

## Appointments Procedure at the University of Borås

Adopted by the University Board 2003-06-05, Reg. 192-03-10

Revised by the University Board from 2019-07-01 2019-06-12, Reg. 761-18

Decided on the basis of: Chapter 5, Section 4 of the Board's Organisational and Decision-making Regulations (SOB, for its Swedish name *Styrelsens organisations- och beslutsordning*).

Responsible function: HR

Disclaimer: This document has been translated from Swedish into English. If the English version differs from the original, the Swedish version takes precedence.

### Abbreviations

AF Employment Regulation, Anställningsförordningen (1994: 373)

AO Appointments Procedure, Anställningsordningen

HF Higher Education Ordinance, Högskoleförordningen (1993: 100)

HL Higher Education Act, Högskolelagen (1992: 1434)

LAS Act (1982: 80) on employment protection, Lagen om anställningsskydd

DL Discrimination Law (2008: 567), Diskrimineringslagen

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## **1 Appointments Procedure**

The appointments procedure is a local regulation that regulates the employment of university teachers and is determined by the university's board on the basis of proposals from the Research and Education Board and the Artistic Research and Education Board.

The Vice-Chancellor may decide on changes to the Appointments Procedure that result from a change in laws or regulations and changes that are not of fundamental importance.

The purpose of the university's Appointments Procedure is to create and maintain a common approach regarding forms of employment and work procedures in the recruitment of university teachers.

The appointments procedure is supplemented with more detailed information that can be found in the document "Rules for the Recruitment and Promotion of University Teachers." There, preparation, rules of procedure, and practical application of the appointments procedure are detailed individually.

## 2 Teaching positions

The following categories of teachers are present at the University of Borås and are covered by the appointments procedure. The table provides a simplified overview of the types of employment that are possible for each teacher category at the university.

Position (Swedish title)	Permanent	Probation- ary (LAS)	HF	Sub- stitute (LAS)	Temp- orary (LAS)	Collective agreement s
Professor (Professor)	YES	NO	YES	NO	NO	NO
Visiting professor (Gästprofessor)	NO	NO	YES	NO	NO	NO
Adjunct Professor (Adjungerad professor)	NO	NO	YES	NO	NO	NO
Associate Professor (Biträdande professor)	YES	YES	NO	YES	YES <sup>1</sup>	NO
Senior Lecturer (Universitetslektor)	YES	YES	YES	YES	YES <sup>1</sup>	NO
Associate Senior Lecturer (Biträdande universitetslektor)	NO	NO	YES	NO	NO	NO
Postdoctor (Postdoktor)	NO	NO	NO	NO	NO	YES
Lecturer (Universitetsadjunk t)	YES	YES	NO	YES	YES <sup>1</sup>	NO
Adjuncts teachers-- Associate Professor, Lecturers (Adjungerad bitr. professor/lektor/ adjunkt)	NO	NO	NO	NO	NO	YES
Teacher within the arts (Lärare inom konstnärlig verksamhet)	NO	NO	YES	NO	NO	NO
Senior teachers (Seniora lärare)	NO	NO	NO	NO	YES <sup>2</sup>	NO

<sup>1</sup> Temporary employment LAS § 5.1

<sup>2</sup> Employment after 67 years of age LAS § 5.4

In a teacher's duties, it may be necessary to conduct education or research<sup>3</sup> as well as administrative work. One of the tasks of a teacher is also to follow the developments within the subject area and societal development in general relevant to the teachers' work at the university. (Chapter 3, Section 1, Higher Education Ordinance).

Part of the work of higher education institutions is to collaborate with the surrounding society and informing about their activities and promoting the results of research at the university. (Chapter 1, Section 2, Higher Education Ordinance).

It is the responsibility of the university as an employer to decide on the extent to which teachers, regardless of their position, should focus on education, research and/or development work and administration<sup>4</sup>. It also includes deciding on the involvement of the teachers in the university's task of interacting with the surrounding society and informing about its activities and promoting the results of research at the university.

The decided position structure for teachers is supposed to respond to the diverse needs of staff required for the University of Borås to be able to fulfill its various tasks and to guarantee work of the highest quality. Through continuous skills development and a transparent promotion system, the employee must be given good opportunities to develop his/her skills as a teacher.

## **2.1 Other staff in teaching**

In addition to the teacher positions, other staff may also participate in teaching at the university. These positions should not, however, be seen as teacher positions; teaching is done within the framework of the employment. Those who regularly participate in teaching must be given the opportunity to undergo higher education training.

## **3 Recruitment strategies**

A basic starting point in the recruitment work regards the recruitment of people with the best possible expertise in terms of scientific, educational and other skills.

In recruitment, the University of Borås follows the following strategies:

- When there is a need to recruit teachers, teachers with a doctorate must be recruited as a first choice.
- The university strives for secure and long-term employment relationships and the primary principle is for employments to be permanent.
- The main rule is that all positions must be advertised externally so that those who are interested have the opportunity to apply to the university to get the best possible competence.
- Work for an even gender distribution when it comes to employment.

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<sup>3</sup> What is said in the Appointments Procedure regarding research is relevant for artistic research as well if not otherwise specified.

<sup>4</sup> Local Working Hours Agreement for Teachers Reg. 663-16.

## 4 Equal conditions

The University of Borås works strategically for increased diversity, gender equality and accessibility, and has as an overall goal for all individuals--applicants, students and employees--to have equal conditions and equal opportunities irrespective of gender, gender identity or expression, ethnicity, religion or other belief, disability, sexual orientation or age.

The University of Borås is to work to ensure that persons irrespective of gender, gender identity or expression, ethnicity, religion or other belief, disability, sexual orientation or age are given the opportunity to apply for vacant positions. Active efforts towards gender equality and diversity are part of the university's recruitment work.

One of the long-term goals for the work on equality at the University of Borås is that all occupational groups should be quantitatively equal, that is, none of the sexes should be represented by less than 40%. The university is therefore to increase the proportion of employees of the underrepresented sex in unequal occupational groups. When there is no equal distribution between women and men in a certain type of work or within a certain category of workers, the university must, in the case of new recruits, make special efforts to obtain applicants of the underrepresented sex.

## 5 Eligibility and assessment grounds

### 5.1 Professor

#### *Competence*

To be a professor within other than artistic activities requires competence regarding both scientific and pedagogical skills. To be a professor within the arts requires competence regarding both artistic and pedagogical skills. (Chapter 4, Section 3, Higher Education Ordinance).
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For employment as a professor, the applicant must be able to report research at a high international level. Applicants must be published internationally in research journals and/or monographs/books/publications or equivalent. Applicants must also have good ability to lead, develop and administer research activities.

Applicants must have a good ability to supervise doctoral students to a doctoral degree, and have undergone research supervisor training or in some other way acquired the equivalent knowledge.

Applicants must comply with other requirements which, with regard to the focus of the employment and other circumstances, are relevant, as well as display such personal characteristics as are necessary to fulfill the tasks in the position well. When recruiting a professor in applied subjects, it must be clearly stated in the employment profile if experience of qualified research and development within the industry or other external activities can be weighed into the assessment of research skills.

A general eligibility requirement for permanent employment as a teacher is completed higher education training of at least 10 weeks of full-time studies. An employee who lacks higher education training and who is not deemed to have acquired this equivalent knowledge in some other way should undergo such training during the first two years of employment.

***Assessment criteria***

As a basis for assessment when hiring a professor, the degree of competence that is a requirement for eligibility for employment applies. The examination of pedagogical competence should be given as much care as the examination of scientific or artistic competence. (Chapter 4, Section 3, Higher Education Ordinance).

Assessment in the recruitment and promotion of professors is based on:

- Width and depth of research
- Originality in research and artistic work
- Contribution to the international development of the subject
- Contribution to the international scientific community
- Experience of leading and developing research activities such as research projects and research groups
- Obtained research funding
- Received awards, grants or similar
- Experience of being a main supervisor for, normally, at least one doctoral student from doctoral education to public defense, consideration must be given to established practice within each subject area
- Scientific/artistic subject knowledge and didactic knowledge relevant to the subject area
- Width and depth of educational activity
- A scientifically well-founded approach to teaching and learning in higher education
- Experience of pedagogical competence development and pedagogical development work
- Educational leadership and organizing ability
- Experience of collaboration with academia and with the surrounding society in education, research and artistic activities
- Administrative skill and leadership ability

Other grounds of assessment that are seen to be relevant with regard to the focus of the employment and other circumstances must also be considered.

**5.2 Visiting professor**

A Visiting Professor should be appointed on an open-ended contract, though at most up to a specific point in time. Such an appointment may be renewed. The total appointment time may extend to a maximum of five years (Chapter 4, Section 12, Higher Education Ordinance).

The purpose of a position as a visiting professor is that the university, by temporarily connecting more firmly with a person from primarily another university or college, creates the opportunity for new directions regarding educational and/or research activities. The visiting professor should normally have his or her main work located at another Swedish or foreign university or another social sector of significance to the university.

When recruiting a visiting professor, the simplified procedure can be applied, see Rules for the Recruitment and Promotion of University Teachers, Reg. 760-18.

***Eligibility and assessment grounds***

For employment as a visiting professor, the same eligibility requirements and assessment grounds apply as for the employment of a professor.

**5.3 Adjunct professor**

An adjunct professor should be appointed on an open-ended contract, though at most up to a specific point in time. Such employment may be renewed. However, the total period of employment may include a maximum of twelve years. (Chapter 4, Section 11, Higher Education Ordinance)

Anyone who holds an employment as an adjunct professor must have his/her main occupation outside of university education. An adjunct professor must be a leading specialist in the environment he/she has his/her main occupation. An adjunct professor should conduct high-quality activities within his or her subject area.

When recruiting an adjunct professor, the simplified procedure can be applied, see Rules for the Recruitment and Promotion of University Teachers Reg. 760-18.

***Eligibility and assessment grounds***

For employment as an adjunct professor, the same eligibility requirements and assessment grounds apply as for the employment of a professor. However, it is in the nature of the employment that the area of competence can be more limited. When examining the intended holder's competence, emphasis can be placed on other skills than scientific and pedagogical skills. Such skill can consist of qualified artistic, technical or other professional skills that are of importance with regard to the content of the subject and the tasks that must be included in the employment.

In cases where special emphasis is placed on artistic, technical or other professional skill, it should especially be considered whether the proposed candidate has made independent contributions to development within the professional field and has documented her or himself as a leading specialist in the area within the subject description in the employment profile.

Qualified experience from industry or other activities outside the university is given great importance in recruiting adjunct professors.

**5.4 Associate Professor*****Competence***

To be employed as an associate professor, both scientific/artistic skill and pedagogical skill must be shown. The scientific/artistic and pedagogical skills correspond to the professor's competence according to Rules for Acceptance Regarding Academic Rank of Unpaid Docent (Associate Professor /US/), or Docenture, at the University of Borås Reg.028-19.

Applicants must have the ability to lead, develop and administer research activities.

Applicants must also have a good ability to supervise doctoral students towards their doctoral degree as principal supervisor.



Applicants must comply with the other requirements which, with regard to the focus of the employment and other circumstances, are relevant and display such personal characteristics as are necessary to fulfill the tasks in the position well.

A general eligibility requirement for permanent employment as a teacher is the completed university education training of at least 10 weeks full-time studies. An employee who lacks higher education training and who is not deemed to have acquired equivalent knowledge in any other way shall undergo such training during the first two years of employment.

### ***Assessment criteria***

As a basis for assessment when hiring an associate professor, the degree of competence (that is a requirement for eligibility for employment) applies. The examination of pedagogical competence should be given as much care as the examination of scientific or artistic competence.

Assessment grounds for scientific/artistic competence are found in Rules for Acceptance Regarding Academic Rank of Unpaid Docent (Associate Professor /US/), or Docenture, at the University of Borås.

Otherwise, the assessment is based, in recruitment and promotion of Associate Professors, from:

- Experience of leading and developing research activities such as research projects and research groups
- Experience of supervision at both Master's level and doctoral level, usually for all parts of the research education process from start to thesis defence. Consideration should be given to established practice in each subject area.
- Experience of collaboration with academia and with the surrounding society in education, research and artistic activities
- Administrative skill and leadership ability

The other grounds of assessment that, with regard to the focus of the employment and other circumstances, are relevant, must also be considered.

## **5.5 Senior Lecturer**

### ***Competence***

To be employed as a Senior Lecturer, the following is required:

1. within an area outside of the artistic disciplines, has demonstrated educational expertise and holds a doctorate or has attained equivalent academic competence or other professional skills relevant with regards to the subject area of the appointment, and
2. within an artistic discipline, has demonstrated educational expertise and holds an artistic practice-based doctorate, and has demonstrated artistic skills or has attained other professional skills relevant in relation to the subject area of the appointment and the duties included in the appointment. (Chapter 4, Section 4 of the Higher Education Ordinance)

"Equivalent scientific competence" means foreign doctoral education or scientific merit without a doctoral degree such as e.g. research within industry.

The qualification basis "other professional skills" may apply to a senior lecturer who is to teach in an educational programme in which proven experience is essential. At the university, this qualification means long and highly qualified relevant professional experience outside the teaching and research sector. The emphasis in the professional skills should be within development and innovation. Professional skills must be well documented and be subjected to a qualitative examination. The eligibility criteria may not be used to bypass a lack of scientifically competent applicants.

Applicants must comply with the other requirements which, with regard to the focus of the employment and other circumstances, are relevant and display such personal characteristics as are necessary to fulfill the tasks in the position well.

A general eligibility requirement for permanent employment as a teacher is the completed university education training of at least 10 weeks full-time studies. An employee who lacks higher education training and who is not deemed to have acquired equivalent knowledge in any other way shall undergo such training during the first two years of employment.

#### ***Assessment criteria***

As a basis for assessment when hiring a senior lecturer, the degree of competence (that is a requirement for eligibility for employment) applies. The examination of pedagogical skills should be given as much care as the examination of other qualifying circumstances. (Chapter 4, Section 4 of the Higher Education Ordinance)
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Assessment in recruitment and promotion of senior lecturer is based on:

- Breadth and/or depth of research
- Originality in research and artistic work
- Contribution to the international scientific community
- Opportunities for obtaining research funding
- Received awards, grants or similar
- Scientific/artistic subject knowledge and didactic knowledge relevant to the subject area
- Breadth and depth of educational activity
- Knowledge of students' learning and conditions for learning in higher education
- A scientifically well-founded approach to teaching and learning in higher education
- Experience of pedagogical competence development and pedagogical development work
- Educational leadership and organizing ability
- Experience of collaboration with academia and with the surrounding society in education, research and artistic activities
- Administrative skill and leadership ability

Other grounds of assessment that are seen to be relevant with regard to the focus of the employment and other circumstances must also be considered.

### **5.6 Associate Senior Lecturer**

An Associate Senior Lecturer should have an open-ended contract, however for a minimum of four and a maximum of six years that are to be determined by the university prior to employment. The aim of the employment is for the teacher to be given the opportunity to develop his or her independence as a researcher and to qualify both scientifically and pedagogically to meet the requirements for eligibility for a position as a senior lecturer.

An employment according to the first paragraph may be renewed, however, for no more than a total of two years, if due to the associate senior lecturer's absence due to sickness, parental leave or other special reasons, additional time is required to achieve the purpose of the employment. (Chapter 4, Section 12 of the Higher Education Ordinance)

Associate Senior Lecturers employed according to the Higher Education Ordinance after 2018-01-01 have the right to apply for promotion to Senior Lecturer at the University of Borås, see section 6 Promotion.

Associate Senior Lecturers employed according to the Higher Education Ordinance before the change from 2018-04-01 continue their employments according to previous rules and have no promotion right at the University of Borås.

#### ***Competence***

To be employed as an Associate Senior Lecturer, a doctoral degree is required or equivalent scientific competence. In particular, this means a person who has completed a doctoral degree or has reached the corresponding qualification no more than five years before the time of application for the position as associate senior lecturer has expired. However, anyone who has completed a doctoral degree or has obtained the corresponding qualifications before this can also be considered if there are special reasons. Special reasons refer to leave due to illness, parental leave or other similar circumstances. (Chapter 4, Section 4 of the Higher Education Ordinance)

Applicants must comply with other requirements which, with regard to the focus of the employment and other circumstances, are relevant, as well as display such personal characteristics as are necessary to fulfill the tasks in the position well.

#### ***Assessment criteria***

As a basis for assessment when hiring an associate senior lecturer, the degree of competence (that is a requirement for eligibility for employment) applies.

Assessment in the recruitment and promotion of associate senior lecturers is based on:

- Breadth and/or depth of research
- Originality in research and artistic work
- Contribution to the international scientific community

- Experience of collaboration with academia and with the surrounding society in education, research and artistic activities

Other grounds of assessment that are seen to be relevant with regard to the focus of the employment and other circumstances must also be considered.

## **5.7 Postdoctor**

Postdoctors are employed in accordance with a central collective agreement on fixed-term employment as a postdoctoral fellow<sup>5</sup>. Postdoctoral fellows will mainly conduct research. Teaching can also be included in the tasks, however, up to a maximum of a fifth of the working hours.

Postdoctoral fellows should have an open-ended contract, however for a maximum of two years. The employment may be extended if there are special reasons. Special reasons refer to leave due to illness, parental leave, clinical service, elected positions within union organisations or other similar circumstances.<sup>6</sup>

### ***Competence***

A person who has obtained a doctorate or has a foreign degree deemed to correspond to a doctoral degree is eligible to be employed as a postdoctoral fellow. In the first instance, someone who has completed a doctoral degree no more than three years before the end of the application period should be considered. If there are special reasons, a doctorate may have been obtained earlier. Special reasons refer to leave due to illness, parental leave, clinical service, elected positions within union organisations or other similar circumstances.

Applicants must comply with other requirements which, with regard to the focus of the employment and other circumstances, are relevant, as well as display such personal characteristics as are necessary to fulfill the tasks in the position well.

### ***Assessment criteria***

As a basis for assessment when hiring a postdoctoral fellow, the degree of competence (that is a requirement for eligibility for employment) applies.

Assessment in the recruitment and promotion of postdoctoral fellows is based on:

- Breadth and/or depth of research
- Originality in research and artistic work
- Contribution to the international scientific community
- Experience of collaboration between academia and with the surrounding society in education, research and artistic activities

Other grounds of assessment that are seen to be relevant with regard to the focus of the employment and other circumstances must also be considered.

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<sup>5</sup> Central Collective Agreement signed 2008-09-04.

<sup>6</sup> Central Collective Agreement signed 2008-09-04.

## 5.8 Lecturer

### *Competence*

To qualify for a position of Lecturer, pedagogical skills are required as well as a Master's degree or equivalent scientific/artistic competence.

The main rule for permanent employment as a lecturer is that the applicant must have a Master's degree. In special cases, the competence required can instead be professional skills that are meaningful when it comes to the employment's content and the work tasks required.

The emphasis in the professional skills should be within development and innovation.

Applicants must comply with other requirements which, with regard to the focus of the employment and other circumstances, are relevant, as well as display such personal characteristics as are necessary to fulfill the tasks in the position well.

A general eligibility requirement for permanent employment as a teacher is completed higher education training of at least 10 weeks of full-time studies. An employee who lacks higher education training and who is not deemed to have acquired this equivalent knowledge in some other way should undergo such training during the first two years of employment.

### *Assessment criteria*

As a basis for assessment when hiring a lecturer the degree of competence (that is a requirement for eligibility for employment) applies.

Assessment in the recruitment and promotion of lecturers is based on:

- Relevant subject knowledge
- Breadth and depth of educational activity
- A scientifically based approach to teaching and learning
- Knowledge of students' learning and conditions for learning in higher education
- Professional skills in the relevant subject area
- Experience of collaboration with society at large
- Administrative skill and leadership ability

Other grounds of assessment that are seen to be relevant with regard to the focus of the employment and other circumstances must also be considered.

## 5.9 Adjunct teachers (associate professor, lecturer, and adjunct)

The purpose of adjunct employment is to provide competence that is not normally found in the regular operations and to strengthen the university's competence within a prioritised subject area. Employment of adjunct teachers can in many cases lead to increased collaboration between the university and the outside world.

An adjunct associate professor, lecturer or adjunct has an open-ended contract, however, for a maximum of two years. Such employment may be renewed. Currently, the scope of such

employment is normally about 20% of a full-time employment. It is assumed that the teacher has her or his main employment outside the higher education sector<sup>7</sup>.

#### ***Competence and assessment criteria***

For the employment of adjunct teachers, the same eligibility requirements and assessment grounds normally apply as for the employment of the respective teacher category. However, it is in the nature of the employment that the adjunct teacher's area of competence can be more specific.

When examining the applicant's competence, emphasis can be placed on skills other than scientific and pedagogical skills. Such skills can consist of qualified artistic, technical or other professional skills that are of importance with regard to the content of the subject and the tasks that must be included in the employment.

In cases where special emphasis is placed on artistic, technical or other professional skill, one should especially consider whether the applicant has made independent contribution to the development of the relevant professional field.

Qualified experience from industry or other activities outside the university is given great importance in the recruitment of adjunct teachers.

### **5.10 Teacher within the arts**

A teacher within the arts should have an open-ended contract, however, for a maximum of two years. Such employment may be renewed. The total period of employment may, however, cover a maximum of 10 years. (Chapter 4, Section 10 of the Higher Education Ordinance)

The main alternative at the University of Borås is permanent positions.

#### ***Competence and assessment criteria***

For the employment of teachers in artistic activities, the same eligibility requirements and assessment grounds normally apply as for the employment of each respective teacher category.

### **5.11 Post-retirement teachers**

Employment of employees after the age of 67 is regulated in the Guidelines for employment after age 67, Reg. 609-14.

The employment should normally apply for a maximum of six months and can then be extended if there are special reasons for this.

Employment of employees after the age of 67 must be done for a certain period of time with the support of LAS § 5. 4..Employment of professors and other teachers aged over 67 are therefore not based on the Higher Education Ordinance. The terms for of teacher employed

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<sup>7</sup> Central Collective Agreement signed 14 December 2011.

after 67 years in Swedish are: Post Retirement Professor, Post Retirement Associate Professor, Post Retirement Senior Lecturer, and Post Retirement Adjunct.

### ***Competence and assessment criteria***

The eligibility requirements and assessment criteria for employment as a senior teacher are the same as for the corresponding permanent employee category, but with the exception of the requirement for higher education training.

## **6 Promotion**

Teachers who are permanently employed as associate professor, senior lecturers, or lecturers, as well as associate senior lecturers shall, in accordance with HF Chapter 4, Section 12<sup>8</sup>, and after application by the teacher or on the initiative of the employer, be given the opportunity, within the framework of their employment, to be evaluated for promotion to a higher position. The evaluation must be carried out with equal care and accuracy and taking into account the same eligibility requirements and assessment grounds that are applied in recruiting new employees. The subject area of the higher position must be the same or in close connection as for the basic employment.

Evaluations for promotion cannot normally take place until at least six months after receiving the permanent employment. However, this does not apply to applications from an associate senior lecturer to a senior lecturer.

For a description of the preparations for promotion, see Rules for the Recruitment and Promotion of University Teachers, Reg. 760-18.

### **6.1 Associate Senior Lecturer**

An associate senior lecturer who is employed according to HF Chapter 4, Section 12 a at a university shall, upon application, be promoted to senior lecturer at that university, if he or she

1. meets the criteria for an employment as a senior lecturer, and
2. when evaluated, it is deemed an appropriate employment according to the assessment criteria which the university has determined in accordance with Chapter 4, Section 4a of the HF, the second paragraph shall be applied in a case concerning promotion to senior lecturer.

Such a promotion involves permanent employment as a senior lecturer. (Chapter 4, Section 12 of the Higher Education Ordinance)

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<sup>8</sup> Regards employment matters begun after 2018-04-01.

## **7 Preparation**

The recruitment process must be characterised by objectivity, fairness in the legal sense, and transparency. As a state authority, the university has a special responsibility for this. Conflicts of interest may not be present.

For further description of the preparation process, see Rules for the Recruitment and Promotion of University Teachers, Reg. 760-18.

### **7.1 Employment documentation and employment profile**

A successful recruitment requires a clear employment profile in terms of title, subject content/description, duties, eligibility and other qualification requirements. In that sense, the design of the employment profile as expressed in the advertisement is of great importance for legal certainty and efficiency in the continued process. The employment documentation describes the necessary eligibility requirements that apply to the specific employment based on defined tasks.

### **7.2 Subject or area designation**

The subject area of a teacher employment is formulated in the light of the university's overall planning. Great care should be given to the appointment and content of the employment and how a particular subject description should be formulated.

The subject name should normally consist of "subject" or a teaching area/main area<sup>9</sup>. If special reasons arise, they must be named "subject, specialisation subspeciality".

If there are special reasons for doing so, after examination, the subject or area name may be changed during employment.

### **7.3 Advertising**

The main rule for advertising is that teacher employment must be announced by advertising or be made public through an equivalent procedure. Vacant positions should normally be announced on the university's website, official bulletin board and on Swedish Public Employment Service's website. The application time should be three weeks.

### **7.4 Evaluation panel**

Teacher positions that require scientific, artistic or professional competence are prepared by the boards or the committees appointed, see Rules for the Recruitment and Promotion of University Teachers, Reg. 760-18.

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<sup>9</sup> Swedish Higher Education Authority, Standards for Swedish Descriptions of Research Subjects



### **7.5 Experts**

At the University of Borås, two experts shall assess the applicants' competencies in permanent employment to by professor (also temporary positions as an adjunct professor and guest professor), associate professor and senior lecturer, and in the employment of associate senior lecturer. When recruiting a postdoctoral fellows, the examination is normally done by an internal expert. Expert opinion need not be obtained if it is obviously unnecessary for the examination of the competencies.

When appointing experts, the university must ensure that the expert group has the competence to assess the pedagogical skills.

If assessment is obtained from two or more persons, both men and women must be represented if there are no special reasons otherwise.

### **7.6 Simplified procedure**

When hiring a visiting professor and an adjunct professor, the simplified procedure can be applied, see Rules for the Recruitment and Promotion of University Teachers, Reg. 760-18.

### **7.7 Summons**

In accordance with Chapter 4, Section 7 of the Higher Education Ordinance, the university may summon a person for employment as a professor if the employment of the person is of particular importance for a particular activity at the university, see Rules for the Recruitment and Promotion of University Teachers, Reg. 760-18. If so, the reasons for why the employment is of particular importance must be documented. The summons procedure must be used restrictively.

### **7.8 Decisions on employment and promotion**

Decisions on the employment and promotion of professors, adjunct professors, visiting professors and associate professors are made by the Vice-Chancellor and may not be delegated.

Decisions on employment and promotion regarding teacher positions in addition to professor, adjunct professor, visiting professor and associate professor are made by the Dean of Faculty<sup>10</sup>.

The decision-maker decides whether a presentation should be made prior to the decision's being made.

Decisions on who is hired should be announced as soon as possible through posts on the university's bulletin board. Information how to appeal should also be made public.

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<sup>10</sup> Vice-Chancellor's Organisational and Decision-making Regulations, Reg. 698-18.

### **7.9 Canceling the employment process**

A recruitment can be interrupted if, for example, the recruitment basis is insufficient or if new circumstances have been added that make employment impossible.

Decisions on the termination of the employment procedure regarding professor, adjunct professor, visiting professor and associate professor are made by the Vice-Chancellor. A decision on the termination of the employment procedure for other teacher categories is made by the Dean of Faculty<sup>11</sup>.

The decision to cancel the employment procedure need not be justified for the applicant and cannot be appealed.

## **8 Appeals**

The university's decision on employment may be appealed to the Board of Appeal for Higher Education (ÖNH) in accordance with Chapter 12, Section 2 HF. Otherwise, decisions may only be appealed if it is permitted in a statute other than the Administrative Act.

The Appointments Procedure has been established by the board on 5 June 2003 (Reg. 192-03-10).

Revisions:

December 11, 2003 (Reg. 192-03-10)

June 16, 2006 (Reg. 192-03-10)

December 9, 2008 (no. 622-07-10) with effect from December 10, 2008.

February 17, 2010 (no. 992-09-10) with effect from January 1, 2011.

November 19, 2010 (Reg. 811-10-10) with effect from January 1, 2011.

June 14, 2012 (Reg. 33-11-10) with effect from January 1, 2013.

November 22, 2012 (Reg. 33-11-10) with effect from January 1, 2013.

February 19, 2018 (no. 117-17) with effect from April 1, 2018.

June 12, 2019 (no. 761-18) with effect from July 1, 2019.

Editorial change (Vice-Chancellor's decision, no change in substance)

February 12, 2013 (Associate Professor point 6.3)

Editorial change according to board decision on conversion July 1, 2014.

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<sup>11</sup> Vice-Chancellor's Organisational and Decision-making Regulations, Reg. 698-18.