

## Appointments Procedure at University West

<b>Approved by</b>	The University Board
<b>Document manager</b>	Head of HR
<b>Version</b>	1
<b>Effective as of</b>	01/01/2023
<b>Replaces</b>	Doc. no 2017/1632 A 21

This is an English translation.

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## 1 Abbreviations

‘HF’ – ‘högskoleförordningen’, the Swedish Higher Education Ordinance (1993:100)

‘RF’ – ‘regeringsformen’, the Instrument of Government (1974:152)

‘LOA’ – ‘lagen om offentlig anställning’, the Swedish Public Employment Act (1994:260)

‘HL’ – ‘högskolelagen’, the Swedish Higher Education Act (1992:1434)

‘SUHF’ – ‘Sveriges universitets- och högskoleförbund’, the Association of Swedish Higher Education Institutions

‘FL’ – ‘förvaltningslag’, the Swedish Administrative Procedure Act (2017:900)

‘AF’ – ‘anställningsförordning’, Employment Ordinance (1994:373)

## 2 Introduction

The Appointments Procedure is a governing document that sets out the rules that apply for the appointment of teaching staff and comprises instructions of a fundamental nature that supplement laws and ordinances. In addition, this document details the teaching staff categories at the university, and the eligibility requirements and assessment criteria applied when making appointments and promotions. The Appointments Procedure is approved by the University Board (Chap. 2, Art. 2, HF).

The purpose of the Appointments Procedure is to ensure the requirement for public oversight, the rule of law and transparency, and, within the remit of the university’s mission, vision and goals, to support efforts to attract, recruit, develop and retain teaching staff with the relevant experience and expertise.

When making appointments to posts within the state administration, only objective factors, such as merit and competence, should be taken into account (Chap. 12, Art. 5, second paragraph, RF). According to Art. 4, second paragraph, LOA, competence should be the primary consideration, unless there are special reasons for doing otherwise.

For instructions regarding processes and procedures for appointments and promotions (including admission of associate professor) qualifications and affiliations), see ‘Guidelines on the Application of the Appointments Procedure’ (Appendix 1).

## 2.1 Equal terms and gender equality

Purposeful and systematic work on equal terms and gender mainstreaming<sup>1</sup> is a prerequisite for the university's ability to attract, recruit, develop and retain staff with the relevant experience and expertise. Processes relating to recruitment and promotions are therefore key elements of gender mainstreaming. These efforts aim to ensure equal rights and opportunities via transparent processes and procedures that are based on the university's core values and strategies, as well as on the laws and political targets governing such efforts. Two central premises are the Anti-Discrimination Act's (2008:567) requirements for active measures and gender equality policy targets. The overriding gender equality policy objective is for women and men to have the same power to shape society and their own lives.<sup>2</sup>

Every preparatory body and decision-making authority should work towards a more equal gender distribution at the university, based on laws, political targets and the university's internal strategies<sup>3</sup>. The target is for all professional groups at the university to be quantitatively equal, which means endeavouring to ensure that neither gender has less than 40-percent representation. Action should therefore always be taken when recruiting and promoting to ensure an equal gender distribution. The university's guidelines for the application of the Appointments Procedure provide details of the processes and procedures that support this. Furthermore, analysis, goals and plans for such action should be prepared by the respective unit based on the circumstances and challenges specific to the unit. This is done within the remit of annual work on the units' skills provision planning.

## 3 Teaching appointments at University West

According to Chap. 3, Art. 2, HL, professors and senior lecturers<sup>4</sup> are to be employed as teaching staff at universities. Employment as a professor is the principal teaching staff appointment. In addition to professor appointments, each higher education institution determines its own categories of teaching staff to be appointed, along with the eligibility requirements and assessment criteria that apply to the appointment of teaching staff (Chap. 3, Art. 6, HL)

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<sup>1</sup> The work of educational institutions on gender mainstreaming is based on an individual's legal sex, which can negate and exclude those who identify as non-binary. To maintain awareness of this, and of the fact that female and male groups are not homogenous, the intersectionality perspective is applied. This perspective explains how other factors, such as class, age, ethnicity, functional capacity and sexual orientation or gender expression can interact with gender, thus highlighting differences both within and between the female and male groups.

<sup>2</sup> Gender equality targets ([www.regeringen.se](http://www.regeringen.se)).

<sup>3</sup> Gender-balanced personnel is considered to be in place when the percentage of women and men respectively is 40/60 percent or more equal ([www.jamstalldhetsmyndigheten.se](http://www.jamstalldhetsmyndigheten.se)).

University West has the following categories of teaching staff:

- Lecturer
- Postdoc
- Assistant senior lecturer
- Senior lecturer
- Professor
- Senior professor
- Visiting teaching staff (visiting lecturer, visiting senior lecturer, visiting professor)
- Adjunct teaching staff (adjunct lecturer, adjunct senior lecturer, adjunct professor)

The work of teaching staff may include teaching or research, as well as administrative tasks. The duties of teaching staff also include keeping abreast of developments within their own subject area and other social developments that are of significance to their work at the University (Chap. 3, Art. 1, HL).

### 3.1 Lecturer

Eligibility requirements for employment as a lecturer:

- Demonstrated teaching proficiency. Applicants who lack teaching qualifications from an academic environment should have competence that equates to the university's eligibility requirements, although this could have been gained by means other than in an academic environment.
- Completion of higher education teacher training of at least ten weeks, or equivalent competence. If the applicant has not completed higher education teacher training, the appointment may be made, provided the individual completes such training during the first two years of the appointment.
- Must hold a degree at second-cycle level or equivalent. In certain situations, professional skills may satisfy eligibility requirements instead of a degree at second-cycle level. For this to be the case, such professional skills should correspond to a degree at second-cycle level, and be relevant to the duties included in the appointment.

General assessment criteria for the appointment of teaching staff are detailed in section 7.

### 3.2 Postdoc

Eligibility requirements for employment as a postdoc:

- Must hold a doctoral degree or have equivalent academic expertise. This eligibility requirement should be met no later than by the date the appointment decision is made, according to the agreement on fixed-term employment as a postdoc<sup>5</sup>.

Appointment as a postdoc is regulated by the collective agreement on fixed-term employment as a postdoc. The purpose of such appointment is to allow the employee, after completion of their doctoral degree, an early opportunity to develop their independence as a researcher and lay the ground for further qualification.

Such employment is primarily aimed at those who have completed their doctoral degree no more than three years prior to the appointment decision. If there are special reasons, a doctoral degree may have been completed earlier. A postdoc may be employed until further notice, although for a minimum period of two years and maximum of three years. The appointment may be extended if special reasons exist. In general, employment as a postdoc relates to a full-time position.

General assessment criteria for the appointment of teaching staff are detailed in section 7.

### 3.3 Assistant senior lecturer

Eligibility requirements for employment as an assistant senior lecturer:

- Must hold a doctoral degree or have equivalent academic expertise (Chap. 4, Art. 4a, HF).

The purpose of the appointment is for the teacher to be given an opportunity to develop their independence as a researcher and qualify both academically and pedagogically to meet eligibility requirements for a position as a senior lecturer.

Such employment is primarily aimed at those who have completed their doctoral degree or achieved equivalent expertise no more than five years prior to the deadline for applications for employment as an assistant senior lecturer. Even if the applicant has completed a doctoral degree or has achieved equivalent expertise at an earlier date, they may still be considered if there are special reasons, according to Chap. 4, Art. 4a, HF. An assistant senior lecturer may be employed until further notice,

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<sup>5</sup> Central collective agreement between Arbetsgivarverket (Swedish Public Employment Service) and OFR/S, P, O and Saco-S organisations.

although for a minimum period of four years and maximum of six years. The appointment may be extended if special reasons exist (Chap. 4, Art. 4a, HF). If a teacher has held a fixed-term position as an assistant senior lecturer, an agreement on fixed-term employment according to the Swedish Employment Protection Act (1982:80) may not be entered into within six months of the date that employment as an assistant senior lecturer ceases (Art. 12 b, HF).

General assessment criteria for the appointment of teaching staff are detailed in section 7.

### 3.4 Senior lecturer

Eligibility requirements for employment as a senior lecturer:

- Demonstrated teaching proficiency (Chap. 4, Art. 4, HF). Applicants who lack teaching qualifications from an academic environment should have competence that equates to the university's eligibility requirements, although this could have been gained by means other than in an academic environment.
- Completion of higher education teacher training of at least ten weeks, or equivalent competence. If the applicant has not completed higher education teacher training, the appointment may be made, provided the individual completes such training during the first two years of the appointment.
- Must hold a doctoral degree or have the equivalent academic expertise or some other form of professional skill that is relevant to the subject content of the post and the duties related to the position (Chap. 4, Art. 4, HF).

Employment as a senior lecturer is regulated by the Swedish Higher Education Ordinance (1993:100).

General assessment criteria for the appointment of teaching staff are detailed in section 7.

### 3.5 Professor

Eligibility requirements for employment as a professor:

- Demonstrated teaching proficiency (Chap. 4, Art. 3, HF). Applicants who lack teaching qualifications from an academic environment should have competence that equates to the university's eligibility requirements, although this could have been gained by means other than in an academic environment.



- Completion of higher education teacher training of at least ten weeks, or equivalent competence. If the applicant has not completed higher education teacher training, the appointment may be made, provided the individual completes such training during the first two years of the appointment.
- Demonstrated academic ability (Chap.4, Art. 3, HF).

The employment as a professor is regulated by the Swedish Higher Education Ordinance (1993:100). A professor is employed for an indefinite period without any fixed term (Chap. 3, Art. 3, HL).

General assessment criteria for the appointment of teaching staff are detailed in section 7.

### 3.6 Senior professor

Eligibility requirements for employment as a senior professor:

- Demonstrated teaching proficiency. Applicants who lack teaching qualifications from an academic environment should have competence that equates to the university's eligibility requirements, although this could have been gained by means other than in an academic environment.
- Completion of higher education teacher training of at least ten weeks, or equivalent competence. For senior professors, exceptions may be made from the requirement regarding the completion of higher education teacher training, depending on the term of the appointment, its scope and duties.
- Demonstrated academic expertise.

Individuals employed as senior professors must have been employed as a professor or equivalent prior to retirement. A senior professor is employed until further notice, however with a fixed end date. The appointment is for a maximum of one year and can be extended thereafter for a maximum of one year at a time.

General assessment criteria for the appointment of teaching staff are detailed in section 7.

### 3.7 Visiting teaching staff

The purpose of visiting teaching staff is to create scope for new influences in the university's operations by temporarily forging contacts with individuals whose professional activities are based in the higher education sector. The sector includes both Swedish and international educational institutions.

### 3.7.1 Visiting lecturer

Eligibility requirements for employment as a visiting lecturer:

- Demonstrated teaching proficiency.
- Completion of higher education teacher training of at least ten weeks, or equivalent competence. For visiting teaching staff, exceptions may be made from the requirement regarding the completion of higher education teacher training, depending on the term, scope and duties of the appointment.
- Must hold a degree at second-cycle level or equivalent. In certain situations, professional skills may satisfy eligibility requirements instead of a degree at second-cycle level. For this to be the case, such professional skills should correspond to a degree at second-cycle level, and be relevant to the duties included in the appointment.

Employment as a visiting lecturer is for a fixed term, on the basis of the Swedish Employment Protection Act (1982:80).

General assessment criteria for the appointment of teaching staff are detailed in section 7.

### 3.7.2 Visiting senior lecturer

Eligibility requirements for employment as a visiting senior lecturer:

- Demonstrated teaching proficiency.
- Completion of higher education teacher training of at least ten weeks, or equivalent competence. For visiting teaching staff, exceptions may be made from the requirement regarding the completion of higher education teacher training, depending on the term, scope and duties of the appointment.
- Must hold a doctoral degree or have equivalent academic expertise or some other form of professional skill that is relevant to the subject content of the post and the duties related to the position.

Employment as a visiting senior lecturer is on a fixed term, on the basis of the Swedish Employment Protection Act (1982:80).

General assessment criteria for the appointment of teaching staff are detailed in section 7.

### 3.7.3 Visiting professor

Eligibility requirements for employment as a visiting professor:

- Demonstrated teaching proficiency.

- Completion of higher education teacher training of at least ten weeks, or equivalent competence. For visiting teaching staff, exceptions may be made from the requirement regarding the completion of higher education teacher training, depending on the term, scope and duties of the appointment.
- Demonstrated academic expertise.

Employment as a visiting professor is regulated by the Swedish Higher Education Ordinance (1993:100). A visiting professor is employed until further notice, although with a fixed end date. However, the maximum total period of employment is five years (Chap. 4, Art. 12, HF).

General assessment criteria for the appointment of teaching staff are detailed in section 7.

### 3.8 Adjunct teaching staff

The purpose of adjunct appointments is to encourage knowledge transfer between the university and the surrounding community. Employment as an adjunct teacher is part-time employment of an employee whose primary occupation is outside the university and higher education sector. The sector includes both Swedish and international educational institutions.

#### 3.8.1 Adjunct lecturer

Eligibility requirements for employment as an adjunct lecturer:

- Demonstrated teaching proficiency. Applicants who lack teaching qualifications from an academic environment should have competence that equates to the university's eligibility requirements, although this could have been gained by means other than in an academic environment.
- Completion of higher education teacher training of at least ten weeks, or equivalent competence. For adjunct teaching staff, exceptions may be made from the requirement regarding the completion of higher education teacher training, depending on the term of the appointment, its scope and duties.
- Must hold a degree at second-cycle level or equivalent. In certain situations, professional skills may satisfy eligibility requirements instead of a degree at second-cycle level. For this to be the case, such professional skills should correspond to a degree at second-cycle level, and be relevant to the duties included in the appointment.

Employment as an adjunct lecturer is regulated according to the agreement on fixed-term employment of adjunct teaching staff<sup>6</sup>. An adjunct lecturer may be employed until further notice, although for a maximum period of two years. The position may be extended without an upper limit, although for a maximum period of two years at a time. The position is typically 20 percent of full-time working hours.

General assessment criteria for the appointment of teaching staff are detailed in section 7.

### 3.8.2 Adjunct senior lecturer

Eligibility requirements for employment as an adjunct senior lecturer:

- Demonstrated teaching proficiency. Applicants who lack teaching qualifications from an academic environment should have competence that equates to the university's eligibility requirements, although this could have been gained by means other than in an academic environment.
- Completion of higher education teacher training of at least ten weeks, or equivalent competence. For adjunct teaching staff, exceptions may be made from the requirement regarding the completion of higher education teacher training, depending on the term of the appointment, its scope and duties.
- Must hold a doctoral degree or have equivalent academic expertise or some other form of professional skill that is relevant to the subject content of the post and the duties related to the position.

Employment as an adjunct senior lecturer is regulated according to the agreement on fixed-term employment of adjunct teaching staff. An adjunct senior lecturer may be employed until further notice, although for a maximum period of two years. The position may be extended without an upper limit, although for a maximum period of two years at a time. The position is typically 20 percent of full-time working hours.

General assessment criteria for the appointment of teaching staff are detailed in section 7.

### 3.8.3 Adjunct professor

Eligibility requirements for employment as an adjunct professor:

- Demonstrated teaching proficiency. Applicants who lack teaching qualifications from an academic environment should have competence that

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<sup>6</sup>Central collective agreement on fixed-term employment of adjunct teaching staff between Arbetsgivarverket (Swedish Public Employment Service) and OFR/S, P, O, Saco-S and SEKO organisations.

equates to the university's eligibility requirements, although this could have been gained by means other than in an academic environment.

- Completion of higher education teacher training of at least ten weeks, or equivalent competence. For adjunct teaching staff, exceptions may be made from the requirement regarding the completion of higher education teacher training, depending on the term of the appointment, its scope and duties.
- Demonstrated academic expertise.

Employment as an adjunct professor is regulated by the Swedish Higher Education Ordinance (1993:100). An adjunct professor is employed until further notice, although with a fixed end date. However, the maximum total period of employment is 12 years (Chap. 4, Art. 11, HF).

General assessment criteria for the appointment of teaching staff are detailed in section 7.

### 3.9 Combined posts

According to Chap. 4, Art. 2 of HF, a higher education institution, with the consent of a healthcare authority as specified in Chap. 3, Art. 8 of HL, may determine that a position as professor or senior lecturer at a higher education institution should be combined with a position at a healthcare unit that is licensed for medical education and research. Education and research at such a unit includes odontological education and research.

Combined posts are subject to the same eligibility requirements and assessment criteria that apply to the appointment of the respective teaching category. When a teaching appointment is combined with a position, as per Chap. 4, Art. 2 of HF, the eligibility requirement for the clinical appointment, such as registration as a medical practitioner, should always constitute grounds for eligibility (Chap. 3, Art. 8, HL).

### 3.10 Teaching staff in artistic areas

Teaching staff in artistic areas may be employed until further notice up to a maximum of five years. Such an appointment may be renewed. However, the maximum total period of employment may be a maximum of ten years (Chap. 4, Art. 10, HF).

To be eligible for employment as a member of teaching staff within artistic areas, the applicant must have demonstrated both artistic skill and teaching proficiency. The

same assessment criteria normally apply as apply to the appointment of the respective teaching category.

## **4 Promotion**

Assessment for promotion to a more senior position should take place with the same care and thoroughness as for an appointment to a vacant position. An application for promotion should be in the same subject as the current appointment. Assessment for promotion may not normally take place until two years, at the earliest, after employment for an indefinite period has been obtained.

### **4.1 Eligibility requirements and assessment criteria for promotion**

Promotion is subject to the same eligibility requirements and assessment criteria for appointment to a vacant position. The requirement for the completion of higher education teacher training of at least 10 weeks should be met at the point of the application for promotion.

### **4.2 Promotion from lecturer to senior lecturer**

After their application, a lecturer employed for an indefinite period should be assessed for employment as a senior lecturer. An application for promotion must be in the same subject as the current post. For information about handling an application for promotion to senior lecturer, see the Guidelines on the Application of the Appointments Procedure (reference in Appendix 1).

### **4.3 Promotion from assistant senior lecturer to senior lecturer**

After their application, an assistant senior lecturer should be assessed for employment as a senior lecturer. Such a promotion entails employment for an indefinite period as a senior lecturer (Chap. 4, Art. 12 c, HF). An application for promotion must be in the same subject as the current post. For information about handling an application for promotion to a senior lecturer, see the Guidelines on the Application of the Appointments Procedure (reference in Appendix 1).

### **4.4 Promotion from senior lecturer to professor**

Following their application, a senior lecturer employed for an indefinite period can be assessed for employment as a professor. An application for promotion must be in the same subject as the current post. The vice-chancellor determines the right to

assessment, in consultation with the head of department. A decision not to assess an application for promotion may not be appealed. For information about handling an application for promotion to professor, see the Guidelines on the Application of the Appointments Procedure (reference in Appendix 1).

## 5 Admission of associate professor

Appointing associate professors strengthens the quality of education and research at University West. Being an associate professor is a mark of academic expertise, which entitles the holder of the post to ‘*venia docendi*’, i.e. authorisation to teach and supervise at all levels at the university.

An appointment as an associate professor is not associated with an employment.

For information about eligibility requirements, assessment criteria and preparation of admission of associate professor, see the rules for admitting associate professor at University West (reference in Appendix 1).

## 6 Affiliations

University West aims to increase academic exchanges, both nationally and internationally. The exchange of knowledge and ideas between different areas of education and research can be furthered by forging contacts with highly regarded researchers from other educational institutions, companies, authorities or other organisations.

Affiliations are used when employment is, for various reasons, not applicable.

Being accepted as an affiliate professor requires employment as a professor at another educational institution. Being accepted as an affiliate researcher requires that the person holds a doctoral degree or equivalent academic expertise.

For information about handling affiliations, see the Guidelines on the Application of the Appointments Procedure (reference in Appendix 1).

## 7 Assessment criteria for the appointment of teaching staff

The appointment and promotion of teaching staff are subject to eligibility requirements that applicants must meet in order to be employed. The eligibility

requirements for each teacher category are described in Section 3. In addition to eligibility requirements, there are also general assessment criteria that are used for the appointment and promotion of teaching staff. Assessment criteria are used as a selection instrument to help choose between eligible candidates.

According to Chap. 4, Art. 3 and 4 of HF, the assessment criteria for the appointment of professors and senior lecturers are the extent of the capabilities that are a requirement to be eligible for the post. Assessment of teaching proficiency should be done with as much care as for the assessment of academic/artistic expertise when appointing a professor. When appointing a senior lecturer, as much care should be taken with assessing teaching proficiency as in assessing other aspects of eligibility. In other respects, each educational institution determines the assessment criteria to be applied for the appointment of professors and senior lecturers.

University West applies the following general assessment criteria:

- Teaching proficiency
- Academic expertise
- Ability to collaborate
- Administrative proficiency
- Management proficiency
- Other professional skills

All assessment criteria should usually be applied when appointing a member of teaching staff. The recruitment profile for the post should specify the assessment criteria that will be applied and how they will be weighted in relation to one another.

## 7.1 Teaching proficiency

The assessment of teaching proficiency should take account of a demonstrated ability to foster students' learning by planning, implementing and continually evaluating and developing education, teaching, supervision and examination.

The following examples provide guidance for the assessment of teaching proficiency:

- Ability to vary supervision methods and forms of examination in relation to the subject's nature and expected learning outcomes.



- Ability to incorporate theory and practice in teaching, with the objective of encouraging students to develop their capacity to address and drive sustainable societal development<sup>7</sup>.
- Experience of collaboration with the surrounding community and an ability to translate this into planning, implementation and follow-up of education in order to incorporate theory and practice.
- Development of teaching elements, courses and education programmes, as well as responsibility for and experience of the quality development and quality assurance of courses.
- Participation in development contexts for higher education teacher training and didactics.
- Ability to reflect on the teaching remit.
- Ability to relate to and incorporate international perspectives and relationships in one's own teaching.
- Experience of contributing to national and international pedagogical debate.
- Other teaching background, such as teaching development projects, production of teaching aids production or similar.

## 7.2 Academic expertise

Assessment of academic proficiency should take account of the ability to contribute to knowledge development through independent research, which is demonstrated by an ability to plan, implement, lead and develop research. Academic expertise is demonstrated through one's own research and/or research together with others.

The following examples provide guidance for the assessment of academic expertise:

- The breadth and depth of the research
- The originality of the research
- Assignments within academia.
- Contributions to international academia.
- Ability to obtain research grants.
- Ability to communicate and collaborate with the surrounding community on research implementation and outcomes.
- Contributions to the development of theory and methodology.
- National and international academic cooperation.

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<sup>7</sup> Sustainable development is a development that meets today's needs without jeopardising future generations' ability to meet their needs. Sustainable development is based on three dimensions: social, environmental and economic. These Global Goals cover all three dimensions ([www.globalamalen.se](http://www.globalamalen.se)).

### 7.3 Ability to collaborate

Assessment of the ability to collaborate should take account of the ability to collaborate with different actors in society as an integral part of an educational and research assignment. Collaboration should strengthen the quality, relevance, dissemination, accessibility and benefit of education and research.

The following examples provide guidance for the assessment of the ability to collaborate:

- Collaboration projects with external actors, both national and international.
- External specialist assignments.
- Ability to disseminate education and research make them useful and accessible through the application and dissemination of popular science and through patents and the formation of start-up companies.
- Achievements within commissioned education and commissioned research.

### 7.4 Administrative proficiency

The assessment of administrative proficiency should take account of the ability to effectively and appropriately plan, implement, organise and prioritise duties. Administrative proficiency is demonstrated through professionalism and activities that contribute to a collegial sense of community and an effective academic environment.

The following examples provide guidance for the assessment of the administrative proficiency:

- Appointments to boards, committees and other bodies.
- Assignments concerning, for example, internationalisation, digitalisation, ethics or work environment and sustainability issues, including gender equality and equal terms.
- Collaboration on the planning and implementation of conferences and seminars.
- Official report assignments.
- Evaluation and follow-up work.
- Mentorship.
- Ability to adhere to regulations and timeframes.

## 7.5 Management proficiency

The assessment of management proficiency should take account of the ability to sustainably lead and develop employees and academic activities, within both education and research. Management proficiency is demonstrated through an ability, in dialogue with employees, to foster a shared understanding of and commitment to the assignment to achieve shared objectives and create value for students and the surrounding community.

The following examples provide guidance for the assessment of management proficiency:

- Experience of organisational development, organisational management and personnel management within and outside academia.
- Formal leadership training
- Experience of project management
- Experience of manager and/or leadership appointments within academia (such as appointments as head of division or department).
- Experience of leadership outside academia.

## 7.6 Other professional skills

The assessment of other professional skills should take account of the contribution to knowledge development within the area of competence specific to the appointment. Other professional skills are demonstrated through well-developed knowledge about the terms and conditions of the professional activity with regards to the organisation and society, as well as for individual professionals.

The following examples provide guidance for the assessment of professional skill:

- Advanced professional experience related to the subject area in question. The assessment of professional skills should take account of its scope, breadth and depth, and its relevance to the professional area.

## 8 Higher education teacher training

Under University West's eligibility requirements, applicants for a teaching role (with the exception of postdocs and assistant senior lecturer) must, as part of their teaching proficiency, have undergone higher education teacher training of at least 10 weeks. The higher education teacher training should be related to the SUHF's (Association

of Swedish Higher Education Institutions) national recommendations and have as the overall objective for those who complete the course of demonstrating knowledge, competence and an approach that forms the basis for working professionally as a teacher in their subject area and for participating in the development of higher education (SUHF, 2016:1). If there are special reasons, such as the applicant not having had the opportunity in their previous employment to benefit from such knowledge, an appointment may still go ahead. In such cases, the person appointed should undergo higher education teacher training during the first two years of employment to meet this requirement. For applications for promotion, the requirement for the completion of higher education teacher training should have been met prior to the submission of the application.

The requirement to complete higher education teacher training of at least 10 weeks is not applied for teaching staff on temporary employment of up to two years. In such cases, the employee should instead complete adapted higher education teacher training based on the duties of their employment.

Teaching staff employed indefinitely that have completed higher education teacher training of at least 10 weeks should be given the opportunity, as part of their skills development time, to take more of the higher education teacher training courses offered by the university.

## 8.1 Validation of higher education teacher training

Validation is an integral part of expanded recruitment, expanded participation and internationalisation, and is an alternative approach to education. Validation aims to lay the ground for skills provision and lifelong learning.

Validation of higher education teacher training takes place based on the SUHF's recommendations on learning objectives for authorised higher education teacher training, and recommendations on mutual recognition<sup>8</sup>.

For information about the validation of higher education teacher training, see the assessment and recognition of higher education teacher training qualifications (reference in Appendix 1).

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<sup>8</sup> Recommendations on general learning outcomes for the teaching qualifications required for employment as an academic teacher and on mutual recognition (REK 2016:1).

## 9 Preparation

As a state authority, University West has specific responsibility for ensuring that the recruitment and promotion process is impartial, transparent and follows the rule of law. The activities of authorities must adhere to the basic requirements of legality and objectivity. Legality and objectivity mean that the university may only take action that is supported in law, and that the university's activities must be objective and impartial (Art. 5 FL).

University West's employment board prepares matters concerning employment, promotions and affiliations for decision and takes decisions on the admission of associate professor. Decisions regarding the appointment of teaching staff are taken based on University West's procedural rules. Decisions regarding the appointment of professors are taken by the vice-chancellor and may not be delegated (Chap. 4, Art. 13, HF).

According to Chap. 4, Art. 5, HF, women and men must be equally represented when a group submits a proposal about applicants that should be considered for an appointment as teaching staff, unless there are special reasons.

For further information about this preparation process, see the Guidelines on the Application of the Appointments Procedure (reference in Appendix 1).

### 9.1 Advertising vacancies

According to Art. 6 of AF, an authority intending to appoint an employee must provide appropriate information about this so that those interested in the post can express their interest. Information about a vacant post does not need to be provided if special reasons apply.

Vacant posts at University West should usually be advertised on the university's website, the official notice board and on the website of the Swedish Public Employment Service (*Arbetsförmedlingen*). In addition to this, an assessment is made for each specific recruitment about the relevant advertising channels. Vacancies should be advertised internationally to promote internationalisation and expand recruitment. The application period should be at least three weeks.

For information about advertising vacancies, see the guidelines for advertising vacant posts at University West (reference in Appendix 1).

## 9.2 Initial screening of applicants

Initial screening of applicants may be carried out before expert evaluation if an applicant is clearly not suitable for the post. A decision on initial screening is taken by the head of department. The vice-chancellor screens applicants for the appointment of professors. Documentation stating the reason for such screening should be established. Applicants that are screened out should be informed that they are not being considered for the post.

## 9.3 Expert evaluation

The appointment and promotion of teaching staff at University West are subject to expert evaluation as per the table below.

If an assessment is obtained from two or more people, women and men should be equally represented. This does not apply, however, if there are special reasons (Chap. 4, Art. 6, HF). To ensure that this requirement is met, it must be possible to demonstrate that attempts have been made to find experts of both genders.

Expert evaluation should be carried out unless it is clearly unnecessary. Clearly unnecessary means, for example, that there is only one applicant, who has previously been subject to expert evaluation within the relevant subject. Expert evaluation may also be excluded out if a simplified procedure is applied (see description in Section 9.5).

Category	Expert evaluation
Lecturer	Expert evaluation should be applied as required.
Postdoc	Expert evaluation should be applied as required.
Assistant senior lecturer	The number of experts for the appointment of an assistant senior lecturer should be at least one. At least one expert should be an external party.
Senior lecturer	The number of experts for the appointment of and promotion to senior lecturer should be at least one. At least

	<p>one expert should be an external party. An expert evaluation for promotions to senior lecturer may be deemed unnecessary if the applicant has completed a doctoral degree in the subject for which they are applying to teach.</p>
Professor	<p>An expert evaluation should be conducted for the appointment of and promotion to professor, unless it is clearly unnecessary for the assessment of competence (Chap. 4, Art. 6, HF). The number of experts should be at least two. At least two experts should be external parties.</p>
Senior professor	<p>Expert evaluation should be applied as required.</p>
Visiting teaching staff	<p>When appointing visiting teaching staff, an expert evaluation should be conducted for the assessment of senior appointments or for eligibility in a subject other than that in which they work at the principle employer.</p>
Adjunct teaching staff	<p>Expert evaluation may take place as required for the appointment of an adjunct lecturer.</p> <p>The number of experts for the appointment of an adjunct senior lecturer should be at least one. At least one expert should be an external party.</p> <p>An expert evaluation should be conducted for the appointment of an adjunct professor, unless it is clearly unnecessary for the assessment of competence (Chap. 4, Art. 6, HF). The</p>

	number of experts for the appointment of an adjunct professor should be at least two. At least two experts should be external parties.
Associate professor	There should be at least two experts involved in assessing the admission of associate professor. At least two experts should be external parties.
Affiliated researcher/professor	Qualifications are assessed by the employment board.

#### 9.4 Call to professorship

According to Chap. 4, Art. 7, HF, a higher education institution may invite a person for employment as a professor if the appointment is of particular importance for the institution's activities. Only someone who is eligible for appointment as a professor may be employed by means of a call to professorship. The regulations regarding expert evaluation should be applied. Appointment by invitation does not require such information referred to in Art. 6 of AF to be submitted.

The decision to call a person for appointment as professor is taken by the vice-chancellor and may not be delegated. The reasons that the appointment is of particular importance to the university should be documented (Chap. 4, Art. 7, HF).

This invitation procedure should be used restrictively.

#### 9.5 Simplified procedure

A simplified employment procedure may be used when appointing teaching staff for fixed-term employment. A simplified procedure means preparation by the employment board and expert evaluation may be excluded in certain cases.

For further information about this simplified procedure, see the guidelines for applying the Appointments Procedure (reference in Appendix 1).



## 10 Other regulations

### 10.1 Conflicts of interest

Conflicts of interest should be continually considered when dealing with employment and promotion matters. In the event of a conflict of interest, the person handling a matter is obliged to report this. A person with a conflict of interest may not participate in handling the matter and may not be present when the matter is decided on. What constitutes a person with a conflict of interest is set out in Art. 16, FL.

### 10.2 Appeals

According to Chap. 12, Art. 2, HF, the following decisions by the university may be appealed to the Higher Education Appeals Board.

- Employment decisions, with the exception of decisions to appoint a doctoral student or a senior lecturer by means of promotion from assistant senior lecturer.
- Decisions to reject an application for promotion from assistant senior lecturer to senior lecturer.

According to Art. 7, AF, information about the authority's employment decision is submitted on the authority's official notice board. Information does not need to be submitted if the appointment is expected to be for a maximum of six months. A notice should contain information about the date that the information was posted on the notice board, information about the appeal process, and any divergent statements noted in the minutes or other document (Art. 8, AF).

## **Appendix 1: Reference to governing documents**

Guidelines on the Application of the Appointments Procedure, doc. no. HV 2022/737

Rules of appointing associate professor, doc. no. HV 2020/309

Assessment and Recognition of Higher Education Teaching Qualifications  
([www.hv.se/om-oss/akademus/hogskolepedagogik/](http://www.hv.se/om-oss/akademus/hogskolepedagogik/))

Guidelines on Advertising Vacant Posts at University West, doc. no. HV 2022/738