

## CHECKLIST FOR EMPLOYEMENT OF VISITING PROFESSOR

### 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 2–4 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 (A visiting professor can be employed maximum 5 years, preferable 3+2 years)</li> <li>• The extent of employment (20-100 percent of fulltime)</li> <li>• Financing</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 employment 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 an 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 the 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 <a href="#">conflicts of interest</a> 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). (A visiting professor can be employed maximum 5 years, preferable 3+2 years)</li> <li>• The extent of the employment at KI (20-100 percent of full time)</li> <li>• Financing</li> </ul> <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/HR- specialist/Head of</b></p>	<p><b>The Recruitment Committee's review panel (RP) prepares the application</b></p>

<p><b>Department</b></p>	<p>The RP assesses the benefits, the level of the position, the proposal for experts and whether the application should be sent to external experts for assessment. The RP then submits a proposal for a decision to the Recruitment Committee (RC).</p> <p>The Head of Department will be informed for 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. The RC considers the RP's proposed decision. They also take the Head of Department's comments into account.</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 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>



<b>HR-specialist/ President/Head of Department</b>	<p><b>Decision of employment and salary</b></p> <p>If KI is to pay a salary for a visiting professor, the department must submit a salary proposal and justification before a decision on employment is made. If necessary, the HR specialist in Employment Law and Work Environment (ArA) can request any supplementary information before the employment decision and the salary case is reported to a President decision meeting. The ArA presents the salary case to the President for decision.</p> <p>The President signs the decision for employment and possibly salary at a decision meeting.</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>	The department is responsible for ensuring that the terms and conditions of employment are regulated in an employment contract or a certificate of employment.

## CHECKLIST FOR RENEWED EMPLOYMENT AS VISITING PROFESSOR

The application is sent by e-mail to the responsible HR-specialist.

To process the application of renewed employment as visiting professor takes about 4 - 5 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 <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> <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 Anvisningar till Anställningsordningen)</li> <li>○ Length of employment (A visiting professor can be employed maximum 5 years, preferable 3+2 years)</li> </ul>

- The extent of employment (% of fulltime)
- Financing

**A2) An account of the benefit of the employment for KI, including:**

- A specification of the specialist expertise that is of importance to KI and a comparative analysis of existing expertise.
- A report for the activities during the previous period as visiting professor.
- 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.

**B) Consent from the principal employer including details of:**

- The length of the employment (years). (A visiting professor can be employed maximum 5 years, preferable 3+2 years)
- The extent of the employment at KI (20-100 percent of full time)
- Financing

If the employer is Stockholm County Council, the certificate should be signed by Operation Manager.

**C) DECLARATION OF WILL FROM THE PROPOSED CANDIDATE**

**D) THE PROPOSED CANDIDATE'S CV AND LIST OF PUBLICATIONS**

CV and list of publications should be updated.



<b>RC</b>	<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 visiting professor.</p>
<b>HR-specialist/ President/Head of Department</b>	<p><b>Decision on a renewal employment</b></p> <p>If KI is to pay a salary for a visiting professor, the department must submit a salary proposal and justification before a decision on employment is made. If necessary, the HR specialist in Employment Law and Work Environment (ArA) can request any supplementary information before the employment decision and the salary case is reported to a rector's decision meeting. The ArA presents the salary case to the president for decision.</p> <p>The President signs the decision for employment and possibly salary at a decision meeting.</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>