the start of the appointment, the application for promotion must be prepared with the same eligibility criteria and assessment criteria as when appointing a senior lecturer. In the event of a promotion to senior lecturer, an expert assessment must be conducted by at least two external experts appointed by the School and approved by the academic appointments committee. Decisions about promotion are initiated by the Dean of School,

prepared by the academic appointments committee and decided in accordance with the valid Rules of Procedure.

When the promotion is granted, the appointment becomes an open-ended employment for an indefinite period as senior lecturer.

A lecturer who is appointed until further notice has the opportunity to be promoted to senior lecturer. When making a decision, the University must consider the needs of the organisation. If the application is rejected this must be justified and decided in writing by the decision-makers according to the valid Rules of Procedure. The application for promotion must be prepared with the same eligibility criteria and assessment criteria as used when appointing a senior lecturer. Decisions about promotion are initiated by the Dean of the School, prepared by the academic appointments committee and decided in accordance with the valid Rules of Procedure.

12. Other academic career-development positions

12.1 Postdoc

Appointment as a postdoc is done in accordance with collective agreements. The appointment is a career-development position and must predominantly relate to research. Teaching may be included in the position but must amount to a maximum of one-fifth of the working time. The starting point is that the work is conducted on a full-time basis. The obligation to provide information on job vacancies also applies to the recruitment of postdoctoral researchers.

A prerequisite for such an appointment is that the employee has not previously had a position according to the postdoctoral agreement that exceeds one year. To be appointed as a postdoc a Degree of Doctor must have been attained or a foreign degree that is deemed to be equivalent to a doctoral degree. The entry requirements must be fulfilled at the latest when the recruitment decision has been made. The person appointed must have completed their Degree of Doctor no later than three years before the end of the application period unless there are special reasons in accordance with the agreement. In addition to the following which is provided in the Employment Protection Act (1982:80) a postdoc may be appointed until further notice but for a time of at least two years and three years at the most. Such employment may be extended if special reasons exist. Special reasons refer to leave due to illness, positions of responsibility in union organisations, a duty of service in the defence forces, or other similar circumstances as well as clinical call of duty or other relevant duties/assignments relevant to the subject area.

12.2 Doctoral student/research student

Only those who are admitted to third-cycle education may be employed as doctoral students. A doctoral student should primarily devote themselves to their own education. The total period of employment may not be longer than that which corresponds to full-time third-cycle courses and study programmes for four years. In the case of studies that are completed with a Degree of Licentiate, the total length of employment may not exceed that which is equivalent to full-time study of two years. Such an appointment may be extended if there are special reasons according to Chapter 5, Section 7, Paragraph 4 of the Higher Education Ordinance.

If requested by a doctoral student, a position may constitute part-time work, but not less than 50 percent of full-time work. More information is available in the admission regulations for third-cycle education.

13. Interim regulations

13.1 Associate Professor

Those appointed as associate professors according to previous appointment regulations will continue to hold that position. The possibility to apply for promotion to professor is regulated in the appointment regulations that applies at the time of application and the same reasons apply to a senior lecturer unless otherwise stated.

In cases where the Vice-Chancellor has decided to initiate the recruitment of an associate professor before 1 November 2021, the older rules must cover that employment.

13.2 Postdoctoral Research Fellow

A career-development position with an appointment as a postdoctoral research fellow in accordance with the Higher Education Ordinance [SFS 1993:100] Chapter 4, Section 12a is regulated in MDU's appointment regulations. With the amendment to the Higher Education Ordinance [SFS 2017:844], the career-development position will instead be as an associate senior lecturer with the right to be promoted to senior lecturer in accordance with Chapter 4, Section 12c of the Higher Education Ordinance. The opportunity to be appointed as a postdoctoral research fellow ended on 1 April 2018. Those appointed under the older rules shall be covered by these as long as that employment remains.

14. Coming into Force

These Appointment Regulations apply from 1 June 2024, whereby the previous appointment regulations are no longer valid.

Appendix 1 Appointment of teachers

Teachers can be appointed until further notice or for a limited time. A teaching position may be limited in time in accordance with the Employment Protection Act (LAS). The Employment Protection Act is not applicable in the case of employment as a professor, including an adjunct professor, visiting professor, a teacher in artistic activities and associate senior lecturer which is regulated by the Higher Education Ordinance and other adjunct teachers who are regulated by a central agreement.

The table below shows the categories of teachers which exist at the University. No other categories of teachers may be appointed.

<i>Position</i>	<i>HIGHER EDUCATION ORDINANCE</i>	<i>Until further notice</i>	<i>Possible probationary period</i>	<i>Temporary substitute employment</i>	<i>(SÄVA - särskild visstidsanställning) special fixed-term employment</i>	<i>Central agreement*</i>	<i>RB*</i>	<i>LFK*</i>
Professor	Yes	Yes	No	No	No	No	Yes	Yes
Visiting Professor	Yes	No	No	No	No	No	Yes	Yes
Adjunct Professor	Yes	No	No	No	No	No	Yes	Yes
Senior Lecturer	Yes	Yes	Yes	Yes	Yes	No	No	Yes*
Associate Senior Lecturer	Yes	No	No	No	No	No	No	Yes*
Adjunct Senior Lecturer	No	No	No	No	No	Yes	No	Yes*
Lecturer	No	Yes	Yes	Yes	Yes	No	No	Yes*
Adjunct Lecturer	No	No	No	No	No	Yes	No	No

(SÄVA -särskild visstidsanställning) special fixed-term employment (Section 5, Employment Protection Act).

Central agreement* - limits the time of the appointment and the scope, contact the HR Division for more information.

RB* = Vice-Chancellor's decision (Rektorsbeslut)

LFK* = Academic appointments committee

* = Exceptions may occur, please contact the HR Division for more information