

SEDU Appointments Procedure for Teaching Staff

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Abbreviations

EO	Employment Ordinance	RaEB	Research and Education Board
HHR	Head of the HR Department	AAB	Academic Appointments Board
HOU	Head of the Organisational Unit	Ordinance SEDU	Ordinance for the Swedish Defence University
DA	Discrimination Act	HEO	Higher Education Ordinance
SEDU	Swedish Defence University	HEA	Higher Education Act
APA	Administrative Procedure Act	EPA	Employment Protection Act
SAF	Swedish Armed Forces	PEA	Public Employment Act

Introduction

Pursuant to Chapter 2, Section 2, first paragraph, point 9 of the Higher Education Ordinance, every higher education institution shall regulate the procedure used when appointing teachers in a local appointments procedure. The appointments procedure is adopted by the board and is a regulation and a complement to the Ordinance for the Swedish Defence University, the Higher Education Act and the Higher Education Ordinance. The appointments procedure is supplemented by the Vice-Chancellor's delegation procedure.

Text in this document that is in italics is taken from statutes, while the Swedish Defence University's (SEDU) own notes are written in normal text.

1. General points

PEA (Public Employment Act 1994:260), Section 4 When making appointments, attention shall be paid only to objective factors such as merits and expertise.

Expertise shall be a primary consideration, unless there are special reasons for doing otherwise (1994:260).

HEA (Higher Education Act 1992:1434), Chapter 1, Section 5 paragraphs 2-3 Equality between women and men shall always be observed and promoted in the operations of higher education institutions.

Furthermore, higher education institutions should promote in their operations understanding of other countries and of international circumstances.

Higher education institutions shall also actively promote and broaden recruitment to higher education.

1.1 Categories of teaching staff

HEA, Chapter 3, Section 6 Unless something else is pursuant to regulations issued by the Government, every higher education institution shall decide itself which categories of teachers, in addition to professors and senior lecturers, shall be employed there and the eligibility requirements and assessment criteria that shall apply to such appointments.

Ordinance for the Swedish Defence University (2007:1164), Chapter 3, Section 1 The provisions laid down in Sections 1, 3-7, 9 and 11-17 of Chapter 4 and in Chapter 5 of the Higher Education Ordinance (1993:100) shall apply to the appointment of professors, senior lecturers, lecturers and doctoral students.

Ordinance for the Swedish Defence University, Chapter 3, Section 2 The provisions of Sections 1, 5, 9, 13-15 & 17 of Chapter 4 of the Higher Education Ordinance (1993:100) shall apply to the appointment of officers as teachers. Section 6 of the Employment

Ordinance (1994:373) shall not apply to these appointments. The term officer is used in this ordinance to refer to those who have been employed as officers in the Swedish Armed Forces and to foreign officers.

In addition to professors (including adjunct professors and visiting professors), senior lecturers (including adjunct senior lecturers and visiting senior lecturers) and lecturers, associate senior lecturers and military teachers may also be employed at SEDU. Appointment of lecturers shall be carried out restrictively.

1.2 Equality and diversity

DA (Discrimination Act 2008:567), Chapter 2, Section 1 *An employer may not discriminate against a person who, with respect to the employer,*

- 1. is an employee,*
- 2. is enquiring about or applying for work,*
- 3. is applying for or undertaking an internship, or*
- 4. is available to perform work or is performing work as contracted or borrowed labour.*

The prohibition of discrimination in the form of inadequate accessibility does not apply to a person enquiring about work.

A person who has the right to make decisions on the employer's behalf in matters concerning someone referred to in the first paragraph shall be equated with the employer.

DA, Chapter 2, Section 2 *The prohibition in Section 1 does not prevent*
1. differential treatment based on a characteristic associated with one of the grounds of discrimination if, when a decision is made concerning appointment, promotion or education or training for promotion, by reason of the nature of the work or the context in which the work is carried out, the characteristic constitutes a genuine and decisive occupational requirement that has a legitimate purpose and the requirement is appropriate and necessary in order to achieve that purpose,

- 2. measures that contribute to efforts to promote equality between women and men and that concern matters other than pay or other terms of employment,*

DA, Chapter 3, Section 1 *Active measures are a preventive and promotional effort to combat discrimination within an organisation and otherwise work to achieve equal rights and opportunities regardless of sex, transgender identity or expression, ethnicity, religion or other faith, disability, sexual orientation or age.*

DA, Chapter 3, Section 5 *The employer's work with active measures shall encompass*

- 1. working conditions,*
- 2. regulations and practices regarding salaries and other employment terms,*
- 3. recruitment and promotion,*
- 4. training and other continuing professional development, and*

5. opportunities to combine paid work with parenthood.

DA, Chapter 3, Section 7 *The employer shall, through training, other continuing professional development and other suitable measures, promote an equal gender distribution in diverse types of work, within different categories of employees and in leading positions.*

SEDU's goal is to be an inclusive employer where different skills, cultures and experiences are respected and embraced. Education and research at SEDU shall be conducted by and be adapted to both women and men. In areas where there is not an equal gender distribution, SEDU may, when presented with virtually equivalent qualifications, employ a person of the under-represented gender.

2. Appointment profile

2.1 Appointment profile general

An employment requirement arises on the basis of a new need or a long-term plan for skills provision. The initiative to initiate a recruitment process is taken by HOU unless special circumstances prevail that result in the Vice-Chancellor taking the initiative. HOU is responsible, or if there are special reasons, HR on behalf of the Vice-Chancellor, for drafting a proposal for an appointment profile after having consulted with the subject advisory council concerned. Appointment profiles for appointments examined by subject matter experts are submitted to AAB, which accepts and forwards the appointment profile to RaEB or remits it to HOU. RaEB accepts the appointment profile or remits it to AAB. If the proposal is accepted, a final proposal is submitted to the Vice-Chancellor who adopts the appointment profile.

2.2 Appointment profile civilian teachers

Appointment profiles for professors, senior lecturers and associate senior lecturers are adopted by the Vice-Chancellor following proposals from RaEB via AAB. HOU adopts appointment profiles for lecturers following consultation with HHR.

The appointment profile shall contain the following:

- Duties
- Subject area of the appointment i.e. the name of subject
- Eligibility requirements
- Assessment criteria
- Other factors of significance to the appointment

2.3 Appointment profile military teachers (officers)

Military teaching appointments are defined by a requirement for military expertise and experience. The appointment profile for officers is adopted by the HOU concerned following consultation with HHR and the Deputy Vice-Chancellor.

The appointment profile shall contain the following:

- Duties
- Subject area of the appointment
- Eligibility requirements
- Other factors of significance to the appointment

3. Announcement of vacancy

3.1 Announcement of vacancy for civilian teaching positions

EO (Employment Ordinance 1994:373), Section 6, first paragraph An authority that intends to appoint an employee to a position shall announce this in some appropriate manner so that those who are interested in the position can register their interest with the authority within a certain period.

The content of the advertisement that is designed shall be consistent with the text in the adopted appointment profile. Information concerning vacant positions shall be available on the SEDU website and should also be available through other relevant channels.

The application period shall be at least three weeks, unless there are special reasons. Posts shall not normally be advertised in the period 15 June to 15 August.

3.2 Announcement of vacancy for military teaching

positions *Ordinance for the Swedish Defence University, Chapter 3, Section 2 ... Section 6 of the Employment Ordinance (1994:373) shall not apply to these appointments ...*

The Swedish Defence University does not need to advertise military teaching positions.

4. Recruitment process

4.1 Civilian teachers

- Appointment profiles for professor, senior lecturer or associate senior lecturer are adopted by the Vice-Chancellor following proposals from RaEB via AAB.
- HOU in consultation with the subject advisory council concerned propose subject matter experts. This proposal is then processed by AAB. AAB accepts the proposal or remits it to the subject advisory council. Specific consideration shall be given to achieving a gender distribution that is as equal as possible.
- RaEB appoints subject matter experts following a proposal from AAB. This proposal can only be accepted or remitted back to AAB.
- AAB can call the most appropriate candidates for the position of professor or senior lecturer to an interview and trial lecture.
- HOU can call the candidates most appropriate for the position of associate senior lecturer to an interview.

- References may be obtained for the final candidates for the position of professor in order to, for example, verify their leadership skills. References may also be obtained for other categories of teacher.
- AAB submits proposals to the Vice-Chancellor regarding appointments to the positions of professor, senior lecturer and associate senior lecturer.
- The Vice-Chancellor makes decisions concerning appointments to the positions of professor, senior lecturer and associate senior lecturer.
- An appointment profile for lecturers is adopted by HOU.
- HOU makes decisions concerning appointments to the position of lecturer. HHR makes the formal employer's decision.

4.2 Military teachers

The Swedish Defence University carries out a recruitment dialogue with the Swedish Armed Forces regarding the requirement for military teachers at SEDU. This recruitment dialogue involves SEDU communicating the need for military teachers within the described work areas and the eligibility requirements for these and the Armed Forces subsequently assists SEDU with the recruitment process. The appointment of a military manager shall normally take place through a notice of interest.

- Decisions concerning a request to the Armed Forces regarding recruitment are made by the Deputy Vice-Chancellor following consultation with HOU.
- Decisions concerning the appointment of military teachers are made by HOU. HHR makes the formal employer's decision.

5. Duties of teaching staff

HEA, 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 manager with responsibility for the work decides, in dialogue with the teachers concerned, the extent to which their work will involve education, research and administration. In so doing, the university shall endeavour to ensure that teachers from all categories of teacher teach in both the first and second cycle. SEDU endeavours to have teachers who participate in both research and education.

Education primarily includes:

- teaching and supervising, educational development work, the planning and administration of education, examination, follow-up and evaluation of education.

Research primarily includes:

- conducting research and contract research, planning and managing research, contributing to the financing of research, disseminating information domestically and internationally about their own research.

Administration primarily includes:

- course administration, academic commissions of trust and development of contacts with the wider community.

6. Eligibility requirements and assessment criteria

6.1 General requirements for teachers

A teacher, civilian or military, at the Swedish Defence University shall have successfully completed teaching and learning in higher education training¹ prior to or no later than a year and a half after their appointment. It is the responsibility of HOU to ensure that the employee completes this training.

It is a general eligibility requirement that the applicant shall have the personal qualities required to execute the position well.

6.2 Eligibility requirements for appointments to the position of professor

HEO (Higher Education Ordinance 1993:100), Chapter 4, Section 3
Candidates who have demonstrated both research and teaching expertise shall be eligible for appointment to the position of professor, except in disciplines in the fine, applied or performing arts ...

Research expertise shall have been demonstrated through:

- independent research contributions that, to a significant degree, exceed the qualification required for appointment as a docent, both qualitatively and quantitatively
- a good ability to build up, lead and develop research of a high quality
- contributions to academic work other than their own research (e.g. commissions as subject matter expert, external reviewer at disputations or by having been invited to lecture at national and international conferences within the subject area)
- having demonstrated their ability to develop their own research area

Teaching expertise shall have been demonstrated through:

- a good ability to develop and implement teaching, including supervision, of a high quality in the first cycle and also the second and third cycles
- successfully completed doctoral supervisor training
- supervision of at least one doctoral student up until the achievement of a degree of doctor, unless there are extraordinary reasons
- an ability to conduct educational development work, course development and the development of new advanced courses and research basis of education

¹ In accordance with the Association of Swedish Higher Education Institutions' guidelines or the international equivalent

- an ability to stimulate and develop students' learning
- a commitment to teaching and their own well-developed basic educational philosophy and vision for learning
- a good ability to engage in third stream activities and to disseminate information about research and development work

6.3 Assessment criteria for appointments to the position of professor

HEO, Chapter 4, Section 3, paragraph 2 ... For appointments to the position of professor, the degree of such expertise as is required to be eligible for the position shall be an assessment criterion. As much care shall be devoted to assessment of teaching expertise as to assessment of research or artistic expertise. Each higher education institution determines itself what other assessment criteria are to apply for appointments to the position of professor.

The assessment criteria shall be used to make the decision between the eligible applicants. The appointment profile shall state what assessment criteria are being used as well as what weight the different criteria carry.

For appointments to the position of professor, in addition to research and teaching expertise, the assessment criteria shall include that the candidate shall have demonstrated leadership expertise.

Leadership expertise shall have been demonstrated through:

- an ability to lead activities and staff, make decisions and take responsibility,
- to provide others with the conditions required to effectively develop the subject and produce research and education of a high quality, and to take responsibility for keeping within the given financial framework,
- an ability to lead academic commissions of trust, and
- an ability to coordinate groups, contribute to creating commitment and participation, and an ability to deal with conflicts

Merits in this area shall be documented in writing and preferably include an appraisal. References may be obtained.

Another assessment criterion shall be that the applicant shall have a documented ability to teach in Swedish and English or, following a specific decision by the person who is deciding on the appointment profile, only in English. Further assessment criteria may be considered if the position so requires.

6.4 Eligibility requirements for appointments to the position of senior lecturer

HEO, Chapter 4, Section 4 Those eligible for appointment to the position of senior lecturer are

1. except in disciplines in the fine, applied or performing arts, a person who has demonstrated teaching expertise and been awarded a degree of doctor or has the equivalent academic competence or some other professional expertise that is of value in view of the subject matter of the position and the duties that it will involve, and ...

The degree of doctor shall have been awarded prior to the end of the application period. Whether a foreign degree of doctor can be considered equivalent to a Swedish degree of doctor may be assessed in each individual case.

Research expertise shall have been demonstrated through:

- The candidate's own research, planning and leadership of research

Teaching expertise shall have been demonstrated through:

- Expertise in planning, conducting and developing education in the first cycle and/or second cycle. The teaching expertise shall be documented so that its quality can also be assessed.

Other professional expertise:

- Expertise acquired through professional activities outside of higher education. The professional expertise shall be of material significance to the subject area in which the teacher shall be operating.

6.5 Assessment criteria for appointments to the position of senior lecturer

HEO, Chapter 4, Section 4, paragraph 2. For appointments to the position of senior lecturer, the degree of such expertise as is required to be eligible for the position shall be an assessment criterion. As much care shall be devoted to assessment of teaching expertise as to assessment of the other eligibility criteria set out in the first paragraph above. Each higher education institution determines itself which other assessment criteria are to apply when appointing a senior lecturer.

The assessment criteria shall be used to make the decision between the eligible applicants. The appointment profile shall state what assessment criteria are being used as well as what weight the different criteria carry.

One assessment criterion is that the applicant shall have a documented ability to teach in Swedish and English or, following a specific decision by the person who is deciding on the appointment profile, only in English. Further assessment criteria may be considered if the position so requires.

6.6 Eligibility criteria for appointments to the position of associate senior lecturer

HEO, Chapter 4, Section 4 a Candidates eligible for appointment to the position of associate senior lecturer are those who have been awarded a doctoral degree or have the equivalent academic competence. The most appropriate candidates are those who have been awarded a doctoral degree or have achieved the equivalent academic competence no more than five years prior to the end of the application period for the position of associate senior lecturer. Those who have been awarded a doctoral degree or have achieved the equivalent academic competence earlier may also be considered for the position if there are special reasons. Special

reasons denotes absence due to illness, parental leave or other similar circumstances.

6.7 Assessment criteria for appointments to the position of associate senior lecturer

For appointments to the position of associate senior lecturer, the ability to conduct independent research of a good quality shall be an assessment criterion. Additional assessment criteria may be adopted by HOU following consultation with the subject advisory council concerned. The assessment criteria shall be specified in the appointment profile.

6.8 Eligibility requirements for appointments to the position of lecturer

Candidates who are eligible for appointment to the position of lecturer are those who have

1. been awarded at least a degree of bachelor from a higher education institution or have the equivalent competence,
2. completed teaching and learning in higher education training or otherwise acquired the equivalent knowledge and have demonstrated teaching expertise.

6.9 Assessment criteria for appointments to the position of lecturer

For appointments to the position of lecturer, the degree of such expertise as is required to be eligible for the position shall be an assessment criterion. In addition, the degree of administrative and other expertise that is significant taking into account the subject content determined by the university for the position and the duties the position includes.

When SEDU advertises a position as lecturer, HOU shall cooperate with the chair of the subject advisory council concerned regarding who the most appropriate candidates for the position are.

7. Promotion

Promotion entails an examination of competence and a change of title. An employee who has been promoted does not have the right to change their duties or terms of employment.

In order to be appointed to the position of professor or senior lecturer through promotion, the employee shall meet the eligibility requirements that apply to new recruits to such positions and a complete application shall be submitted in accordance with that which applies to an equivalent advertised position.

Applications for promotion are processed in the same way as new recruitment cases, however AAB may choose to allow relevant expert opinions from positions applied for previously to constitute the assessment of expert advisors. It is incumbent upon the applicant to cite these opinions in their application.

7.1 Promotion to professor

A senior lecturer with a permanent position or a military teacher at SEDU

may, following a request by the HOU concerned and recommendation from the Vice-Chancellor, be assessed for promotion to a permanent position as professor. The subject specialisation of the position as professor shall be proposed by HOU following consultation with the subject advisory council concerned. However, for the purpose of ensuring adequate experience of independent research and research supervision, promotion cannot occur less than five years after the being awarded a degree of doctor, unless there are exceptional reasons.

Promotion normally occurs within the area of employment within which the teacher normally works, however promotion to another closely associated area may occur.

7.2 Promotion to senior lecturer

A lecturer with a permanent position or a military teacher at SEDU may, following a request by the HOU concerned be assessed for promotion to a permanent position as senior lecturer. The subject specialisation of the position as senior lecturer shall be proposed by HOU following consultation with the subject advisory council concerned. Promotion is dependent on the candidate, in addition to holding a doctoral degree, also fulfilling the other eligibility requirements for appointment to the position of senior lecturer.

7.3 Promotion from associate senior lecturer to senior lecturer

***HEO, Chapter 4, Section 12 c** An associate senior lecturer who is employed pursuant to Section 12a at a higher education institution shall, upon application, be promoted to senior lecturer at that higher education institution if they*

- 1. meet the eligibility requirements for appointment to the position of senior lecturer, and*
- 2. are assessed to be suitable for such a position in accordance with the assessment criteria the higher education institution has, pursuant to Section 4a, second paragraph, decided shall be applied in a case concerning promotion to senior lecturer.*

Such a promotion entails a permanent position as senior lecturer.

An application for promotion to senior lecturer shall be submitted to the registrar no later than six months prior to the end of the employment period set out in the employment decision. The application shall be submitted to the registrar by the applicant.

Promotion is dependent on the candidate fulfilling the eligibility requirements for appointment to the position of senior lecturer.

8. Applications

Applications received by SEDU after the end of the application period, i.e. no later than 24:00 on the application deadline, will not be considered unless special reasons are cited.

Applicants have two weeks following the application deadline to supplement their documents and other proof of merits, which shall be stated in the application. The application and the cited publications shall be written in one of the Scandinavian languages or in English. SEDU does not normally translate from other languages.

9. Preparation of appointments cases

9.1 Preparatory body

HEO, Chapter 4, Section 5 *If a group of individuals are to submit a proposal concerning the applicants to be considered for appointment to a teaching position, women and men shall be represented equally in the group. However, this does not apply if there are extraordinary reasons to the contrary.² AAB prepares proposals for appointments and promotions to the positions of professor and senior lecturer.*

The Vice-Chancellor makes decisions concerning appointment profiles following the preparatory work conducted by AAB and RaEB. RaEB makes decisions concerning subject matter experts based on proposals from AAB.

9.2 Subject matter experts

HEO, Chapter 4, Section 6 *For appointments to the position of professor (including adjunct professor), subject matter experts' opinions concerning the expertise of the applicants shall be obtained, provided that this is not manifestly unnecessary for appraisal of their expertise.*

When the opinions of two or more people are obtained, both men and women shall be represented equally. However, this does not apply if there are extraordinary reasons to the contrary.

HEO, Chapter 4, Section 5 *If a group of individuals are to submit a proposal concerning the applicants to be considered for appointment to a teaching position, women and men shall be represented equally in the group. However, this does not apply if there are extraordinary reasons to the contrary.*

Subject matter experts' opinions shall also be obtained for appointments to the position of senior lecturer and associate senior lecturer.

Proposals concerning subject matter experts should be in place as early as when the appointment profile is adopted.

- The subject advisory council will, on behalf of the HOU, submit proposals concerning subject matter experts to AAB. AAB accepts the proposal and forwards it to RaEB or remits the proposal concerning subject matter experts back to HOU. RaEB accepts AAB's proposals or

² Extraordinary reasons denotes substantial reasons. With regard to the appointment of subject matter experts, it may be the case, for example, that, in spite of great efforts, it has not been possible to engage a suitable expert for the commission in question. Specific justification shall always be provided in the event of departures from the main rule.

remits them back. When a matter is remitted back, the subject advisory council will produce a new proposal concerning subject matter experts on behalf of HOU.

When subject matter experts are appointed, the following applies:

- There shall also be an assessment of whether there are any conflicts of interest.
- The subject matter experts must not be employees of SEDU.
- A special subject matter expert may be appointed for assessing teaching expertise; however, this does not apply to the position of associate senior lecturer.
- In those cases where it is essential to assess a profession other than that denoted by the position, a special subject matter expert shall be appointed to assess the expertise within that profession.
- Women and men shall be represented equally unless there are extraordinary reasons to the contrary.³ RaEB will decide whether there are extraordinary reasons.
- If the assessment pertains to appointment or promotion to the position of professor, no fewer than three experts on the subject shall be appointed; the subject matter experts shall be professors. RaEB will decide whether there are extraordinary reasons.
- If the assessment pertains to appointment to the position of associate senior lecture or senior lecturer, or promotion to the position of senior lecturer, no fewer than two experts on the subject shall be appointed. The subject matter experts shall have the qualifications required for appointment as a docent or be professors.

9.3 Role of subject matter experts

The subject matter experts' assignment is to review the list of leading eligible applicants produced by AAB and rank them in order of precedence. If a subject matter expert assesses two or more applicants to have equivalent merits, they may be ranked in the same position.

The subject matter experts may jointly draft the descriptive presentation of the applicants' merits and conduct internal deliberations regarding criteria and demarcations. However, the final comparison and ranking of the eligible applications shall be conducted individually by each expert.

9.4 Nomination

HEO, Chapter 4, Section 7 *A higher education institution may nominate an individual for appointment to the position of professor if the appointment of this individual is of exceptional importance to a specific activity at the institution. If a higher education institution nominates an individual for a position, the reasons why the appointment is of exceptional importance to the institution must be documented.*

Only those who are eligible for appointment to the position pursuant to

³ Extraordinary reasons denotes substantial reasons. With regard to the appointment of subject matter experts, it may be the case, for example, that, in spite of great efforts, it has not been possible to engage a suitable expert for the commission in question. Specific justification shall always be provided in the event of departures from the main rule.

Section 3 may be nominated for appointment. The decision to nominate an individual for a position is made by the vice-chancellor and cannot be delegated.

When an appointment is made by nomination, no information of the kind laid down in the first paragraph of Section 6 of the Employment Ordinance (1994:373) need be submitted.

The provisions concerning subject matter experts' opinions in Section 6 shall be applied.

A nomination procedure may only be initiated after the Vice-Chancellor's approval has been granted.

10. Decisions concerning appointments

10.1 EO, Section 7 Information concerning the authority's decisions concerning appointments shall be posted on the authority's digital notice board.

10.2 HEO, Chapter 4, Section 13 Teachers are appointed through decisions by the vice-chancellor. Decisions concerning the appointment of professors may not be delegated.

Decisions concerning the appointment of professors (including adjunct professors and visiting professors), associate senior lecturers and senior lecturers (including adjunct senior lecturers) are made by the Vice-Chancellor. Decisions concerning the appointment of lecturers and military teachers are made by HHR following proposals from HOU.

11. Type of appointment

The main rule is that teachers are to be appointed permanently.

11.1 Appointment of teachers

HEO, Chapter 4, Section 9 A teaching position may be limited to a fixed term pursuant to the Employment Protection Act (1982:80) if this does not involve appointment to the position of professor (including adjunct and visiting professor). In addition, the provisions in Sections 10–12 shall apply to fixed-term appointments.

Appointments to the position of senior lecturer and lecturer may be fixed term pursuant to the Employment Protection Act (1982:80).

Military teachers are appointed to fixed-term positions pursuant to a central collective agreement under which the officer is on leave of absence from SAF during while employed at SEDU.

11.2 Appointment of professors

HEA, Chapter 3, Section 3 A professor shall be appointed permanently unless something else is pursuant to the paragraph below.

A professor may be appointed for a fixed term if the appointment pertains to:

1. a creative or artistic subject,
2. an adjunct position at a higher education institution for someone who is mainly employed outside of the higher education sector (adjunct professor), or
3. a position as visiting lecturer for a person who fulfils the eligibility requirements for appointment to the position of professor (visiting professor).

11.3 Appointment of associate senior lecturers

HEO, Chapter 4, Section 12a An associate senior lecturer may be appointed permanently, however for a period of no fewer than four years and no more than six years, as decided by the university prior to the appointment. The purpose of the appointment is for the teacher to be given the opportunity to develop their independence as a researcher and acquire merits, in terms of both research and teaching required for eligibility for appointment to the position of senior lecturer.

An appointment pursuant to the first paragraph may be extended, however no longer than a total of two years, if additional time is needed in order to achieve the purpose of the appointment due to the associate senior lecturer's absence due to illness, parental leave or other special reasons.

Otherwise, the Employment Protection Act applies to an appointment as per the first and second paragraphs.

11.4 Appointment of adjunct professors

HEO, Chapter 4, Section 11 An adjunct professor shall be appointed permanently, however no longer than until a specified date. Such an appointment may be extended. However, the total length of the appointment may not exceed twelve years. In other respects, the position is subject to the provisions of the Employment Protection Act (1982:80).

A person who is mainly employed outside of the higher education sector may be appointed to the position of adjunct professor. The total length of the appointment may not exceed twelve years. Decision concerning appointment are made in the same manner as for permanent appointments in the equivalent category.

The purpose of the adjunct position is to supply such competence as are not normally present within the organisation and are necessary in order to deliver high quality education. Another purpose is to assist with third stream activities.

When appointing an adjunct position, an agreement is drawn up between SEDU, the main employer and the adjunct concerning the terms of employment, e.g. duties, salary costs and other costs, resources in the form of premises and equipment and ownership of results.

11.5 Appointment of visiting professors

HEO, Chapter 4, Section 12 A visiting professor shall be appointed permanently, however for no longer than until a specified date. Such an appointment may be extended. However, the total length of the appointment may not exceed five years. In other respects, the position is subject to the provisions of the Employment Protection Act (1982:80).

A person may be appointed to the position of visiting professor if they are assessed and deemed to be eligible for appointment to the position of professor in

a subject that is relevant in order to support the development of SEDU's research and/or education. The purpose shall be to link SEDU temporarily to people with special competence.

The total length of the appointment may not exceed five years. Following consultation with the subject advisory council, HOU presents the case to AAB, which submits the proposal to the Vice-Chancellor.

11.6 Appointment of adjunct senior lecturers

A person who is mainly employed outside of the higher education sector may be appointed to the position of adjunct senior lecturer. The eligibility requirement for an adjunct senior lecturer is the same as for a regular position. An adjunct senior lecturer may be appointed permanently, however for no longer than two years. Such an appointment may be extended. Decision concerning appointment are made in the same manner as for permanent appointments in the equivalent category.

When appointing an adjunct position, an agreement is drawn up between SEDU, the main employer and the adjunct concerning the terms of employment, e.g. duties, salary costs and other costs, resources in the form of premises and equipment and ownership of results.

11.7 Appointment of visiting senior lecturers

A person may be appointed to the position of visiting senior lecturer if they are assessed and deemed to be eligible for appointment to the position of senior lecturer in the subject to which the appointment pertains. The purpose shall be to temporarily employ people with special competence from another higher education institution. Following consultation with the subject advisory council, HOU presents the case to AAB, which submits the proposal to the Vice-Chancellor.

A visiting senior lecturer shall be employed principally as a senior lecturer at another Swedish or foreign higher education institution. A visiting senior lecturer is appointed for a limited period in accordance with the Employment Protection Act (1982:80).

12. Termination of employment

***HEO, Chapter 4, Section 16** In the case of professors, issues pursuant to Section 34 of the Public Employment Act (1994:260) and Section 15 of the Letters of Appointment Employment Act (1994:261) shall be assessed by the Government Disciplinary Board for Higher Officials.*

***HEO, Chapter 4, Section 17** In cases other than those referred to in Section 16 and Chapter 2, Section 2, first paragraph, point 6 and Section 15, the vice-chancellor shall make decisions concerning termination of employment. Decisions to terminate a professor's*

employment may not be delegated.

13. Cancelling an appointment procedure

The cancellation of an appointment procedure shall be examined restrictively. A decision to cancel is made by the same authority that would have decided on the appointment. It is not possible to appeal against such decisions pursuant to Section 21 of the Employment Ordinance 1994:373.