

DECISION

Reg. no
STYR 2023/2763

Date 19 December 2023

University Board

LUND UNIVERSITY APPOINTMENT RULES

Approved by the University Board 19 December 2023, Item 7.

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

Good and clear career paths pertain to the organisation's needs, development and quality as well as the individual's career development and employment situation. One important aspect in efforts to promote good and clear career paths concerns clarifying and opening up the career system by calling for applications in competition. Another important aspect concerns career and professional development, and the opportunity to be promoted to a higher position at different stages of an academic career. 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. It is also important that the extent of required 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 which apply to all state-funded higher education institutions. The Appointment Rules contain the rules for appointments and promotion that Lund University is to apply. The Appointment Rules presuppose that each faculty/equivalent that employs teaching staff has clear delegation rules and provides information on the recruitment process.

The Appointment Rules are structured in the following way. Section 2 covers general principles and regulations on recruitment and appointments. Section 3 addresses 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 covers promotion. Sections 7, 8 and 9 deal with appeals, entry into force and transitional provisions.

University-wide information on relevant laws, strategy documents/equivalent, support and advice and, where appropriate,

templates are to be in place to facilitate recruitment at Lund University.

2. General principles and regulations for recruitment and appointments

Processes linked to appointments and promotion are to 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 is to aim to find teaching staff with the best possible expertise and potential for the duties involved in the position.

Recruitment, employment and promotion are to be free from discrimination. Active preventive and systematic work on gender equality and equal opportunities issues is an important instrument for the achievement of the University's ambitions and strategic focus on gender equality and equal opportunities. In recruitment processes, Lund University is to act to achieve equal gender distribution, within the respective teaching staff categories and with consideration given 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 pool of candidates is to be presented, taking into consideration the gender equality goals.

When recruiting professors proposed for permanent employment, the faculty board, or the dean upon delegation, is to check applications in order to ensure there are qualified candidates of both genders before they are passed on to external experts. In cases where there are no qualified applicants of one gender, the faculty board is to notify the Vice-Chancellor in writing.

The Vice-Chancellor, after consultation with the relevant faculty board or dean, decides whether the recruitment is to be halted or continue according to the usual process. In cases where the Vice-

Chancellor decides to halt the recruitment, this is dealt with in the normal way at the faculty level.

3. Teaching positions and fixed-term appointments

3.1. Teaching positions

Academic staff at Lund University refers to

- professors,
- visiting professors,
- adjunct professors,
- senior lecturers,
- adjunct senior lecturers,
- associate senior lecturers, also known as assistant professors (tenure track),
- postdocs,
- lecturers, and
- adjunct lecturers.

3.2. Fixed-term appointments

A professor, senior lecturer and lecturer are in the first instance to be employed on a permanent basis. The fixed-term professional development positions postdoc and associate senior lecturer are intended for professional development within research and education and to prepare those in these positions for the opportunity to develop their expertise for their continued academic career. The fixed-term appointments adjunct member of teaching staff, visiting professor and teaching staff within fine, applied or performing arts fulfil specialised functions within the organisation.

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

3.3. Combined appointments

A combined appointment is to 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 regulations 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 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 is not permitted to lower requirements concerning qualifications in relation to what is stipulated in laws and ordinances, collective agreements and the Appointment Rules. The requirements should be carefully considered in order to benefit an international pool of candidates.

For teaching staff at Lund University, the general qualification requirements concern being suitable for and in general having the ability 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 each respective position, 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 that has been established for the specific 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 be in accordance with the national recommendations of the Association of Swedish Higher Education Institutions (SUHF) and have as an overall goal that on completion of the training the participant can demonstrate the knowledge, expertise and approach that form the basis for professional teaching in higher education within their subject area and can participate in the development of higher education.

In the absence of such training, an assessment is to be carried out to ascertain whether or not equivalent knowledge and expertise have been acquired in another way and this information is to 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 their 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 is instead to 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 who have completed the required qualification of five weeks of training in teaching and learning in higher education are to be offered the opportunity to undertake further training in teaching and learning in higher education of at least five weeks as part of their position.

4.3. Qualification requirements, assessment criteria and conditions for each respective teaching position

4.3.1. Professor

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

- A very good national and international standing as a researcher/artist. The requirement for international experience is to be assessed with consideration given 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 and/or students on fine and performing arts programmes to achieve artistic independence.
- A good ability to cooperate with wider society and communicate their 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.

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4.3.2. Adjunct professor

An adjunct professor is appointed on a fixed-term basis.

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

Deviations from the qualification requirements may 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 is to be given to the character of the activities of which the candidate has experience.

4.3.3. Visiting professor

A visiting professor is employed on a fixed-term basis.

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 is to have special expertise of value to the organisation in question.

4.3.4. Senior lecturer

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

- A good national and international standing as a researcher or artistic practitioner/researcher. The requirement for international experience is to be assessed with consideration given 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 and/or students on fine and performing arts programmes to achieve artistic independence.
- An ability to cooperate with wider society and communicate their activities.
- A good general ability to lead and develop activities.

4.3.5. Adjunct senior lecturer

Adjunct teaching staff refers to the part-time appointment of employees whose main employment is outside the higher education sector. The purpose of an adjunct appointment is to provide expertise that is not normally present in the regular organisation and that is needed in order to provide a high-quality education.

The terms for employment as an adjunct senior lecturer and the possibilities for extension of that employment, etc. are set out in the collective agreement in force when the employment starts.

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. In the general assessment of skills, skills other than research and teaching expertise may be taken into account.

4.3.6. Associate senior lecturer, also known as assistant professor (tenure track)

An associate senior lecturer is employed on a fixed-term basis.

Taking into account the importance of good and clear career paths and strategic recruitment and the provision of expertise, each faculty is to decide on a faculty-wide consistent and imperative rule concerning the duration of associate senior lecturer appointments. The duration of the appointment is to be no less than four years and no more than six years.

The duration of the associate senior lecturer appointment is always to be stated in the vacancy announcement for the position.

For appointments to associate senior lecturer, the following is to 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 is to be on both research/artistic expertise and teaching skill. In other aspects the assessment is to be based on the person specification established for the position.

The person specification and information in the vacancy announcement for the appointment of associate senior lecturers are

also to include the qualification requirements and assessment criteria for promotion to senior lecturer. The qualification requirements set for promotion are to 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 is to provide career development opportunities for teaching and research/artistic qualifications. The position is to first and foremost provide scope for developing research qualifications. The scope of the position is also to provide an opportunity for training in teaching and learning in higher education corresponding to at least five weeks.

4.3.7. Postdoc

A postdoc is employed on a fixed-term basis. A postdoc is primarily to conduct research in order to develop their independence as a researcher. They are required to have completed a doctoral degree or to hold a degree deemed to be equivalent from another country.

The terms for employment as a postdoc and the possibilities for extension of that employment, etc. are set out in the collective agreement in force when the employment starts.

For appointments as postdoc, the following is to 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 is to be research/artistic expertise. In other aspects the assessment is to be based on the person specification established for the position.

Postdoc is a position that is to provide career development opportunities for teaching and research/artistic qualifications. The position is to first and foremost provide scope for developing research qualifications. The scope of the position is also to provide an

opportunity for training in teaching and learning in higher education corresponding to at least three weeks.

4.3.8. Lecturer

A person is qualified for appointment as a lecturer if they have 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 position and the duties that it will involve.

The assessment criteria for appointment as a lecturer are to include the degree of the expertise required as a qualification for employment.

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

- Good subject knowledge of relevance to the position 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 position.

4.3.9. Adjunct lecturer

Adjunct teaching staff refers to the part-time appointment of employees whose main employment is outside the higher education sector. The purpose of an adjunct appointment is to provide expertise that is not normally present in the regular organisation and that is necessary in order to provide high-quality education.

The terms for employment as an adjunct lecturer and the possibilities for extension of that employment, etc. are set out in the collective agreement in force when the employment starts.

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 assessment criteria are to be

clearly stated in the person specification. In the general assessment of skills, skills other than research and teaching expertise may be taken into account.

5. Recruitment process and preparation of appointment and promotion matters

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

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

Decisions on publishing a vacancy announcement are to be based on strategic and overall planning regarding recruitment and the provision of expertise. Once the need to recruit has been established, a decision is to be made on the position's specialisation, person specification and the vacancy announcement.

The subject of appointments to professor, adjunct professor, visiting professor, senior lecturer, adjunct senior lecturer, associate senior lecturer (assistant professor, tenure track), postdoc, lecturer and adjunct lecturer are to be stated. The subject of the appointment is to be clearly stated and defined, based on the recruitment targets and equal opportunities plans. In order to achieve the University's ambitions and strategic focus on gender equality and equal opportunities, the position's specialisation is to be defined broadly and in sufficiently general terms. If there are valid reasons, a subject specialisation can be indicated. If the specialisation of the position 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 conjunction with an assessment 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 about the position is also to state the duration of the appointment.

The position's person specification is to 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.

As a rule, positions are to be advertised internationally in order to promote gender equality and equal opportunities and to facilitate mobility and recruitment of international expertise.

5.2. Preparatory bodies

Each faculty is to have at least one *academic appointments board*. Where necessary, the Vice-Chancellor can decide 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* is to 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 are to be appointed. One of the academic staff representatives is to be appointed vice-chair (i.e. the deputy 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 a quicker and simpler fashion. A recruitment committee is to 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. It 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.

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 fine and performing arts. The dean can propose an appointment in these cases.

5.3. Sifting of applications, external expert assessments and statements

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 is to be drawn up that presents the reasons why these candidates are not eligible for the appointment. The applicants who are sifted out are to be informed that they will not 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 assessment and statement

At Lund University, there is a stipulation that an 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 (assistant professor, tenure track),
- 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 the applicants' 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.

The expert(s) may be asked to propose a shortlist without indicating any order of preference. 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 is to be made clear in the statement. The expert(s) are to 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 specific limited-period employment and substitution, 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. These include that the decision on an appointment is to be based on objective grounds, such as merit and expertise, and that selection and decisions on the appointment are to be based on an assessment founded on relevant qualification requirements and assessment criteria.

5.5. Direct appointment of professors

The Vice-Chancellor may directly appoint an individual as a professor. The procedure is to be used restrictively and as a tool for strategic recruitment with the aim to facilitate and accelerate recruitment of leading international researchers. It should also be used as a strategic instrument to obtain a more equal gender distribution.

A person qualified to be appointed directly as a professor satisfies the qualification requirements for professor and has expertise of particular importance to the relevant organisation.

5.6. Information about appointment decisions

6. Promotion

6.1. Promotion to professor

Decisions regarding assessments of promotion from employment as a senior lecturer to employment as a professor are to be based on strategic considerations in accordance with the organisation's provision of expertise. These considerations are also to 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 they have the qualifications required for the position of professor.

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

It is not possible for the Vice-Chancellor or deputy vice-chancellor at Lund University to apply for promotion to professor during their term of office.

6.2. Promotion to senior lecturer

6.2.1. Promotion from employment as associate senior lecturer (assistant professor, tenure track)

The person specification and information about a vacant position for an associate senior lecturer (assistant professor, tenure track) are also to 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 is to 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 is, on application, to be promoted to senior lecturer employed for an indefinite term if they have the required qualifications and deemed to be suitable with reference to the qualification requirements and assessment criteria included in the Appointment Rules and person specification.

The employee is also to demonstrate professional development in teaching and 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.

6.2.2. Promotion from employment as lecturer

Decisions regarding assessments of promotion from employment as a lecturer to employment as a senior lecturer are to be based on strategic considerations. These considerations are to 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 they have the qualifications required for the position of senior lecturer.

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

7. Appeals

If an appeal is entered against a decision, a statement by the person who made the decision on the appointment or the decision to reject an application of promotion is to be submitted to the Higher Education Appeals Board.

8. Entry into force

The present Appointment Rules are valid as of 1 January 2024 and thus replace Lund University Appointment Rules approved by the University Board on 1 October 2022 (Reg. no STYR 2022/1843) and Regulations regarding nomination procedure prior to Vice-Chancellor's decisions on nominating an individual for an appointment as professor on 13 February 2015 (Reg. no STYR 2015/137).

9. Transitional 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 – are to apply, Collective agreement between Lund University, OFR/S, Saco-S, and SEKO, 26 June 2013 (Reg no. PE 2013/365).
2. For postdocs employed under an agreement on fixed-term employment as a postdocs dated 4 September 2008, that agreement is applied in its relevant wording. In the event that a postdocs was employed before 1 February 2022 and the employment continues beyond 1 October 2022, the employment may be extended in accordance with Section 3,

Paragraph 2 of the agreement dated 19 November 2021, but no longer than a total period of employment of three years. In the event of such an extension, the latter agreement remains in force in its entirety.