



Junior Faculty at Karolinska Institutet  
2020-06-12

## The Statutes of Junior Faculty at Karolinska Institutet

### About Junior Faculty

Junior Faculty (JF) at Karolinska Institutet (KI), established in 2002, is an interest organization of and for researchers with a PhD but not yet a permanent academic position as Lecturer or Professor. Junior faculty refers to a stage in the research career and includes Postdocs, Assistant Professors (Biträdande Lector and FoAss) and (senior) researchers independently of the type of contract, employment or affiliation to KI the person holds, or the person's career path (research/education/clinical/Staff Scientists). The JF Steering Group is the managing group that aims to represent all of KI junior faculty.

Our goal is to promote the development of a career system at all levels at KI and to advocate for conditions that allow present and future junior faculty at KI to perform at their very best and to conduct independent research of high academic quality and originality, allowing KI to be a world-leading research institute. The JF Steering Group at KI has a direct and continuous dialogue with KI leadership (thanks to representation in several KI boards, at central and departmental levels), funding agencies and government. In addition, we provide support to all junior faculty researchers at KI through our website, and by organizing seminars, workshops and hearings. Once a year we conduct a web survey to obtain the opinion of the junior faculty at the KI regarding current issues. JF works towards equal opportunities aspects to be considered and integrated into the work of the Steering Group and Karolinska Institutet as a whole.

As JF is an interest organization we do not have a member registry of all junior faculty at KI, everybody is welcome to participate in the activities organized by JF and to apply to become a member of the JF Steering Group.

### Organization of the JF Steering Group

The work at JF is organized within the JF Steering Group (JFSteg) that consists of junior researchers from KI (see membership requirements below). The Steering Group voices the opinions of researchers at the junior faculty level based on information from the yearly surveys, workshops and seminars, as well as through a broad representation in the majority of departments at KI. JFSteg meets for monthly meetings throughout the year and a kickoff in Jan/Feb, is led by a core leadership group elected each year, and further divided into specialized Focus Groups that handles the organization of events and activities within each of their respective focus areas. The number of focus groups is not fixed and should be adjusted yearly to the needs and the activity level of the JFSteg and greater junior faculty at KI.

### Junior Faculty Leadership



Carolina Hagberg	Kristina Tammimies	Shireen Sindi	Nick Tobin	Rodrigo Fernandez-Gonzalo	Hassan Abolhassani
Chair	Vice Chair	Vice chair	Vice Chair	Treasurer	Secretary

### Focus Group Leaders



Asghar Muhammad	Lorena Fernández de la Cruz	Nick Tobin	Anna Sidorchuk
Equality	Career	Policy and Funding	Communication

## JF Steg Membership

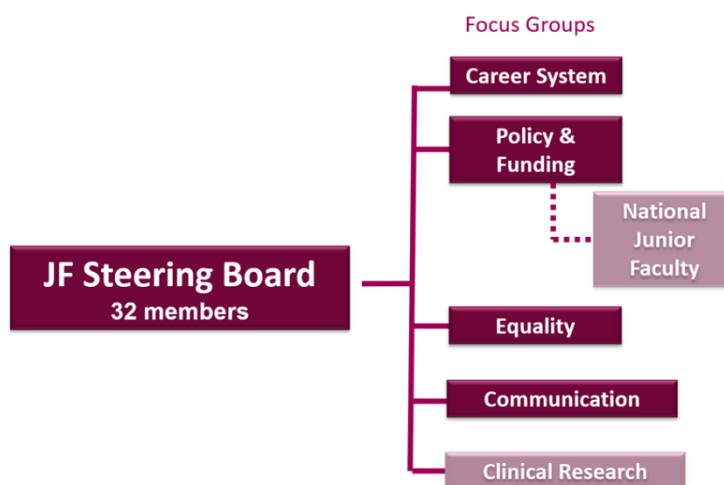
New members of the JFSteg can continuously join in order to maintain a broad representation of different departments at KI. All junior faculty at KI are welcomed as members, given they have an affiliation or employment at the university. To become a member of JFSteg one should:

- Attend a first JFSteg meeting or kick-off as a guest to familiarize with JF Steg
- Read a copy of the current Statutes (this document) sent by email for full information
- Express one's interest for joining the JFSteg by sending a personal letter to the Secretary, including presentation, the motivation for joining JF and which Focus Group one wants to join
- The letters are circulated to all JFSteg members and accepted *per capsulam* after 1 week. The new member is then added to the JFSteg email list, the email list of the specified Focus Group and can join the next JFSteg meeting.

Membership of JFSteg is not time-bound, and one can remain a JFSteg member as long as one adheres to the JF Statutes, has a junior faculty affiliation or employment at KI (see definitions above) and remains an active member. To be classified as an active JFSteg member one should attend at least half of the yearly JFSteg meetings and active participation and contribution to one or more FGs. If unavailable to do so but interested in remaining active, members should discuss their current situation with the JFSteg leadership.

A register of active JFSteg members and a JFSteg email list are kept and updated by the Secretary each autumn in conjunction with the Leadership election. All active members should at that time confirm their continued interest in being a member of the JFSteg by email. If wished-for, past members can remain on the email list for up to 1 year after decreasing their activity within the JFSteg. Other non-active members are removed from both the membership registry and e-mail list.

All JFSteg members should at all times adhere to the JF Statutes and the work principles of the JFSteg. Members are expected to anchor all JF activities and their communication with KI with the JFSteg and JF leadership and to only use the name of JF when representing the opinions and interests of the whole group. In addition, members should recognize that JF is unable to drive all arising questions /ideas, and that the JFSteg will find that certain questions might not fit well enough within the scope of interest or available resources of JF, and therefore has to be tacked outside of JF. JFSteg membership can be withdrawn if these above outlined general principles are not adhered to, or after through discussion if severe ethical or economical discrepancies have been found.



## JF Steg meetings

In general, 2-hour monthly JFSteg meetings are arranged March-June and September-December, with a whole-day kick-off in January/February. The monthly JFSteg meetings follow a set agenda with varying amounts of additional points, which is distributed to all participants before the meeting. Setpoints include reports from the Boards, Committees and workgroups where JF is represented and from the Focus Groups (see below). Each Focus group generally report every second meeting. All members are welcome to bring up additional points to the agenda. In-depth discussions about current affairs or changes in policies, as well as invited guest speakers are welcome. Minutes are kept by the Secretary, adjusted by the Chair (and others if needed), circulated to all and archived in the JF KI-BOX.

The yearly JF kick-off aims to summarize activities, plan the work ahead and promote more-in-depth discussions about current topics that might influence junior faculty at KI. Typically, 2-4 guests from central KI are invited to give information and discuss. The day is organized by the Chair and Secretary and ends with an informal dinner.

## JF Steg Focus Groups (FGs)

The main work carried out by JFSteg is divided into different focus areas, represented by the Focus Groups. The number and the scope of the Focus Groups can vary and is dependent on the most preeminent issues JF at KI needs to tackle at a specific time point. Current Focus Groups 2020 and their respective goals are listed at the end of the Statutes. Each Focus Group elects a person to coordinate the group and its work, a **Focus Group leader**, who at election preferentially has already contributed to FG activity. However, all group members are responsible for the activities, work environment and functioning of the Focus Group. The Focus Group Leader delineates the group's action plans in agreement with JF's strategic priorities and in coordination with the JFSteg and the leadership.

The tasks of the Focus Group coordinators include:

- Calling Focus Group meetings approximately every 4-8 weeks in person or online.
- Leading these meetings; setting agenda, organizing that minutes are taken etc.
- Leading the work together with the group; deciding on activities, delegating assignments, anchoring activities and communicating with the leadership and KI.
- Representing the Focus Group at JFSteg meetings.

To compensate for the workload the Focus group leader receives a yearly compensation of 10.000 SEK (excluding INDI) for each full year activity (or half the amount for half a year activity etc.) in the form of a research fund (not salary). This compensation cannot be combined with Leadership compensation (see below). Focus Group leaders are decided within the Focus Group and can be changed at any time, but the continued leadership plan should be brought up for discussion at least once a year at the JF Kickoff. Leadership can also be shared between two or with a deputy.

## JF Steg Leadership

JFSteg is led and coordinated by a leadership consisting of a Chair, 2-3 Vice-Chairs, a Secretary and a Treasurer that are all elected each year by JFSteg based on the recommendation of the Election Committee. The mandate period is always one year, and the maximum time is three years (election process is detailed below). Together the leadership **1)** delineates the strategic priorities of JF, **2)** represents JF in interactions with central KI and external parties and **3)** takes responsibility for the values and decisions JF represents.

All members of the leadership can represent JF in KI Boards and Committees. These seats should together be divided amongst the leadership members based on suitability, experience, availability and interest; however, the Chair typically holds the most important seat within KI. The JF leadership should be in tight contact with each other and together prepare and approve documents produced by JF and letters and PMs written to central KI. In addition, they should hold monthly pre-meetings before each JFSteg to inform each other and discuss ongoing matters. A high level of commitment of time and engagement is therefore expected from all leadership members.

The Chair has the task of representing JF in communication with central KI, setting JF agenda and coordinating JF activities, but should do so in discussion with the leadership and the JFSteg and always represent the general opinion of JFSteg when acting in this role.

The Vice-chairs support the Chair in representation, communication, with advice and opinions, bringing a wide view to the decision making and anchoring the leadership decisions with the larger junior faculty community. It is encouraged but not absolutely required that the vice-chairs represent most of the different Focus Groups.

The Secretary is responsible for leadership communication according to the “JF Secretary handover document” (attached). In short, the Secretary handles membership registry, coordination of JFSteg meetings including taking minutes, documentation (KIBOX), the JF-email and representing JF at KI introduction events. The Secretary works closely with the Communication Focus Group.

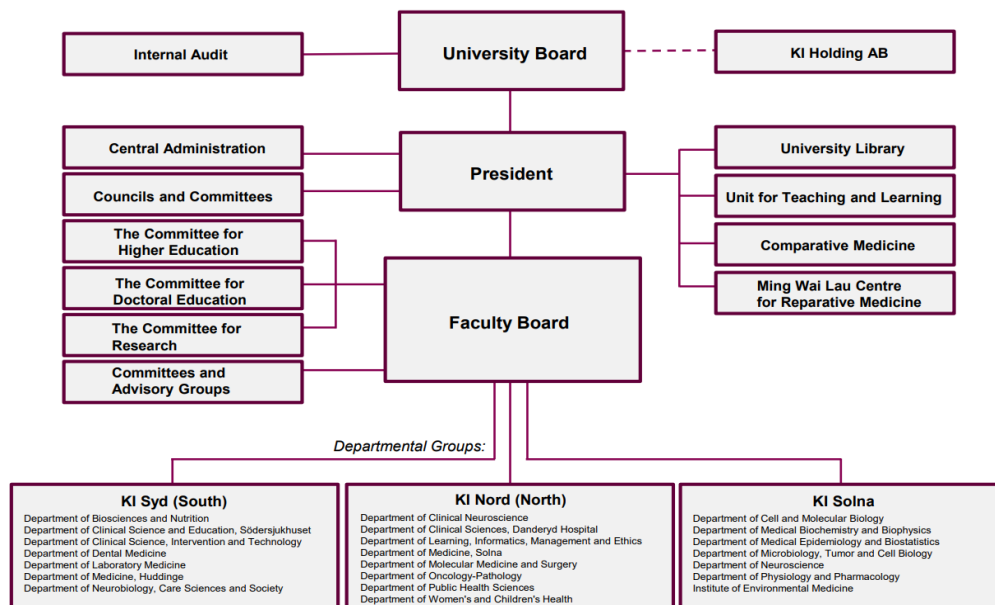
The Treasurer handles the budget and finances of JF. JF has a yearly budget assigned by the Committee of Research (see below). These funds are allocated to the department of the Treasurer, and thus the choice of treasurer should be influenced by the Department INDI and the careers stage (delegation rights) of the candidates. The duties of the Treasurer include the responsibility for planning the budget, communicating the status of the budget to JFSteg, approving and coordinating arising costs and writing the yearly JF budget report to the Committee for Research.

### **Representation at KI Boards and committees**

JF is represented at several KI boards and committees and in this way conveys the perspective and opinions of young, early career researchers. In many committees, we also represent the voice of small research groups/teams. At present, JF is represented at:

- The Faculty Council (2 seats)
- The Committee of Research (1 adjunct seat)
- The Committee of Research Education (1 adjunct seat)
- Various short-term workgroups including Research support, Rent committee, IT-support and KI-finances

Previous committees, which could be re-activated in the future, include: Committee for Research Strategy between KI and SLL, Committee for Equal Opportunities, Docent committee, Infrastructure committee, the Reference Group for Research Documentation, and several other sub-committees. It is the task of the Chair to communicate the wishes and motivations for JF for getting representation in the various Boards and meetings. JF is also represented at many of KI's Departmental Councils and that is up to each member to discuss that matter with one's Department.



## JF Finances

Junior Faculty is financially supported by the Board of Research (in 2020: 300k SEK), which funds the JF activities and compensates the leadership for their work and time commitment to JF at KI. Currently the Chair receives 40.000 SEK per year and the rest of the leadership 20.000 SEK per year as research funds (not salary, all amounts include INDI). These compensations are not combinable with each other or compensation for leading a Focus Group. They are subject to large changes in JF organization such as a heavier workload on the Secretary due to the absence of administrative help (changing the Secretary compensation to 40.000 SEK), but in that case, always needs approval by the JFSteg.

JFSteg submits a report of last year's activities and budget for the following year to the Committee of Research. The report and budget are to be submitted every year in September and its approval usually takes place in the Committee of Research meetings in October. The funds allocated by the Committee of Research are distributed first to the Department of the Treasurer, who will have a ZZ account to manage the budget. Compensation will be distributed from the Department of the Treasurer to respective departments of the Chair, Vice-Chairs and the Secretary as a single payment at the end of the year to a project number submitted by each person.

## Election of JF Leadership

The election for each next year is held during the autumn of the previous year, in order to allow an overlap period between the previous and new leaderships of JFSteg, transfer of the JF economy to potentially a new Department and the change of representatives at KI Boards and Committees. The election process follows the detailed guidelines outlined in the *Election guidelines document*. This document can be updated after each election process if so required after discussion with the JGSteg.

*In general, the election process in short consists of:*

1. Putting in place an election committee representing all focus groups (June meeting)
2. Updating the membership registry and sending out member information to all (August)
3. All members are invited to nominate candidates (September)
4. The election committee contacts candidates and puts together a suggestion, and communicates this suggestion to JFSteg (September/October)

5. An anonymous vote is held, either as a Yes/No vote for one single constellation or as a vote between several candidates and/or constellations (October)
6. Results are announced (November)

#### Eligibility of candidates

During the election process, it is important to acknowledge the specific requirements of the different leadership positions, including the continuation of ongoing work and representation at KI Boards, a high level of the time commitment of the Chair, the INDI and delegation right of the Treasurer, and that at least some leadership members should be able to communicate in Swedish until full internationalization of KI has been reached. In addition, a general requirement for all JF leadership positions is that elected persons should according to their best knowledge be employed (short term or long term) at KI during the full year they will hold the JF leadership position. Affiliations are not accepted. The person can hold the same leadership position for a maximum of three consecutive years and cannot thereafter run for the fourth year.

#### Election Committee

The Election Committee should include one member from each Focus Group. The current Chairs, Vice Chairs, Secretary or Treasurer cannot be part of the Election Committee, even if they will not be running for re-election. If a person in the Election Committee is nominated for a leadership position, then the person in question must first retire from the Election Committee and be replaced by somebody from the same Focus Group before accepting the nomination (unless they decline the nomination). In their work finding a suitable leadership constellation for JF, the election committee is to consider the qualifications of the candidates, prior work within JF, the gender balance among the suggested candidates and other aspects regarding diversity. It is also the task of the election committee to ask each nominated candidate about their interest, possibility for commitment and eligibility as detailed above.

#### Nominations

All nominations are to be submitted to the Election Committee within the indicated timeframe. Any JFSteg member can nominate any member of the Steering Group for Chair, Vice-Chair, Secretary or Treasurer except a person that has served in that position already for three consecutive years. It is the job of the election committee, not the JFSteg, after the nomination period to consider the eligibility of the nominated candidates. Members can also nominate themselves.

#### In case of a No-vote

If the JFSteg members are asked for a Yes/No vote and subsequently votes "No", there should preferentially be a possibility to mark "Yes" or "No" for each individual proposed person for Chair, Vice Chairs, Secretary or Treasurer. In this way, the Election Committee will use the result of this vote for their further work to propose a new constellation if the majority do not vote for the nominated constellation. The Election Committee has then three weeks to present a new suggestion and another election meeting will be held.

## Short presentation of JF Focus groups

### ***Policy and Funding Group:***

#### Vision:

The best science arises when independent researchers are given consistent support to pursue questions they define.

#### Goals:

- Promote the development of diverse funding schemes that support researchers at early and middle career stages
- Provide better opportunities for Junior Faculty to explore new and diverse research Ideas in an independent manner
- Avoid the loss of high-potential Junior Faculty
- Communicate with major funding entities and political bodies in Sweden
- Collaborate with other junior faculties in Sweden by working with the National Junior Faculty (NJF) and the Swedish Young Academy (SUA)

### ***Career Focus Group:***

#### Vision:

To improve the recruitment procedure, career paths and career possibilities for junior faculty at KI.

#### Goals:

- We believe KI needs a clear and predictable career path at all levels
- The recruitment of Junior Faculty should be transparent and based on external review.
- There should be a possibility for promotion to the next career stage, achieved after stringent peer-review.
- Junior Faculty at KI should have the opportunity to develop an independent line of research through targeted funding, mentoring and support directed towards this stage of the career.

### ***Equality Focus Group:***

#### Vision:

To improve and highlight unequal situations for all individuals in academia at Karolinska Institutet.

#### Goals:

- Our goals will be achieved by striving for greater transparency in academia, highlighting scientific role models from all avenues of science, pursuing a mentorship program for junior and established researchers, encouraging the employment of a qualified equality researcher, and educating and informing researchers and research leaders on discrimination, issues and solutions.

### ***Communication Focus Group:***

#### Vision:

To provide junior faculty at KI with information through our web site, emails, seminars and workshops. Our mission is to keep up to date and informed about the Junior Faculty's opinion regarding issues related to early-career researchers.

#### Goals:

Conduct the yearly web survey to administer the information flow:

- Between JF and KI junior faculty
- Between JF and KI leadership
- Within JF Steering group