

Appointment Procedure for Teachers at Karolinska Institutet

Approved by the Board of Karolinska Institutet 15.10.2018

Ref. no. 1-877/2017

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**Karolinska
Institutet**



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1. INTRODUCTION

In accordance with Chapter 2 Section 2 of the Swedish Higher Education Ordinance, boards of governors of higher education institutions shall establish an appointment procedure. The appointment procedure shall be accompanied by supplemental instructions to be decided on by the President.

2. INTRODUCTORY PROVISIONS

The appointment procedure covers the teaching positions of Professor, Visiting Professor, Adjunct Professor, Senior Lecturer, Adjunct Senior Lecturer, Assistant Professor, Lecturer and Adjunct Lecturer.

2.1 MERIT AND COMPETENCE

The Instrument of Government Chapter 1 Article 9: Courts of law, administrative authorities and others performing public administration functions shall pay regard in their work to the equality of all before the law and shall observe objectivity and impartiality.

The Instrument of Government Chapter 12 Article 5: When making appointments to posts within the State administration, only objective factors, such as merit and competence, shall be taken into account.

The Swedish Public Employment Act Section 4: When making appointments attention shall be paid only to objective factors such as service merits and competence. Competence shall be a primary consideration, unless there are special reasons for doing otherwise.

The central provision relating to appointments is found in Chapter 12 Article 5 of the Swedish Instrument of Government, which states that, “when making appointments to posts within the State administration, only objective factors, such as merit and competence, shall be taken into account”. According to Section 4 paragraph 2 of the Swedish Public Employment Act (SFS 1994:260), “Competence shall be a primary consideration, unless there are special reasons for doing otherwise”. Appointments to teaching positions in State higher education institutions are also regulated in general Swedish legislation in the Higher Education Act (SFS 1992:1434) and Higher Education Ordinance (SFS 1993:100).

2.2 REQUIREMENT PROFILE

For each recruitment, a requirement profile shall be prepared. This profile states the requirements to be made of the person to be appointed and describes which qualifications are relevant and how these are to be evaluated.

2.3 FIELDS OF RESEARCH

For an appointment as Professor, Visiting Professor, Adjunct Professor, Senior Lecturer, Assistant Professor, Lecturer and Adjunct lecturer a field of research should be specified in the requirement profile.

2.4 INFORMATION ABOUT VACANT POSITIONS

Section 6 of the Employment Ordinance has provisions regarding information about vacant positions.

Section 6

An authority that intends to appoint an employee shall in some appropriate way give information about this so that those who are interested in the position can apply to the authority within a certain time.

For a position that the government shall decide on after a proposal or notification from an authority or its head, the authority shall inform about the vacant position. No information need be given if there are special reasons for this.

2.5 DECISION ON APPOINTMENT

Chapter 4 section 13 of the Higher Education Ordinance has provisions on who appoints teaching staff:

Section 13 Members of teaching staff are appointed by the decision of the president. This also applies to decisions on applications for promotion that are referred to in section 12c. Decisions on the appointment of professors may not be delegated. Ordinance (2017:844).

Decisions on the appointment of members of teaching staff other than professors are made according to the delegation procedure.

Sections 7 and 8 of the Employment Ordinance have provisions on how information about a decision on an appointment is given.

Section 7 Information about an authority's decision on an appointment shall be given on the authority's notice board.

The first paragraph need not be applied for

- employment that is not expected to be longer than six months,
- the employment of those who are already probationers at the authority.

Section 8 A notice according to section 7 shall include information about

1. the day on which it was posted on the notice board, 30 (33)
2. what applies i questions of appeal,
3. the differing opinions that have been noted in the minutes or in any other document.

2.6 EXPERT ASSESSMENT

When appointing a Professor, Visiting Professor, Adjunct Professor, Senior Lecturer, Assistant Professor, Lecturer or Adjunct Lecturer, an expert assessment should be conducted unless it is clear that this assessment is not needed for an assessment of the person's skills. The experts should not be employed at or affiliated to KI. Both genders should be equally represented among experts unless exceptional circumstances exist.

2.7 FORMS OF EMPLOYMENT

All appointments (with the exception of Professors) may be time limited in accordance with the Swedish Employment Protection Act (LAS). The employment may not exceed two years over a five years period.

Employment Protection Act Section 5: A contract of employment for a fixed term may be concluded 1. for a general fixed-term employment, 2. for a temporary substitute employment, 3. for a seasonal employment, and 4. when the employee has attained the age of 67. If an employee has been employed for a period of five years by an employer either for a general fixed-term employment for in aggregate more than two years, or as a substitute for in aggregate more than two years, the employment is transformed into indefinite-term employment.

In some cases, the period of employment can be limited pursuant to the Swedish Higher Education Act (SFS 1992:1434) and Higher Education Ordinance (SFS 1993:100), or certain collective agreements (see Chapter 3).

3. POSITIONS

For each of the following positions, eligibility requirements and assessment criteria, forms of employment and duties are regulated. Eligibility requirements cover research and teaching expertise. In recruitment, the degree of the expertise required as a qualification for employment shall be an assessment criteria. What assessment criteria are otherwise to apply to the appointment are stated in this Appointment Procedure for Teachers at Karolinska Institutet, associated instructions and the requirement profile for the position in question.

3.1 PROFESSOR

Higher Education Act Chapter 3 Section 2: Higher education institutions shall employ professors and senior lecturers to undertake teaching and research. A professorship is the most senior teaching appointment.

Higher Education Act Chapter 3 Section 3: A professor shall be employed until further notice.

3.1.1 ELIGIBILITY REQUIREMENTS

Extract from the Higher Education Ordinance Chapter 4 Section 3: A person who has demonstrated both research and teaching expertise shall be qualified for employment as a professor except in disciplines in the fine, applied or performing arts [...] The assessment criteria for appointment as a professor shall be the degree of the expertise required as a qualification for employment. As much attention shall be given to the assessment of teaching expertise as to the assessment of research or artistic expertise. Each higher education institution determines itself what assessment criteria are otherwise to apply to the appointment of a professor.

A person who has demonstrated both research and teaching expertise, as well as management, development and collaborative skills and, where applicable, clinical expertise shall be qualified for employment as a professor. The supplemental *Instructions regarding the Appointment Procedure* describe in more detail which merits should be considered for each assessment criteria.

3.1.2 DUTIES

Higher Education Act Chapter 3 Section 1: The duties assigned to teaching staff may comprise educational responsibilities or research and also 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 duties of a professor normally include both research, education and administrative work. The Head of Department manages the work and decides to which extent a Professor's duties should include education, research and administrative work.

3.1.3 NOMINATION TO A PROFESSORSHIP

Higher Education Ordinance Chapter 4 Section 7: 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 on which the appointment is of exceptional importance for the institution must be placed on record. Only those qualified for appointment to the post pursuant to Section 3 may be nominated for appointment.

Nomination should be used very sparingly and only where a normal recruitment process would involve the risk of losing the most qualified person for the job (e.g. due to time restraints). Nomination may take place on scientific and/or pedagogical grounds.

Only those who are evidently eligible and who have demonstrated particularly strong research and/or teaching expertise may be nominated to professorships at KI. The individual in question shall occupy a position or appointment at another Swedish institute of higher education equivalent to a professorship at KI, or at another national or international educational institution at an equivalent academic level, and a position as a leading researcher in their chosen field.

A requirement profile must be prepared prior to the commencement of any nomination procedure.

3.2 ADJUNCT PROFESSOR

Higher Education Act Chapter 3 Section 3: A professor may be employed for a fixed term, if the appointment concerns: [...] 2. an adjunct post at a higher education institution for someone mainly employed outside the higher education sector (adjunct professor).

Higher Education Ordinance Chapter 4 Section 11: 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. The total period of employment may not, however, exceed twelve years. In other respects, the post is subject to the provisions of the Employment Protection Act (1982:80).

An adjunct professor at KI shall have their main employment and activities outside the higher education sector. This means that their employment at KI cannot exceed 50 per cent. The employment may also not be less than 20 per cent. The purpose of an adjunct position is to contribute expertise that is not generally found within the normal organisation and the position should be of importance and benefit to KI. The aggregate period of employment must not exceed 12 years.

3.2.1 ELIGIBILITY REQUIREMENTS

The eligibility requirements for employment as an adjunct professor are the same as those for a professor.

3.2.2 DUTIES

The duties of an adjunct professor normally include both research and education. The detailed regulation of duties and employment conditions are determined by the Head of Department and documented in an employment plan.

3.3 VISITING PROFESSOR

Higher Education Act Chapter 3 Section 3: A professor may be employed for a fixed term, if the appointment concerns: [...] 3. a position as a visiting lecturer for a person who has the required qualifications for appointment as a professor (visiting professor).

Higher Education Ordinance Chapter 4 Section 12: 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. In other respects, the post is subject to the provisions of the

A visiting professor at KI shall be employed by another university or equivalent institution, either in Sweden or abroad. The scope of employment should normally be at least 20% of a full-time position. The total period of employment must not exceed five years, irrespective of the scope.

3.3.1 ELIGIBILITY REQUIREMENTS

The eligibility requirements for employment as a visiting professor are the same as those for a professor.

3.3.2 DUTIES

The duties of a visiting professor normally include both research and education. The detailed regulation of duties and employment conditions is determined by the Head of Department and documented in an employment plan.

3.4 SENIOR LECTURER

Higher Education Act Chapter 3 Section 2: Higher education institutions shall employ professors and senior lecturers to undertake teaching and research.

3.4.1 ELIGIBILITY REQUIREMENTS

Higher Education Ordinance Chapter 4 Section 4: A person qualified for appointment as a senior lecturer has demonstrated teaching expertise and been awarded a PhD or has the corresponding research competence or some other professional expertise that is of value in view of the subject matter of the post and the duties that it will involve.

To be eligible for employment as a senior lecturer, in addition to holding a Degree of Doctor or having equivalent scientific expertise, the person must have demonstrated research and teaching expertise, as well as management, development and collaborative skills and, where applicable, clinical expertise. The supplemental *Instructions regarding the Appointment Procedure* describe in more detail which merits should be considered for each assessment criterium. Further eligibility requirements are stated in the requirement profile for the position in question.

3.4.2 DUTIES

Higher Education Act Chapter 3 Section 1: The duties assigned to teaching staff may comprise educational responsibilities or research and also 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 duties of a senior lecturer normally include research, education and administrative work. The Head of Department decides on the extent to which a senior lecturer's duties will comprise education, research and administrative work.

3.5 ADJUNCT SENIOR LECTURER

Employment as an adjunct senior lecturer can be supported by not only the provisions of the Swedish Employment Protection Act, but also agreements on the appointment of adjunct teaching staff without a fixed end date but limited to a maximum of two years at one time. Such an appointment may be extended.

An adjunct senior lecturer at KI shall have their main employment and activities outside the higher education sector. The purpose of an adjunct position is to contribute expertise that is not generally found within the normal organisation and the position should be of importance and benefit to KI. The scope of employment at KI must not be over 50% of a full-time position and should normally be at least 20% of a full-time position.

3.5.1 ELIGIBILITY REQUIREMENTS

The same eligibility requirements apply to employment as an adjunct senior lecturer as to employment as a senior lecturer.

3.5.2 DUTIES

The duties of an adjunct senior lecturer normally include both research and education. The detailed regulation of duties and employment conditions are determined by the Head of Department and documented in an employment plan

3.6 ASSISTANT PROFESSOR

Higher Education Ordinance Chapter 4 Section 12 a: A teacher may be employed for an indefinite period but for no longer than four years in order to enable her or him to develop research autonomy and acquire the qualifications required for eligibility for appointment to another teaching post for which more advanced qualifications are demanded. This appointment may be extended if because of illness, parental leave or other special grounds additional time is needed to attain the purpose of the appointment.

An employment as Assistant Professor is a fixed-term career development position. The period as Assistant Professor usually lays directly after completing a postdoctoral or equivalent period. An Assistant Professor can apply for promotion to senior lecturer, and their application will be assessed based on the Supplemental Instructions to the Appointment procedure.

3.6.1 ELIGIBILITY REQUIREMENTS

Higher Education Ordinance Chapter 4 Section 4 a: Those eligible for employment as an assistant professor are individuals who have been awarded a PhD or attained equivalent research competence. Preference should be given to those who were awarded a PhD or attained equivalent research competence no more than five years prior to the expiry of the application period for the position of assistant professor.

Those who have been awarded a PhD or attained equivalent research competence earlier may however be considered if special grounds exist. Special grounds refer to illness, parental leave or similar circumstances. Each higher education institution is free to decide on the assessment criteria for employing assistant professors. Prior to any such appointment, the higher education institution shall also set out the assessment criteria that will applied in any case of promotion to senior lecturer in accordance with Section 12 c.

Higher Education Ordinance Chapter 4 Section 12 c: An assistant professor employed in accordance with Section 12 a at a higher education institution shall, upon application, be promoted to senior lecturer at that higher education institution if she or he:

1. Is qualified for the position of senior lecturer, and
2. is assessed as suitable for such a position according to the assessment criteria that the higher education institution has decided to use in cases of promotion to senior lecturer.

Any such promotion automatically leads to permanent employment as a senior lecturer.

3.6.2 DUTIES

An Assistant Professor shall conduct research and education. The head of department shall decide the extent of the Assistant Professor's research and teaching activities.

3.7 LECTURER

Lecturer is a teaching position the principle task of which is to deal with education.

3.7.1 ELIGIBILITY REQUIREMENTS

The eligibility requirements for the position of lecturer are demonstrated teaching expertise, as well as a PhD or equivalent in a field relevant to the subject being taught.

3.7.2 DUTIES

Higher Education Act Chapter 3 Section 1: The duties assigned to teaching staff may comprise educational responsibilities or research and also 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 duties of a lecturer normally include research, education and administrative work. The Head of Department decides on the extent to which a lecturer's duties will comprise education, research and administrative work.

3.8 ADJUNCT LECTURER

Employment as an adjunct lecturer can be supported by not only the provisions of the Swedish Employment Protection Act, but also agreements on the appointment of adjunct teaching staff without a fixed end date but limited to a maximum of two years at one time. Such an appointment may be extended.

An adjunct lecturer at KI shall have their main activities outside the higher education sector. The purpose of an adjunct position is to contribute expertise that is not generally found within the normal organisation and the position should be of importance and benefit to KI. The scope of employment at KI must not be over 50% of a full-time position and should normally be at least 20% of a full-time position.

3.8.1 ELIGIBILITY REQUIREMENTS

The same eligibility requirements apply to employment as an adjunct lecturer as to employment as a lecturer.

3.8.2 DUTIES

The duties of an adjunct lecturer normally include both education and research. Employment conditions are regulated in detail in an employment plan.

3.9 COMBINED EMPLOYMENT

Higher Education Act Chapter 3 Section 8: The Government or the agency nominated by the Government may stipulate that a teaching post at a higher education institution shall be combined with employment as a physician or dentist with specialist training, or with employment other than as a physician at a designated healthcare facility for medical training and research. A combined post may only be held by someone eligible for both appointments.

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 health care shall be enabled to make representations, if the position is to be combined with a post in a health care facility.

Higher Education Ordinance Chapter 4 Section 2: A higher education institution may, with the consent of an accountable authority for health care as laid down in Section 8 of Chapter 3 of the Higher Education Act (1992:1434), decide that a post as professor or senior lecturer at the institution shall be combined with employment at a designated health care facility for medical training and research in the disciplinary domain of medicine. Training and research at such a facility includes training and research in dental science.

Employment as a professor or senior lecturer may be combined with employment at a healthcare facility designated for medical training and research. Dental training and research at such a facility is also included in this provision. If an appointment is intended to be combined with a clinical position, the proposal must be authorised by the relevant healthcare authority.

The rules applying to the appointment of teachers shall also apply to all combined appointments.

Anyone already employed as a professor or senior lecturer who wishes to combine their employment with a clinical position should contact the relevant head of department and healthcare authority. A position as professor or senior lecturer may be adjusted to include clinical work if KI and the relevant healthcare authority agree to do so.

3.9.1 ELIGIBILITY REQUIREMENTS – COMBINED EMPLOYMENT

Combined employment is available only to those who meet the eligibility requirements for both positions. Requirement profiles and announcements must clearly state the eligibility requirements for any clinical position.