

CHECKLIST FOR ADVERTISING THE POSITIONS OF PROFESSOR/SENIOR LECTURER

Roles and responsibilities

The Recruitment Committee (RC) is responsible to the Faculty Board for ensuring that the recruitment process is carried out in an efficient, legally secure and transparent manner. The RC's task is to ensure that the recruitment process is carried out in accordance with the higher education legislation and KI's own regulations (Appointment Procedure for Teachers at KI and Instructions regarding the Appointment Procedure for Teachers at KI), which stipulate the eligibility requirements and assessment criteria for professors/senior lecturers.

The task of the department's Recruitment Group (RG) is to assist with subject expertise in the recruitment process and to provide information about the needs of the organization concerned. The chairperson of the RG (usually the Head of Department) attends the meetings of the RC.

The RC and RG have two different functions in the recruitment process. The RG has a proposing function, while the RC has a decision-making function.

The President, Head of Department, Dean, Deputy Vice-president or Faculty Board can initiate a case and decide on the establishment of a position. The RC approves the advertisement after a proposal from, and in consultation with, the one who initiated the case. Only the one who has initiated the establishment of a position can interrupt the procedure. However, the RC may propose that a recruitment should be discontinued. The HR - Specialist from the unit for Recruitment of Professors and Lecturers is responsible for the coordination of the recruitment process. For information on which HR - specialist is responsible for your department, see this [link](#).

Responsible	Activity
Head of department/ Professor	<p>1. The proposal for establishment of a post</p> <p>The proposal from the Head of Department must contain the following information:</p> <ul style="list-style-type: none"> • Subject and level (senior lecturer/professor) of employment. If the employment is combined with a university hospital unit, this must be stated • How the employment will be financed



	<ul style="list-style-type: none"> • If the employment will be research oriented or education and research oriented (see Instructions regarding the Appointment Procedure for Teachers at KI) • Proposal for Recruitment Group (RG) and who will be the convener of the RG. <p>Formal requirements for RG:</p> <ul style="list-style-type: none"> • RG must consist of the Head of Department and at least two other professors with a good level of subject expertise. KI's management encourages the institution to involve the Director of Undergraduate Studies in the work of the RG. • Two departments must be represented • Equal gender distribution should be represented • In the case of combined employment, the clinic shall also be represented. A representative for the clinic is co-opted to the group. • The proposal should include names, subject expertise and department affiliation.
<p>HR- specialist/ RC</p>	<p><u>2. Decision to appoint RG</u></p> <p>The chairperson of the RC makes the decision for proposed RG. The HR- specialist communicates the decision to the RG, at the same time as a complete establishment proposal is requested.</p>
<p>RG / HR -specialist</p>	<p><u>3. Complete establishment proposal</u></p> <p>RG email the following (A-B) to HR- specialist:</p> <ul style="list-style-type: none"> A) The basis of recruitment B) Advertisement proposal <p>A) The basis of recruitment shall contain:</p> <ul style="list-style-type: none"> • Subject description (relating to existing appointments within the area and connected areas at KI) • Academic basis for establishing the appointment (justification) • Focus of the employment (<i>research or education and research</i>)



	<ul style="list-style-type: none"> • Profile of requirements, i.e. the holder’s intended role within research, post-graduate study and education. • Intended financing of the employment <p>B) Advertisement proposal</p> <p>The advertisement, together with the Instructions regarding the Appointment Procedure for Teachers at KI, forms the basis for the assessment of the applicant's merits. It is therefore important that the job description, eligibility requirements and assessment criteria are clearly formulated in the advertisement to facilitate the assessment by external experts and RC. In connection with the request for a full establishment proposal, the HR specialist sends the advertisement template to RG for use. The advertisement proposal should then be sent to the HR specialist as a Word-document.</p>
<p>RC/ HR-specialist/ Head of Department</p>	<p><u>4. RC approves/objects the establishment and decides on advertisement</u></p> <p>The establishment is discussed at one of the RC meetings. HR-specialist presents the case. The Head of Department/department representative will always be summoned to the RC’s meeting. In case of a combined employment, a clinic representative will also be summoned to the meeting. At the meeting, the RC approves or objects a recruitment of a post.</p>
<p>HR-specialist</p>	<p><u>5.Meeting minutes from RC-meeting</u></p> <p>Once the minutes from the RC-meeting has been adjusted and finalized, the RG is notified of any modifications that are needed. The RC often proposes modifications of the advertisement and delegates to the chairperson of RC to approve the advertisement and authorize the recruitment after the modifications has been made.</p>
<p>RG/ HR-specialist/ RC</p>	<p><u>6. Possible modification of documents</u></p> <p>RG updates the documentation/s according to proposed changes from RC protocol and sends it back to the HR-specialist. The HR- specialist reconciles the final advertisement with the chairperson of RC via e-mail. The chairperson approves and finalizes the advertisement, and the HR-specialist communicates chairpersons’ decision to the RG.</p>
<p>President/</p>	<p><u>6a. Agreement on establishment</u></p>



<p>Clinic principal</p> <p>OBS! Only in case of a combined employment</p>	<p>In case of a combined employment, the HR specialist draws up an agreement to establish a combined employment as professor/senior lecturer. The agreement is signed by the President and the clinic principal. If the position is combined with Karolinska University Hospital (K), the advertisement is also placed on K's website. Advertising can only take place after the agreement on establishment has been signed by both parties.</p>
<p>HR- specialist/ RG/ The Head of department</p>	<p><u>7. Advertising</u></p> <p>It is important that all professorships/senior lecturer at KI are advertised both internationally and nationally.</p> <p>The HR - specialist publishes the advertisement in the following channels: ki.se/jobb (also published on LinkedIn and Indeed), the authority's digital bulletin board, Euraxess and Academic Positions. The department is responsible for all other publication and dissemination of the advertisement.</p>
<p>RG/ RC/ HR-specialist</p>	<p><u>8. Applications</u></p> <p>After the application deadline, the HR specialist sends the applicant outcome to the RG and the RC's review team.</p> <p>The RG will assess conflict of interest toward the applicant outcome. Conflict of interest is defined as a circumstance whereby the person involved in the processing of an employment case may lack objectivity and impartiality in their position.</p> <p>It is not one's own perception of whether or not a conflict of interest exists that is decisive for the assessment, but how the situation is perceived by outsiders, i.e. the public.</p> <p>The fact that a conflict of interest exists leads to the case being formally annulled and the entire recruitment process will be restarted from the beginning, which is costly for KI in terms of time and money, but also damaging its confidence.</p> <p>You can read more about KI's guidelines for conflict of interest here.</p>



	<p>If there is no conflict of interest, the RC's review team and the RG will decide whether the applicant's outcome is satisfactory or not. If necessary, the application period can be extended at the request of either the RC or the RG. In the event of disagreement, the RC has the power to extend the application period.</p>
<p>HR- specialist/ RG</p>	<p><u>9. Proposal of external experts</u></p> <p>Once the applications have been received, the HR specialist requests proposals for external experts from RG.</p> <p>Formal requirements for experts:</p> <ul style="list-style-type: none">• The experts must be professors.• They must be well acquainted with the subject area and be scientifically and pedagogically qualified well above the requirements for the employment in question.• None of the proposed experts should be employed by or affiliated with KI.• At least one expert should be international.• The two experts cannot work at the same academic department (Institution).• Equal gender distribution should be represented, unless there are any particular reasons. In such a case, the Head of Department must submit explanation.• <u>Three</u> experts shall be appointed for a professorship, while <u>two</u> experts shall be appointed for a senior lectureship <p>In the event of a large number of applications, additional experts may be required.</p> <p>The proposal for experts should contain:</p> <ul style="list-style-type: none">• Information about experts' teaching and research credentials and justification as to why they are suitable as experts for the current case.• Number of peer-reviewed publications.• A list of the last five years of peer-reviewed publications in chronological order• Publications specifically related to the subject area for the current position should be highlighted in bold.• Current e-mail addresses of all experts.



	<ul style="list-style-type: none"> Information stating that the experts have accepted the assignment, that they have been asked if they have any conflicts of interest and a declaration that they do not have any conflict of interest. <p>It is important that the experts have accepted the assignment and declared themselves not to have any conflicts of interest towards the applicant outcome before sending the proposal to the HR specialist.</p>
RC/ HR-specialist	<p><u>10. Decision to appoint experts</u></p> <p>The expert review panel of RC reviews the proposal of experts. The chairperson of the RC decides on the appointment of experts.</p>
HR-specialist	<p><u>11. Sending to experts</u></p> <p>The HR-specialist submits the applications for expert assessment. The experts have 4 weeks to submit their assessments, and in specific cases 6 weeks if the department has agreed with the experts on a specific deadline.</p>
RC/ HR-specialist	<p><u>12. Decision on invitation to interview</u></p> <p>Once the expert assessments have been received, the RC's review team, in consultation with the RG, decides which applicants should be invited to interview. In the event of disagreement, the RC has the right to decide which applicants are invited to interview.</p>
HR-specialist/ RG/ Head of Department	<p><u>13. Interviews at RC's meeting</u></p> <p>The Head of Department attends the interview at RC's meeting and, if it is a combined employment, a representative from the clinic also attends. Each candidate is going to be interviewed for approximately 30 minutes.</p> <p>Before the interview, the candidate has been asked to prepare an introductory presentation (without PowerPoint) in which he/she describes the reason for applying for the position and what he/she can contribute to KI's operation. After the interviews, RC makes an overall assessment of the candidates based on the advertisement, external experts' assessments, documents in the case and what has emerged during the</p>



	<p>interviews. Usually, the committee ranks the interviewed candidates before proposing who should be offered the position in the first place.</p> <p>For the employment of a professor, the Head of Department participates as a member of the RC and is involved in the decision. For the employment of a senior lecturer, the Head of Department is not involved in the decision, read here about the delegation of authority.</p> <p>Confidentiality applies until the protocol is adjusted.</p>
HR-specialist/ Head of Department	<p><u>14. After the protocol has been adjusted</u></p> <p>The HR specialist informs the Head of Department which candidate has been proposed for the post. The Head of Department will get back to HR-specialist with a decision on how to proceed with the candidate.</p> <p>Negotiations with the candidate shall not take place until the HR - specialist notifies that the CV review and reference taking have been completed without remarks. This is because KI is considered to have entered into an employment agreement with the candidate as soon as we have agreed on salary and starting date.</p>
HR-specialist	<p><u>15. CV review and reference taking</u></p> <p>Before starting negotiations, the HR specialist carries out a CV review and reference checks.</p>
Head of Department	<p>16. Negotiation with the proposed candidate</p> <p>The Head of Department is responsible for negotiating salaries and employment conditions. If you want support in how to reason about salary setting, you can contact the responsible HR specialist at the unit for Labor law and Work environment, see here.</p> <p>Once the negotiation is completed, the Head of Department will send the following information to the HR specialist:</p> <ul style="list-style-type: none">• Name of the person to be hired• Salary proposal with a detailed justification (according to KI salary criteria)



	<ul style="list-style-type: none"> • If the employment is combined, information about the clinical employment must also be stated (as instructed by the HR specialist). The department is responsible for coordinating with the clinical principal for salary proposals. • Desired starting date
Head of Department/ President	<p><u>17. Decision for employment</u></p> <p>The president makes employment decisions for professors and the Head of Department makes employment decisions for senior lecturers.</p> <p>The president sets salaries for professors at the president’s decision meeting, after a presentation by the HR specialist at the unit for Labor law and Work environment. <i>Head of HR Office</i> sets salaries for Senior Lecturers.</p>
HR-specialist/ President/ Clinic principal OBS! Only in case of a combined employment	<p><u>17a. Appointment of agreement</u></p> <p>In the case of a combined appointment, the HR specialist prepares an appointment agreement. The agreement is sent to the relevant clinical unit for signature and then signed by the President at a President’s decision meeting, before the employment decision is taken. <u>Please note that this step in the process can take time.</u></p>
HR-specialist	<p><u>18. Information on recruitment decisions and possible appeals</u></p> <p>The HR- specialist announces the employment decision and informs those who are concerned that an employment decision has been taken.</p> <p>An employment decision can be appealed by the remaining applicants 3 weeks after the date on which the employment decision is announced. The Higher Education Appeals Board will consider the appeal and KI will be given the opportunity to comment on the case. With the help of an HR - specialist, a lawyer in the HR department is responsible for preparing the appeal.</p> <p>HR - specialist is responsible for archiving.</p>



**Karolinska
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Head of Department/Department	<u>19. Certificate of employment</u> The department is responsible for ensuring that the terms and conditions of employment are regulated in an employment contract or a certificate of employment.
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