

## Appointment Procedure for Teaching Staff

<b>Policy document:</b>	<b>Appointments Procedure for teaching staff at the Swedish Defence University</b>
Classification	Regulations
Registration number	Ö 795/2022
Decision makers	The Board of the Swedish Defence University
Responsible for Document	The Vice-chancellor
Last Decision Date	06/12/2023
Validity Period	Until Further Notice
Documents Replaced	Ö 77/2048, Ö 63/2019, HF/HR 74/2020, Ö 122/2021.
Related Documents	Handling procedure for teacher positions
Short Summary	The appointment procedure regulates which teaching positions are available at the University, as well as the University's work with recruitment and promotion of teacher staff.

## Table of Contents

Appointment Procedure for Teaching Staff .....	0
1 Introduction .....	3
1.1 Recruitment Objectives .....	4
1.2 Employment Procedures .....	4
2 Teacher Categories at the Swedish Defence University .....	5
3 Qualification requirements, assessment criteria and general requirements for teacher recruitment.....	6
Qualification requirements .....	6
Assessment criteria .....	7
General requirements .....	7
4 Recruitment of teachers .....	7
4.1 Professor .....	7
Eligibility requirements.....	8
Assessment criteria.....	8
Research expertise .....	9
Teaching expertise.....	9
Collaboration expertise .....	9
Leadership expertise .....	9
Administrative expertise .....	10
4.2 Senior lecturers .....	10
Eligibility requirements.....	10
Assessment criteria.....	10
Research expertise .....	10
Teaching expertise.....	11
4.3 Associate senior lecturers.....	11
Eligibility requirements.....	12
Assessment criteria.....	12
4.4 Military Teacher .....	13
4.5 Adjunct Professor .....	13
4.6 Visiting Professor.....	14
4.7 Senior professor .....	14

4.8	Adjunct Teacher .....	15
4.9	Lecturer .....	15
4.10	Nomination for appointment as a professor .....	16
4.11	Other Academic Appointments.....	16
	Postdoctoral researcher .....	16
	Researcher .....	16
5	Promotion .....	17
5.1	Promotion to professor .....	17
	Eligibility requirements and assessment criteria.....	18
5.2	Promotion to senior lecturer .....	18
	Promotion from Associate Senior Lecturer to Senior Lecturer .....	18
	Eligibility requirements and assessment criteria.....	18
	Promotion from Military teacher and Lecturer to Senior Lecturer .....	18
	Eligibility requirements and assessment criteria.....	19
6	Fixed-Term Appointments.....	19
6.1	Simplified recruitment procedure.....	19
7	Other regulations .....	20
8	Abbreviations .....	20

# 1 Introduction

This Appointment Procedure for teaching staff has been established by the board of the Swedish Defence University.

The Appointment Procedure for the Swedish Defence University governs which teaching positions are available at the university, as well as the university's work with the recruitment and promotion of teachers. The Appointment Procedure complements the Swedish Defence University's Operating Procedure level 1 and 2 and the Swedish Defence University's Delegation Procedure.

Furthermore, the Appointment Procedure is supplemented with a Processing Procedure for teacher positions for the recruitment and promotion of teacher staff, which is decided by the Vice-chancellor.

## Legal regulation

Basic regulations on the employment of teachers are prescribed in public law regulations for government employment and in general labour law legislation.

As an administrative agency, the Swedish Defence University operates under the central provisions of the Instrument of Government (part of the Constitution). This contains basic provisions on which authorities decide on government employment and the grounds to be applied when appointing government employees. According to the Instrument of Government (Chapter 12, Section 5, Subsection 2), decisions regarding government employments must be based solely on objective grounds, such as merit and skill. Supplementary provisions can be found, for example, in the Public Employment Act (1994:260), for instance, that skill shall be prioritised, unless there are special reasons for something else. There are also supplementary provisions to be taken into account in the implementing provisions of the Employment Regulation (1994:373).

Furthermore, specific regulations for state universities are outlined in the Higher Education Act (HL) (1994:1434), the Higher Education Ordinance (HF) (1993:100), and the ordinance for the Swedish Defence University (2007:1164). Additionally, provisions are found in various other laws including the Discrimination Act (2008:567), the Administrative Procedure Act (2017:900), the Language Act (2009:600), as well as the Security Protection Act (2018:585) and its implementing regulations (2021:955) concerning security protection. The Swedish Defence University is also subject to the Swedish Armed Forces regulations on security protection.

There are also special regulations for state universities in the Higher Education Act (1994:1434), the Higher Education Ordinance (1993:100) and the Ordinance for the Swedish Defence University (2007:1164).

Transparency in the appointment process is ensured by the principle of public access to official records, as expressed in Chapter 2 of the Freedom of the Press Act (1949:105) through provisions regarding access to official documents.

## 1.1 Recruitment Objectives

The Swedish Defence University is a specialised university that has a unique education and research environment consisting of traditional academic and military professional knowledge as well as professional knowledge linked to the exercise of civilian authority in crisis and war. A prerequisite for the Swedish Defence University to be able to carry out its mission and achieve set goals in the short and long term, is the ability to recruit, develop and retain employees who have demonstrated high research and pedagogical skills and professional knowledge. The Swedish Defence University shall offer a high-quality education and research environment, attractive conditions, and clear career paths.

The Swedish Defence University works actively towards these goals by having efficient, legally secure, and transparent recruitment processes. Careful planning of the recruitments shall take place to minimise the time spent.

The Swedish Defence University shall be an inclusive employer where a diversity of different backgrounds and competencies, gender equality, and professional and organisational experiences are respected and taken care of. Education and research at the Swedish Defence University shall be conducted by and adapted for both women and men.

Securing professional military expertise is a key quality issue. Together with research expertise, it contributes to the quality and relevance of military education and research. At the Swedish Defence University, officers with PhDs are a valuable personnel category and strategic resource in this respect. The Swedish Defence University needs officers with PhDs who are active in military and academic employment and who hold management positions to realise the full potential of the university.

The Swedish Defence University shall attract and retain the most qualified researchers and teachers in relevant subject areas, which means that recruitment to academic positions should, as a rule, take place in international competition (A world-leading higher education institution in defence, crisis management & security - vision & strategy 2020-2030, Ö 134/2020).

## 1.2 Employment Procedures

The division of responsibilities in the recruitment procedure is set out in the Swedish Defence University's rules of procedure level 2 and the Swedish Defence University's rules of delegation. Decisions on employment and promotion are made in accordance with the Swedish Defence University's rules of delegation. The procedure for the recruitment process is described in the Processing Procedure for teacher positions for the recruitment and promotion of teacher staff.

At the Swedish Defence University, the recruitment procedure must be prepared as simply and quickly as possible without compromising quality.

The provisions of the Administrative Procedure Act apply to the processing of the case, which states, among other things, that a person who is biased may not take part in the processing of the case or be present when the case is decided (Section 17 of the Administrative Procedure Act (2017:900)).

All recruitment in the public sector involves the exercise of authority. An authority that intends to employ a worker must provide information about this in a suitable way so that those

interested in the employment can notify the authority within a certain time (Employment Ordinance (1994:373) § 6).

One goal is that there should be both equal legal gender distribution and diversity among the teachers. Achieving this requires an open and objective recruitment process that reduces the risk of discrimination and helps the Swedish Defence University to employ the most qualified person for the position.

The principle of public access to official records applies to public authorities, which means that all decision documentation in a recruitment case is generally public. The Swedish Defence University's decision to employ a person as a teacher can be appealed.

The university shall conduct an impartial assessment of the applicants' merits and only pay attention to factual grounds in the assessment. When appointing an associate senior lecturer, senior lecturer, or professor, including an adjunct professor or visiting professor, as well as when providing promotions to senior lecturer and professor, an expert assessment of the applicants' expertise shall be obtained, unless it is clearly unnecessary for the assessment of the expertise (HF chapter 4, section 6). Further information on this process can be found in the Swedish Defence University's Processing Procedure for teacher positions for the recruitment and promotion of teacher staff.

## **2 Teacher Categories at the Swedish Defence University**

The Higher Education Act states that each higher education institution decides for itself which categories of teacher in addition to professor and senior lecturer are to be employed there, as well as the qualification requirements and assessment criteria that are applied to the employment of such teachers (HL Chapter 3 § 6).

The following positions are available at the Swedish Defence University.

According to the Higher Education Act, Higher Education Ordinance and Ordinance for the Swedish Defence University:

- Professor
- Lecturer
- Associate Senior Lecturer
- Military Teacher
- Adjunct Professor
- Guest Professor

As decided by the Swedish Defence University:

- Senior Professor
- Adjunct Teacher
- Adjunct

In accordance with the agreement on fixed-term employment as a post doctor & the Employment Protection Act (1982:80) (LAS):

- Postdoctoral researcher
- Researcher

The main rule is employing in permanent positions. Teachers are recruited on a competitive basis and after careful assessment of merit and qualifications. Exceptions to the main rule regarding permanent positions are specified in the Employment Protection Act (1982:80), the Higher Education Ordinance (1993:100), in collective agreements (Agreement on fixed-term employment as an adjunct teacher, 14 December 2011) and in *the Agreement on personnel* (112/2013:10).

The appointments included in the academic career path are **assistant lecturer, senior lecturer, professor**, as well as employment for **officers with doctoral degrees**. Within this category, the Swedish Defence University applies the so-called academic career path, which is linked to the internationally established concept of **tenure track**. The purpose of defining the academic career path is to promote high quality in teacher recruitment and to give these teachers the conditions to develop and integrate excellence in research and education in the long term. Recruitment within the academic career path shall, as a rule, take place through peer review in competition after an international call for applications. This means that, as a rule, it is not possible to be promoted into the academic career path.

It is the organisation's requirements and needs, in accordance with what is expressed in the Higher Education Act and Higher Education Ordinance, and in local operational decisions that govern the work tasks of the university's teachers, regardless of position. The Terms and Conditions Agreement (Villkorsavtalen, Chapter 4, Section 2) states that based on the purpose, character, objectives and conditions of each organisation, the employer must assess and determine the organisation's staffing requirements for different competencies at different times.

HL Chapter 3 § 1

A teacher's duties may include taking care of education or research and administrative work. A teacher's duties also include monitoring developments in their own subject area, and the development of society in general is of further importance to the teacher's work at the university.

HL Chapter 3 § 2

Professors and lecturers are employed as teachers in higher education institutions for education and research. Employment as a professor is the primary employment as a teacher. The Government issues regulations on the qualification requirements and assessment criteria that shall apply.

HL Chapter 3 § 6

Unless otherwise provided for in regulations issued by the Government, each higher education institution shall determine the categories of teachers other than professors and senior lecturers to be employed there, as well as the eligibility requirements and assessment criteria that shall apply to the employment of such teachers.

### 3 Qualification requirements, assessment criteria and general requirements for teacher recruitment

#### Qualification requirements

Teacher appointments are subject to different eligibility requirements. This refers to specific requirements that an applicant must fulfil in order to be hired. A person is eligible for employment as a teacher if he or she fulfils the requirements for the position in question.

In addition to the basic eligibility requirements specified for each specific teaching position, assessment criteria for the specific position shall be specified in the job profile. Eligibility and assessment criteria in the job profile must be objectively justified on the basis of the tasks of each individual position and the needs of the organisation.

In connection with the establishment of the employment profile, requirements for qualifications and assessment criteria in addition to what is stated in the Higher Education Ordinance may be specified.

### Assessment criteria

Assessment criteria can refer to how well an applicant has fulfilled a necessary requirement, such as the research quality of a doctoral thesis, or qualifications that are not necessary for the position, but which give the applicant an advantage in the assessment of applicants.

The assessment criteria can be weighted differently depending on the content of the work and the other conditions of employment defined according to the needs of the organisation.

An assessment criterion for the recruitment of teachers shall be the degree of skill that is a requirement for eligibility for employment and promotion, and the assessment criteria that have otherwise been established in the employment profile.

### General requirements

A teacher at the Swedish Defence University, civilian or military, must have completed a higher education pedagogical training programme (according to the Swedish Association of Higher Education Institutions (SUHF), recommendations on objectives for qualifying higher education pedagogical training and mutual recognition (REK 2016:1)) or other pedagogical training leading to equivalent competence, with approved results, before employment or **no later than two years** after the start of employment.

For all positions at the university, it is required that the applicant has demonstrated the necessary **personal qualities** that are needed to perform the employment well, such as the ability to cooperate.

## 4 Recruitment of teachers

Regulations on the form of employment, work tasks, eligibility requirements and assessment criteria for associate senior lecturers, senior lecturers and professors can be found in Chapter 3 of the Higher Education Act (§§ 1-3) and Chapter 4 of the Higher Education Ordinance (§§ 1, 3-4a, 7, 9, 11, 12 and 12a).

When defining the job profile, it should indicate the eligibility requirements and assessment criteria that will apply in the specific recruitment.

### 4.1 Professor

Professor is the primary teaching position at the university (HL Chapter 3 Section 2). A professor shall be employed until further notice without a time limit (HL Chapter 3 Section 3). Exceptions according to the Higher Education Act are adjunct professor and visiting professor, read more about these under 4.6 and 4.7, respectively.



Each professor represents their subject. The title of the position comes with responsibility for the content of the subject, development, and the level of quality in research as well as in undergraduate and postgraduate education.

### Eligibility requirements

Eligibility for a position as professor is assessed in accordance with the Higher Education Ordinance.

HF chapter 4 § 3

Qualification requirements for employment as a professor, except in disciplines in the fine, applied or performing arts, are fulfilled by someone who has demonstrated both research and teaching expertise.

Ordinance (2010:1064).

Eligibility for employment as a professor at the Swedish Defence University requires a doctoral degree, or equivalent research competence.

An additional eligibility requirement for employment as a professor is that the applicant has demonstrated both research and pedagogical expertise that significantly exceeds what is required for docent competence, both qualitatively and quantitatively.

In conjunction with the establishment of the employment profile, further eligibility requirements, in addition to what is stated in HF and the preceding paragraphs, can be specified, for example, collaboration, management and administrative skills. These must be objectively justified based on the content of the position and the needs of the organisation.

### Assessment criteria

HF chapter 4 § 3 paragraph 2

The assessment criteria for appointment as a professor must be the degree of expertise required as qualification for employment. As much attention must be given to the assessment of teaching expertise as to the assessment of research or artistic expertise. Each higher education institution otherwise determines the assessment criteria that must be applied to the appointment of a professor.

Ordinance (2010:1064).

In addition to what is regulated by Chapter 4, Section 3, paragraph 2 of the Higher Education Ordinance regarding the assessment criteria for research and pedagogical expertise, additional assessment criteria shall be added. Unless there are special reasons, the assessment criteria shall include co-operation, management and administrative skills. Additional assessment criteria may be decided by the head of department after consultation with the relevant subject council. The employment profile shall state which assessment criteria are used and the weighting of the different criteria.

### **Research expertise**

Research expertise is a basis for assessment. In this context, research expertise means independent research efforts that are of high national and international quality and that significantly exceed the requirements for doctoral qualifications.

This skill has been shown by planning, initiating, leading, and developing research. Furthermore, the ability to obtain external research grants in competition and supervise doctoral students up to the doctoral degree shall also be taken into account. The applicant's contribution to the international and national research community will be assessed on the basis of, among other things, the quality and scope of scientific publications. Research expertise shall be assessed with regard to the character and tradition of the discipline.

### **Teaching expertise**

Pedagogical expertise is a basis for assessment that is demonstrated by education and teaching efforts that are of high quality and significantly exceed the requirements for employment as a senior lecturer. Scope, both breadth and depth, shall be given importance. Furthermore, consideration shall also be given to the ability to plan, initiate, lead and develop education, as well as the ability to link teaching to research. In addition, the applicant must demonstrate well-documented expertise in supervision at the first, second and third cycle level.

### **Collaboration expertise**

Collaborative skills are an assessment basis for employment involving collaborative work. In this context, collaborative skills mean the skills that a person demonstrates in their work at the intersection of research, education and the surrounding society. This includes leading/participating in activities aimed at knowledge exchange or co-operation on common issue with actors outside academia. It requires the ability to build good relationships and an understanding of the conditions and driving forces of other parties.

In the assessment, merits from collaboration with the society of which the university is a part, as well as the utilisation of research and education, shall be evaluated. Good collaboration skills are demonstrated, for example, if you succeed in achieving results that satisfy your own interests as well as those of others, and if you participate in the development of knowledge about methods and processes for collaboration.

### **Leadership expertise**

Leadership skills are a basis for assessment for employment that involves or may involve supervision, i.e., responsibility for the management of activities and/or staff.

Leadership skills are demonstrated through the ability to manage activities and/or staff, make decisions, take responsibility, motivate, and provide others with the necessary conditions to effectively achieve common goals. The ability to coordinate the group as well as contribute to creating commitment, participation and job satisfaction and the ability to manage conflicts are further examples of demonstrated skills. These skills include overall operational planning and the ability to manage resources in a way that reflects the priorities of the organisation, as well as the ability to work in a structured way and with an awareness of objectives and quality.

### Administrative expertise

Administrative skills are a basis for assessment that is demonstrated by following processes and regulations and managing administrative systems to carry out the work. It can also be demonstrated by the ability to plan, organise, and prioritise work in an efficient and appropriate manner and by the ability to set and meet deadlines.

## 4.2 Senior lecturer

### Eligibility requirements

Eligibility for senior lecturer is assessed according to the Higher Education Ordinance.

HF chapter 4 § 4 A person qualified for appointment as a senior lecturer is

1. except in disciplines in the fine, applied or performing arts, someone who has demonstrated teaching expertise and been awarded a doctorate or has the corresponding research competence or other professional expertise that is valuable for the post's subject matter and duties, and
2. in disciplines in the fine, applied or performing arts, someone who has demonstrated teaching expertise and been awarded a doctorate in fine, applied or performing arts, has demonstrated artistic expertise or has some other professional expertise that is valuable for the post's subject matter and duties.

Ordinance (2010:1064).

Eligibility for employment as a senior lecturer at the Swedish Defence University requires a doctoral degree, or equivalent research competence. Equivalent academic competence generally refers to a degree from a foreign university with essentially the same level and quality as a Swedish doctoral degree.

In connection with the establishment of the employment profile, further eligibility requirements, in addition to what is stated in HF and the preceding paragraphs, may be specified, for example, collaboration, management and administrative skills. These must be objectively justified based on the content of the position and the needs of the organisation.

### Assessment criteria

HF chapter 4 § 4

The assessment criteria for appointment as a senior lecturer must be the degree of expertise required as qualification for employment. As much attention must be given to the assessment of teaching expertise as to the assessment of other qualifying criteria stated in the first paragraph. Each higher education institution otherwise determines the assessment criteria that must be applied to the appointment of a senior lecturer.

Ordinance (2010:1064).

### Research expertise

Research expertise is a criterion for assessment. In this context, research excellence means independent research efforts of high national and international quality.

The research skills have been demonstrated by planning, initiating and developing research. Furthermore, some ability to obtain research grants in competition shall also be taken into

account. The applicant's contribution to the international and national research community shall be assessed, inter alia, on the basis of the quality and scope of scientific publications. The research expertise shall be assessed with regard to the character and tradition of the discipline.

### Teaching expertise

Pedagogical expertise constitutes a basis for assessment that has been demonstrated through high quality training and teaching activities. Scope, both breadth and depth, shall be taken into account. Furthermore, consideration shall also be given to the ability to plan, initiate and develop education, as well as the ability to link teaching to research. In addition, the applicant must demonstrate well-documented expertise in supervision at the undergraduate and advanced level.

In addition to what is regulated by Chapter 4, Section 4 of the Higher Education Ordinance regarding the assessment criteria for research and teaching skills, additional assessment criteria may be added. Such assessment criteria may include collaboration, management and administrative skills as described under heading **4.1 Professor**. Additional assessment criteria may be decided by the head of department after consultation with the relevant subject council. The employment profile shall state which assessment criteria are used and the weighting of the different criteria.

## 4.3 Associate senior lecturer

The purpose of the position is to give the Associate senior lecturer the opportunity and good conditions to develop his or her independence as a researcher and merit himself or herself scientifically and pedagogically in order to fulfil the requirements for qualification regarding a permanent position as a Senior lecturer.

HF chapter 4 § 12 a

An associate senior lecturer may be employed until further notice, but for no less than four years and no longer than six years, which is decided by the higher education institution prior to employment. The purpose of the appointment is for the teacher to have the opportunity to develop research autonomy and acquire the scholarly and teaching qualifications required for eligibility for appointment as a senior lecturer.

An appointment under the first paragraph may be extended for a maximum of two years, if the associate senior lecturer's sick leave, parental leave or other special grounds means that additional time is needed to achieve the purpose of this appointment.

Ordinance (2017:844).

When defining the job profile, the period of employment must have been set at four or six years.

The assessment criteria that will be used for promotion to senior lecturer should be included in the job profile and in the call for applications for the Associate senior lectureship.

## Eligibility requirements

Eligibility for an associate senior lecturer is assessed according to the Higher Education Ordinance.

HF chapter 4 § 4 a

Qualification requirements for employment as an associate senior lecturer are fulfilled by someone who has been awarded a doctorate or has the corresponding research competence. Primary consideration should be given to someone who has been awarded a doctorate or achieved the equivalent competence within five years of the deadline for application for employment as an associate senior lecturer. However, someone who has been awarded a doctorate or achieved the equivalent expertise at an earlier date may also be considered if there are special grounds. Special grounds are sick leave, parental leave or other similar circumstances.

Each higher education institution decides the assessment criteria that must be applied to the appointment of an associate senior lecturer. Prior to such an appointment, the higher education institution must also establish the assessment criteria that will be applied to an application for promotion to senior lecturer under Section 12c.

Ordinance (2017:844).

As a rule, equivalent research competence refers to a degree from a foreign university with essentially the same level and quality as a Swedish doctoral degree.

In establishing the employment profile, further eligibility requirements, in addition to what is stated in the HF and previous paragraphs, may be specified. These must be objectively justified based on the content of the position and the needs of the organisation.

## Assessment criteria

HF chapter 4 § 4 a 2<sup>nd</sup> paragraph

Each higher education institution decides for itself which assessment criteria are to be applied in the employment of an associate senior lecturer. Prior to such an appointment, the higher education institution shall also set out the assessment criteria that will be applied in a case of promotion to senior lecturer in accordance with section 12c.

Ordinance (2017:844).

The assessment criteria for employment as an associate senior lecturer at the Swedish Defence University is **research expertise** demonstrated by a good ability to independently conduct high-quality research.

In the overall assessment of excellence, particular emphasis is placed on assessing the potential for a successful teaching and research career.

In addition to research expertise, further assessment criteria may be added. Such assessment criteria may include teaching expertise, international experience and the experience and ability to collaborate. The additional assessment criteria are decided by the head of department after collaboration with the relevant subject council. The assessment criteria shall be stated in the employment profile.

## 4.4 Military Teacher

Chapter 3 Ordinance for the Swedish Defence University

1 § For employment of professors, senior lecturers and other teachers and doctoral students, Chapter 4, Sections 1, 3-7, 9 and 11-17 and Chapter 5 of the Higher Education Ordinance (1993:100) apply. Ordinance (2010:1751).

2 § When officers are employed as teachers, Chapter 4, sections 1, 5, 9, 13-15 and 17 of the Higher Education Ordinance (1993:100) apply. Section 6 of the Employment Ordinance (1994:373) shall not apply to such employment.

For the purposes of this Ordinance, "officers" means those who are or have been employed as officers in the Defence Forces and foreign officers.

Ordinance (2010:1751).

Eligibility for employment as a military teacher requires military competence in the form of advanced knowledge and skills in theory, practice, and experience in the military profession.

Military teachers can be employed in two ways:

1. Through temporary employment according to the Agreement on Personnel (112/2013:10). This is done through a staffing dialogue with the Swedish Armed Forces. According to the ordinance for the Swedish Defence University (Chapter 3, Section 2), such employment does not need to be advertised.
2. Through an advertisement with clear qualification requirements for military competence and experience. The employment is governed by the Employment Protection Act (1982:80).

## 4.5 Adjunct Professor

A person whose main activity is outside the higher education system may be employed as an adjunct professor. The Vice-Chancellor will decide whether to initiate the recruitment of an adjunct professor.

The purpose of employment as an adjunct professor is to link a scientifically qualified person with special expertise in a subject to the university. Adjunct professorships are a way of strengthening expertise within the university and its links with the rest of society. An adjunct professor must always be a leading specialist in the field in question. An adjunct professor should have research and teaching skills at the professor level. However, it is in the nature of the employment form that the area of expertise can be more limited. Outstanding achievements in the field can partly replace the requirement for traditional documented research expertise.

A person who is being considered for employment as an adjunct professor shall, where applicable, be examined according to the same eligibility requirements as for employment as a professor, and an expert assessment of expertise shall be obtained, unless it is clearly unnecessary for the examination of expertise. When the employment is personal, no announcement is made. Since an individual's merits are not ranked relative to any other applicant, it is crucial that the intended holder of the position fulfils the eligibility requirements.

An adjunct professor shall be employed until further notice, but not beyond a certain date. Such employment may be renewed. However, the total period of employment may not exceed twelve years. The scope of the employment shall be a maximum of 49% of full time.

The duties of an adjunct professor are normally research, supervision, and teaching and to work within a subject or main area in which the professor contributes to research and education. The duties of an adjunct professor are determined in consultation between the Swedish Defence University and an external partner.

In the case of adjunction, an agreement shall be drawn up between the Swedish Defence University, the main employer, and the adjunct professor regarding the terms of employment, for example concerning work tasks, salary costs and other costs, resources in the form of premises and equipment, and ownership of results.

#### **4.6 Visiting Professor**

A person from another higher education institution is normally employed as a visiting professor. The Vice-Chancellor decides to initiate the recruitment of a visiting professor.

The purpose of employment as a visiting professor is to associate a person with special expertise with the university for a limited period of time. As the position is personal, there is no call for applications. Since an individual's merits are not ranked relative to any other applicant, it is crucial that the intended holder of the position fulfils the eligibility requirements.

The Higher Education Ordinance regulates the time limit for a visiting professor. Employment shall be for an indefinite period, but no longer than until a certain point in time (Chapter 4, Section 12). The total period of employment as a visiting professor may not exceed five years. Otherwise, the Employment Protection Act (1982:80) applies. A person who has been tested and deemed qualified for a position as a professor in a subject that is relevant to support the development of the Swedish Defence University's research and/or education can be employed as a visiting professor.

The eligibility requirements for employment as a visiting professor are the same as for permanent employment as a professor and decisions on employment are made in the same order.

#### **4.7 Senior professor**

In connection with retirement, a professor may be employed as a senior professor. As this is a post-retirement employment, the employment should normally be part-time.

The employment must be very well justified based on the needs of the organisation; for example, when there is a need for special expertise, a need to bridge new recruitment or if the person is the recipient of an externally funded research grant, employment as a senior professor can be announced. The employment is regulated by the Employment Protection Act (1982:80).

Eligibility requirements and assessment criteria for a senior professor are normally the same as for employment as a professor at the Swedish Defence University. Exceptions can be made when



it is justified based on the content of the employment, duration and the employee's competence in general.

#### 4.8 Adjunct Teacher

For employment as an adjunct senior lecturer or adjunct military teacher, the entry requirements that apply to the relevant teacher category shall be applied.

The purpose of employment as an adjunct teacher is to provide expertise that is not normally available in the regular organisation and that is necessary for a high-quality education. The position is part-time and is based on the requirements of the organisation. The scope is normally about 20% of a full-time position.

The employee must have their main employment outside the university and higher education sector. Adjunct teachers may be employed until further notice, but not for more than two years. Such employment may be renewed (central collective agreement on fixed-term employment as an adjunct teacher (14 December 2011)).

#### 4.9 Lecturer

To be employed as a lecturer, the applicant must have completed at least a bachelor's degree from a higher education programme or have equivalent competence and have demonstrated pedagogical skills. Higher education pedagogical training or equivalent knowledge acquired in another way is a basis for assessment.

The lecturer's duties consist mainly of teaching and related tasks. Such teaching is mainly conducted at the first level and is of such a nature that it does not require research expertise. Duties in education consist of active participation in the development and implementation of education, as well as contributions to pedagogical development within the field of education. Furthermore, tasks in education may involve the provision of specialised expertise in applied subject areas.

An applicant who lacks training in higher education pedagogy (in accordance with guidelines from the Swedish Association of Higher Education Institutions (SUHF) or equivalent international guidelines) and who is not deemed to have acquired equivalent knowledge in another way must complete such training during the first two years of employment.

Lecturer is a form of employment that should be used restrictively and only if it has not been possible to recruit to other teaching positions, or if the position requires professional skills rather than research skills (replaces decision Ö 122/2021).

A lecturer at the Swedish Defence University does not normally have the possibility to be promoted to senior lecturer within the framework of their employment, as it is not an employment within the academic career path.



#### 4.10 Nomination for appointment as a professor

The Vice-Chancellor can call for a nomination as a professor. According to Chapter 4, Section 7 of the Higher Education Ordinance, a higher education institution may nominate someone for an appointment as a professor if the employment of the person is of particular importance for a certain activity at the institution and the person is qualified for the position.

The nomination procedure shall be used restrictively and as a tool for strategic recruitment. The procedure aims to facilitate and accelerate the recruitment of internationally prominent researchers and should also be used as a strategic instrument to achieve a more even gender distribution.

If a higher education institution nominates an individual for a post, the reason why the appointment is of exceptional importance for the institution must be documented. Only those who are qualified for the position of professor in accordance with Chapter 4, Section 3 of the Higher Education Ordinance may be appointed by nomination. The decision to appoint a person to the position of professor is made by the vice-chancellor and may not be delegated.

For an appointment through nomination, no information as referred to in section 6, first paragraph of the Employment Ordinance (1994:373) need be provided. The provisions on peer review in Section 6 (Chapter 4, Higher Education Ordinance) shall be applied.

More information on the procedure for nominating to an appointment as a professor can be found in the Processing Procedure for teacher positions for the promotion of teacher staff.

#### 4.11 Other Academic Appointments

The other academic appointments that are locally adapted to the Swedish Defence University are regulated, among other things, in the agreement on fixed-term employment as a postdoc (2022-02-01) and the Employment Protection Act (1982:80).

At the university, doctoral student employment is regulated in the Decision on rules for employment as a doctoral student at the Swedish Defence University, Ö 705/2021.

##### **Postdoctoral researcher**

A postdoctoral employment at the Swedish Defence University is a time-limited merit-based employment with a main focus on research and is intended as a first career step after a doctoral dissertation. A postdoctoral employment is regulated according to the central agreement on fixed-term employment as a postdoctoral researcher.

##### **Researcher**

Employment as a researcher can be until further notice or limited in time in accordance with the Employment Protection Act (1982:80). Employment shall always be based on identified needs in the research activities. Anyone with a doctoral degree, or a foreign degree deemed equivalent to a doctoral degree, is eligible for employment as a researcher.

In addition to the qualification requirements, work tasks and assessment criteria must be stated in the employment profile and be justified on the basis of the content of the employment and the

needs of the organisation. What is stated as meritorious can be weighted relative to their relevance to the position.

Recruitment of researchers at the Swedish Defence University should be used restrictively and only if it has not proved possible to recruit to mainly teaching positions or postdoctoral positions.

## 5 Promotion

Promotion involves a test of competence and a change of position. Promotion can only be applied for by teachers who are permanently employed at the Swedish Defence University at the time of application, namely military teachers and assistant lecturers. An employee who has been promoted is not entitled to changed work tasks or employment conditions. The subject should normally be the same as that of the previous appointment but may be changed if there are special reasons. The promotion process shall be characterised by transparency and predictability and by a careful assessment of research and teaching skills.

To be employed as a professor or senior lecturer through promotion, the employee must fulfil the qualification requirements that apply to new recruitment to such a position, and a complete application must be submitted in accordance with what applies to the corresponding advertised position.

It is the applicant's responsibility to demonstrate skills and not just experience in their application. The expertise presented in the application should also be documented by submitted documents, such as certificates from the director of studies, course evaluations, reports from international evaluations, statements and grants from research councils, etc.

At the Swedish Defence University, expert assessment must be obtained in promotion cases, unless it is clearly unnecessary.

Further information on the procedure for the handling of promotion cases is given in the Processing Procedure for teacher positions for the promotion of teacher staff.

### 5.1 Promotion to professor

A permanently employed senior lecturer, or military teacher at the Swedish Defence University who meets the eligibility requirements for a position as professor may, at the request of the head of department concerned and with the approval of the Vice-Chancellor, be considered for promotion to professor. Application for promotion shall be made in the subject in which the applicant is employed. Such promotion entails a permanent employment as a professor.

The possibility of promotion shall be based on the person being promoted having been assessed as having achieved the right level of competence for the higher position through proven eligibility for the higher position and having been assessed as suitable for the higher position on the basis of the decided assessment criteria. The decision shall be based on the organisation's need for a professor in the subject area in question.

### Eligibility requirements and assessment criteria

Promotion to professor can take place at the earliest five years after the doctoral degree in order to ensure the satisfactory experience of independent research work and research supervision, unless there are special reasons.

Assessment for promotion from senior lecturer to professor can, unless there are special reasons, not take place until at least six months after you have received your permanent position as senior lecturer.

For promotion to professor, the same eligibility requirements apply as for the recruitment of a professor, see heading **4.1 Professor**, and where the aforementioned assessment criteria apply as additional eligibility requirements.

## 5.2 Promotion to senior lecturer

Assistant senior lecturers and military teachers, and in exceptional cases permanent assistant professors, who meet the eligibility requirements for a position as senior lecturer can apply for promotion at the Swedish Defence University. Such promotion entails a permanent employment as a senior lecturer.

### Promotion from Associate Senior Lecturer to Senior Lecturer

HF chapter 4 § 12 c

An associate senior lecturer who is employed at a higher education institution under Section 12a must, on application, be promoted to senior lecturer at the higher education institution, provided they are

1. eligible for employment as a senior lecturer, and
2. assessed as suitable for such an appointment in accordance with the assessment criteria that the higher education institution decided, under the second paragraph of Section 4a, must be applied to an application for promotion to senior lecturer.

Such a promotion entails employment until further notice as a senior lecturer. Ordinance (2017:844).

### Eligibility requirements and assessment criteria

For promotion from associate senior lecturer to senior lecturer, the same eligibility requirements apply as for the recruitment of senior lecturer, see heading **4.2 Senior lecturer**, and where the aforementioned assessment criteria apply as additional eligibility requirements.

Applications for promotion from associate senior lecturer to senior lecturer can only be made once and must be submitted **no later than six months** before the end of the period of employment so that the Swedish Defence University has sufficient time to review the application and decide on the matter. Further information on the application for promotion, assessment, etc., is given in the Processing Procedure for teacher positions for the promotion of teacher staff.

### Promotion from Military teacher and Lecturer to Senior Lecturer

A military teacher, or a lecturer who is employed until further notice, at the Swedish Defence University may, at the request of the head of department concerned and with the approval of the Vice-chancellor, be considered for promotion to the position of senior lecturer. The subject

specialisation for the position of senior lecturer shall be proposed by the head of department after consultation with the relevant subject council.

A lecturer at the Swedish Defence University does not normally have the opportunity to be promoted to senior lecturer within the framework of their employment as it is not an employment within the academic career path.

### **Eligibility requirements and assessment criteria**

In the case of promotion from military teacher and lecturer to senior lecturer, the same eligibility requirements apply as in the recruitment of senior lecturer, see heading **4.2 Senior lecturer**, and where the aforementioned assessment criteria apply as additional eligibility requirements.

## **6 Fixed-Term Appointments**

Employment as a teacher may be limited in time in accordance with the Employment Protection Act (1982:80), unless it is a question of employment as a professor (including adjunct professor and visiting professor) (Higher Education Ordinance, Chapter 4, Section 9). In addition, sections 10-12 of the Higher Education Ordinance apply with regard to fixed-term employment.

Recruitment for fixed-term employment must be done with care, in light of the right to permanent employment that may arise in the event of repeated fixed-term employment.

An agreement on fixed-term employment may be concluded under the Employment Protection Act (1982:80) for

1. for special fixed-term employment,
2. for temporary employment,
3. for seasonal work.

If, during a five-year period, an employee has been employed by the employer either as a general fixed-term employee (ALVA up to and including 30 September 2022) for a total of more than two years, or as a special fixed-term employee (SÅVA from 1 October 2022) for a total of more than 12 months, or as a substitute for a total of more than two years, the employment becomes permanent (Section 5 of the Employment Protection Act (1982:80)).

An agreement may also be made on a time-limited probationary period if the probationary period is no more than six months (Section 6 of the Employment Protection Act (1982:80)).

### **6.1 Simplified recruitment procedure**

A simplified recruitment procedure, whereby peer review can be excluded, may be used for appointments of up to two years for temporary contracts or up to 12 months for special fixed-term contracts (SÅVA). The procedure should be used restrictively.

See the Processing Procedure for teacher positions for the promotion of teacher staff for complete information on the process.

## 7 Other regulations

Decisions to deviate from the employment regulations are made by the Vice-Chancellor after consultation if there are special reasons. The reasons for each exception shall be documented and the university board shall be informed afterwards.

Decisions to discontinue an employment procedure are made by the person who is authorised to make decisions on employment in accordance with the Swedish Defence University's rules of delegation. Such a decision may not be appealed in accordance with Section 21 of the Employment Ordinance (1994:373).

The Appointment Procedure for Teaching Staff shall be continuously reviewed jointly by the Appointment Board and the HR department. If necessary, proposals for changes shall be submitted to the Vice-Chancellor for consultation. The Research and Education Board approves proposals for the Appointment Procedure for Teaching Staff that are to be sent to the Vice-Chancellor. The University's board decides on an Appointment Procedure for Teaching Staff (Higher Education Ordinance Chapter 2, Section 2, point 9).

*In case of discrepancy between the Swedish original and the English translation of the Appointment Procedure for Teaching Staff, the Swedish version takes precedence.*

## 8 Abbreviations

AF	The Employment Ordinance (1994:373)
DL	The Discrimination Act (2008:567)
FL	The Administrative Procedure Act (2017:900)
Förordning FHS	Ordinance (2007:1164) for the Swedish Defence University
HF	Ordinance for the Swedish Defence University (1993:100)
HL	The Swedish Higher Education Act (1992:1434)
LAS	The Employment Protection Act (1982:80)
LOA	The Public Employment Act (1994:260)
RF	The Instrument of Government (1974:152)