



## **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 <u>link</u>.

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

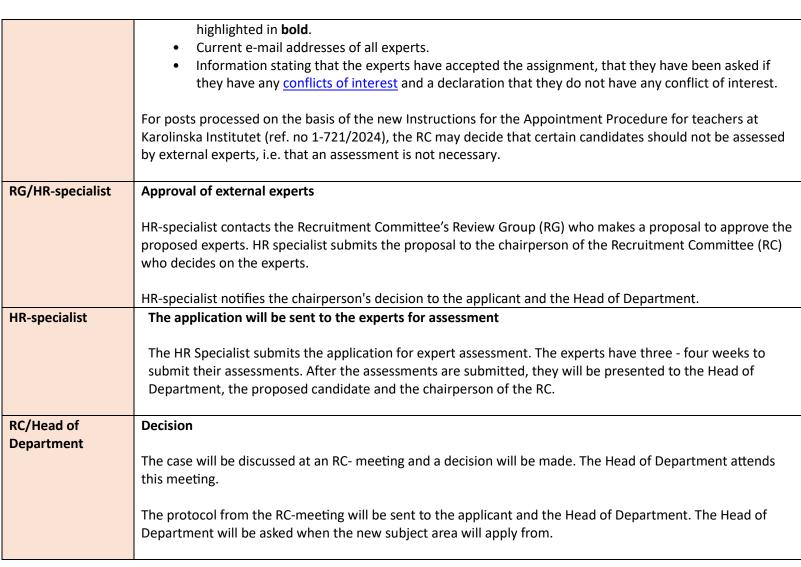
To process the application takes about 4–6 months.

Responsible	Activity
Applicant	Application
7.66	Application
	The application should be sent by the applicant and include the following:
	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)



	Letter of consent from the Head of department
	Confirmation is sent to the applicant by e-mail. At the same time, supplementary information will be requested if necessary.
Head of department	The HR-specialist contacts the Head of Department to request approval and suggestions for external experts in the subject area.
	The Head of Department shall send proposals for two external experts according to the following parts (a-b):
	a) Formal requirements:
	<ul> <li>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</li> <li>At least one expert should be international</li> <li>The two experts cannot work at the same university</li> <li>Equal gender distribution should be represented, unless there are any particular reasons. In such a case, the Head of Department must submit explanation.</li> </ul>
	b) The proposal for experts should contain:
	<ul> <li>Information about the external experts' teaching and research credentials and justification as to why they are suitable as experts for the current case.</li> <li>Number of peer-reviewed publications.</li> <li>A list of the last five years of peer-reviewed publications in chronological order</li> <li>Publications specifically related to the subject area for the current position should be</li> </ul>





Updated

Karolinska Institutet





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