



CHECKLIST FOR EMPLOYMENT OF VISITING PROFESSOR

Applications should be sent via e-mail to the appropriate administrative officer at the Recruitment committee's secretariat (RS)

To process an application for a visiting professors takes about 4-6 months

Responsible	1. Application. The application must contain the following five sections (A-E):
Head of department/ professor	<p>A. 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 employment 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 detailed plan for activities during the employment period regarding planned tasks for the proposed candidate in relation to:<ol style="list-style-type: none"><i>2a. 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>2b. 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.</i><i>2c. 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 programmes and courses that are planned, detailing study programmes, courses and times.</i><i>2d. Management, development and collaboration assignments within the department and/or KI.</i>3. An account of how employment at KI will be organized in practical terms.▪ Subject area▪ Department▪ The length of the employment (maximum 3+2 years)▪ The extent of the employment at KI (% of full time)▪ Financing



	<ul style="list-style-type: none"> ▪ Proposals for two experts (should be professors). The proposal should include a justification describing the experts' research qualifications and the relevance of these qualifications to the employment. Number of publications should also be stated as well as current e-mail addresses for all experts. The experts should have accepted the assignment before the proposal is sent to RS. All experts should be external to KI and at least one expert should be from outside Sweden. The two experts cannot work at the same academic institution. Both genders should be represented, unless there are particular reasons otherwise. In such a case, the Head of Department should give a specific explanation. <p>B. Letter of consent from the main employer</p> <p>C. Declaration of intent from the proposed person</p> <p>D. Letter of consent from the Head of department if not one of the proponents</p> <p>E. The proposed persons CV and qualification portfolio according to the KI template (http://ki.se/qualificationsportfolio)</p>
RS	<p>Decision. The Vice Chairman of the Recruitment Committee assesses if the employment is beneficial to KI. The Chairman of the Recruitment Committee decides on the external reviewers.</p> <p>External reviewing. The administrative officer sends a query to the external reviewers regarding disqualification. If the external reviewers declare themselves non-biased the administrator sends the application documents. The external reviewers will get 4 weeks to write their assessment. When the external reviewer's assessments are received, the matter may be addressed at the next Recruitment Committee meeting where the Head of Department is called.</p>
Head of department/ RS	<p>Recruitment Committee. Head of department is called to the meeting where the application is discussed. The Recruitment Committee makes a recommendation for a final decision (see below).</p>
RS	<p>Protocol. When the protocol is adjusted the Head of Department and the applicant will be informed about the outcome of the meeting.</p> <p>References. Before the final decision of employment, the applicants CV will be reviewed and references will be contacted.</p> <p>Final decision. The decision is signed by the President. The original is sent to applicant after endorsement.</p> <p>Appeals, expeditious, possible appeal and filing is handled by RK.</p>



CHECKLIST FOR RE-EMPLOYMENT OF VISITING PROFESSOR

Applications should be sent via e-mail to the appropriate administrative officer at the recruitment committee's secretariat (RS)

To process an application takes about 6 weeks

Responsible	
Head of department/ professor	<p>1. Application. The application must contain the following five sections (A-E):</p> <p>A. The proposal must be from two professors (Head of department can be one of the two). The proposal must state:</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 detailed plan for activities during the employment period regarding planned tasks for the proposed candidate in relation to:<ol style="list-style-type: none"><i>2a. 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>2b. 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.</i><i>2c. 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 programmes and courses that are planned, detailing study programmes, courses and times.</i><i>2d. Management, development and collaboration assignments within the department and/or KI.</i>3. An account of how employment at KI will be organized in practical terms.<ul style="list-style-type: none">▪ Subject area▪ Department▪ The length of the employment (maximum 3+2 years)▪ The extent of the employment at KI (% of full time)▪ Financing▪ The extent of the employment at KI (20-100% of full-time)▪ How the employment will benefit KI



	<ul style="list-style-type: none">▪ Activity plan with a summary of the performance from the previous employment as visiting professor <p>B. Letter of consent from the main employer</p> <p>C. Declaration of intent from the proposed person</p> <p>D. Letter of consent from the Head of department if not one of the proponents</p> <p>E. The proposed persons CV and qualification portfolio according to the KI template (http://ki.se/qualificationsportfolio)</p>
RS	Decision. The Vice Chairman of the Recruitment Committee assesses the continuing benefit for KI. The Chairman of the Recruitment Committee approves or rejects the re-employment.
Head of department/ RS	Final decision. The decision is signed by the President. The original is sent to applicant after endorsement. Appeals, expeditions, possible appeal and filing is handled by RK.