



LUNDS UNIVERSITET

LUND UNIVERSITY APPOINTMENT RULES

Approved by the University Board 15 February 2022, Item 6

This is an English translation of the Swedish original, which will prevail in cases of discrepancy.

With the support of Chapter 2, Section 2, first paragraph, point 9 of the Higher Education Ordinance (1993:100) Lund University decides on the following Appointment Rules for academic staff.

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1. Introduction

Lund University's strategic plan for 2017–2026¹ is based on fundamental academic values such as autonomy and academic freedom. The plan states that education and research are to strive for the highest quality and to be intertwined. Students and staff are to be offered attractive environments. Clear career paths are to be ensured and the University is to work strategically on recruitment. The organisation is to be characterised by a good work environment, gender equality and an ability to ensure equal treatment for both students and staff. Education, research and external engagement are to be characterised by internationalisation, with clear opportunities for international mobility for students and staff. Education and research are to be intertwined in learning environments in which both teaching and research take place and where qualifications in education and research are equally valued.²

Good and clear career paths are a matter of both the needs, development and quality of the organisation and of the career development and employment situation of the individual. One important aspect of the work to promote good and clear career paths concerns clarifying and opening up the careers system through vacancy

¹ Reg. no STYR 2015/812.

² See also European Commission, *The Code of Conduct for the Recruitment of Researchers*, Directorate-General for Research (Office for Official Publications of the European Communities, Luxembourg 2005) and European Commission, *The European Charter for Researchers*, Directorate-General for Research (Office for Official Publications of the European Communities, Luxembourg 2005).

announcements in open competition. Another important aspect is to invest in professional development, and to create opportunities to promote academic staff at different stages of their academic careers. The Appointment Rules are based on Lund University offering continued professional and career development within education and research and external engagement within the framework of the position and that the extent of necessary expertise can vary within teaching, research and artistic activities depending on the duties involved in the position.

The Higher Education Act (1992:1434) and Higher Education Ordinance (1993:100) contain rules on teaching positions. The Appointment Rules contain the rules for appointments and promotion that Lund University shall apply. The Appointment Rules presuppose that each faculty³ that employs teaching staff has clear delegation rules and provides information on the recruitment process. The Appointment Rules area also complemented by a policy that is intended to function as a long-term tool for guidance in the strategic and operational work on appointments, good and clear career paths and talent management concerning teaching staff and researchers at Lund University.⁴

The Appointment Rules are structured in the following way. Section 2 covers general principles and rules on recruitment and appointments, section 3 teaching positions and fixed-term appointments. Section 4 covers qualification requirements, assessment criteria and training in teaching and learning in higher education. Section 5 concerns the recruitment process and preparation of appointment and promotion matters, section 6 promotion. Sections 7, 8 and 9 deal with appeals, entry into force and transitional provisions. There is a list of abbreviations at the end.

The sections and sub-sections begin with a text box containing a selection of central provisions in legislation, ordinances and collective agreements. This includes provisions presented in full and references to provisions. Central provisions in collective agreements are also covered in the main text, and the same applies to Lund University's own regulations (references to specific collective agreements and University-wide regulations and decisions are provided in the footnotes).

³ When referred to in the Appointment Rules, faculties also include the University's specialised centres and cultural and public centres.

⁴ Policy regarding good and clear career paths for teaching staff and researchers at Lund University (Reg. no STYR 2019/311). See also M. Rönmmar, *Good and clear career paths at Lund University. Report* (Lund University, Lund 2018) (with reporting support from Carina Wickberg at the Office of the Vice-Chancellor) (Reg. no STYR 2017/1545).

2. General principles and rules on recruitment and appointments

Chapter 1, Section 9 RF (Instrument of Government):

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. (SFS 2010:1408)

Chapter 12, Section 5 RF:

Appointments to posts at administrative authorities coming under the Government are made by the Government or by a public authority designated by the Government.

When making appointments to posts within the State administration, only objective factors, such as merit and competence, shall be taken into account. (SFS 2010:1408)

Chapter 4, Section 13 HF (Higher Education Ordinance):

Teachers are employed by the decision of the vice-chancellor. This also applies to decisions due to an application for promotion as referred to in Section 12c. Decisions concerning the appointment of professors may not be delegated.

(SFS 2017:844)

Section 4 LOA (Public Employment Act):

When making appointments attention shall be paid only to objective factors such as merit and competence.

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

Section 4 AF (Employment Ordinance):

With regard to appointments, in addition to competence and merit, the public authority shall also pay regard to objective grounds that are in line with the general objectives of labour market, gender equality, social and employment policy aims. (SFS 1994:373)

See also:

Sections 16–18 FL (Administrative Procedure Act) on conflict of interest (SFS 2017:900)

Chapter 1, Section 5, paragraph 2 HL (Higher Education Act) on gender equality between women and men in higher education activities (SFS 2005:1208)

Chapter 1, Sections 1 and 4, Chapter 2, Section 1, Chapter 2, Section 2, point 2 and Chapter 3 DL (Discrimination Act) on grounds of discrimination, prohibition of discrimination, positive discrimination and active measures (SFS 2008:567, SFS 2014:958, SFS 2016:828)

Processes linked to appointments and promotion shall observe principles and rules regarding equal treatment, objectivity and transparency. In decisions on appointments, consideration is only to be given to objective grounds, such as merit and expertise, and in preparation issues concerning conflict of interest are to be carefully considered. Recruitment of teaching staff shall aim to find teaching staff with the best possible expertise and potential for the duties involved in the position.

Recruitment, employment and promotion shall be free from discrimination. Active preventive and systematic work on gender equality and equal treatment issues is an important instrument for the achievement of equal

gender distribution and increased diversity among the University's employees. In recruitment processes, Lund University shall act to achieve equal gender distribution, within the respective teaching staff categories, and with consideration to the context within which the person is to work. In the supporting documentation drawn up prior to a decision on a vacancy announcement the potential search fields shall be presented with consideration taken for the gender equality goals.⁵

3. Teaching positions and fixed-term appointments

3.1. Teaching positions

Chapter 3, Section 2 HL:

Higher education institutions shall employ professors and senior lecturers to undertake teaching and research.

A professorship is the most senior teaching appointment.

The Government issues regulations on the qualifications and assessment criteria that will apply to the employment of professors and senior lecturers. (SFS 2010:701)

Chapter 3, Section 6 HL:

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. (SFS 1997:797)

See also:

Chapter 4, HF

Section 3 Professors (SFS 2010:1064)

Section 4 Senior lecturers (SFS 2010:1064)

Section 4 a Associate senior lecturers (SFS 2017:844)

See also:

Agreement regarding fixed-term employment as adjunct member of teaching staff, collective agreement between the Swedish Agency for Government Employers and OFR/S, Saco-S, and SEKO, 14 December 2011

Agreement regarding fixed-term employment as postdoctoral fellow, collective agreement between Swedish Agency for Government Employers and OFR/S and Saco-S, 19 November 2021

⁵ Equal Opportunities Plan for Lund University 2022-2027 (STYR 2021/2323) and decision on extended procedure to increase gender equality in the recruitment of professors (STYR 2021/276).

Academic staff at Lund University refers to

- professor
- visiting professor
- adjunct professor
- senior lecturer
- adjunct senior lecturer
- associate senior lecturer
- postdoc
- lecturer, and
- adjunct lecturer.

3.2. Fixed-term appointments

Section 4 LAS (Employment Protection Act):

Employment contracts apply until further notice. However, fixed-term employment contracts may be entered into in cases referred to in Sections 5 and 6 (SFS 2016:248)

Section 5 LAS:

A contract of employment for a fixed-term may be concluded for:

1. general fixed-term employment
2. temporary substitute employment
3. seasonal employment... (SFS 2016:248)

See also:

Section 6 LAS on probationary employment (SFS 1994:1685)

Chapter 4 HF:

Section 9 A teaching post may be limited to a fixed term pursuant to the Employment Protection Act (1982:80), if this does not involve appointment as a professor (including adjunct and visiting professor), or provided that nothing else is stipulated in Section 12b. In addition the provisions of Sections 10–12a shall apply to fixed-term appointments. (SFS 2012:523)

Section 10 Teachers in disciplines in the fine, applied or performing arts

A teacher in disciplines in the fine, applied or performing arts may be employed for an indefinite period, however for no longer than five years. Such an appointment may be renewed. The total period of employment may not, however, exceed ten years. In other respects the post is subject to the provisions of the Employment Protection Act (1982:80). (SFS 2010:1064)

See also:

Section 11 Adjunct professors (SFS 2010:1064)

Section 12 Visiting professors (SFS 2010:1064)

Section 12 a Associate senior lecturers (SFS 2017:844)

Section 12 b regarding new fixed-term appointment after appointment as associate senior lecturer (SFS 2012:523)

See also:

Agreement regarding fixed-term employment as adjunct member of teaching staff, collective agreement between the Swedish Agency for Government Employers and OFR/S, Saco-S, and SEKO, 14 December 2011

Agreement regarding fixed-term employment as postdoctoral fellow, collective agreement between Swedish Agency for Government Employers and OFR/S and Saco-S, 19 November 2021

A professor, senior lecturer and lecturer shall in the first instance be employed for an indefinite term. The fixed-term career development positions of postdoc and associate senior lecturer are intended for professional development within research and education and to prepare people in these positions with the opportunity to develop their expertise for their continued academic career. The fixed-term appointments

adjunct member of teaching staff, visiting professor and teachers within the fine, applied or performing arts fulfil specialised functions within the organisation.

An appointment as senior lecturer or lecturer may be fixed term in accordance with the Employment Protection Act (1982:80). In addition, Chapter 4, Sections 9–12 b HF apply in matters regarding fixed-term appointments and collective agreement regulations concerning certain fixed-term teaching positions.

3.3. Combined appointments

Chapter 3, Section 8 HL:

The Government or the agency nominated by the Government may stipulate that a teaching post at a higher education institution shall be combined with employment as a physician or dentist with specialist training, or with employment other than as a physician at a designated healthcare facility for medical training and research. A combined post may only be held by someone eligible for both appointments.

The regulations that apply to teaching appointments shall also apply to appointments that are to be combined with teaching posts.

Before appointment to a teaching post the accountable authority for healthcare shall be enabled to make representations, if the position is to be combined with a post in a healthcare facility. (SFS 1997:797)

Chapter 4, Section 2 HF:

A higher education institution may, with the consent of an accountable authority for healthcare as laid down in Section 8 of Chapter 3 of the Higher Education Act (1992:1434), decide that a post as professor or senior lecturer at the institution shall be combined with employment at a designated healthcare facility for medical training and research in the disciplinary domain of medicine. Training and research at such a facility includes training and research in dental science. (SFS 2010:1064)

See also:

Chapter 4 Chapter 4, Section 8 HF on the opinion of an accountable authority for healthcare (SFS 2010:1064)

A combined appointment shall provide clinical expertise for teaching and research.

4. Qualification requirements, assessment criteria and training in teaching and learning in higher education

4.1. Introduction

Qualification requirements and assessment criteria follow the regulation in the Higher Education Act and Higher Education Ordinance, in collective agreements and in the Appointment Rules. In view of each faculty's differing traditions and conditions there may also be a need for further, more precise qualification requirements and assessment criteria at faculty level (generally in the form of regulations and/or wording in person specifications). However, a faculty may not lower requirements concerning qualifications in relation to what is stipulated in laws and ordinances, collective agreements and the Appointment Rules.

For teaching staff at Lund University, the general qualification requirements concern being suitable for and having the ability in general that is needed to satisfactorily carry out the duties of the appointment in question.

In addition to the general qualification requirements and assessment criteria stated below for the respective appointment further qualification requirements and assessment criteria for a specific appointment may be stated in the person specification. The evaluation of qualifications is to be carried out based on the Appointment Rules and the person specification established for the appointment.

In the assessment of candidates' qualifications, consideration is to be given to whether or not there have been special factors that have affected professional development. Special factors include leave due to illness, parental leave, work, service within the armed forces, elected office within union organisations and student organisations or similar circumstances.

4.2. Training in teaching and learning in higher education

Lund University sets a qualification requirement for candidates for appointments as professor, adjunct professor, senior lecturer, adjunct senior lecturer, lecturer and adjunct lecturer that as part of their teaching expertise they are to have completed at least five weeks of training in teaching and learning in higher education. This training is to take into consideration the national recommendations⁶ of the Association of Swedish Higher Education (SUHF) and have as an overall goal that the participant on completion of the training shall demonstrate the knowledge, expertise and approach that form the basis for professional teaching in higher education within their subject area and to participate in the development of higher education.

In the absence of such training, an assessment shall be carried out to ascertain whether or not equivalent knowledge and expertise have been acquired in another way and be included in the supporting documentation for a decision on the appointment.

If there are valid reasons, for example that the applicant has lacked opportunities to acquire the requisite knowledge in his or her former positions, an appointment can still be made. In such cases, the appointee is to complete the required training in teaching and learning in higher education within the first two years of employment.

For adjunct professors, adjunct senior lecturers and adjunct lecturers the requirement to have completed at least five weeks of training in teaching and learning in higher education is not applied if the period of employment is short (maximum one year) or the scope of the appointment is limited (maximum 20 per cent). In these cases, the appointee shall instead complete adapted training in teaching and learning in higher education based on the duties associated with the appointment. In these cases, the appointee's completion of the adapted training in teaching and learning in higher education also represents a condition for extending the appointment.

Teaching staff employed for an indefinite term with the required qualification of five weeks of training in teaching and learning in higher education shall be offered the opportunity to undertake further training in teaching and learning in higher education of at least five weeks within the scope of their employment.

⁶ SUHF, *Rekommendationer om mål för behörighetsgivande högskolepedagogisk utbildning samt ömsesidigt erkännande* (REK 2016:1).

4.3. Qualification requirements, assessment criteria and conditions for different teaching positions

4.3.1. Professor

Chapter 4, Section 3 HF:

A person who has demonstrated both research and teaching expertise shall be qualified for employment as a professor except in disciplines in the fine, applied or performing arts. A person who has demonstrated both artistic and teaching expertise shall be qualified for employment as a professor in disciplines in the fine, applied or performing arts.

The assessment criteria for appointment as a professor shall be the degree of the expertise required as a qualification for employment. As much attention shall be given to the assessment of teaching expertise as to the assessment of research or artistic expertise. Each higher education institution determines itself what assessment criteria are otherwise to apply to the appointment of a professor. (SFS 2010:1064)

For appointments to professor, the following shall form the assessment criteria:

- a very good national and international standing as a researcher/artist. The requirement for international experience shall be assessed with consideration to the character and traditions of the subject
- a very high level of teaching skill, including a very good ability to conduct, develop and lead educational activities on different levels and using a variety of teaching methods
- a good ability to supervise doctoral students to achieve a PhD or students on arts programmes to achieve artistic independence
- a good ability to engage with wider society and communicate his or her activities.
- a good general ability to lead and develop activities

Exceptionally good teaching skill and good research expertise are sufficient qualifications for appointment as a professor.

Exceptionally good research expertise and good teaching skill are sufficient qualifications for appointment as a professor.

4.3.2. *Adjunct professor*

Chapter 3, Section 3 HL:

A professor shall be employed until further notice unless otherwise stipulated in the paragraph below.

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)... (SFS 2010:701)

Chapter 4, Section 11 HF:

An adjunct professor shall be employed for an indefinite period but for no longer than until a specified date. Such an appointment may be renewed. The total period of employment may not, however, exceed 12 years. In other respects the post is subject to the provisions of the Employment Protection Act (1982:80). (SFS 2010:1064)

An adjunct professor is employed for a fixed term.

A person who meets the qualification requirements for professor shall be qualified for employment as an adjunct professor.

Deviations from the qualification requirements may however be made if the person has unique expertise of special importance for the organisation in question or to strengthen the organisation's connection with wider society. In the assessment of the candidate's teaching expertise, consideration shall be given to the nature of the activities of which the candidate has experience.

4.3.3. *Visiting professor*

Chapter 3, Section 3 HL:

A professor shall be employed until further notice unless otherwise stipulated in the paragraph below.

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). (SFS 2010:701)

Chapter 4, Section 12 HF:

A visiting professor shall be employed for an indefinite period, but for no longer than until a specified date. Such an appointment may be renewed. The total period of employment may not, however, exceed five years. In other respects the post is subject to the provisions of the Employment Protection Act (1982:80). (SFS 2010:1064)

A visiting professor is employed for a fixed term.

A person who is a professor or deemed to have the qualifications of a professor is qualified for appointment as a visiting professor.

The person shall have special expertise of value to the organisation in question.

4.3.4. Senior lecturer

Chapter 4, Section 4 HF:

Those qualified for appointment as a senior lecturer are

1. except in disciplines in the fine, applied or performing arts, a person who has demonstrated teaching expertise and been awarded a PhD or has the corresponding research competence or some other professional expertise that is of value in view of the subject matter of the post and the duties that it will involve, and
2. in disciplines in the fine, applied or performing arts, a person 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 of value in view of the subject matter of the post and the duties it will involve.

The assessment criteria for appointment as a senior lecturer shall be the degree of the expertise required as a qualification for employment. As much attention shall be given to the assessment of teaching expertise as to the assessment of other qualifying criteria laid down in the first paragraph above. Each higher education institution determines itself what assessment criteria are otherwise to apply to the appointment of a senior lecturer. (SFS 2010:1064)

For appointments to senior lecturer, the following shall form the assessment criteria:

- a good national and international standing as a researcher or artistic practitioner/researcher. The requirement for international experience shall be assessed with consideration to the character and traditions of the subject
- good teaching ability, including a good ability to conduct, develop and lead educational activities on different levels and using a variety of teaching methods
- an ability to supervise doctoral students to achieve a PhD or students on arts programmes to achieve artistic independence
- an ability to engage with wider society and communicate his or her activities
- a good general ability to lead and develop activities.

4.3.5. Adjunct senior lecturer

According to the collective agreement ⁷an adjunct member of the teaching staff refers to a part-time appointment of an employee who has their main employment outside the higher education sector. The purpose of an adjunct appointment is to provide such expertise that is not normally present in the regular organisation and that is necessary for high-quality education.⁸

An adjunct senior lecturer is employed for a fixed term. An adjunct senior lecturer is employed for an indefinite term, but for no longer than two years. Such an appointment can be renewed.

A person who meets the qualification requirements for employment as a senior lecturer is qualified to be appointed as an adjunct senior lecturer.

For appointments as adjunct senior lecturer the assessment criteria may vary depending on the type of expertise required. The assessment criteria are to be clearly stated in the person specification. Expertise other than teaching and research expertise may have special importance in the assessment of overall expertise.

⁷ Agreement regarding fixed-term employment as adjunct member of teaching staff, collective agreement between the Swedish Agency for Government Employers and OFR/S, Saco-S, and SEKO, 14 December 2011.

⁸ Agreement regarding fixed-term employment as adjunct member of teaching staff is not valid when Chapter 4, Section 10 HF (concerning teachers in artistic disciplines) is applicable, see section 5 of the agreement.

4.3.6. Associate senior lecturer

(valid as of 1 April 2018 (SFS 2017:844))

Chapter 4, Section 4 a HF:

A person qualified for appointment as an associate senior lecturer is a person who has been awarded a PhD or has the corresponding research expertise. Primary consideration should be given to a person who has been awarded a PhD or achieved the equivalent expertise within five years of the deadline for application for employment as an associate senior lecturer. However, a person who has been awarded a PhD or achieved the equivalent expertise at an earlier date may also be considered if there are exceptional circumstances. Exceptional circumstances are sick leave, parental leave or other similar circumstances.

Each higher education institution individually decides the assessment criteria that shall be applied when appointing 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 pursuant to Section 12c. (SFS 2017:844)

Chapter 4, Section 12 a HF:

An associate senior lecturer may be employed for an indefinite period 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 pursuant to the first paragraph may be extended for a maximum of two years, if because of the associate senior lecturer's sick leave, parental leave or other special grounds additional time is needed to attain the purpose of the appointment.

An appointment pursuant to the first and second paragraphs is in other respects subject to the provisions of the Employment Protection Act (1982:80)

Exceptions may be made to the first and second paragraphs above through a collective agreement concluded or approved by a central employees' organisation. (SFS 2017:844)

See also:

Chapter 4, Section 12 b HEO relating to new fixed-term appointments after appointment as an associate senior lecture (SFS 2012:523)

An associate senior lecturer is employed for a fixed term.

Each faculty shall, taking into account the importance of good and clear career paths and strategic recruitment and talent management, decide on a faculty-wide consistent and non-negotiable rule concerning the length of associate senior lecturer appointments. The duration of the appointment shall be no less than four years and no more than six years.

The length of the associate senior lecturer appointment shall always be stated in the vacancy notice for the position.

For appointments to associate senior lecturer, the following shall form the assessment criteria:

- a good ability to develop and carry out high-quality research or artistic research, and teaching skill

For appointments to associate senior lecturer, the focus of the assessment shall be on both research/artistic expertise and teaching skill. Otherwise, the assessment shall be made based on the person specification for the position.

The person specification and information about the vacant position in the appointment of associate senior lecturers shall also include the qualification requirements and assessment criteria for promotion to senior lecturer. The qualification requirements set for promotion shall be based on the requirements that apply for recruitment of a senior lecturer but (as in recruitment) can be complemented on the basis of the organisation's strategic considerations and needs.

Associate senior lecturer is a position that shall provide opportunities for teaching and research/artistic qualifications. The position shall first and foremost provide scope for developing research qualifications. The scope of the position shall also provide an opportunity for training in teaching and learning in higher education corresponding to at least five weeks.

4.3.7. Postdoc

According to the central collective agreement, postdoc refers to an employee who primarily conducts research to develop their independence as a researcher and who has been awarded a PhD or who has an international qualification deemed equivalent to a PhD.

The conditions for employment as a postdoc and possibilities for extending the appointment etc. are those stated in the applicable collective agreement at the time the employment commences.

For appointments as postdoc, the following shall form the assessment criteria:

- a good ability to develop and carry out high-quality research or artistic activities, and teaching skill

For appointments as postdoc the principal consideration shall be research/artistic expertise. In other aspects the assessment is based on the person specification established for the position.

Postdoctoral position is a position that shall provide opportunities for teaching and research/artistic qualifications. The position shall first and foremost provide scope for developing research qualifications. The scope of the position shall also provide an opportunity for training in teaching and learning in higher education corresponding to at least three weeks.

4.3.8. Lecturer

A person shall be qualified for appointment as a lecturer if he or she has demonstrated teaching expertise, completed a second-cycle degree or acquired corresponding knowledge and has other skills of value in view of the subject matter of the post and the duties that it will involve.

The assessment criteria for appointment as a lecturer shall be the degree of the expertise required as a qualification for employment.

For appointments to lecturer, the following shall form the assessment criteria:

- good subject knowledge of relevance to the post and the duties that it will involve
- good teaching ability including a good ability to develop and pursue educational activities on different levels and using a variety of teaching methods
- very good professional experience or other experience of relevance to the post.

4.3.9. Adjunct lecturer

According to the collective agreement⁹ adjunct lecturer refers to the part-time appointment of an employee whose main employment is outside the higher education sector. The purpose of an adjunct appointment is to provide such expertise that is not normally present in the regular organisation and that is necessary for high-quality education.¹⁰

An adjunct lecturer is employed for a fixed term. An adjunct lecturer is employed for an indefinite term, but for no longer than two years. Such an appointment can be renewed.

A person who meets the qualification requirements for employment as a lecturer is qualified to be appointed as an adjunct lecturer.

For appointment of adjunct lecturers, the assessment criteria may vary in relation to the required expertise. The criteria shall be clearly stated in the person specification. In the general assessment of skills, skills other than research and teaching expertise may be assigned special importance.

5. Recruitment process and preparation of appointment and promotion matters

5.1. The appointment's specialisation, person specification and information on vacancies (vacancy announcement)

Section 6 AF:

A public authority that intends to recruit an employee must provide information about this in some suitable way so that those interested in the position can notify the public authority within a certain timeframe.

In the case of an appointment on which the Government is to make a decision following a proposal or notification from a public authority or its head, the public authority shall provide information concerning the vacant position.

Information does not need to be submitted if there are special grounds for this. (SFS 1994:373)

⁹ Agreement regarding fixed-term employment as adjunct member of teaching staff, collective agreement between the Swedish Agency for Government Employers and OFR/S, Saco-S, and SEKO, 14 December 2011.

¹⁰ Agreement regarding fixed-term employment as adjunct member of teaching staff is not valid when Chapter 4, Section 10 HF (concerning teachers in artistic disciplines) is applicable, see section 5 of the agreement.

The preparatory process shall follow the same rules in appointment and promotion matters.

Decisions on publishing a vacancy announcement shall be based on strategic and overall planning regarding recruitment and talent management. Once a recruitment need has been established, a decision shall be made on the position's specialisation, person specification and on vacancy announcement.

The subject of appointments to professor, adjunct professor, visiting professor, senior lecturer, adjunct senior lecturer, associate senior lecturer, postdoc, lecturer and adjunct lecturer shall be stated. The subject of the appointment shall be clearly stated and defined, based on the recruitment targets and gender equality and equal treatment plans. In order for the University to achieve an equal gender balance and increased diversity, the position's specialisation should be broadly and sufficiently generally defined. If there are valid reasons, a subject specialisation can be indicated. If the specialisation of the post changes over time, the subject title can also be changed. This can take place during an appointment if the title has become misleading or obsolete or in the context of an application for promotion.

A person specification is to be drawn up for each vacant position and constitutes the basis for information on the position. For fixed-term positions the information on the post shall also state the duration of the appointment.

The position's person specification shall clearly present the qualification requirements and assessment criteria that the Appointment Rules prescribe as well as the complementary qualification requirements and assessment criteria arising from the organisation's strategic considerations and needs.

In order to promote gender equality and diversity and to facilitate mobility and recruitment of international expertise positions shall as a rule be advertised internationally.

5.2. Preparatory bodies

Chapter 4, Section 5 HF:

If a group of individuals is to submit a proposal on the applicants to be considered for appointment to a teaching post, women and men shall be equally represented in the group. This does not apply, however, if there are extraordinary reasons to the contrary. (SFS 2010:1064)

Each faculty is to have at least one *academic appointments board*. Where necessary, the vice-chancellor can make a decision to establish a temporary academic appointments board. The academic appointments boards are to submit proposals for appointments of professors (including adjunct and visiting professors). Parts of the recruitment process for an appointment can be carried out by a *recruitment committee*. A *working group* can be established for other teaching positions.

An *academic appointments board* shall comprise one chair, at least three academic staff representatives and two student representatives. In addition, at least two substitute academic staff representatives and at least one substitute student representative shall be appointed. One of the academic staff representatives shall be appointed vice-chair. An academic appointments board is quorate when the chair and at least half of the other members are present. A representative of the department concerned may participate in the board's activities and has the right to attend, speak and make proposals.

A *recruitment committee* consists principally of members of the academic appointments board deemed suitable to manage parts of the preparatory process in quicker and simpler fashion. A recruitment committee shall include at least one member of the academic appointments board, one student representative and one representative of the department.

A *working group* is a small preparatory body at department level that is to include at least one student representative.

Men and women are to be equally represented in academic appointments boards, recruitment committees and working groups (see Chapter 4, Section 5 HF).

There is no requirement to use a preparatory body for the appointment of a professor with proven expertise as a visiting professor or in the renewed appointment of an adjunct professor, visiting professor or professor within the artistic disciplines. The dean can propose an appointment in these cases.

5.3. Sifting of applications, external expert assessment and statement

5.3.1. Sifting of applications

An academic appointments board, recruitment committee or working group may after consultation with the relevant department sift out applicants who clearly are not in contention for the position before the applications are passed on to the external expert(s). Documentation shall be drawn that presents the reasons why these candidates are not in contention for the appointment. The applicants who are sifted out shall be informed that they are not to be considered for the position. Applicants who only lack training in teaching and learning in higher education and have not in some other way acquired equivalent knowledge are not to be sifted out solely for this reason.

5.3.2. External expert assessments and statements

Chapter 4, Section 6 HF:

For the appointment of a professor (including an adjunct professor) opinions on the expertise of the applicants shall be obtained, provided that this is not manifestly unnecessary for appraisal of their expertise.

When the opinions of two or more persons are obtained, both men and women should be represented equally. This does not apply, however, if there are extraordinary reasons to the contrary. (SFS 2010:1064)

The rule in Chapter 4, Section 6 of the Higher Education Ordinance on external expert assessment in the appointment of professors is complemented by regulations at Lund University.

At Lund University there is a stipulation that external expert assessment concerning an applicant's expertise is to be obtained from at least one external expert if it concerns:

- appointment of a professor (including an adjunct professor and a visiting professor whose expertise has not already been proven),
- appointment of a senior lecturer,
- appointment of an associate senior lecturer,
- promotion to employment as professor, and
- promotion to employment as senior lecturer.

External expert assessment does not need to be obtained if it is manifestly unnecessary for appraisal of their expertise.

If assessments are to be obtained from two or more people, and unless there are particular reasons to the contrary, men and women are to be equally represented.

If there is more than one expert, a joint description and/or assessment of the applicants' expertise may be submitted. If there is disagreement, this shall be made clear in the statement. The expert(s) may be asked only to propose a shortlist without indicating any order of preference. The expert(s) shall always assess the applicants' teaching and academic/artistic expertise on the basis of the person specification and the Appointment Rules, but may also be asked to assess other requirements or assessment criteria listed in the person specification.

References should be taken prior to a decision on an appointment.

There is to be a statement or minutes as supporting documentation for the decision prior to a decision on an appointment.

5.4. Simplified procedure for fixed-term positions

For the employment of teaching staff with fixed-term employment periods of up to one year in the form of general fixed-term employment and temporary substitute employment, a simplified appointment procedure can be applied in accordance with the Employment Protection Act (1982:80). A simplified appointment procedure means that in the case of these appointments the requirements for using a preparatory body for the appointment and an expert assessment do not apply.

Other valid rules on recruitment and employment apply in these cases, such as the decision on an appointment shall be based on objective grounds, such as merit and expertise, and that selection and decisions on the appointment shall be based on an assessment founded on relevant qualification requirements and assessment criteria.

5.5. Direct appointment of professors

Chapter 4, Section 7 HF:

A higher education institution may nominate an individual for an appointment as a professor if the appointment of the individual is of exceptional importance for a specific activity at the institution. If a higher education institution nominates an individual for a post, the grounds on which the appointment is of exceptional importance for the institution must be placed on record.

Only those qualified for appointment to the post pursuant to Section 3 may be nominated for appointment.

The decision to nominate an individual for a post is made by the vice-chancellor and cannot be delegated.

When an appointment is made by nomination, no information of the kind laid down in Section 6, paragraph 1 of the Employment Ordinance (1994:373) need be submitted. The regulation on referees' assessments in Section 6 shall apply. (SFS 2010:1064)

The vice-chancellor may directly appoint an individual as a professor. The direct appointment is to be conducted in accordance with current regulations decided by the University Board.¹¹ The direct appointment procedure is to be used restrictively and as a tool for strategic recruitment. The procedure aims to facilitate and accelerate recruitment of leading international researchers and should also be used as a strategic instrument to obtain a more equal gender distribution.

¹¹ Regulations regarding nomination procedure prior to vice-chancellor's decisions on nominating an individual for an appointment as professor (Reg. no STYR 2015/137).

5.6. Information about appointment decisions

Section 7 AF:

Information on a public authority's appointment decisions are to be published on the authority's notice board.

The first paragraph does not need to be applied in the case of

- employment with a duration estimated as no longer than six months,
- employment of those who are already candidates at the public authority. (SFS 1994:373)

See also:

Section 8 AF on the content of the notice (SFS 1994:373)

6. Promotion

6.1. Promotion to professor

Decisions regarding assessments of promotion from employment as a senior lecturer to employment as professor shall be based on strategic considerations. These considerations shall include an assessment of whether or not the employee has submitted documented contributions to the organisation's development and is assessed as suitable for promotion.

A senior lecturer who is employed for an indefinite term at Lund University may on application be promoted to professor if he or she has the qualifications required for the post of professor.

The employee shall also demonstrate professional development in teaching and research/artistic expertise, from a general and long-term perspective.

In accordance with a decision by the University Board¹² it is not possible for a vice-chancellor or deputy vice-chancellor at Lund University to apply for promotion to professor during their term of office.¹³

¹² University Board decision 26 October 2018, Section 8 regarding a new process for recruitment of vice-chancellor and deputy vice-chancellor at Lund University (Reg. no STYR 2017/1743).

¹³ This is to be understood in a way that the decision does not prevent processing of an application for promotion submitted before the start of the term of office and neither does it prevent the vice-chancellor or deputy vice-chancellor from applying for an advertised post as professor at Lund University.

6.2. Promotion to senior lecturer

6.2.1. Promotion from employment as associate senior lecturer

(Applies to associate senior lecturers appointed through a vacancy announcement issued after 1 April 2018.)

Chapter 4, Section 12 c HF:

An associate senior lecturer who is employed at a higher education institution pursuant to Section 12a shall, on application, be promoted to senior lecturer at the higher education institution, if he or she

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

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

Chapter 4, Section 13 HF:

Teachers are employed by the decision of the vice-chancellor. This also applies to decisions due to an application for promotion as referred to in Section 12c. Decisions concerning the appointment of professors may not be delegated. (SFS 2017:844)

The person specification and information about a vacant position as associate senior lecturer shall also include the qualification requirements and assessment criteria for promotion to senior lecturer.

An associate senior lecturer's work and qualifications should be evaluated mid-way through the period of employment. The employee shall receive instructions on the specific areas that need to be developed in order to be promoted to senior lecturer employed for an indefinite term.

An associate senior lecturer shall on application be promoted to senior lecturer employed for an indefinite term if he or she has the required qualifications and is deemed to be suitable with reference to the qualification requirements and assessment criteria included in the Appointment Rules and person specification

The employee shall demonstrate development in teaching or research/artistic expertise, from a general and long-term perspective.

An associate senior lecturer can only apply for promotion once. The application for promotion is to be submitted to the relevant faculty no later than six months prior to the end of the appointment. A decision on promotion or rejection of the application is to be made before the end of the appointment.

(Applies to associate senior lecturers appointed through a vacancy announcement issued before 1 April 2018.)

According to the collective agreement¹⁴ an associate senior lecturer has the right, in accordance with Lund University's Appointment Rules to apply for promotion to employment as senior lecturer for an indefinite term.

An appointment as associate senior lecturer (employed as of 1 July 2013) should be evaluated mid-way through the period of employment. The employee shall receive instructions in writing on the specific areas that particularly need to be developed in order to be promoted to senior lecturer for an indefinite term.

An associate senior lecturer (employed as of 1 July 2013) shall on application be promoted to employment as senior lecturer for an indefinite term if he or she has the required qualifications and is deemed to be

¹⁴ Local collective agreement on career development positions – associate senior lecturer, collective agreement between Lund University, OFR/S, Saco-S, and SEKO, 26 June 2013 (Reg no. PE 2013/365).

suitable with reference to the qualification requirements and assessment criteria included in the vacancy announcement/person specification. An associate senior lecturer can only apply for promotion once.

The application for promotion is to be submitted to the relevant faculty at the latest 3 years and 6 months into the appointment. A decision on promotion or rejection of the application is to be made within three months of the application. In cases of extension due to special circumstances, the application is to be submitted at the latest after 3 years and 6 months of actual service, taking into account that the period of employment must not exceed 6 years and that the application must be submitted 6 months prior to the end of the appointment.

6.2.2. Promotion from employment as lecturer

Decisions regarding assessments of promotion from employment as a lecturer to employment as a senior lecturer shall be based on strategic considerations. These considerations shall include an assessment of whether or not the employee has submitted documented contributions to the organisation's development and is assessed as suitable for promotion.

A lecturer who is employed for an indefinite term at Lund University may on application be promoted to senior lecturer if he or she has the qualifications required for the post of senior lecturer.

The employee shall demonstrate development in teaching or research/artistic expertise, from a general and long-term perspective.

7. Appeals

Chapter 12, Section 2 HF:

Appeals may be made to the Higher Education Appeals Board against the following decisions of a higher education institution:

1. a decision relating to employment at a higher education institution, with the exception of appointment to a doctoral studentship or to senior lecturer pursuant to Section 12c of Chapter 4,
2. a decision pursuant to Chapter 4, Section 13 to reject an application for promotion, ... (SFS 2017:844)

Chapter 12, Section 5 HF:

No appeal may be made against a decision of the Higher Education Appeals Board. (SFS 2002:81)

If an appeal is entered against a decision on an appointment, a statement shall be submitted to the Higher Education Appeals Board.

8. Entry into force

The present Appointment Rules are valid as of 15 February 2022 and thus replace Lund University Appointment Rules approved by the University Board on 15 December 2020 (Reg. no STYR 2020/2212)).

9. Transition provisions

1. In recruitment procedures commenced before 1 April 2018, the earlier provisions in the Higher Education Ordinance Chapter 4, Section 12a (1993:100) and the local collective agreement on career development positions – associate senior lecturer – shall apply, collective agreement between Lund University, OFR/S, Saco-S, and SEKO, 26 June 2013 (Reg no. PE 2013/365). In recruitment procedures commencing after 1 April 2018, the new provisions and wording in the Higher Education Ordinance (1993:10) in Chapter 4, Sections 4 a and 12 c and the provisions in Chapter 4, Sections 12 a and 13 as well as Chapter 12, Section 2, shall apply (SFS 2017:844).¹⁵

2. Retired professors who have a fixed-term appointment as a post-retirement professor on 1 January 2021 will remain a post-retirement professor for the duration of their appointment, which may thereafter be renewed if there are special grounds. If there are special grounds, an appointment may be renewed for a maximum of one year, but no longer than 31 December 2022 and with maximum contracted hours of 20 per cent. The time limitation of general fixed-term employment is then to be used. The special grounds must be justified in writing. A title other than post-retirement professor is to be assigned no later than 1 January 2023 and is to correspond to the main activity in which the retired professor is to engage.

3. For postdocs employed according to the agreement on fixed-term employment as a postdoc dated 4 September 2008, the wording of that agreement is applied. In the case of a postdoc employed before 1 February 2022 and when the employment runs beyond 1 October 2022, the appointment may be extended according to Section 3, paragraph 2 of the agreement dated 19 November 2021, however no longer than a total combined employment period of three years. In the case of such an extension, the latter agreement applies in its entirety.

Abbreviations

AF	Employment Ordinance (Anställningsförordningen)
DL	Discrimination Act (Diskrimineringslagen)
FL	Administrative Procedure Act (Förvaltningslagen)
HF	Higher Education Ordinance (Högskoleförordningen)
HL	Higher Education Act (Högskolelagen)
LAS	Employment Protection Act (Anställningsskyddslagen)
LOA	Public Employment Act (Lagen om offentlig anställning)
RF	Instrument of Government (Regeringsformen)
SUHF	The Association of Swedish Higher Education Institutions (Sveriges universitets- och högskoleförbund)

¹⁵ See also entry into force and transition provisions in the Higher Education Ordinance, SFS 2017:844.