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SLU

Appointment procedures for teachers at SLU

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Introduction

SLU's appointment procedures (AO) are based on the Higher Education Act (HL) and the Higher Education Ordinance (HF). They regulate which teaching positions are available at SLU and the eligibility requirements that apply to each position.

The appointment procedures are supplemented by general assessment criteria for the appointment of teachers that are approved by the vice-chancellor following delegation from the SLU Board. The general assessment criteria describe the grounds of assessment for each employment position, based on SLU's view of recruitment and skills provision, and provide examples of indicators and measures that are relevant to a combined assessment of an applicant's aptitude.

SLU is to be characterised by openness, gender equality and inclusion. The recruitment work is in line with the European Commission's Code of Conduct for the Recruitment of Researchers. SLU aims to attract, recruit and maintain high-quality teacher competence.

To be able to achieve this, a good working environment with well-functioning leadership is necessary. Therefore, SLU works actively and systematically to ensure a healthy work environment, gender equality and equal opportunities, where proactivity and in-house training are guiding principles. Hence, when appointing teaching staff, SLU emphasises the ability to lead individuals and operations at different levels for a sustainable working environment that provides equal opportunities.

Equal opportunities means that all employees, students and applicants are made to feel welcome and have the same opportunities regardless of sex, sexual orientation, transgender identity or expression, disability, ethnicity, religion or other belief, or age.

Objectivity and impartiality are to characterise the appointment of a teaching position, and the rules on impartiality outlined in the Administrative Procedure Act apply. This applies to all aspects of the employment procedure, from the time a proposal for new recruitment is made, until the final decision on employment.

Basic provisions and legal basis

RF Chapter 1, Art. 2:

Public power shall be exercised with respect for the equal worth of all and the liberty and dignity of the individual. [...] The public institutions shall promote the ideals of democracy as guidelines in all sectors of society [...]. [...] The public institutions shall work to promote the opportunity for all to attain participation and equality in society [...]. The public institutions shall combat discrimination of persons on grounds of gender, colour, national or ethnic origin, linguistic or religious affiliation, functional disability, sexual orientation, age or other circumstance affecting the individual.

RF Chapter 12, Art. 5: Appointments to posts at administrative authorities coming under the Government are made by the Government or by a public authority designated by the Government.

Basic provisions on government employment are described in public law regulations and general labour legislation.

Chapter 3 of the Higher Education Act (HL) further defines what applies to teachers – see the chapter on the categories to which the appointment procedures apply.

1 Merits and competence

RF Chapter 1, Art. 9: Courts of law, administrative authorities and others performing public administration functions shall pay regard in their work to the equality of all before the law and shall observe objectivity and impartiality.

RF Chapter 12, Art. 5: [...] When making appointments to posts within the State administration, only objective factors, such as merit and competence, shall be taken into account.

LOA Section 4: When making appointments attention shall be paid only to objective factors such as service merits and competence. Competence shall be a primary consideration unless there are special reasons for doing otherwise.

The recruiting manager, faculty board, academic appointments board and university administration are responsible for ensuring that:

- objectivity and impartiality are respected;
- consideration is only given to objective factors such as service merits and competence;¹
- the process is transparent and free from discrimination.

How SLU assesses competence is described in more detail in the general assessment criteria.

DL 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, [...]. [...] 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. **Chapter 3, Section 1:** Employers and employees are to cooperate on active measures to bring about equal rights and opportunities in working life regardless of sex, ethnicity, religion or other belief, and in particular to combat discrimination in working life on such grounds. [...] **Section 5:** The employer's active measures shall include [...] 2. provisions and practice regarding salary and other terms of employment, 3. recruitment and promotion [...]

HL Chapter 5, 2nd paragraph: Equality between women and men must always be observed and promoted in the activities of higher education institutions.

2 Teachers' duties

HL 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.

A teacher's duties are stated in HL Chapter 3, Section 1, and the central and local collective agreements for different categories.

¹ Service merits relate to the experience required through previous employment or operations (at a public authority). Only when competence is more or less the same can service merits be a deciding factor.

Working hours are to be planned in consultation between the teacher and their line manager. Working hours are to be tailored to operational needs and have a holistic view of the duties and work situation.

SLU conducts research, education and environmental monitoring and assessment in the sciences for sustainable life. The university's operations build on the integration of research, education and environmental monitoring and assessment. All SLU employees are expected to contribute to the university's operations in the best way. Furthermore, all employees at SLU must contribute to a positive staff culture and exercise teamwork and leadership where applicable.

Categories covered by the appointment procedures

HL Chapter 3, Section 6 Unless otherwise provided by regulations issued by the Government, each higher education institution shall itself decide which categories of teachers, apart from professors and senior lecturers, it shall employ and the qualifications and assessment criteria to apply to such appointments.

The following teaching positions are regulated in SLU's appointment procedures (AO):

- Indefinite-period appointments in accordance with the Higher Education Ordinance:
 - professor
 - senior lecturer.
- Fixed-term appointments in accordance with the Higher Education Ordinance:
 - teaching positions in the fine, applied or performing arts (max. 10 years)
 - adjunct professor (max. 12 years)
 - visiting professor (max. 5 years)
 - associate senior lecturer (max. 6 years).
- Indefinite-period appointments in accordance with the Employment Protection Act (LAS):
 - lecturer
 - researcher
 - environmental assessment specialist.
- Fixed-term appointments in accordance with LAS and collective agreements:
 - postdoctoral positions
 - adjunct lecturer
 - adjunct senior lecturer.

A teaching position with a clinical focus can be combined with a position at the SLU University Animal Hospital (UDS).

3 Professor

HL Chapter 3, Section 2

Higher education institutions shall employ professors and senior lecturers to undertake teaching and research. A professorship is the most senior teaching appointment. [...]

A professorship is the most senior teaching appointment at SLU.

3.1 Qualification requirements

HF Chapter 4, Section 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. Qualification requirements for employment as a professor in disciplines in the fine, applied or performing arts are fulfilled by someone who has demonstrated both artistic and teaching expertise.

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.

The eligibility requirements in HF Chapter 4, Section 3 (see above) apply to the appointment of professors. When assessing a candidate, focus is primarily placed on qualitative indicators that relate to the applicant's skills. When an overall assessment is conducted, quantitative measures may provide additional guidance as to the applicant's skills.

3.2 Duties

A professor's duties are stated in HL Chapter 3, Section 1 and are supplemented in a local collective agreement.²

3.3 Nomination procedure

HF Chapter 4, Section 7

A higher education institution may nominate someone for appointment as a professor if this is of exceptional importance for a specific activity at the institution. 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 someone qualified for appointment under Section 3 may be appointed through nomination. The decision to nominate an individual for a post is made by the vice-chancellor and cannot be delegated. For an appointment through nomination, there is no need to submit information of the kind stated in the first paragraph of Section 6 of the Employment Ordinance (1994:373). The provisions on expert assessment in Section 6 must be applied.

² See the local collective agreement governing working hours and remuneration for teachers and other staff.

3.4 *Promotion to professor*

It is possible to nominate a person for the position of professor to facilitate strategic recruitment. This must be used restrictively. The nomination procedure may only be used when recruiting an external candidate.

SLU may promote a researcher or senior lecturer to professor if appropriate for the university's needs. See the section on promotion, 19.2.

4 **Adjunct professor**

HL Chapter 3, Section 3 [...] A professor may be employed for a fixed term, if the appointment concerns: [...] 2. an adjunct post at a higher education institution for someone mainly employed outside the higher education sector (adjunct professor), or [...]

HF Chapter 4, Section 11 An adjunct professor must be employed until further notice, but until a specified date. These appointments may be extended. The total period of employment may be no longer than twelve years. For other aspects of these appointments, the Employment Protection Act (1982:80) applies.

Adjunct positions exist to provide SLU with expertise that generally cannot be found internally. This expertise is necessary for the university's output to be of a high quality. Only those whose main employment is outside of higher education may be appointed adjunct professor. An adjunct professor may only be employed for a maximum of 49 per cent (of full-time).

Before the appointment, SLU and the principal employer should enter into an agreement regulating employment conditions such as work assignments, costs, resource requirements, ownership of results, right to publication and confidentiality.³

4.1 *Qualification requirements*

An adjunct professor must meet the same eligibility requirements that apply to a professor as stipulated in Chapter 4, Section 3 of the Higher Education Ordinance. When assessing research or artistic expertise, priority is to be given to expertise in the specific area towards which the position is aimed.

4.2 *Duties*

An adjunct professor's duties are stated in HL Chapter 3, Section 1 and are supplemented in a local collective agreement.⁴

5 **Visiting professor**

HL Chapter 3, Section 3 [...] A professor may be employed for a fixed term if the appointment concerns [...] 3. a position as a visiting lecturer for a person who has the required qualifications for appointment as a professor (visiting professor).

HF Chapter 4, Section 12 A visiting professor shall be employed for an indefinite period but for no longer than until a specified date. Such an appointment may be extended. The total period of

³ An agreement must always be drawn up when SLU does not pay salary directly to the adjunct professor.

⁴ See the local collective agreement governing working hours and remuneration for teachers and other staff.

employment may not, however, exceed five years. In other respects, the post is subject to the provisions of the Employment Protection Act.

A visiting professor at SLU has their regular employment at another higher education institution, either in Sweden or abroad. The appointment is intended to increase the opportunity for exchange and supplement expertise in courses, programmes and research.

5.1 Qualification requirements

A visiting professor must meet the same eligibility requirements that apply to a professor according to the Higher Education Ordinance Chapter 4, Section 3.

5.2 Duties

A visiting professor's duties are stated in HL Chapter 3, Section 1 and are supplemented in a local collective agreement.⁵

6 Senior lecturer

HL Chapter 3, Section 2 Higher education institutions shall employ professors and senior lecturers to undertake teaching and research.

Senior lecturer is the second-most senior teaching appointment at SLU after professor.

6.1 Qualification requirements

HF Chapter 4, Section 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.

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.

⁵See the local collective agreement governing working hours and remuneration for teachers and other staff.

To be employed as a senior lecturer, the eligibility requirements stipulated in the Higher Education Ordinance Chapter 4, Section 4 (see above) apply. When assessing a candidate, focus is primarily placed on qualitative indicators that relate to the applicant's skills. If an overall assessment is necessary, quantitative measures may also provide guidance as to the applicant's skills.

6.2 Duties

A senior lecturer's duties are stated in HL Chapter 3, Section 1 and are supplemented in a local collective agreement.⁶

6.3 Promotion

The university can promote a researcher or lecturer to senior lecturer if appropriate and based on the university's strategic needs. See the section on promotion, 19.2.

An associate senior lecturer can apply⁷ for promotion to senior lecturer as per the Higher Education Ordinance Chapter 4, Section 12. See the section on promotion, 19.1.

7 Adjuncts

Central collective agreement: Avtal om tidsbegränsad anställning av adjungerad lärare (Agreement on temporary employment of adjuncts)⁸

Adjunct positions exist to provide SLU with expertise that generally cannot be found internally. This expertise is necessary for the university to be of high quality.

Only those whose main employment is outside of higher education may be appointed adjuncts. The scope of the appointment is to be based on the university's requirements and should normally be 20 per cent of full-time employment. In certain cases, the scope can be higher, but no more than 50 per cent. An adjunct must be employed for an indefinite period, for a maximum of two years. The appointment may be extended.

Before appointment, SLU and the principal employer should enter into an agreement. The agreement regulates employment conditions such as work assignments, costs, resource requirements, ownership of results, right to publication and confidentiality.⁹

⁶ See the local collective agreement governing working hours and remuneration for teachers and other staff.

⁷ The application must be submitted to the faculty board, who can delegate the matter to the academic appointments board.

⁸ Minutes from 12 December 2011, negotiations between the Swedish Agency for Government Employers and Saco-S, OFR-S/P/O and SEKO unions.

⁹ An agreement must always be drawn up when SLU does not pay salary directly to the adjunct professor.

7.1 *Qualification requirements*

Adjuncts must meet the same eligibility requirements that apply to a senior lecturer according to the Higher Education Ordinance Chapter 4, Section 4. When assessing research or artistic expertise, priority is to be given to expertise in the specific area towards which the position is aimed.

7.2 *Duties*

Normally, adjunct senior lecturers are to spend most of their time teaching first, second and third-cycle courses and programmes.¹⁰

8 **Associate senior lecturer**

The position of associate senior lecturer intends to provide the holder with the opportunity to develop their independence as a researcher. They are also able to develop their scientific and teaching merits to meet the requirements for employment as senior lecturer.

8.1 *Qualification requirements*

HF Chapter 4, Section 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.

HF Chapter 4, Section 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.

[...]

Section 12 b If a teacher has been employed under Section 12a on a fixed-term appointment at a higher education institution, no agreement may be drawn up between the higher education institution and the teacher regarding a fixed-term appointment as specified in Section 5 of the Employment Protection Act (1982:80) within six months of the date on which the employment under Section 12a came to an end.

¹⁰ See the local collective agreement governing working hours and remuneration for teachers and other staff.

To be employed as an associate senior lecturer, the eligibility requirements stipulated in HF Chapter 4, Section 4 (see above) apply.

When considering the employment of an associate senior lecturer, focus is primarily placed on qualitative indicators that relate to the applicant's skills.¹¹

8.2 Length of employment

Chapter 4, Section 12 a of the Higher Education Ordinance stipulates that the position of associate senior lecturer is for a fixed term. Its duration is determined before the employment begins and must be adapted to provide the conditions necessary for meeting the employment requirements for senior lecturers. The department is responsible for following up on the conditions and progression.

8.3 Duties

The duties of an associate senior lecturer are stated in HL Chapter 3, Section 1. The duties must be adapted so that good conditions are provided to meet the requirements for employment as a senior lecturer.

9 Lecturer

A lecturer at SLU is primarily a teacher at first cycle level.

9.1 Qualification requirements

Those who have a higher education qualification or equivalent competence are eligible for employment as a lecturer.

To be employed as a lecturer, the candidate must have teaching skills, which are assessed based on qualitative factors.¹²

9.2 Duties

Normally, lecturers are to spend most of their time teaching.¹³ The head of department will decide how much time is to be spent on administration and research.

10 Adjunct senior lecturer

Central collective agreement: Avtal om tidsbegränsad anställning av adjungerad lärare (Agreement on temporary employment of an adjunct teacher)¹⁴

Adjunct positions exist to provide SLU with expertise that generally cannot be found internally. This expertise is necessary for the university to be of high quality.

Only a person whose main occupation lies outside of higher education may be appointed adjunct lecturer. The scope of the appointment must be based on the university's

¹¹ See the vice-chancellor's decision on general assessment criteria.

¹² See the vice-chancellor's decision on general assessment criteria.

¹³ See the local collective agreement governing working hours and remuneration for teachers and other staff.

¹⁴ Central agreement on temporary employment as a postdoctoral researcher signed on 19 November 2021 between the Swedish Agency for Government Employers – Saco-S, OFR-S/P/O and SEKO.

requirements and should normally be 20 per cent of full-time employment. In certain cases, the scope can be higher, but no more than 50 per cent. An adjunct lecturer is to be employed for an indefinite period, but for no longer than two years. Such an appointment may be extended.

Before the appointment, SLU and the principal employer should enter into an agreement. The agreement regulates employment conditions such as work assignments, costs, resource requirements, ownership of results, right to publication and confidentiality.¹⁵

10.1 Qualification requirements

An adjunct lecturer must meet the same qualification requirements and the same assessment criteria that apply to lecturers at SLU. When assessing expertise, priority will be given to expertise in the specific area towards which the position is directed.

10.2 Duties

Normally, adjunct lecturers are to spend most of their time teaching.¹⁶

11 Postdoctoral positions

Central collective agreement: ‘Agreement on temporary employment as a postdoctoral researcher’
and

LAS Section 5: An agreement on temporary employment may be concluded 1. for specific fixed-term employment [maximum 360 days in a 5-year period]

Employment as a postdoctoral researcher is a temporary position aimed at developing independence as a researcher. The position can be combined with a posting abroad as part of the career development.

11.1 Qualification requirements

The applicant must have obtained a doctoral degree at the time when the employment decision is made. It is a merit if the doctoral degree was acquired no more than 5 years ago at the end of the application period¹⁷.

11.2 Duties

The person employed as a postdoctoral researcher will mainly conduct research. Teaching may also be included in the duties, but no more than one fifth of the working time. The duties should be documented in a work plan that is checked continually via, for example, employee interviews.

¹⁵ An agreement must always be drawn up when SLU does not pay salary directly to the adjunct professor.

¹⁶ See the local collective agreement governing working hours and remuneration for teachers and other staff.

¹⁷ The time limitation basis, according to the central agreement on temporary employment as a postdoctoral researcher, is no more than 3 years after the thesis defence, unless there are special reasons such as parental leave, etc., or the Employment Protection Act (LAS), a general fixed-term employment position (ALVA).

12 Researcher

The purpose of employment as a researcher is to create conditions for activities that are of strategic importance to the university.

12.1 Qualification requirements

Those who have been awarded their doctorate or equivalent can be appointed as researchers. In addition, demonstrated teaching skills, or any other competence that is important with regard to the duties, can be included as a requirement for eligibility. A postdoctoral position or associate senior lectureship is a merit for employment as a researcher.

12.2 Duties

The main work duty should be to conduct research; teaching and/or administrative work may be included.

13 Combining employment

A teaching position within a clinical subject may be combined with a position at the University Animal Hospital (UDS). The purpose is to create good conditions for clinical research and teaching in both veterinary medicine and veterinary nursing.

13.1 Qualification requirements

Only those who meet the qualification requirements for both positions may have a combined position.

14 Teachers in disciplines in the fine, applied or performing arts

HF Chapter 4, Section 10 A teacher in disciplines in the fine, applied or performing arts may be employed until further notice, but for no longer than five years. These appointments may be extended. The total period of employment may be no longer than ten years. For other aspects of these appointments, the Employment Protection Act (1982:80) applies.

Teachers are employed on an artistic basis for some of the elements of SLU courses and programmes. The teacher categories concerned are professor, senior lecturer and lecturer. Such employment is fixed-term – a maximum of 5 years – but can be renewed. However, the total period of employment may not exceed 10 years.

The eligibility requirements are described in the previous paragraphs about professor, senior lecturer, and lecturer, respectively.

15 Environmental assessment specialist

Society's need for environmental data and decision support forms the basis of SLU's government assignment that was first issued in 1997. The university contributes environmental monitoring and assessment for this purpose.¹⁸

¹⁸ See the decision by the vice-chancellor from 13 December 2016, Section 188/16, SLU ID: SLU.ua.2016.1.1.1-4622.

15.1 Qualification requirements

Those who have been awarded their doctorate or equivalent can be appointed as an environmental assessment specialist. In addition, competence that is important with regard to the duties can be included as a requirement for eligibility.

15.2 Duties

An environmental assessment specialist's duties include developing environmental data into environmental information and decision support through analysis and communication with external stakeholders and clients.

Teaching or administrative work may also be included.

The recruitment process

All recruitments are based on a thorough needs analysis where the operations' competence supply plans are an important document.

The work must be characterised by a gender perspective and be free from discrimination. Aspects of the process linked to the assessment of candidates must not disadvantage anyone regardless of sex, sexual orientation, transgender identity or expression, disability, ethnicity, religion or other belief, or age.

16 Job advertisement

The job advertisement is based on a needs analysis and is the document used as a basis for legal assessments and must include the subject, the course or programme content, duties, eligibility requirements, assessment criteria, special requirements in terms of skills and personal qualities and other qualification requirements. The advertisement text specifies eligibility requirements and/or the assessment criteria. These must be objectively justified based on the duties associated with the position and operational needs. The established subject description and course or programme content may not be complemented or changed once a decision regarding the job advertisement has been taken.

When preparing an advertisement for an associate senior lecturer, any special assessment criteria are to be established and objectively justified based on the content of the position and needs of the organisation, in addition to SLU's common criteria for senior lecturers, which must be met for promotion to a senior lecturer.

To foster balanced gender distribution in an area or employment category, the advertisement must be formulated to encourage persons of the underrepresented gender to apply.

17 Information about a vacant position – advertising

Section 6 AF An authority intending to employ shall provide information on this in an appropriate manner so that those interested in the position can notify the authority within a specified period.

The basic principle for all teaching positions at SLU is that they are advertised and filled through competition. In some cases, a simplified procedure can be used following approval from the HR director, see guidelines for advertising.

HF Chapter 4, Section 7, Paragraph 4 exempts the nomination of a professor is exempt from AF.

18 Preparation of employment matters – the work of the academic appointments boards and experts

18.1 Academic appointments boards

According to the delegation of authority for the SLU Board, each faculty must have an academic appointments board appointed by the faculty board.

The academic appointments board manages the recruitment of professors, senior lecturers and associate senior lecturers.

The faculty board may delegate the responsibility for assessments and proposals in matters of appointing professors and senior lecturers to the academic appointments board. In addition, the faculty board may delegate the responsibility for assessments and proposals in matters of appointing associate senior lecturers to the academic appointments board.

Unless special circumstances dictate otherwise, the candidate deemed most appropriate in terms of expertise must be offered an interview. The applicant's skills can also be tested using methods such as trial lectures. The interview and lecture must be documented and weighed together with the expert opinion to provide a basis for the final assessment. References should be taken before the employment decision and these should also be documented.

The academic appointments boards conduct a weighted assessment based on all the supporting documents.

18.2 External experts

HF Chapter 4, Section 6 When appointing a professor (including an adjunct professor) an expert assessment must be obtained regarding the applicant's expertise, unless this is obviously unnecessary for the appraisal of their expertise. If an assessment is obtained from two or more people, men and women must be represented equally. However, this does not apply if there are special grounds.

HF Chapter 4, Section 5 Appointment procedure – Gender equality among representatives If a group of people must propose the applicants who should be considered for appointment to a teaching post, women and men must have equal representation in the group. However, this does not apply if there are special grounds.

Subject experts are appointed by the faculty board as per the decision of the SLU Board.

When a professor or senior lecturer, or associate senior lecturer, is to be appointed, their application must undergo a review by a subject specialist. The assessment must be based on the criteria for the skills required. The only exception is if this is deemed obviously unnecessary. Typically, an exception could be when a person has recently been assessed for a similar position (e.g. at another comparable and reputable university), or if it is clear that the person would not pass the eligibility requirements following an external peer review. The decision that an external peer review is manifestly unnecessary must be justified and documented.

There are no requirements for reviews by subject specialists for other appointments.

If an assessment is obtained from two or more people, women and men must be equally represented in this group. This does not apply, however, if there are extraordinary reasons to the contrary.

Each expert must submit a written statement of opinion to the SLU academic appointments board, structured according to instructions from SLU. In the opinion, they are to describe the applicants' skills in relation to the job advertisement and the appointment procedure. They are also tasked with proposing those who should be given primary consideration for the position, in no particular order and with a justification for their choice. The expert(s) must always assess the applicants' pedagogical and scientific or artistic skills based on the requirements profile and the regulations for the appointment procedure, but may also be given the task of assessing other requirements or assessment criteria specified in the requirements profile. In the case of an application for promotion, the external expert opinion must discuss the matter of whether the applicant meets the eligibility requirements or not.

The experts' *opinions* advise the academic appointments board and are included in the documentation that forms the basis for the board's proposal for employment.

19 Promotion

The basic principle for all teaching positions at SLU is that they are filled through competition using advertisements. However, HF establishes exemptions for associate senior lecturers. Based on SLU's strategic needs, the vice-chancellor can, in exceptional cases, grant approval for the promotion of other teaching positions.

19.1 Associate senior lecturer

HF Chapter 4, Section 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.

An associate senior lecturer can apply¹⁹ for promotion to senior lecturer in accordance with the Higher Education Ordinance Chapter 4, Section 12.²⁰

19.2 Teachers employed for an indefinite period – lecturer, researcher and senior lecturer

Based on SLU's strategic needs, teachers employed for an indefinite period within the framework of their employment can, in light of the university's strategic needs, be peer-reviewed to assess the level of their research and teaching skills for promotion to a higher position (senior lecturer or professor)²¹. The dean of the faculty raises the issue to the vice-chancellor, who decides whether to grant a review for promotion. A review must be carried out with the same care and thoroughness as a recruitment following an advertisement. It must also take the same qualification requirements and assessment criteria into consideration.

The university views a promotion as partly altered terms of employment.

20 Decision on employment

A decision to employ a professor (also visiting professor, adjunct professor and promotion to professor) is made by the vice-chancellor and in accordance with the Higher Education Act and the Higher Education Ordinance. Other employment decisions are made in accordance with the vice-chancellor's delegation of authority.

¹⁹ The application must be submitted to the faculty board, which can delegate the matter to the academic appointments board.

²⁰ According to the transitional provisions, an associate senior lecturer employed in accordance with the 2013 appointment procedures is eligible for review to be promoted to senior lecturer for an indefinite period as per the old regulations. The criteria for promotion must be established prior to the appointment.

²¹ Lecturers and researchers to senior lecturers; senior lecturers and researchers to professors.

21 Appeal

HF Chapter 12, Section 2 The following decisions of a higher education institution may be appealed to the Higher Education Appeals Board:

1. a decision relating to employment at a higher education institution, with the exception of appointment to a doctoral studentship or to senior lecturer under Section 12c of Chapter 4,
2. a decision under Section 13 of Chapter 4 to reject an application for promotion, [...]

HF Chapter 12, Section 5 Decisions made by the Higher Education Appeals Board may not be appealed.

An employment decision can be appealed to the Higher Education Appeals Board (ÖHN – Överklagandenämnden för högskolan). Appeals must be submitted to the registrar at SLU. The matter is prepared by the Legal Affairs Unit at the Vice-Chancellor's Office.

22 Terminating a recruitment procedure

AF Section 21 2nd paragraph [...] decision to discontinue a recruitment procedure may not be appealed.

SLU can choose not to fill an advertised vacancy without giving reasons why. Those with the authority to decide on appointments, and/or those who have made a decision to initiate recruitment, may decide to discontinue recruitment procedures.

23 Delegation to the vice-chancellor to approve consequential amendments and general assessment criteria

The vice-chancellor may approve editorial and minor consequential amendments to the appointment procedures following amended laws and ordinances.

The vice-chancellor also approves the general assessment criteria for the appointment of teachers.