

Appointment Procedure for teachers at Karolinska Institutet

Reference 1-1210/2024

Valid from 18 February 2025



**Karolinska
Institutet**

Appointment Procedure for teachers at Karolinska Institutet

Table of Contents

1. Introduction.....	4
2. Basic provisions and guidelines.....	4
2.2 The principle of legality and objectivity	4
2.1 Merit and competence.....	4
3. General regulations on employment.....	5
3.1 Requirement profile for employment.....	5
3.2 Information regarding vacant positions.....	5
3.3 Employment decision.....	6
3.4 Information regarding employment decisions.....	6
3.5 Appeals.....	6
4. Employment procedure for teachers.....	7
4.1 Equal representation.....	7
4.2 Preparatory bodies	7
4.3 Expert assessment.....	8
5. Eligibility requirements and duties.....	8
5.1 Professor	8
5.2 Senior Professor	9
5.3 Visiting professor	9
5.4 Adjunct professor.....	10
5.5 Nomination to position of professor	11
5.6 Senior lecturer.....	11



5.7 Adjunct senior lecturer	12
5.8 Assistant senior lecturer	13
5.9 Assistant professor.....	13
5.10 Lecturer	14
5.11 Adjunct lecturer	15
5.12 Combined appointment.....	16
6. Promotion to senior lecturer	17

Reference number	Ref. no previous	Decision date:	Period of validity:
Reference 1-1210/2024	version: 1-337/2021	2025-02-18	From 2025-02-18 until further notice

Decision:
Board of Karolinska Institutet

Document type:
Steering document

Handled by department/unit:
HR-department and the Recruitment Committee

Preparation with:
President, Deans, Head of Departments, Legal
Unit and Trade Unions at Karolinska Institutet

Revision with regard to:

5.8 Consequential change regarding the time limit from doctoral degree to employment as assistant lecturer due to the change in the Higher Education Ordinance and the addition of the position of senior professor.

1. Introduction

Chapter 2 Section 2 of the Higher Education Ordinance (SFS 1993:100) provides that the board (of governors) of a higher education institution shall itself decide on an appointment procedure. Added to this procedure are instructions decided by the KI president.

KI's Appointment Procedure is defined as the rules that KI applies to the employment of teachers and includes the positions of professor, senior professor, visiting professor, adjunct professor, senior lecturer, adjunct senior lecturer, assistant professor, lecturer and adjunct.

2. Basic provisions and guidelines

2.2 The principle of legality and objectivity

All government agencies shall observe fundamental requirements concerning such matters as legality and objectivity as stated in Chapter 1, Section 1 and Chapter 1, Section 9 of the Instrument of Government.

Section 5, paragraph 1 of the Administrative Procedure Act (2017:900) states that an authority may only take measures that have support in the legal order. Paragraph 2 states that an authority shall be objective and impartial in its activities.

2.1 Merit and competence

Chapter 12, Article 5 of the Instrument of Government 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 Public Employment Act (1994:260), which also states that competence shall be a primary consideration, unless there are particular reasons to the contrary.

Section 4 of the Employment Ordinance (1994:373), AF, 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. KI is also required by the provisions set out in Chapter 3, Section 7 of the Discrimination Act to strive for a more equal gender balance in all subject fields and a greater proportion newly recruited teachers of the under-represented gender.

3. General regulations on employment

3.1 Requirement profile for employment

The Recruitment Committee prepares a requirements profile and an advertisement for recruitment to the positions of professor and senior lecturer based on a proposal from and in consultation with the relevant head of department.

The requirements profile and advertisement for all other teaching positions are prepared by the head of department. The requirements profile is to draw on the requirements that need to be met for discharging the particular duties of the position and shall include subject field, subject content/description, duties, eligibility requirements, assessment criteria, specific requirements regarding skills and personal qualities, and miscellaneous qualifying requirements.

The requirements profile can also state how different assessment criteria shall be compared against each other and the general conditions for being able to discharge the duties of the position.

3.2 Information regarding vacant positions

The fundamental principle is that all vacant teaching positions shall be advertised. Section 6, paragraph 1 of the Employment Ordinance states that a public authority that intends to recruit an employee must provide information about this in some suitable way so that anyone who is interested in the position may notify the authority within a certain time.

Information is to be provided regardless of whether the position is permanent or temporary.

Pursuant to Section 6, paragraph 3 of the Employment Ordinance, or as provided in another regulatory document, information about a vacant position need not be given if there are particular reasons not to do so. Exemptions from the information requirement are regulated in the Instructions on the Employment Procedure.

3.3 Employment decision

Chapter 14 Section 13 of the Higher Education Ordinance provides that teachers are employed through a decision by the president. This also applies to decisions made due to an application for promotion, as stated in Section 12c of the same chapter. Decisions concerning the appointment of professors may not be delegated.

Decisions on the employment of teachers, other than professors are made as provided in the prevailing decision-making procedures and delegation rules.

3.4 Information regarding employment decisions

Information regarding KI's employment decisions shall be posted on KI's official digital noticeboard as stated in Section 7 of the Employment Ordinance and shall include the following details: the date of posting, whether and how the decision may be appealed, and any dissenting opinions noted in the official record or other relevant document.

Information regarding KI's decision to employ someone does not need to be posted on the official digital noticeboard in the case of employment that is expected to last no more than six months, as stated in paragraph 2 of the same section.

3.5 Appeals

An employment decision by KI may generally be appealed in accordance with Chapter 12, Section 2 of the Higher Education Ordinance and Section 21, paragraph 1 of the Employment Ordinance. Rejected applications for promotion from assistant professor to senior lecturer may also be appealed. A decision by KI to discontinue an employment procedure may

not, however, be appealed, as stated in Section 21, paragraph 2 of the Employment Ordinance.

Section 22 of the Employment Ordinance and Section 33 of the Administrative Procedure Act provide that the notification of a decision shall include notice that the period for appeal is three weeks counted from the day that the decision was posted on KI's noticeboard, and information concerning where the written appeal is to be sent (i.e. KI).

The right of appeal falls to the person to whom a rejection decision applies (i.e. the applicant for the position) pursuant to Section 42 of the Administrative Procedure Act. No appeal may be made against a decision of the Higher Education Appeals Board (Chapter 12, Section 5 Higher Education Ordinance).

When an appeal is sent to the appeals Board, KI shall attach a statement on the grounds for the appeal.

4. Employment procedure for teachers

4.1 Equal representation

Chapter 4, Section 5 of the Higher Education Ordinance provides that if a group of individuals are to submit a proposal on the applicants to be considered for appointment to a teaching post, women and men shall be equally represented in the group. This does not apply, however, if there are particular reasons to the contrary.

4.2 Preparatory bodies

Pursuant to the decision-making procedures and delegation rules, the Faculty Board decides on the activities of the Recruitment Committee over and above those regulated by the University Board and the president. The Recruitment Committee is a preparatory body for strategic decisions concerning the recruitment of teaching and research staff.

In the discharge of this duty, the Recruitment Committee shall consult with other preparatory bodies acting under the Faculty Board. The Committee is also a preparatory body for employment matters regarding the position of

professor (except nominations), visiting professor, adjunct professor, senior lecturer, adjunct lecturer and applications for promotion from assistant professor to senior lecturer.

4.3 Expert assessment

Chapter 4, Section 6 of the Higher Education Ordinance provides that for the appointment of a professor (including adjunct professor) expert opinions on the expertise of the applicants shall be obtained, provided that this is not manifestly unnecessary for the appraisal of their expertise.

When the opinions of two or more persons are obtained, both men and women shall be represented equally, unless there are particular reasons to the contrary.

An external assessment shall be conducted on recruitment to the position of professor, visiting professor, adjunct professor, senior lecturer, adjunct senior lecturer, assistant senior lecturer and assistant professor.

5. Eligibility requirements and duties

5.1 Professor

Chapter 3, Section 2 of the Higher Education Act provides that higher education institutions shall employ professors to undertake teaching and research. A professorship is the most senior teaching appointment. The Government issues regulations on the qualifications (eligibility) requirements and assessment criteria that will apply to the employment of professors.

The fundamental rule is that professors shall be employed until further notice unless otherwise stipulated (Chapter 3, Section 3 Higher Education Act).

As a consequence of a professor being the most senior teaching appointment, high demands are placed on recruitment to this position. Only those who have demonstrated both research and pedagogical expertise shall be qualified for employment as a professor (Chapter 4, Section 3, paragraph 1 Higher Education Ordinance).

Over and above this assessment criterion, higher education institutions may determine the assessment criteria that must be applied to the appointment of a professor. Although equal attention must be paid to the assessment of scientific and pedagogical expertise, it does not mean that they are to be ascribed equal significance, since it is the tasks and duties of the appointment itself that determine the value of the different requirements.

Appointment to the position of professor requires demonstrated scientific and pedagogical expertise. The qualifications that are required for each assessment criterion are detailed in the Instructions on the Employment Procedure for Teachers at Karolinska Institutet.

Additional eligibility requirements are established in the requirements profile on the basis of the tasks and duties of the appointment.

Chapter 3, Section 1 of the Higher Education Act provides that the duties assigned to teachers may comprise educational responsibilities or research and administrative tasks. Teachers are also responsible for keeping abreast of developments within their own subject areas and developments in the wider community that are significant for their teaching roles in higher education.

5.2 Senior Professor

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

5.3 Visiting professor

Chapter 3, Section 3, paragraph 2.3 of Higher Education Act provides that a professor shall be employed for a fixed term, if the appointment concerns the position of visiting lecturer for a person who has the required qualifications for appointment as a professor. Such persons are those with professorial competence whom the higher education institution wishes to engage.

Chapter 4, Section 12 of the Higher Education Ordinance provides that a visiting professor shall be employed for an indefinite period but for no longer than until a specified date. Such an appointment may be extended. The total period of employment may not, however, exceed five years.

The eligibility requirements that apply to the appointment of professors shall also apply to the appointment of visiting professors.

Chapter 3, Section 1 of the Higher Education Act provides that the duties assigned to teachers may comprise educational responsibilities or research and administrative tasks. Teachers are also responsible for keeping abreast of developments within their own subject areas and developments in the wider community that are significant for their teaching roles in higher education.

5.4 Adjunct professor

Chapter 3, Section 3, paragraph 2.2 of Higher Education Act provides that a professor shall be employed for a fixed term, if the appointment concerns an adjunct post at a higher education institution for someone mainly employed outside the higher education sector. An adjunct professor at KI may not be employed for more than 49 per cent or less than 20 per cent of a full-time position, unless, in the latter case, there are particular reasons to do so.

The purpose of an adjunct position is to contribute expertise that is not generally found within the normal organisation and that is necessary to education and research quality. The appointment shall be of importance and benefit to KI.

Chapter 4, Section 11 of the Higher Education Ordinance provides that an adjunct professor shall be employed for an indefinite period but for no longer than until a specified date. Such an appointment may be extended (renewed). The total period of employment may not, however, exceed twelve years.

The eligibility requirements that apply to the appointment of professors shall also apply to the appointment of adjunct professors.

Chapter 3, Section 1 of the Higher Education Act provides that the duties assigned to teachers may comprise educational responsibilities or research and administrative tasks. Teachers are also responsible for keeping abreast of developments within their own subject areas and developments in the wider community that are significant for their teaching roles in higher education.

5.5 Nomination to position of professor

Chapter 4, Section 7 of the Higher Education Ordinance provides that a higher education institution may nominate an individual for an appointment as a professor if the appointment of the individual is of exceptional importance for a specific activity at the institution. If a higher education institution nominates an individual for a post, the grounds for why the appointment is of exceptional importance for the institution must be placed on record. Only those qualified for appointment to the post pursuant to Chapter 4, Section 3 of the Ordinance may be nominated for appointment. The decision to nominate an individual for a post is made by the president and cannot be delegated.

When an appointment is made by nomination, no information of the kind laid down in Section 6, paragraph 1 of the Employment Ordinance (1994:373) need be submitted. The regulation on expert assessment in Chapter 4, Section 6 and section 4.3 in these employment procedures shall apply.

5.6 Senior lecturer

Chapter 3, Section 2 of the Higher Education Act states that higher education institutions shall employ senior lecturers to undertake teaching and research.

The fundamental rule is that senior lecturers shall be employed until further notice.

Chapter 4, Section 4 of the Higher Education Ordinance provides that to qualify for appointment as a senior lecturer, a person must have demonstrated pedagogical expertise and hold a doctorate or possess the corresponding research competence or other professional expertise that is valuable for the post's subject matter and duties.

Further, the assessment criteria for appointment as a senior lecturer must be the degree of expertise required as qualification for employment. As much attention must be given to the assessment of pedagogical expertise as to the assessment of other qualifying criteria. Each higher education institution otherwise determines the assessment criteria that must be applied to the appointment of a senior lecturer. The Instructions on the Employment Procedure provide further details of the degree of expertise

that is required for each assessment criterion. Additional eligibility requirements are established in the requirements profile on the basis of the tasks and duties of the appointment.

Chapter 3, Section 1 of the Higher Education Act provides that the duties assigned to teachers comprise educational responsibilities or research and administrative tasks. Teachers are also responsible for keeping abreast of developments within their own subject areas and developments in the wider community that are significant for their teaching roles in higher education.

5.7 Adjunct senior lecturer

An adjunct senior lecturer may be employed with the support of prevailing collective agreements concerning fixed-term employment as an adjunct teacher (Section 2, Employment Protection Act, SFS 1982:80).

An adjunct senior lectureship is a part-time position held by an employee who has his/her primary occupation outside the academic sector. The purpose of an adjunct position is to contribute expertise that is not generally found within the normal organisation and that is necessary to education and research quality.

The length of an adjunct position is determined by the needs of the organisation. In accordance with the collective agreement, an adjunct position corresponds to 20 per cent of full time. At KI, an adjunct teacher may not be employed for more than 49 per cent or less than 20 per cent of a full-time position, unless, in the latter case, there are particular reasons to do so.

An adjunct teacher may be employed for an indefinite period but no longer than for two years. Such an appointment may be extended (renewed).

The eligibility requirements that apply to the appointment of senior lecturers shall also apply to the appointment of adjunct senior lecturers.

The duties assigned to adjunct senior lecturers may comprise educational responsibilities or research and administrative tasks.

5.8 Assistant senior lecturer

To qualify for appointment as an assistant senior lecturer, a person must have demonstrated pedagogical expertise and hold a doctorate or possess the corresponding research competence or other professional expertise that is valuable for the post's subject matter and duties.

The assessment criteria for appointment as a senior lecturer must be the degree of expertise required as qualification for employment. As much attention must be given to the assessment of pedagogical expertise as to the assessment of other qualifying criteria.

The Instructions on the Employment Procedure provide further details of the degree of expertise that is required for each assessment criterion. Additional eligibility requirements are established in the requirements profile on the basis of the tasks and duties of the appointment.

Chapter 3, Section 1 of the Higher Education Act provides that the duties assigned to assistant senior lecturers primarily comprise educational responsibilities as well as research and administrative tasks. Teachers are also responsible for keeping abreast of developments within their own subject areas and developments in the wider community that are significant for their teaching roles in higher education.

The term of employment of an assistant senior lecture may be limited by the Employment Protection Act.

5.9 Assistant professor

Assistant professor is the title of a fixed-term career development position. The purpose of the position is to give teachers an opportunity to develop their independence as a researcher and to acquire the scientific and pedagogical skills to qualify for the position of senior lecturer.

Chapter 4, Section 4a of the Higher Education Ordinance provides that the eligibility requirements for the position of assistant professor are the same as for senior lecturer; i.e. a doctorate or the corresponding research competence. The position is primarily intended for someone who has been awarded a doctorate or achieved the equivalent competence within a

maximum of five or a maximum of seven years of the deadline for application to the position of assistant professor.

However, someone who has been awarded a doctorate or achieved the equivalent expertise at an earlier date may also be considered if there are particular grounds to do so. Special grounds are sick leave, parental leave or other similar circumstances.

Each higher education institution decides for itself which of the time limits that will apply in different subject areas and the assessment criteria that must be applied to the appointment of assistant professors. Prior to such an appointment, the higher education institution must also establish the assessment criteria that will be applied to an application for promotion to senior lecturer under Chapter 4, Section 12c of the Higher Education Ordinance. In accordance with the Instructions on the Employment Procedure, an assistant professor may, subsequent to application and assessment, be promoted to senior lecturer.

Chapter 4, Section 12a of the Higher Education Ordinance provides that an assistant professor may be employed until further notice, but for no less than four years and no longer than six years, which is decided by the higher education institution prior to employment.

Further, an appointment as assistant professor may be renewed (extended) for a total maximum of two years, if on account of sick leave, parental leave or other special grounds additional time is needed to achieve its purpose.

Chapter 3, Section 1 of the Higher Education Act provides that the duties assigned to assistant professors comprise educational responsibilities and research and administrative tasks. Teachers are also responsible for keeping abreast of developments within their own subject areas and developments in the wider community that are significant for their teaching roles in higher education.

5.10 Lecturer

To qualify for appointment as a lecturer, a person must have demonstrated pedagogical expertise and hold a doctorate or possess the corresponding research competence or other professional expertise that is valuable for the post's subject matter and duties.

The term of employment of a lecturer may be limited by the Employment Protection Act. Chapter 3, Section 1 of the Higher Education Act provides that the duties assigned to a lecturer comprise primarily educational responsibilities as well as research and administrative tasks.

Teachers are also responsible for keeping abreast of developments within their own subject areas and developments in the wider community that are significant for their teaching roles in higher education.

5.11 Adjunct lecturer

An adjunct lecturer may be employed with the support of prevailing collective agreements concerning fixed-term employment as an adjunct teacher (Section 2, Employment Protection Act, SFS 1882:80).

An adjunct lectureship is a part-time position held by an employee who has his/her primary occupation outside the academic sector. The purpose of an adjunct position is to contribute expertise that is not generally found within the normal organisation and that is necessary to education and research quality.

The length of an adjunct position is determined by the needs of the organisation. In accordance with the collective agreement, an adjunct position corresponds to 20 per cent of full time. At KI, an adjunct teacher may not be employed for more than 49 per cent or less than 20 per cent of a full-time position, unless, in the latter case, there are particular reasons to do so.

An adjunct teacher may be employed for an indefinite period but no longer than for two years. Such an appointment may be extended (renewed).

To qualify for appointment as an adjunct lecturer, a person must have demonstrated pedagogical expertise and hold at least a Master's degree or possess the corresponding expertise that is valuable for the post's subject matter and duties.

The duties assigned to adjunct lecturers may comprise educational responsibilities or research tasks.

5.12 Combined appointment

Chapter 3, Section 8 of the Higher Education Act provides that a teaching post at a higher education institution may be combined with employment as a physician with specialist training or a dentist, or with employment other than as a physician at a designated healthcare facility for medical training and research.

Chapter 4, Section 2 of the Higher Education Ordinance provides that a higher education institution may, with the consent of an accountable authority, decide that a post as professor or senior lecturer at the institution shall be combined with employment at a healthcare facility that provides medical training and research. Training and research at such a facility includes training and research in dental science. The purpose of a combined appointment is to enable teachers at KI to teach and examine students in the components of their education that require healthcare resources, to conduct clinical research and to be professionally active in the healthcare sector.

A combined position may be held only by those who meet the eligibility requirements for both appointments. Anyone thus employed shall hold a vocational degree that is linked to a licensed healthcare profession, unless there are particular reasons to the contrary.

Pursuant to the retirement agreement for state employees (PA16), employment in academic healthcare shall include clinical duties if the employee is to obtain one cohesive occupational pension. Clinical duties can also comprise management tasks regarding clinical duties in academic healthcare.

On employment, the applicant shall possess the required clinical competence, which shall be assessed as well as his/her eligibility and the degree of expertise required for the position of professor or senior lecturer.

The regulations that apply to teaching appointments shall also apply to appointments to be combined with teaching posts. Before appointment to a teaching post, the accountable authority for healthcare shall be given the opportunity to comment on the appointment if the position is to be combined with a post at a healthcare facility.

6. Promotion to senior lecturer

Chapter 4, Section 12c of the Higher Education Ordinance provides that an assistant professor at a higher education institutions shall, on application, be promoted to senior lecturer at the same institution, provided they are eligible for employment as a senior lecturer, and deemed suitable for such an appointment in accordance with the assessment criteria that the higher education institution decided shall be applied to an application for promotion to senior lecturer under Chapter 4, Section 4a, paragraph 2 of the Higher Education Ordinance. A person promoted from assistant professor to senior lecturer holds a permanent position as senior lecturer. The assessment criteria for promotion as above are regulated in the instructions to these regulations.