



PROMOTION FROM ASSISTANT PROFESSOR TO SENIOR LECTURER

The Assistant Professor should submit his/her complete application no later than **6 months before their employment as Assistant Professor expires**. Please observe that if the employment as Assistant Professor has expired, there is no basis for a promotion to Senior Lecturer. The same applies if the time that remains before the employment as Assistant Professor is too short to consider and make a decision regarding the eligibility for a promotion. A promotion may not be acquired retroactively.

The applicant submits their complete application by e-mail to academic-appointments@ki.se. An HR Specialist in the central HR department will initiate a process with the Registrar and will be responsible for handling the application onwards.

Responsible	Application
Applicant	<p>The Assistant Professor should submit the following:</p> <ul style="list-style-type: none">▪ The applicant's CV and qualifications portfolio for teachers and researchers in accordance with Karolinska Institutet's qualification portfolio▪ Information/documentation regarding:<ul style="list-style-type: none">- Field of research for the position as Assistant Professor documented in the decision regarding employment as Assistant Professor, advertisement or decision regarding change of subject from the Head of Department.- Focus of the Senior Lectureship (<i>research or education and research</i>)- Department <p>The Assistant Professor is required to translate any document that is not written in one of the Nordic languages or in English. However, since the application is normally assessed by at least one international reviewer, we do prefer that your CV and qualifications portfolio are written in English.</p>



CHECKLIST

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Updated 2024-12-12

<p>RC/HR Specialist</p>	<p>The RC review panel prepares the application</p> <p>The RC review panel will <u>firstly</u> assess the applicant's expertise in relation to the eligibility requirements and assessment criteria for Senior Lecturer, and <u>secondly</u> the applicant's expertise in relation to the assessment criteria for promotion.</p> <p>The review panel will propose a decision to the RC. The review panel either proposes that the application should be assessed by external experts or that the application should be dismissed.</p>
<p>RC/HR Specialist</p>	<p>The Recruitment Committee discusses the application during a meeting</p> <p>The RC will assess the proposal from the review panel during a committee meeting.</p> <p>The RC will <u>firstly</u> assess the applicant's expertise in relation to the eligibility requirements and assessment criteria for Senior Lecturer and <u>secondly</u> assess the applicant's expertise in relation to the assessment criteria for promotion. To be assessed by external reviewers, please note that the applicant must fulfill the eligibility requirements for employment as Senior Lecturer, and an overall assessment of the assessment criteria for employment as Senior Lecturer is made. The applicant must also be deemed able to fulfill all assessment criteria for promotion. The eligibility requirements and assessment criteria are listed in <i>Instructions regarding the Appointment Procedure for Teachers at Karolinska Institutet</i>.</p> <p>The RC has the mandate to approve or dismiss an application for promotion.</p> <p>In the event of approval, the application will be sent to external experts for assessment.</p> <p>In the event of dismissal, the Head of Department will formally decide to reject the application. The RC's reasons for dismissal are stated in the RC meeting protocol, which is sent to the applicant and Head of Department.</p>



<p>Head of department</p>	<p>Proposal of two external experts</p> <p>If the applicant meets the eligibility requirements for employment as senior lecturer and, in a combined assessment, also the assessment criteria for employment as a senior lecturer and all assessment criteria for promotion, the applicant can be assessed by two external experts within the subject.</p> <p>The Head of Department is responsible for proposing two external experts.</p> <p>The applicant must not take part in the selection of experts.</p> <p>The experts must have accepted the assignment and declared no conflicts of interest before the proposal is submitted to the HR-specialist.</p> <p>Formal criteria:</p> <ul style="list-style-type: none">▪ The experts should 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 KI or formally affiliated to KI.▪ At least one of the experts should be international.▪ The two experts should not be active in the same academic department (Institution).▪ Equal gender distribution unless there are special reasons. In that case, the Head of Department must submit a motivation. <p>The proposal of external experts should contain:</p> <ul style="list-style-type: none">• Information about the experts' teaching and research credentials and justification as to why they are suitable as experts for the current case.• Total number of peer-reviewed publications.• List of all peer-reviewed publications from the last five years in chronological order. Publications that specifically deal with the research field of the employment should be marked in bold.• Current email addresses.• 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>RC</p>	<p>Decision to appoint experts</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>



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HR Specialist/ RC	<p>Expert assessment and continued process for the application</p> <p>The experts have approximately four weeks to submit their assessments.</p> <p>After the assessments are submitted, they will be presented to the Assistant Professor and the Head of Department. If both experts agree in their assessments and propose the applicant for employment as Senior Lecturer, the chairperson of the Recruitment Committee can make a decision based on the expert's recommendation. Alternatively, the application and the assessments will be discussed in the review panel who will thereafter submit a proposal for a decision to the Recruitment Committee.</p> <p>The Assistant Professor and the Head of Department will be informed about the Chairmans decision or the outcome from the Recruitment Committee meeting once the transcript from the meeting has been finalized.</p>
HR Specialist/ Applicant/ Head of Department /Head of HR Office	<p>In case the application is approved by the Recruitment Committee: review of relevant merits and salary negotiation</p> <p>The Assistant Professor must submit relevant certificates requested by the HR Specialist. The HR Specialist conducts a review of merits in the qualification's portfolio.</p> <p>When the review is completed and approved, the Head of Department negotiates salary with the Assistant Professor.</p> <p>The proposed salary together with a motivation should be sent to the HR specialist since the salary has to be approved by the Head of HR Office (central HR) before a decision about employment can be made by the Head of Department. The Negotiation Unit at central HR presents the proposed salary to the Head of HR Office.</p>
Head of Department	<p>Decision</p> <p>The Head of Department can either decide to promote the applicant or reject the application for promotion. If the Head of Department decides to promote the applicant, the applicant will therefore be employed as a Senior Lecturer, and such a decision cannot be appealed. A decision to reject an application for promotion can be appealed.</p> <p>A decision to reject an application should be written in accordance with formal requirements that also contain information about how to appeal. In the event of an appeal, KI can reconsider its decision (as opposed to an appeal of an employment case).</p>