

Updated



**Karolinska
Institutet**

Updated 2024-10-30

CHECKLIST FOR CHANGE OF EMPLOYMENT TITLE (SUBJECT)

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.

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 the contact person for your department, see this [link](#).

The application is sent by email to the HR - specialist responsible for your department.

To process the application takes about 4–6 months.

Responsible	Activity
Applicant	<p>Application</p> <p>The application should be sent by the applicant and include the following:</p> <ul style="list-style-type: none">• A brief letter stating why a change of subject is motivated• CV and Qualification portfolio according to the KI template• Employment contract (where the title of current employment is stated)



	<ul style="list-style-type: none"> • Letter of consent from the Head of department <p>Confirmation is sent to the applicant by e-mail. At the same time, supplementary information will be requested if necessary.</p>
Head of department	<p>The HR-specialist contacts the Head of Department to request approval and suggestions for external experts in the subject area.</p> <p>The Head of Department shall send proposals for two external experts according to the following parts (a-b):</p> <p>a) Formal requirements:</p> <ul style="list-style-type: none"> • The experts shall be particularly familiar with the appointment’s research field, currently engaged in their own research, and scientifically and pedagogically qualified at a level corresponding at least to the eligibility requirements for the appointment 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 university • Equal gender distribution should be represented, unless there are any particular reasons. In such a case, the Head of Department must submit explanation. <p>b) The proposal for experts should contain:</p> <ul style="list-style-type: none"> • Information about the external 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



	<p>highlighted in bold.</p> <ul style="list-style-type: none"> • Current e-mail addresses of all experts. • 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>For posts processed on the basis of the new Instructions for the Appointment Procedure for teachers at Karolinska Institutet (ref. no 1-721/2024), the RC may decide that certain candidates should not be assessed by external experts, i.e. that an assessment is not necessary.</p>
RG/HR-specialist	<p>Approval of external experts</p> <p>HR-specialist contacts the Recruitment Committee's Review Group (RG) who makes a proposal to approve the proposed experts. HR specialist submits the proposal to the chairperson of the Recruitment Committee (RC) who decides on the experts.</p> <p>HR-specialist notifies the chairperson's decision to the applicant and the Head of Department.</p>
HR-specialist	<p>The application will be sent to the experts for assessment</p> <p>The HR Specialist submits the application for expert assessment. The experts have three - four weeks to submit their assessments. After the assessments are submitted, they will be presented to the Head of Department, the proposed candidate and the chairperson of the RC.</p>
RC/Head of Department	<p>Decision</p> <p>The case will be discussed at an RC- meeting and a decision will be made. The Head of Department attends this meeting.</p> <p>The protocol from the RC-meeting will be sent to the applicant and the Head of Department. The Head of Department will be asked when the new subject area will apply from.</p>

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	Confirmation of the change of subject area, signed by the chairperson of the RC, will be send to the applicant.
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