

Rules regarding other positions than teaching positions

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**Karolinska
Institutet**



Rules regarding other positions than teaching positions

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1. Introduction

Chapter 3, Section 6 of the Higher Education Act (1992:1434) constitutes the basis of what follows.

These rules regulate positions other than teaching positions for which the duties are mainly within research, research support and research infrastructure. Pursuant to Chapter 2 Section 2 of the Swedish Higher Education Ordinance (SFS 1993:100), the board of governors of each higher education institution shall itself decide on an appointment procedure.

In addition to certain general provisions regarding employment within the state, eligibility requirements and duties for the positions included in the current rules are also regulated.

2. Purpose

These rules contain provisions on the employment of persons in research, research support and research infrastructure.

The purpose of these rules is to, together with the appointment procedure and associated instructions, regulate career paths for employees following the completion of doctoral degrees who are active in education, research, research support and research infrastructure. Clear and predictable career paths are important for both Karolinska Institutet as employer in terms of skills provision and for potential and existing employees.

3. Applicable provisions

3.1 Principles of legality and objectivity

In Sweden, all public authorities are required to observe basic requirements such as legality and objectivity (Chapter 1, Articles 1 and 9 of the Swedish Instrument of Government).

Pursuant to Section 5 of the Swedish Administrative Procedure Act (SFS 2017:900), public authorities shall be objective and impartial.

3.2 Merit and competence

Chapter 12, Article 5 of the Instrument of Government states that when making appointments to posts within the public authority, only objective

factors, such as merit and competence, shall be taken into account. This is reiterated in Section 4 of the Public Employment Act (1994:260), LOA, which states that, unless there are special reasons for doing otherwise, competence shall be given the highest priority.

Section 4 of the Employment Ordinance (1994:373), AF, states that when making appointments, in addition to competence and merit, public authorities shall consider objective grounds that are consistent with general labour market, gender equality, social and employment policy objectives.

4. General regulations on employment

4.1 Information regarding vacant positions

The general rule is that KI must announce vacant positions. Section 6, first paragraph of the Employment Ordinance states that, when intending to appoint a member of staff, a public authority shall announce the position in an appropriate manner so that anyone interested can apply to the authority within a given period of time. Information shall be provided irrespective of whether the appointment is until further notice or for a fixed period.

4.2 Information regarding appointment decisions

Information regarding KI's appointment decisions shall be posted on KI's notice board (Section 7 of the Employment Ordinance). The notice shall include information about the date the notice was posted, the procedure for appealing against the decision and any dissenting opinions registered in meeting minutes or other documents (Section 8 of the Employment Ordinance).

Information regarding KI's decision to make an appointment need not be posted on KI's notice board if the appointment is expected to last for six months or less (Section 7 of the Employment Ordinance).

4.3 Appeal

KI's decision to employ someone may be appealed (Chapter 12, Section 2 of the Higher Education Ordinance and Section 21, first paragraph of the Employment Ordinance). However, there is no right of appeal against KI's decision to end a recruitment process (Section 21, second paragraph of the Employment Ordinance).

The notice shall state that the deadline for appeals is three weeks from the date on which the notice was posted on KI's notice board. It shall also state to whom the appeal should be sent, i.e., to KI (Section 22 Employment Ordinance and Section 33 of the Administrative Procedure Act).

A person for whom a decision is not beneficial – i.e., an unsuccessful applicant – retains the right to appeal against the decision (Section 42 of the Administrative Procedure Act). There is no right of appeal against decisions by the Higher Education Appeals Board.

5. Positions within the research career profile

5.1 Postdoctoral fellow

A postdoctorate fellowship is a fixed-term career-development position focused on research and first step in the career after the defence of a doctoral dissertation. The maximum length of a postdoctoral fellowship at KI is four years, in accordance with the collective agreement for postdoctoral fellows (max. two years) and general fixed-term employment (max. two years in any five-year period). Postdoctoral scholarships are not included in these four years.

Eligibility requirements

A person is qualified for appointment as a postdoctoral fellow if they have:

- demonstrated research expertise and have been awarded a doctorate or a qualification from a foreign higher education institution deemed equivalent to a Swedish Degree of Doctor.

Duties

A postdoctoral fellow shall mainly conduct research. Although teaching and supervision should also be included, this should only be to a maximum of one-fifth of working hours. The head of department or group leader decides on the extent to which the postdoctoral fellow should conduct research and teaching.

In addition to an appointment as a postdoctoral fellow, it is also possible to conduct postdoctoral studies on a scholarship, which are regulated in detail in KI's scholarship rules.

5.2 Principal researcher

A principal researcher shall have achieved sufficient research expertise to be a research leader.

Eligibility requirements

A person is qualified for appointment as a principal researcher if they:

- have demonstrated research expertise and been awarded a doctorate or a qualification from a foreign higher education institution deemed equivalent to a Swedish Degree of Doctor;
- are a research leader;
- have established their own line of research;
- can show documented, high-quality scientific production, particularly in the last six years;
- have the potential to energetically drive their research forward;
- are recognized nationally and internationally;
- have teaching and supervision experience;
- have demonstrated good leadership qualities;
- have obtained good, long-term and preferably external funding; and
- have the potential to obtain further external funding.

Duties

A principal researcher's main duty is to conduct research but teaching and supervision should also be included in their duties. The head of department decides on the extent to which the principal researcher should conduct teaching, research and administrative duties.

Expert assessment

When appointing a principal researcher, an expert assessment of the applicant's expertise should be obtained from at least one external expert, unless it is clearly unnecessary to examine an applicant's expertise.

6. Positions within the research support career profile

6.1 Research specialist

Eligibility requirements

A person is qualified for appointment as a research specialist if they have:

- demonstrated research expertise and been awarded a doctorate or a qualification from a foreign higher education institution deemed equivalent to a Swedish Degree of Doctor; and
- documented research experience after defending their doctoral dissertation.

Eligibility requirements may also include additional professional expertise relevant to the duties of the position.

Duties

A research specialist's duties include participating in research activities

6.2 Senior research specialist

An appointment as a senior research specialist may be made after a qualification period as a research specialist, postdoctoral fellow, research assistant/assistant professor or equivalent.

Eligibility requirements

A person is qualified for appointment as a senior research specialist if they have:

- been awarded a doctorate or a qualification from a foreign higher education institution deemed equivalent to a Swedish Degree of Doctor;
- demonstrated a good level of research expertise with significant scientific production;
- demonstrated good scientific independence to which their own contribution has been significant; and
- a research plan of high quality with clear future potential.

'To be eligible 15 original publications are required and the majority should be based on research that has been carried out after the doctoral education. Of these, at least two must be as first or last author, of which at least one as last author, carried out after the doctoral education and without any of the doctoral supervisors as co-authors.'

Assessment criteria

- Original scientific publications, their quality and quantity, with special consideration on publications after the doctoral education.
- Scientific independent ability demonstrated through leading and senior authorships. Review articles and other scientific publications.
- Presentations and scientific assignments at international congresses.
- Research grants received in regional, national and international competition.
- National and international research collaborations.
- Research responsibility as supervisor for degree project on advanced level, doctoral student and postdoc.
- Reviewer and evaluator of the scientific work of others.
- Research experience from a research group other than where the doctoral education was conducted.
- Development of one's own research profile within the subject area.
- Plan for future research based on current science.

Duties

A senior research specialist's duties include participating in research activities. Teaching and administrative duties may also be included. The head of department or research group leader decides on the extent to which a senior research specialist conducts research and, where applicable, teaching and/or administrative work.

Expert assessment

When appointing a senior research specialist, an expert assessment of the applicant's expertise should be obtained from at least one external expert,

unless it is clearly unnecessary to examine an applicant's expertise or the applicant has obtained a docentship at KI.

7. Positions within the research infrastructure career profile

7.1 Research infrastructure specialist

Eligibility requirements

A person is qualified for appointment as a research infrastructure specialist if they have:

- demonstrated research expertise and have been awarded a doctorate or a qualification from a foreign higher education institution deemed equivalent to a Swedish Degree of Doctor; and
- demonstrated technological and methodological expertise.

Qualification requirements may also include additional professional expertise relevant to the duties of the position.

Duties

A research infrastructure specialist's duties include providing qualified competence as well as technological and/or methodological service and development.

The duties may also include participating in research and education or administrative work. Other duties may also be included. The head of department or immediate supervisor decides whether, and to what extent, other duties shall be performed.

7.2 Senior research infrastructure specialist

An appointment as a senior research infrastructure specialist may be made after a qualification period as a research infrastructure specialist, research specialist and/or postdoc.

Eligibility requirements

A person is qualified for appointment as a research infrastructure specialist if they have:

- demonstrated research expertise and been awarded a doctorate or a qualification from a foreign higher education institution deemed equivalent to a Swedish Degree of Doctor;
- demonstrated technological and methodological expertise;
- demonstrated good technological and methodological independence in which their own contribution has been significant; and
- demonstrated documented broad and in-depth expertise in a number of technologies/methods focused on both service and development.

Assessment criteria

- experience in providing service and advise broadly within and outside the organisation.
- very good knowledge of developments in technology and methods as regards research infrastructure and has independently and successfully conducted technology and method development.
- experience of collaborations within the organisation and with companies and/or other universities both in Sweden and internationally to promote technological or methodological service of highest quality.
- experience in training users, students and employees in advanced technologies and methods.
- participation in, and presentations at, conferences and seminars of relevance to the field.
- experience in having participated in applications that received funding to operate research infrastructure.
- experience in multidisciplinary collaborations.

Duties

A senior research infrastructure specialist's duties include providing qualified technological and/or methodological service and development.

The duties may also include participating in research and education or managerial administrative work. Other duties may also be included. The head of department or immediate supervisor decides whether, and to what extent, other duties shall be performed.

Expert assessment

When appointing a senior research infrastructure specialist, it is recommended that an expert assessment of the applicant's expertise is obtained from at least one external expert, unless it is clearly deemed unnecessary to examine an applicant's expertise.