

## CHECKLIST FOR EMPLOYEMENT OF **ADJUNCT PROFESSOR AND ADJUNCT SENIOR LECTURER**

### 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 [link](#).

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

To process the application takes about 3-6 months.

Responsible	Activity
<p><b>Head of Department/ Professor</b></p>	<p><b>Application</b> The application must include the following parts (A-D):</p> <p>The proposal must be from two professors. If the Head of Department is not one of the proposers, he/she shall attach <b>a separate letter of consent</b>. The issue of conflict of interest shall be considered. See <a href="#">KI:s guidelines regarding rules of conflict of interest</a>.</p> <p><b>A) THE PROPOSAL FROM TWO PROFESSORS</b></p> <p><b>A1) An account of how employment at KI will be organized in practice:</b></p> <ul style="list-style-type: none"> <li>• Subject area</li> <li>• If the employment will be research oriented or education and research oriented (see Instructions regarding the Appointment Procedure for Teachers at KI)</li> <li>• Length of employment (adjunct professor, may be employed 4 +4 +4 years and senior lecturer may be employed two years at a time)</li> <li>• The extent of employment (20-49 percent of fulltime)</li> <li>• Salary</li> <li>• If the proposal concerns a person aged 69+, a specific justification regarding the need for employment must also be provided. Length of employment (1 year at a time).</li> </ul> <p><b>A2) An account of the benefit of the adjunctship for KI, including:</b></p> <ul style="list-style-type: none"> <li>• A specification of the specialist expertise that is of importance to KI and a comparative analysis of existing expertise.</li> </ul>

- A detailed plan for activities during the employment period regarding planned tasks for the proposed candidate in relation to:
  - 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.
  - Planned responsibility for and/or participation in education at third-cycle level (doctoral education), e.g. doctoral supervision, arranging third-cycle education courses, participation in third-cycle education courses and other education activities.
  - Planned responsibility for and/or teaching undertakings in education at first- and/or second-cycle levels (bachelor/master studies), and other management functions within study programs and courses that are planned, detailing study programs, courses and times.
  - Management, development and collaboration assignments within the department and/or KI.

### **A3) Proposal of two external experts**

Formal requirements:

- 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.
- At least one expert should be international.
- The two experts cannot work at the same university
- Equal gender distribution should be represented, unless there are any particular reasons. In such a case, the Head of Department must submit explanation.

For posts processed on the basis of the new Instructions for the Appointment Procedure for teachers at Karolinska Institutet (ref. no 1-721/2024), the RC may decide that certain candidates should not be assessed by external experts, i.e. that an assessment is not necessary.

	<p>The proposal for experts should contain:</p> <ul style="list-style-type: none"> <li>• Information about 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 highlighted in <b>bold</b>.</li> <li>• Current e-mail addresses of all experts.</li> <li>• 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.</li> </ul> <p><b>B) Consent from the principal employer including details of:</b></p> <ul style="list-style-type: none"> <li>• 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.)</li> <li>• The extent of the employment at KI (percentage of full time)</li> <li>• Salary</li> </ul> <p>If the employer is Stockholm County Council, the certificate should be signed by Operation Manager.</p> <p><b>C) DECLARATION OF WILL FROM THE PROPOSED CANDIDATE</b></p> <p><b>D) THE PROPOSED CANDIDATE'S CV AND/OR QUALIFICATIONS PORTFOLIO ACCORDING TO KI'S TEMPLATE</b></p> <p>KI's template for qualification portfolio for teachers and researchers can be found on the employee portal.</p> <p>Also attach a copy of certificate on PhD degree, employment certificate from the main employer, docent certificate (if applicable), work license and specialist certificate (if applicable).</p>
<p><b>RP/Head of Department</b></p>	<p><b>The Recruitment Committee's review panel (RP) prepares the application</b></p> <p>The RP assesses the benefits, the level of the position (for adjunct professor only), the proposal for external experts and whether the application should be sent to external experts for assessment. The RP</p>

	<p>then submits a proposal for a decision to the Recruitment Committee (RC).</p> <p>The Head of Department will be informed of the proposed decision by email. The Head of Department responds to the proposed decision by email instead of attending the RC's meeting. The Head of Department's reply will be added to the files for the RC's decision.</p>
<p><b>RC/HR-specialist</b></p>	<p><b>The proposed decision will be discussed by the Recruitment Committee at a meeting</b></p> <p>The RC considers the RP's proposed decision and also takes into account the Head of Department's comments on the proposed decision by RP.</p> <p>The RC decides whether the application should be sent to external experts for assessment or whether the application should be returned to the department for further processing. The RC's protocol will be sent to the Head of Department and the proposed candidate.</p>
<p><b>HR-specialist/RC</b></p>	<p><b>The application will be sent to the external experts for assessment</b></p> <p>The HR Specialist submits the application for external expert assessment. The experts have three - four weeks to submit their assessments. After the assessments are submitted, they will be presented to the Head of Department, the proposed candidate and the chairperson of the RC.</p> <p>The chairperson of RC approves or dismiss the employment.</p> <p>RC has delegated the right to make decision to the chairperson of the committee to approve or dismiss the employment. If necessary, the chairperson can return the case back to RP, which submits a proposal for a decision to the RC.</p>
<p><b>HR-specialist</b></p>	<p><b>References and CV-review</b></p> <p>Before the final decision of employment, the applicant's CV/qualification portfolio will be reviewed, and references will be contacted.</p>
<p><b>HR-specialist/ President/Head of Department</b></p>	<p><b>Decision</b></p> <p>HR specialist prepares an employment decision.</p>

	<p>In the case of an employment as an adjunct professor, the President signs the decision at a decision meeting.</p> <p>In the case of an employment as an adjunct senior lecturer, the Head of Department signs the decision.</p> <p>The original copy is sent to the applicant after being signed. The HR specialist is responsible for announcing and notifying the decision.</p>
<b>Department</b>	<p>The department is responsible for ensuring that the terms and conditions of employment are regulated in an employment contract or a certificate of employment.</p>

## CHECKLIST FOR RENEWED EMPLOYMENT AS ADJUNCT PROFESSOR AND ADJUNCT SENIOR LECTURER

The application is sent by email to the HR specialist contact person for your department, see [link](#) for the contact details of the HR specialist.

To process the application of renewed adjunctship takes about 4 – 6 weeks.

Responsible	Activity
<p><b>Head of Department /Professor</b></p>	<p><b>Application</b> The application must include the following parts (A-D):</p> <p>The proposal must be from two professors. If the Head of Department is not one of the proposers, he/she shall attach a <b>separate letter of consent</b>. The issue of conflict of interest shall be considered. See <a href="#">KI:s guidelines regarding rules of conflict of interest</a>.</p> <ul style="list-style-type: none"> <li>• <b>THE PROPOSAL FROM TWO PROFESSORS</b></li> </ul> <p><b>A1) An account of how employment at KI will be organized in practice:</b></p> <ul style="list-style-type: none"> <li>• Subject area (same as before)</li> <li>• If the employment will be research oriented or education and research oriented (see Instructions regarding the Appointment Procedure for Teachers at KI) (same as before)</li> <li>• Length of employment (adjunct professor, may be employed 4 +4 +4 years and senior lecturer may be employed two years at a time)</li> <li>• The extent of employment (20-49 percent of fulltime)</li> <li>• Salary</li> </ul> <p><b>A2) An account of the benefit of the adjunctship for KI, including:</b></p> <ul style="list-style-type: none"> <li>• A specification of the specialist expertise that is of importance to KI and a comparative analysis of existing expertise.</li> <li>• A report for the activities during the previous period as an adjunct professor/senior lecturer.</li> </ul>



	<ul style="list-style-type: none"><li>• A detailed plan for activities during the employment period regarding planned tasks for the proposed candidate in relation to:<ul style="list-style-type: none"><li>- 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.</li><li>- Planned responsibility for and/or participation in education at third-cycle level (doctoral education), e.g. doctoral supervision, arranging third-cycle education courses, participation in third-cycle education courses and other education activities.</li><li>- Planned responsibility for and/or teaching undertakings in education at first- and/or second-cycle levels (bachelor/master studies), and other management functions within study programs and courses that are planned, detailing study programs, courses and times.</li><li>- Management, development and collaboration assignments within the department and/or KI.</li></ul></li></ul> <p><b>B) Consent from the principal employer including details of:</b></p> <ul style="list-style-type: none"><li>• 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.)</li><li>• The extent of the employment at KI (percentage of full time)</li><li>• Salary</li></ul> <p>If the employer is Stockholm County Council, the certificate should be signed by Operation Manager.</p> <p><b>C) DECLARATION OF WILL FROM THE PROPOSED CANDIDATE</b></p> <p><b>D) THE PROPOSED CANDIDATE’S CV AND LIST OF PUBLICATIONS</b></p> <ul style="list-style-type: none"><li>• CV and list of publications must be updated.</li></ul>
<p><b>RC</b></p>	<p><b>Assessment of benefits and continued employment</b></p> <p>The vice Chairperson of the Recruitment Committee (RC) assesses if a re-employment is beneficial to KI.</p> <p>The chairperson of the RC approves or rejects a re-employment of adjunct professor/senior lecturer</p>
<p><b>HR-specialist/ President/Head</b></p>	<p><b>Decision on a renewal employment</b></p> <p>HR specialist prepares an employment decision.</p>



<b>of Department</b>	<p>In the case of renewed employment as an adjunct professor, the President signs the decision at a decision meeting. In the case of renewed employment as an adjunct senior lecturer, the Head of Department signs the decision.</p> <p>The original copy is sent to the applicant after being signed. The HR specialist is responsible for announcing and notifying the decision.</p>
<b>Department</b>	<p>The department is responsible for ensuring that the terms and conditions of employment are regulated in an employment contract or a certificate of employment.</p>