

Rules regarding other positions than teaching positions

Ref. No. 1-38/2020

Valid from 01.07.2021



**Karolinska
Institutet**



Rules regarding other positions than teaching positions

CONTENTS

1.	Introduction.....	1
2.	Applicable provisions.....	1
2.1	The principles of legality and objectivity.....	1
2.2	Merit and competence.....	1
3.	General regulations on appointments.....	1
3.1	Information regarding vacant positions.....	1
3.3	Information regarding appointment decisions.....	2
3.4	Appeal.....	2
4	Positions within the career profile <i>research</i>	2
4.1	Postdoctoral fellow.....	2
4.2	Senior researcher.....	3
6	Positions within the career profile <i>research support</i>	4
6.1	Research specialist.....	4
6.2	Senior research specialist.....	4

Reference number: 1-38/2020	Ref. No. for previous version: -	Decision date: DD.MM.2021	Period of validity: Valid from 01.07.2021 until further notice
Decision: Vice-Chancellor		Document type: Regulations	
Administered by Department/Unit: HR Department		Drafted with: Departments, trade unions, the Recruitment Committee, the Working Group on Skills Provision, the Legal Department.	
Revised with regard to: New governance document			

1. Introduction

Chapter 3 Section 7 of the Swedish Higher Education Act (SFS 1992:1434) provides for the following.

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. The appointment procedure for teachers regulates which teaching positions may be filled at the higher education institution in addition to those regulated in the Swedish Higher Education Act and Higher Education Ordinance. At Karolinska Institutet (KI), the appointment procedure for teachers is established by the Board of Karolinska Institutet. There are also instructions that supplement the appointment procedure for teachers.

These regulations relate to positions other than teaching positions. The main duties of these positions are within research or research support.

2. Applicable provisions

2.1 The 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.

2.2 Merit and competence

Chapter 12 Article 5 of the Instrument of Governance 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 Swedish Public Employment Act (SFS 1994:260), which states that, unless there are special reasons for doing otherwise, competence shall be given the highest priority.

Section 4 of the Swedish Employment Ordinance (SFS 1994:373) 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.

3. General regulations on appointments

3.1 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.

3.3 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 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).

3.4 Appeal

KI's decision to employ someone may be appealed (Chapter 12 Section 2 Higher Education Ordinance and Section 21 first paragraph Employment Ordinance). There is no right of appeal against KI's decision to end a recruitment process (Section 21 second paragraph 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 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 Administrative Procedure Act). There is no right of appeal against decisions by the Higher Education Appeals Board.

4 Positions within the career profile *research*

4.1 Postdoctoral fellow

A postdoctoral fellowship is a fixed-term career-development position focused on research and a 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 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.

4.2 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 senior 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 applicants' 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 career profile *research support*

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 have documented research experience after defending their doctoral dissertation.

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

Duties

A Research Specialist's duties include research activities within the framework of a research group or core facility.

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, Assistant Professor (forskarassistent/Biträdande lector) or equivalent. A Senior Research Specialist is a researcher who has a Degree of Doctor but who is not a Research Leader.

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 a 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

- Scientific original 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 within the framework of a research group or core facility. Teaching and administrative duties may also be included. The head of department or research group leader decide on the extent of 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 applicants' 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.