Appointment Procedure for Teachers at Karolinska Institutet

Approved by the Board of Karolinska Institutet 04.12.2017

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Replaces the appointment procedure for Karolinska Institutet ref. no. 1-713/2015
# Appointment Procedure for Teachers at 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 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 CONCERNING VACANCIES
The fundamental principle is that all teaching positions shall be announced and filled in competition, with the research and teaching expertise of the applicants being the decisive factor for employment.
2.5 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.

2.9 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.

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

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

<table>
<thead>
<tr>
<th>Higher Education Act</th>
<th>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).</th>
</tr>
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<tbody>
<tr>
<td>Higher Education Ordinance</td>
<td>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 Employment Protection Act (1982:80).</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Higher Education Act</th>
<th>Chapter 3 Section 2: Higher education institutions shall employ professors and senior lecturers to undertake teaching and research.</th>
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<tr>
<td>Higher Education Ordinance</td>
<td>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.</td>
</tr>
</tbody>
</table>

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

<table>
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<th>Higher Education Act</th>
<th>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.</th>
</tr>
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</table>

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
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.

3.5.1 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

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 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.

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

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.

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

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.