



CHECKLIST FOR RENEWED ADJUNCTSHIP (at the same level)

The application is sent by e-mail to the appropriate administrative officer at the Recruitment committee's secretariat (RS)
To process an application takes about 6 weeks

Responsible	<p>A. Application. The application must include the following five parts (A-E):</p> <p>The proposal must be from two professors. (The Head of Department can be one of the proposers.) The proposal must detail the following:</p> <ul style="list-style-type: none"> ▪ The benefit of the adjunctship for KI, including: <ol style="list-style-type: none"> 1. A specification of the specialist expertise that is of importance to KI and a comparative analysis of existing expertise. 2. A report for activities during the previous period as an adjunct. 3. A detailed plan for activities regarding planned tasks for the proposed candidate in relation to: <ul style="list-style-type: none"> <i>3a. Planned research activity, detailing leadership and/or participation of/in research projects and their sources of financing, as well as the results that are expected to be achieved.</i> <i>3b. Planned responsibility for and/or participation in education at third-cycle level, e.g. doctoral supervision, arranging third-cycle education courses, participation in third-cycle education courses and other education activities.</i> <i>3c. Planned responsibility for and/or teaching undertakings in education at first- and/or second-cycle levels, and other management functions within study programmes and courses that are planned, detailing study programmes, courses and times.</i> <i>3d. Management, development and collaboration assignments within the department and/or KI.</i> 4. An account of how employment at KI will be organised in practical terms. <ul style="list-style-type: none"> ▪ Subject area (same as before) ▪ Department ▪ Length of employment (adjunct professor, may be employed 4 +4 +4 years and senior lecturer may be employed two years at a time) ▪ The extent of the employment at KI (%) ▪ Financing
Head of Department/ Professor	
	<p>B. Letter of consent from the Head of Department if he or she is not one of the</p>



Head of Department	proposers
Head of Department/ Professor	<p>C. Consent from the principal employer (if the employer is Stockholm County Council, the certificate should be signed by Operation Manager and Division Manager (verksamhetschef och divisionschef) including details of:</p> <ul style="list-style-type: none">▪ The length of the employment (years). (An adjunct professor can be employed for 4+4+4 years, and an adjunct lecturer can be employed for 2 years at a time.)▪ The extent of the employment at KI (20-50% of full time)▪ Financing <p>D. Declaration of intent from the proposed candidate</p> <p>E. The proposed candidate's CV and list of publications</p>
RS	<p>Decision. The Vice Chairman of the Recruitment Committee assesses if a re-employment is beneficial to KI. The Chairman of the Recruitment Committee approves or rejects a re-employment.</p> <p>Final decision. The decision is signed by the Head of the Department in the case of a lectureship and by the President in the case of a professorship. The original copy is sent to the applicant after being signed.</p> <p>Appeals, expeditious, possible appeal and filing is handled by RK.</p>