

# Appointment Procedure for teachers at Karolinska Institutet

Reference 1-6/2026

Valid from 2026-04-01



**Karolinska  
Institutet**



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Reference number	Ref. no previous	Decision date:	Period of validity:
Reference 1-6/2026	version: 1-1210/2024	2026-02-18	From 2026-04-01 until further notice
Decision:		Document type:	
Board of Karolinska Institutet		Guidelines	
Handled by department/unit:		Preparation with:	
HR-department		The Strategic Competence Provision Group. The preparation of individual matters has been conducted in collaboration with senior officials, including the President's Executive Management Group, deans, heads of department, and other relevant leaders.	

Revision with regard to: Addition of the Strategic Competence Provision Group as a decision-making body at KI (Section 4.2), amendment of the regulation concerning eligibility requirements for the appointment of lecturer (Section 5.11), amendment of the regulation concerning combined appointments (Section 5.13), as well as other clarifications.

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## 1. Introduction

Pursuant to Chapter 2, Section 2 of the Higher Education Ordinance (1993:100), the board of each higher education institution shall establish appointment regulations. Supplementary instructions to these regulations are issued by the President of Karolinska Institutet (KI).

KI's appointment regulations comprise the rules applied by KI in the employment of teachers. The regulations cover the following teaching appointments: professor, senior professor, visiting professor, adjunct professor, senior lecturer, adjunct senior lecturer, assistant senior lecturer, assistant professor, lecturer and adjunct lecturer.

## 2. Basic provisions and guidelines

### 2.1 The principle of legality and objectivity

All government agencies shall, in the performance of their duties, observe fundamental requirements of legality and objectivity as set out in Chapter 1, Sections 1 and 9 of the Instrument of Government.

Section 5, paragraph 1 of the Administrative Procedure Act (2017:900) stipulates that an authority may take only such measures as are supported by the legal order. Paragraph 2 of the same section stipulates that an authority shall act impartially and objectively in its activities.

### 2.2 Merit and skills

Chapter 12, Section 5 of the Instrument of Government stipulates that decisions concerning state employment shall be based solely on objective grounds, such as merit and competence. This principle is reiterated in Section 4 of the Public Employment Act (1994:260), which further provides that skill shall be given primary consideration unless particular reasons justify otherwise.

Section 4 of the Employment Ordinance (1994:373) states that, in addition to merit and competence, public authorities shall take into account other objective grounds consistent with national labour market, gender equality, social, and employment policy objectives.

In accordance with Chapter 3, Section 7 of the Discrimination Act (2008:567), KI shall strive for an even gender distribution across all subject areas and an increased proportion of newly recruited teachers belonging to the underrepresented gender.

## **3. General regulations on employment**

### **3.1 Requirement profile for employment**

The Recruitment Committee establishes the requirements profile and the advertisement for appointments as professor and senior lecturer, based on a proposal from and in consultation with the relevant head of department. The requirements profile and advertisement for other teaching appointments are established by the head of department.

The requirements profile shall be formulated on the basis of the demands that need to be met in order to carry out the duties associated with the appointment. It shall specify the subject area, subject content/description, duties, eligibility requirements, assessment criteria, specific requirements and personal qualities, as well as any additional qualification requirements.

The requirements profile may also indicate how different assessment criteria are to be weighed against one another, as well as the additional conditions that shall apply in order to fulfil the duties of the appointment.

### **3.2 Information regarding vacant positions**

The general rule is that KI shall provide information about vacant positions. According to Section 6, paragraph 1 of the Employment Ordinance, when a public authority intends to employ a worker, it shall provide information about the vacancy in an appropriate manner so that individuals who are interested in the position may notify the authority within a specified period. This requirement applies irrespective of whether the employment is permanent or temporary.

Information about a vacant position does not need to be provided if particular reasons argue against doing so, pursuant to Section 6, paragraph 3 of the Employment Ordinance, or if an exemption is supported by other regulations.

Exemptions from the requirement to provide information about vacant positions are regulated in the Instructions for the Appointment Procedure for teachers at Karolinska Institutet.

### **3.3 Employment decision**

According to Chapter 4, Section 13 of the Higher Education Ordinance (HF), teachers are employed through a decision made by the President of KI. This also applies to decisions concerning applications for promotion to senior lecturer. Decisions relating to the appointment of professors may not be delegated.

Decisions concerning the employment of teachers other than professors are made in accordance with The President's Decision-Making and Delegation of Authority at Karolinska Institutet.

### **3.4 Information regarding employment decisions**

Information regarding KI's employment decisions shall be posted on KI's official digital noticeboard in accordance with Section 7 of the Employment Ordinance. The notice shall state the date on which it was posted, the applicable rules on appeals, and any dissenting opinions recorded in the minutes or in any other document, pursuant to Section 8 of the Employment Ordinance.

However, information regarding KI's decision to employ an individual does not need to be posted on KI's noticeboard when the appointment is expected to last no more than six months, in accordance with Section 7, paragraph 2 of the Employment Ordinance.

### **3.5 Appeals**

KI's decision to employ an individual may generally be appealed to the Higher Education Appeals Board in accordance with Chapter 12, Section 2 of the Higher Education Ordinance and Section 21, paragraph 1 of the Employment Ordinance. Rejection of an application for promotion from assistant professor to senior lecturer may also be appealed. However, KI's decision to discontinue an employment procedure may not be appealed, pursuant to Section 21, paragraph 2 of the Employment Ordinance.

According to Section 22 of the Employment Ordinance and Section 33 of the Administrative Procedure Act, the notice posted on KI's noticeboard shall state that the period for appeal is three weeks from the date the notice was posted. It shall also state where the written appeal is to be submitted, i.e. to KI in accordance with Section 43 of the Administrative Procedure Act.

The right of appeal lies with the person affected by the decision, that is, the applicant whose application has been rejected, pursuant to Section 42 of the Administrative Procedure Act. Decisions of the Higher Education Appeals Board may not be appealed, in accordance with Chapter 12, Section 6 of the Higher Education Ordinance.

When an appeal is forwarded to the Higher Education Appeals Board, KI shall attach a statement addressing the grounds cited in the appeal.

## **4. Employment procedure for teachers**

### **4.1 Equal representation**

According to Chapter 4, Section 5 of the Higher Education Ordinance, women and men must be equally represented among those who prepare matters concerning the appointment of teachers, unless there are exceptional reasons to the contrary.

### **4.2 Preparatory bodies**

According to The President's Decision-Making and Delegation of Authority at Karolinska Institutet, the Strategic Competence Provision Group makes decisions related to the competence provision of teachers at KI. The Strategic Competence Provision Group decides, among other things, on the establishment of appointments as professor and senior lecturer. The Recruitment Committee prepares and is responsible for the assessment of qualifications in appointment matters concerning professors (with the exception of appointments by nomination), visiting professors, adjunct professors, senior lecturers, adjunct senior lecturers, and applications for promotion from assistant professor to senior lecturer.

### **4.3 Expert assessment**

According to Chapter 4, Section 6 of the Higher Education Ordinance, when appointing a professor (including an adjunct professor), an expert assessment of the applicants' qualifications must be obtained, unless it is clearly unnecessary for the evaluation of their competence.

If assessments are obtained from two or more individuals, women and men must be equally represented. However, this does not apply if there are exceptional reasons.

An external expert assessment must be carried out in the recruitment of a professor, visiting professor, adjunct professor, senior lecturer, adjunct senior lecturer, assistant senior lecturer, and assistant professor.

## **5. Eligibility requirements and duties**

### **5.1 Duties**

According to Chapter 3, Section 1 of the Higher Education Act (1992:1434), HL, a teacher's duties may include education, research as well as administrative work. A teacher's duties also include keeping abreast of developments within their own academic field and of societal developments more generally that are relevant to the teacher's work at the university.

### **5.2 Professor**

According to Chapter 3, Section 2 of the Higher Education Act, professors must be employed as teachers at higher education institutions for the purposes of education and research. Appointment as a professor is the highest academic teaching appointment. The Government issues regulations concerning the eligibility requirements and assessment criteria that shall apply when appointing professors.

As a general rule, under Chapter 3, Section 3, of the Higher Education Act, a professorship is to be a permanent appointment.

As a consequence of the professorship being the highest teaching appointment under the Higher Education Act, high standards must be set for appointment as a professor. According to Chapter 4, Section 3 of the Higher Education Ordinance, only those who have demonstrated both

scientific and pedagogical skills may be appointed as professors. Universities and higher education institutions otherwise decide themselves which assessment criteria shall be applied in the appointment of a professor.

Equal care must be given to both the assessment of pedagogical skills and the assessment of scientific skills, but it does not mean that these aspects should be given equal weight. The duties associated with the appointment determine the relative importance assigned to the various requirements.

The eligibility requirements and assessment criteria for appointment as a professor are regulated in the Instructions for the Appointment Procedure for teachers at Karolinska Institutet. Additional eligibility requirements and assessment criteria may be specified in the job profile, based on the duties relevant to the specific appointment.

### **5.3 Senior professor**

A person employed as a professor may, upon reaching the LAS retirement age, be re-employed as a senior professor.

### **5.4 Visiting professor**

According to Chapter 3, Section 3, second paragraph (3) of the Higher Education Act, a professor may be employed for a fixed term if the appointment concerns a visiting teacher who meets the eligibility requirements for a professorship. The purpose of appointing a visiting professor is to bring in expertise that is not normally available within the regular organisation and that is necessary for high-quality education and research. The appointment must be of importance and benefit to KI.

According to Chapter 4, Section 12 of the Higher Education Ordinance, a visiting professor shall be employed until further notice, but for a maximum specified period. Such an appointment may be renewed. However, the total period of employment may not exceed five years.

The eligibility requirements applicable to the appointment of a professor shall also apply to the appointment of a visiting professor.

## **5.5 Adjunct professor**

According to Chapter 3, Section 3, second paragraph (2) of the Higher Education Act, a professor may be employed for a fixed term if the appointment concerns the adjunct engagement of a person whose principal professional activity lies outside the higher education sector. The extent of the appointment at KI may amount to a maximum of 49 per cent of full-time employment and may not be less than 20 per cent of full-time employment. In special circumstances, a lower extent than 20 per cent may be permitted.

The purpose of appointing an adjunct professor is to bring in expertise that is not normally available within the regular organisation and that is necessary for high-quality education and research. The appointment must be of importance and benefit to KI.

According to Chapter 4, Section 11 of the Higher Education Ordinance, an adjunct professor shall be employed until further notice, but for a maximum specified period. Such an appointment may be renewed. However, the total period of employment may not exceed twelve years. The eligibility requirements applicable to the appointment of a professor shall also apply to the appointment of an adjunct professor.

## **5.6 Nomination to appointment of professor**

According to Chapter 4, Section 7 of the Higher Education Ordinance, a higher education institution may nominate a person to take up a professorial appointment if the appointment of that individual is of particular importance for a specific activity at the institution. If a higher education institution nominates a person to an appointment, the reasons why the appointment is of particular importance to the institution must be documented. Only a person who meets the eligibility requirements for the appointment under Chapter 4, Section 3 of the Higher Education Ordinance may be appointed through nomination. The decision to nominate a person to an appointment is taken by the President and may not be delegated.

For appointments made through nomination, the information referred to in Section 6, first paragraph of the Employment Ordinance does not need to be provided. The provisions on expert assessment in Chapter 4, Section 6 of

the Higher Education Ordinance and in Section 4.3 of this appointment procedure shall apply.

## **5.7 Senior lecturer**

According to Chapter 3, Section 2 of the Higher Education Act, senior lecturers must be employed at higher education institutions for the purposes of education and research. The general rule at KI is that a senior lecturer shall be employed permanently, without a fixed term.

According to Chapter 4, Section 4 of the Higher Education Ordinance, a person is eligible for employment as a senior lecturer if they have demonstrated pedagogical skills and have either been awarded a doctoral degree or possess equivalent scientific competence, or other professional expertise of relevance to the subject area of the appointment and the duties included.

Further, the assessment criteria for appointment as a senior lecturer must be the degree of expertise required as qualification for employment. The evaluation of pedagogical skills shall be afforded the same level of care as the evaluation of other eligibility-conferring qualifications. Each higher education institution otherwise determines its own assessment criteria for the appointment of a senior lecturer.

The eligibility requirements and assessment criteria for appointment as a senior lecturer are regulated in the Instructions for the Appointment Procedure for teachers at Karolinska Institutet. Additional eligibility requirements and assessment criteria may be specified in the job profile, based on the duties relevant to the specific appointment.

## **5.8 Adjunct senior lecturer**

An adjunct senior lecturer may be employed pursuant to the applicable collective agreement on fixed-term employment as an adjunct teacher, in accordance with Section 2 b of the Employment Protection Act (1982:80).

An adjunct senior lecturer refers to a part-time appointment of an employee whose principal occupation lies outside the university and higher education sector. The purpose of appointing an adjunct senior lecturer is to bring in expertise that is not normally available within the regular

organisation and that is necessary for high-quality education and research. The appointment must be of importance and benefit to KI.

The extent of the appointment at KI may amount to a maximum of 49 per cent of full-time employment and may not be less than 20 per cent of full-time employment. In special circumstances, a lower extent than 20 per cent may be permitted.

An adjunct senior lecturer may be employed until further notice, but for no longer than two years. Such an appointment may be renewed.

The eligibility requirements applicable to the appointment of a senior lecturer shall also apply to the appointment of an adjunct senior lecturer.

## **5.9 Assistant senior lecturer**

Eligible for appointment as assistant senior lecturer is a person who has demonstrated pedagogical skills and who has been awarded a doctoral degree or possesses equivalent scientific competence, or other professional expertise of relevance to the subject area of the appointment and the associated duties.

The assessment criteria for appointment as assistant senior lecturer must be the degree of expertise required as qualification for employment. The evaluation of pedagogical skills shall be given the same careful consideration as the evaluation of other qualifications required for eligibility.

The eligibility requirements and assessment criteria for appointment as a assistant senior lecturer are regulated in the Instructions for the Appointment Procedure for teachers at Karolinska Institutet. Additional eligibility requirements and assessment criteria may be specified in the job profile, based on the duties relevant to the appointment.

An appointment as assistant senior lecturer may be fixed-term in accordance with the Employment Protection Act.

## **5.10 Assistant professor**

An appointment as assistant professor is a fixed-term, merit-based appointment. The purpose of the appointment is to provide the teacher with the opportunity to develop their independence as a researcher and to

merit themselves both scientifically and pedagogically to meet the eligibility requirements for an appointment as Senior Lecturer.

According to Chapter 4, Section 4 a, first paragraph of the Higher Education Ordinance, an appointment as assistant professor requires the same scientific eligibility as an appointment as senior lecturer, that is, a doctoral degree or equivalent scientific competence. Preference should be given to candidates who have been awarded a doctoral degree or achieved equivalent qualifications no more than five or seven years prior to the application deadline for the position of assistant professor.

The same provision further states that individuals who obtained a doctoral degree or achieved equivalent competence earlier may also be considered if special grounds exist. Special grounds refer to leave due to illness, parental leave, or other similar circumstances.

Each higher education institution determines which of the time limits in the first paragraph shall apply within different subject areas, and which assessment criteria shall be applied when appointing an assistant professor. Before such an appointment, the institution shall also establish the assessment criteria that will be applied in matters of promotion to senior lecturer pursuant to Chapter 4, Section 12 c of the Higher Education Ordinance.

An assistant professor may, following application and assessment in accordance with the Instructions for the Appointment Procedure for teachers at Karolinska Institutet, be promoted to senior lecturer.

According to Chapter 4, Section 12 a of the Higher Education Ordinance, an assistant professor may be appointed until further notice, but for a period of at least four and no more than six years, as determined by the institution prior to the appointment. The same provision further states that an appointment may be renewed, for a total of no more than two years, if the assistant professor's illness, parental leave, or other special grounds require additional time to fulfil the purpose of the appointment.

The eligibility requirements and assessment criteria for appointment as assistant professor are regulated in the Instructions for the Appointment Procedure for teachers at Karolinska Institutet. Additional eligibility

requirements and assessment criteria may be specified in the job profile, based on the duties relevant to the appointment.

## **5.11 Lecturer**

An individual is eligible for appointment as lecturer if they have demonstrated pedagogical skills and have been awarded a degree at advanced level or higher, or possess other professional expertise of relevance to the subject area of the appointment and the duties to be included.

The eligibility requirements and assessment criteria for appointment as a lecturer are regulated in the Instructions for the Appointment Procedure for teachers at Karolinska Institutet. Additional eligibility requirements and assessment criteria may be specified in the job profile, based on the duties relevant to the appointment.

An appointment as a teacher may be time-limited in accordance with the Employment Protection Act.

## **5.12 Adjunct lecturer**

An appointment as adjunct lecturer may be decided on the basis of the collective agreement concerning fixed-term employment as an adjunct teacher. The agreement is concluded pursuant to Section 2 b of the Employment Protection Act.

An adjunct lecturer refers to a part-time appointment of an individual whose principal occupation lies outside the university and higher education sector. The purpose of an appointment as adjunct lecturer is to bring in expertise that is not normally available within the regular organisation and that is essential for maintaining high-quality education and research. The appointment must be of importance and benefit to KI.

The scope of the appointment at KI may amount to a maximum of 49 per cent of full-time employment and must not be less than 20 per cent of full-time employment. In special circumstances, a lower scope than 20 per cent may be permitted.

An adjunct lecturer may be employed until further notice, , but for a maximum of two years. Such an appointment may be renewed.

An individual is eligible for appointment as adjunct lecturer if they have demonstrated pedagogical skills and have been awarded a degree at advanced level or higher, or possess other expertise of relevance to the subject area of the appointment and the duties included.

### **5.13 Combined Appointments**

According to Chapter 3, Section 8 of the Higher Education Act, the Government may issue regulations permitting a higher education institution to decide that an appointment at the institution may be combined with a position outside the higher education sector. A combined appointment may only be held by an individual who meets the eligibility requirements for both positions.

Pursuant to Chapter 4, Section 2 of the Higher Education Ordinance, a higher education institution may decide that an appointment as professor, senior lecturer, assistant professor, or other teaching appointment at the institution shall be combined with a position outside the higher education sector.

The purpose of combined appointments is to enable teachers at KI to teach and examine students in those parts of the education that require healthcare resources, to conduct clinical research, and to maintain professional practice within the healthcare system.

At KI, an appointment as professor, senior Lecturer, assistant senior lecturer, assistant professor or lecturer may be combined. For a combined appointment, the appointee must hold a professional degree associated with a licensed profession within a university hospital.

According to the Pension Agreement for Employees within the Central Government Sector (2016), the appointment within university healthcare must include clinical duties in order for a consolidated occupational pension to be granted. Clinical duties may also include managerial responsibilities relating to clinical work within university healthcare.

In recruitment, the applicant must possess clinical competence, and such clinical competence shall be assessed in the same manner as eligibility and the degree of proficiency required for the appointment in question. The

procedure applicable to the appointment of teachers shall also apply to combined appointments.

## **6. Promotion to senior lecturer**

According to Chapter 4, Section 12 c of the Higher Education Ordinance, an assistant professor shall, upon application, be promoted to senior lecturer at the higher education institution, provided that he or she meets the eligibility requirements for an appointment as senior lecturer and, following an assessment, is deemed suitable for such an appointment in accordance with the assessment criteria that the institution, pursuant to Chapter 4, Section 4 a, second paragraph of the Higher Education Ordinance, has determined shall apply in matters concerning promotion to senior lecturer. Such promotion entails a permanent appointment as senior lecturer.

The assessment criteria for promotion pursuant to Chapter 4, Section 4 a, second paragraph of the Higher Education Ordinance, are regulated in the Instructions for the Appointment Procedure for teachers at Karolinska Institutet.