



**Appointment Regulations
for
Mälardalen University**

1 March 2022

Table of Contents

1. Introduction.....	3
1.1 Objectives and strategies	3
1.2 Strategic skills supply.....	3
2. Basic provisions and guidelines	4
2.1 Exercise of public authority on an appointment decision.....	4
2.2 Appointment Regulations status.....	4
2.3. The Appointment Regulations place in the organisation	4
3. Academic career paths	4
4. Categories of teachers.....	6
5. Conflict of interest in conjunction with employment	7
6. Gender equality and discrimination	7
7. Information about job vacancies and decision on employment.....	7
8. Recruitment process	8
9. Appeal.....	10
10. Objective basis.....	10
10.1 External experts.....	11
10.2 Definition of eligibility requirements and assessment criteria	11
10.3 Research/artistic expertise.....	12
10.4 Teaching expertise.....	12
10.5 Collaborative expertise.....	12
10.6 Administrative expertise	12
10.7 Management expertise	12
10.8 Personal qualities	12
10.9 Decisions on appointments	11
10.10 Termination of recruitment.....	11
11. Teaching positions.....	11
11.1 Professor.....	11
11.2 Nomination to professor	14
11.3 Adjunct Professor	14
11.4 Visiting Professor	16
11.5 Post retirement professor	16
11.6 Senior Lecturer	16
11.7 Adjunct Senior Lecturer.....	18
11.8 Associate Senior Lecturer	20
11.9 Lecturer	22
11.10 Adjunct Lecturer	22

1.1 Adjunct lecturer.....	17
2. Promotion of teachers.....	18
2.1 Promotion to professor.....	18
2.2 Promotion to senior lecturer.....	18
2.3 Promotion to senior lecturer based on alternative reasons.....	19
3. Other academic career-development positions.....	19
3.1 Postdoc.....	19
3.2 Doctoral student/research student.....	20
4. Interim regulations.....	20
4.1 Associate professor.....	20
4.2 Postdoctoral research fellow.....	20
5. Coming into force.....	20
Appendix 1 Appointment of teachers.....	21

1. Introduction

According to Chapter 2, Section 2 of the Higher Education Ordinance (HF), the University Board has adopted the Appointment Regulations. Mälardalen University's (MDU) Appointment Regulations determine the rules which should apply on the recruitment and promotion of teachers on which the Board has made a decision. In individual cases, the Vice-Chancellor may, after consultation, grant an exception to the regulations.

1.1 Objectives and strategies

MDU's vision is to be a progressive and collaborative University where together we shape a sustainable future. These perspectives imply that MDU would like to ensure that employees and processes relating to recruitment are innovative, flexible, collaborative and sustainable. At MDU there is a close and mutual interaction between education and research. One requirement is that research in all faculties constitutes a research base for education at all levels. The best researchers are also expected to be excellent and motivated teachers who stimulate students' learning and inspire them with their devotion to their subject and to the surrounding community. MDU's teachers draw knowledge from research in various subjects and subject didactics and through collaboration in and outside the higher education institution to inspire and provide relevant and sustainable education. A majority of MDU's teachers must have successfully defended their doctoral thesis and in each degree area there must be at least one distinguished university teacher. Most of the teachers should be active researchers and belong to a research environment.

Recruitment and continuing professional development takes place in an increasingly competitive sector and a successful effort in this area is a prerequisite for high quality in the organisation for both the short and long term. MDU strives to be an attractive employer by retaining and securing existing skills, motivating and developing employees and renewing the organisation. MDU will be well equipped for the future through a strategic skills supply initiative. One of the challenges is to recruit employees for the long-term in MDU's core areas of expertise, where there is a high level of competition with other higher education institutions and employers. In accordance with the vision, MDU views value in mobility between academia, the private and public sectors and emphasises the value of international cooperation and national cooperation between higher education institutions and the surrounding community.

1.2 Strategic skills supply

Recruitment will take place based on the organisation's strategic skills supply plan. The strategic skills supply plan must be long-term and consider the organisation's needs. Recruiting, retaining and developing employees become tools for achieving the plan. The opportunity to develop and pursue a career is important for many teachers and is often a prerequisite for retaining competent employees.

2. Basic provisions and guidelines

The Instrument of Government Chapter 12, Section 5 - Special provisions on state employees

./.. / When making a decision on public sector appointments, consideration should only be given on objective grounds such as merit and expertise.

The Public Employment Act Section 4

When making a decision on an appointment, consideration should only be given on objective grounds such as merit and expertise. Expertise shall be a primary consideration unless there are special reasons for doing otherwise.

2.1 Exercise of public authority on an appointment decision

To appointment someone in a public sector capacity is an exercise of public authority. The recruitment procedure is regulated primarily in the Employment Ordinance (AF). To ensure that the recruitment to a public sector is objectively justified, it is possible to let an external body decide on the matter. A recruitment decision can therefore be appealed and the examining body is the Higher Education Appeals Board (ÖNH).

2.2 Appointment Regulations status

At each university and university college, the Board shall decide on an appointment regulation, in accordance with Higher Education Ordinance Chapter 2, Section 2, Point 9. Exceptions to eligibility requirements or other matters can only be made in cases where the possibility is specified.

2.3. The Appointment Regulations place in the organisation

MDU has a joint Faculty Board and four Schools. The Schools have a clearly defined management responsibility. The Appointment Regulations are adopted by the Board. The Faculty Board may after a suggestion from the School establish additional provisions for recruitment or promotion. The additional requirements may not be lower than the criteria established by the Board. The Vice-Chancellor may deviate from the established criteria in exceptional circumstances.

The Faculty Board appoints the Chair of the recruitment committee. Furthermore, the recruiting School, the student representative and HR shall be members of the recruitment committee. The recruitment committee is tasked with quality assurance of the recruitment of teachers based on the established eligibility requirements and basis of assessment.

3. Academic career paths

The purpose of an academic career path, which ties in with the internationally established concept "tenure track", is to recruit teachers who have completed their doctorate early in their career to positions as teachers at MDU and provide them with the conditions to develop long-term excellence in the areas of research, education and collaboration. The career paths comprise the positions of associate senior lecturer, senior lecturer and professor.

The career path begins with an advertised fixed-term employment as an associate senior lecturer for which a Degree of Doctor or the equivalent academic competence is required. An associate senior lecturer has the right to apply for assessment to promotion to senior lecturer.

Promotion implies an employment for an indefinite period as senior lecturer. Such an appointment may, if

deemed necessary under the rules of the appointment regulations, as well as the established eligibility, also be promoted to professor.

Appointments such as senior lecturer and professor will also be advertised separately.

4. Categories of teachers

Higher Education Act, Chapter 3, Section 1

The duties assigned to a teacher may comprise educational responsibilities or research and administrative tasks. Teachers are also responsible for keeping abreast of developments within their own subject area and developments in the wider community that are significant for a teacher's duty at the university.

Higher Education Act, Chapter 3, Section 2

To undertake education and research, professors and senior lecturers will be appointed as teachers at every higher education institution. A professorship is the most senior teaching appointment.

Higher Education Act, Chapter 3, Section 6

Unless otherwise stated by regulations issued by the Government, each higher education institution will decide for itself which categories of teachers apart from professors and senior lecturers, it shall employ and the qualifications and assessment criteria to apply to such appointments.

Teaching positions used at the University will be established in the appointment regulations. The provisions in the Higher Education Act, Chapter three is supplemented by Chapter four from the Higher Education Ordinance about teachers. This clarifies certain positions, eligibility requirements, assessment criteria and recruitment procedures. The point of departure is that any employment related to education and research should be teaching positions. The scope of the various tasks may vary over time and the allocation is determined by the University.

MDU has the following categories of teachers:

Professor

Adjunct Professor

Visiting Professor

Senior Lecturer

Adjunct Senior Lecturer

Associate Senior Lecturer

Lecturer

Adjunct Lecturer

5. Conflict of interest in conjunction with employment

The Administrative Procedure Act – Conflict of interest

17 Section If a person is biased, they must not participate in the handling of the case and must not be present when the matter is decided upon.

18 Section Anyone who is aware of a circumstance likely to render him or her disqualified shall immediately notify the authority of this.

Situations of conflict of interest must not occur. The question whether a conflict of interest can arise must be considered in each aspect of the employment process where a conflict of interest may occur. Guidelines around the rules concerning conflict of interest are stated in a separate document.

6. Gender equality and discrimination

MDU applies a way of working where perspectives on gender equality and equal opportunities are integrated into the entire recruitment process and promotion of teachers. The University views this predominantly as an issue of quality. Being aware of how expertise and skills are defined and described can be a step to ensure that the most skilled and the best suited persons are appointed. The employer will promote gender balance within the various parts of the organisation. Gender balance refers to at least 40 per cent in a certain category of employees in the workplace. In the case of equal qualifications or almost equal qualifications, the employer may consider which of the applicants belongs to the underrepresented legal gender.

In the case of discrimination, it is not necessarily the recruitment decision that will be appealed. It may also be how you have been treated during the recruitment process. There is a possibility to report a higher education institution for a violation of the Discrimination Act for up to two years after the decision becomes final.

7. Information about job vacancies and decision on employment

Employment Ordinance, Section 6, job vacancy information

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

The job vacancy announcement must be made public. Furthermore, information must be published on the University's website and posted on the University's official notice boards in Eskilstuna and Västerås. Other advertising channels are established between the School qualified and the HR Division before each advertising instance. International advertising should be considered, where it is justified. The application period should normally be at least three weeks for a teacher. Information about job vacancies can be provided for a shorter period if it is required for operational reasons.

Employment as an adjunct teacher and visiting professor may, regardless of the length of the employment, occur without providing information.

Information about a job vacancy does not need to be provided when appointing a professor by nomination.

Employment Ordinance, Section 7, information about decision to appoint
Information on the Authority's decision on employment will be provided on the authority's noticeboard. The first paragraph does not apply to employment estimated to be no more than six months.

The obligation to inform about a recruitment decision always applies, except when the employment is less than six months. The possibility to appeal against a recruitment decision is valid for three weeks from the time the decision has been posted on the University's notice board. If the decision is not granted, the possibility of appeal will not cease.

Decisions on the employment of professor, adjunct professor and visiting professor as well as the promotion to professor is decided by the Vice-Chancellor based on a proposal from the recruitment committee.

Decisions concerning the employment of senior lecturers, adjunct senior lecturers, associate senior lecturers, lecturers, adjunct lecturers, part-time fixed-term teachers and promotion to senior lecturer may be delegated in accordance with the University's Rules of Procedure.

The Employment Protection Act (LAS), Section 5

A contract of employment for a fixed term may be concluded

- 1. for general fixed-term employment,*
- 2. for temporary substitute employment,*
- 3. for seasonal employment, and*

If an employee has been employed by the employer for a period of five years either in general fixed-term employment for a total of more than two years, or as a substitute for a total of more than two years, the employment is transferred to an employment for an indefinite period. (SFS 2007:391)

Section 6, Paragraph 1 of the Employment Protection Act

An agreement on fixed-term probationary period may also be entered into if the probationary period does not exceed six months. (SFS 1994:1685)

Recruitment for fixed-term employment must be conducted carefully, considering the right to employment for an indefinite period that may arise in the case of repeated fixed-term employment.

In the case of appointments covering a maximum of two years for temporary substitute employment or general fixed-term employment, a simplified employment procedure may be applied, which means that an external expert assessment may be excluded.

The person responsible for the employment must ensure that a fixed-term employment as a teacher does not last so long that, according to the Employment Protection Act, it transfers to an employment for an indefinite period without having been advertised and appointed after an external expert procedure. Should this occur, the recruitment committee/equivalent must assess whether the person meets the eligibility requirements for the position.

8. Recruitment process

When recruiting teachers, there must be a deliberate needs analysis done which links to the University's strategic goals described in the skills supply plan. To strengthen the research basis of

the education, increased research expertise of the teacher must be emphasised in conjunction with the recruitment.

The initiative to commence a recruitment process will be taken by the qualified head of unit in accordance with the University's Rules of Procedure.

When recruiting for positions covered by the Appointment regulations, a requirement profile will be formulated. The requirement profile will form the basis for the continued recruitment process and will serve as the recruitment policy document. The requirement profile will include the subject area of the appointment, the main work duties, the eligibility requirements, the basis of assessment and other circumstances relevant to the appointment.

The subject area of an appointment as professor, senior lecturer, associate senior lecturer or lecturer may not be changed as long as the one and same person holds the position in question. This also applies to promotions. Decisions on exemptions are made by the Faculty Board.

Prior to the announcement of a position of associate senior lecturer, the Faculty Board will decide on the length of the appointment and which criteria shall be used during an assessment of a promotion application to senior lecturer and when such an application must be submitted at the latest. Each School is responsible for the development of proposals and has the right of initiative when it comes to employment in the initial period.

An equal representation of women and men should be aimed for in the recruitment efforts. This is not valid in exceptional circumstances however. When recruiting professors, adjunct professors and visiting professors then the Chair of the recruitment committee will be included in the recruitment committee and also the Dean of School, student representative and the HR Division as well as representatives from the School. When recruiting senior lecturers and associate senior lecturers the Dean of School can delegate that the Head of Division is included in the recruitment committee. Consideration must be taken to ensure that most members when proposing a decision, according to Chapter 2, Section 6 of the Higher Education Act, are persons with academic competence.

The recruitment committee will propose the applicant who should be primarily considered for appointment. The recruitment committee shall present its assessment of the proposed applicants in relation to the criteria applicable to the appointment. The presentation must include the expertise of each basis of assessment individually and a balanced view of the assessment criteria.

The proposal must state how both scientific and teaching expertise have been considered as well as other established requirements and assessment criteria.

9. Appeal

Chapter 12, Section 2 of the Higher Education Ordinance states that decisions on employment at a higher education institution, except for employment as a doctoral student and the promotion of associate senior lecturer, may be appealed to the Higher Education Appeals Board. A rejection of an application for promotion from associate senior lecturer to senior lecturer may also be appealed.

10. Objective basis

The Instrument of Government, which is one of Sweden's four constitutions, regulates the appointment of positions within the state. Chapter 12, Section 5 states that "When making decisions to positions within government administration, only objective grounds, such as merit and expertise, shall be considered. The Public Employment Act clarifies that expertise must come first. The assessment of a candidate's expertise must therefore be objective and documented. Therefore, for example, anonymous references or expertise that cannot be linked to the requirement profile cannot be considered because the objectivity cannot be assessed by an objective party such as the Higher Education Appeals Board. Personal qualities may be assessed as part of the expertise, but as with other assessment criteria, they must be objective and documented.

10.1 External experts

Higher Education Ordinance Chapter 4

External expert review

Section 6 When hiring a professor (including an adjunct professor), an expert assessment of the applicants' expertise must be carried out, unless it is clearly unnecessary for assessing their expertise. If an assessment is conducted by two or more people, women and men must be equally represented. This is not valid in exceptional circumstances however. Ordinance (2010:1064).

Usually when appointing teachers who have publicly defended a doctoral thesis, the Chair of the recruitment committee will decide on the selection of two external experts, following a proposal from the head of unit. The Chair of the recruitment committee then conducts an assessment regarding conflict of interest. In case of uncertainty in the assessment, the HR Division must be consulted.

If an assessment is conducted by two or more people, women and men must be equally represented. This is not valid in exceptional circumstances however. The reasons for deviations from equal representation must be documented. The Faculty Board shall clarify the tasks to be done by the external experts. Where applicable, the University may also request further statements. An example of such a case is when the external experts' opinions differ in the assessment and ranking of the candidates.

The external experts must as a matter of course have a qualification of a docent (associate professor) in the subject to be assessed. When appointing a professor, the external expert must themselves have professor level competency. Exceptions can be made if there are special reasons.

10.2 Definition of eligibility requirements and assessment criteria

Eligibility requirements are partly regulated in the Higher Education Ordinance, and partly decided by the University. It can be basic eligibility for the position but also specific to a notification of a vacancy. What is in common is that it is a minimum for a candidate to be appointed to a position. After that, an assessment of the degree of expertise is made.

Eligibility requirements are designed for the teaching positions. This refers to specific requirements that an applicant must meet in order to be appointed. In addition to the eligibility requirements set out in the Higher Education Ordinance, the University may specify additional eligibility requirements in the requirements profile for the position.

In addition to the eligibility requirements there are also the assessment criteria. These assessment criteria may relate, on the one hand, to how well an applicant has fulfilled a necessary requirement, such as the scientific quality of a doctoral thesis, and, on the other hand, to qualifications that are not necessary for the position, but which give the applicant an advantage in the ranking of the applicants. A Degree of Doctor can thus be a requirement for eligibility, while the quality of the doctoral thesis can be a basis for assessment.

An assessment criterion is a selection instrument and is used to decide on the outcome between qualified applicants. Examples of assessment criteria, in addition to scientific and teaching expertise, may be the degree of administrative skill and ability to interact with the surrounding society. The assessment criteria to be considered depend on the specific appointment.

10.3 Research/artistic expertise

Research expertise refers to independent research efforts, the ability to plan and lead research and the ability to communicate with the surrounding community. Research expertise is demonstrated through research that has resulted in scientific publication, through planning and management of research and third-cycle education, as well as the ability to obtain direct government funding for research. In addition, research expertise can be demonstrated through a capacity to achieve results in research through collaboration with others and through the capacity to communicate and collaborate on the results of the research. Artistic expertise refers to outstanding artistic merits from activities and practice in the artistic domains as well as the capability for artistic research and development work.

10.4 Teaching expertise

Teaching expertise refers to educational qualifications and in the first instance quality will be taken into account. Teaching expertise implies that the teacher, based on given goals and frameworks, through continuous development of teaching and their own competence, supports and facilitates students' learning in the best way. Teaching expertise is reflected in academic teaching, the teacher's competence in terms of collaboration, having a holistic view and the contribution to higher education teaching and learning.

The assessment of teaching expertise relates to the planning, implementation and evaluation of teaching as well as supervision and examination. Teaching expertise must be well documented and in such a way that the quality can also be assessed.

10.5 Collaborative expertise

Collaborative expertise refers to the ability to create mutual benefit between the University and the surrounding community, with both public actors and the private sector at local, national and international level. Qualifications in collaboration must be documented and linked to research and education and consideration should also be given to individual reflection and ideas about development.

10.6 Administrative expertise

Administrative expertise is demonstrated, for example, by the ability to plan, organise and prioritise work in an efficient and appropriate manner, and the ability to specify and keep to time frames. Such expertise includes overall operational planning, the ability to manage resources in a way that reflects operational priorities, and the ability to work in a structured manner based on awareness of goals and quality.

10.7 Management expertise

Management expertise constitutes an assessment criterion in appointments that involve or may come to involve management, i.e. responsibility for leading operations and/or employees. Management expertise is demonstrated by the ability to lead operations and staff, make decisions, take responsibility and motivate others, providing them with the conditions needed for efficient achievement of shared goals. Expertise may also be demonstrated by an ability to coordinate the group, to help create a sense of commitment, participation and job satisfaction, and also how to deal with conflicts.

10.8 Personal qualities

For all appointments at the University, the applicant must have the personal qualities needed to fulfil the employment. All employees are expected to cooperate and treat colleagues and students with respect, take responsibility for the organisation and their own duties and contribute to a good work environment. In some cases, specific characteristics such as conscientiousness, good

communicative ability, etc. are required. In these cases, it is important to specify the characteristics on which the assessments are based.

10.9 Decisions on appointments

Decisions on appointments regarding teachers are made by the qualified head of unit except in cases concerning the appointment of professors, where the decision is made by the Vice-Chancellor. The decision will be posted on the University's notice board. The decision becomes final three weeks after it has been approved.

10.10 Termination of recruitment

A decision to discontinue a recruitment is made by the same decision-making officers who decide on the appointment. Such a decision cannot be appealed.

11. Teaching positions

11.1 Professor

Higher Education Ordinance Chapter 4, Section 3

To be qualified to be appointed as a professor in other than artistic operations, the person must have demonstrated both scientific and teaching expertise

A professor is appointed through a Vice-Chancellor's decision.

Eligibility requirements for employment as a professor in other than artistic activities:

- Demonstrated scientific expertise through independent research efforts that significantly exceed what is required for qualification required for appointment as a docent (associate professor) (see the University's guidelines for the assessment of qualification required for appointment as a docent).
- Importance will be given to the planning and management of research in the relevant subject area for the position.
- In addition, research expertise may have been demonstrated through current experience and the ability to achieve results in research through collaboration in joint projects for the benefit of academia and the private sector/public activities/civil society.
- The ability to communicate research in the relevant subject area for the position.
- Educational expertise must have been demonstrated through teaching at first-cycle, second cycle and third-cycle level.
- Should normally have undergone 10 weeks of higher education teaching and learning or the equivalent.
- The assessment of teaching expertise relates to the planning, implementation and evaluation of teaching.
- In addition, the applicant must demonstrate documented expertise in supervision and examination at first-cycle, second-cycle and third-cycle level.
- Well-documented skills in supervision at third-cycle education level. Normally, the applicant must have been the principal supervisor for at least one research student up to and including a Degree of Doctor.

The scientific and teaching expertise must be documented in such a way that it is possible to assess the quality of the previous work.

Additional eligibility requirements can be established in the requirement profile and advertisement. These requirements must be objectively justified based on the content of the employment and the needs of the organisation. Examples of subject-specific eligibility requirements may be that applicants must have demonstrated good leadership skills in education and research, and have experience of collaborative projects, etc.

Higher Education Ordinance Chapter 4, Section 3

To be qualified to be appointed as a professor in artistic activities, the person must have demonstrated both artistic and teaching expertise.

Eligibility requirements for appointment as a professor in artistic activities:

- Demonstrated independent artistic research/artistic development work in his artistic field both nationally and internationally in the relevant area for the employment.
- Demonstrated teaching expertise in their artistic field both nationally and internationally in the relevant area for the appointment.
- Importance will be given to demonstrated planning and management of educational activities and artistic research/artistic development efforts.
- In addition, artistic expertise may have been demonstrated through the ability to achieve results in artistic research/development work efforts through collaboration in joint artistic projects for the benefit of academia and private sector/public organisation/society.
- Significance must be attached to the demonstrated ability to communicate artistic research/artistic development work and teaching and learning in the relevant area relating to the appointment.
- Demonstrated teaching expertise corresponding to recognised university teacher at MDU.
- The assessment of teaching expertise relates to the planning, implementation and evaluation of teaching.

The artistic and teaching expertise must be documented in such a way that it is possible to assess the quality of the previous position.

Additional eligibility requirements can be established in the requirement profile and advertisement. These requirements must be objectively justified based on the content of the appointment and the needs of the organisation.

Higher Education Ordinance Chapter 4, Section 3

Every university will decide for itself which assessment criteria apply when appointing a professor.

Assessment criteria for a professor:

The following basis of assessment **must** apply when appointing a professor:

- The assessment criteria will be the degree of the expertise required as a qualification for employment.
- An equal amount of attention will be given to the assessment of teaching expertise as to the assessment of scientific or artistic expertise.

As a general basis for assessment, what is applicable is the ability to cooperate and the ability and suitability that is otherwise required to perform the duties in relation to the duties and content of the appointment.

Additional assessment criteria can be established in the requirement profile and advertisement.

11.2 Nomination to professor

Higher Education Ordinance Chapter 4, Section 7 Nomination

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 organisation at the university. If a higher education institution nominates an individual for a position, the grounds on which the appointment is of exceptional importance for the university must be placed on record.

The decision to appoint a professor through nomination is made by the Vice-Chancellor. The decision to nominate an individual for a position 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 the first paragraph of Section 6 of the Employment Ordinance need be submitted (1994:373). Provisions in relation to an external expert will apply.

The nomination procedure is to be used as an instrument for particularly strategic recruitments relating to professors but should be used restrictively and be used preferably for the recruitment of internationally prominent researchers.

11.3 Adjunct Professor

Higher Education Ordinance, Chapter 4, Section 11 Adjunct Professor

An adjunct professor will be appointed until further notice, but not later than until a specified date. Such an appointment may be extended. However, the total period of employment may not exceed twelve years. For other questions about employment, the provisions of the Employment Protection Act (1982:80) apply. Ordinance (2010:1064).

An adjunct professor is appointed through a Vice-Chancellor's decision, based on a request from the School. The need must be documented and include justification describing the specific skills that are invoked.

The purpose of employment as an adjunct professor is to temporarily bring valuable skills to the University or strengthen the affiliation to the private sector or surrounding community. An adjunct professor will have their main employment outside the higher education sector.

For an adjunct professor, the subject does not need to be defined as broadly as for a professor. An adjunct professor will conduct high-quality activities in their subject area.

When the University assesses the skills of the intended adjunct professor, it is possible, depending on the subject area, to focus also on other expertise than the academic and teaching expertise. Such expertise can be artistic, technical, or professional expertise.

For employment as an adjunct professor, the same eligibility requirements and assessment criteria which apply to employment as a professor also apply. Deviations from the eligibility requirements can be made if the person has unique skills which are of particular importance to the University and the current organisation.

A written agreement on the terms of the employment between MDU, the main employer and the person themselves shall be included in the decision-making basis.

Assessment criteria will be determined in the request for adjunction.

11.4 Visiting Professor

Higher Education Ordinance, Chapter 4, Section 12 *Visiting professor*

A visiting professor shall be employed for an indefinite period but for no longer than until a specified date. Such an appointment may be extended. The total period of employment may not, however, exceed five years.

For other questions about employment, the provisions of the Employment Protection Act (1982:80) apply. Ordinance (2010:1064).

A visiting professor is appointed through a Vice-Chancellor's decision.

The purpose of employment as a visiting professor is to link a person with unique skills to the University for a limited time, usually a person who is from another higher education institution.

For employment as a visiting professor, the same eligibility requirements and assessment criteria which apply to employment as a professor also apply.

Additional assessment criteria will be established in the requirement profile.

11.5 Post retirement professor

A Post retirement professor is appointed through a Vice-Chancellor's decision.

A professor who has been employed and who was active at MDU can be appointed as a post retirement professor after retirement.

For employment as a post retirement professor, the same eligibility requirements and assessment criteria which apply to employment as a professor also apply.

11.6 Senior Lecturer

Higher Education Ordinance Chapter 4, Section 4 *Senior Lecturer*

If the person is qualified to be employed as a senior lecturer, in other than artistic activities, they will have demonstrated teaching expertise and have completed a degree of doctor or have equivalent academic competence or other professional expertise which is of importance in view of the subject matter of the position and the duties included in the employment.

././

The assessment criteria for a senior lecturer shall be the degree of the expertise required as a qualification for employment. An equal amount of attention will be given to the assessment of teaching expertise as to the assessment of other eligibility requirements under the first paragraph. Every university will decide for itself which assessment criteria apply when appointing a senior lecturer.

Senior lecturers are appointed by decision of the qualified head of unit.

Eligibility requirements for appointment as a senior lecturer in other than artistic activities:

- Demonstrated research expertise and independence that exceeds adjunct competence in the relevant subject for the employment profile.
- In addition, research expertise may have been demonstrated through achieving results in research through collaboration in joint projects for the benefit of academia and the

private sector/public organisations/community.

- The ability to communicate research in the relevant subject area for the position.
- Teaching expertise is required for the current appointment.
- Should normally have undergone 10 weeks of higher education teaching and learning.
- Documented expertise in the supervision of theses at both first-cycle and second-cycle level.
- The academic and teaching expertise must be documented in such a way that it is possible to assess the quality of the previous work.

Additional eligibility requirements can be established in the requirement profile and advertisement. These requirements must be objectively justified based on the content of the employment and the needs of the organisation.

Higher Education Ordinance Chapter 4, Section 4 Senior Lecturer

If the person is qualified to be appointed as a senior lecturer, in another area than artistic activities, they must have demonstrated teaching expertise and have completed a degree of doctor or have equivalent academic competence or other professional expertise which are of importance in view of the subject matter of the position and the duties included in the employment.

Eligibility requirements for appointment as a senior lecturer in artistic activities:

- Demonstrated artistic expertise and independence that exceeds adjunct competence in the subject relevant to the employment profile.
- In addition, artistic expertise may have been demonstrated through achieving results in the artistic area through collaboration in joint projects for the benefit of academia and the private sector/public organisations/community.
- The ability to communicate artistic research and development in the relevant subject area for the position.
- Demonstrated teaching ability and teaching expertise required for the current appointment.
- Should normally have undergone 10 weeks of higher education teaching and learning.
- Documented expertise in artistic supervision/individual teaching at least at first-cycle level.
- The artistic and teaching expertise must be documented in such a way that it is possible to assess the quality of the previous position.

Additional eligibility requirements can be established in the requirement profile and advertisement. These requirements must be objectively justified based on the content of the employment and the needs of the organisation.

Assessment criteria for senior lecturer comprising adjunct senior lecturer:

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

An equal amount of attention will be given to the assessment of teaching expertise as to the assessment of other eligibility requirements. Every university will decide for itself which assessment criteria apply when appointing a senior lecturer (Chapter 4, Section 4 of the Higher Education Ordinance).

As a general basis for assessment, both the ability to cooperate and the ability and suitability that are otherwise needed to perform the tasks will apply.

Additional assessment criteria can be established in the requirement profile and advertisement.

11.7 Adjunct Senior Lecturer

An adjunct senior lecturer is appointed by decision of the qualified head of unit.

The purpose of employment as an adjunct senior lecturer is to temporarily bring valuable skills to the University or strengthen the affiliation to the private sector or surrounding community.

An adjunct senior lecturer will have their main employment outside the higher education sector, employment at MDU will normally comprise about 20 percent. The time limit is regulated through a collective agreement.

Additional assessment criteria can be established in the requirement profile and advertisement.

11.8 Associate Senior Lecturer

Higher Education Ordinance Chapter 4, Section 12 a Associate Senior Lecturer

An associate senior lecturer may be appointed for an indefinite period but for no less than four years and no longer than six years, as decided by the higher education institution prior to appointment. 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.

Associate senior lecturers are appointed by decision of the qualified head of unit.

The purpose of the appointment as an associate senior lecturer which is for a fixed-term employment, 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. The appointment shall be decided in conjunction with a call for proposals and is approved by the Faculty Board. The appointment as associate senior lecturer is a career-development position where the holder, after passing an approved expert assessment, shall be promoted to senior lecturer according to the assessment criteria established by the University at the appointment of the position. An appointment may be extended by the employer, if due to sick leave, parental leave or other special reasons it is required in order to reach the purpose of the appointment.

Eligibility requirements for appointment as an associate senior lecturer in other than artistic activities:

- Completed a Degree of Doctor or has attained equivalent academic competence. In particular, a person should be considered who has completed a doctoral degree or has attained equivalent skills no more than five years before the end of the application period.
- Anyone who has completed a doctoral degree or has achieved equivalent competence previously may 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 a of the Higher Education Ordinance).

Additional eligibility requirements can be established in the requirement profile and advertisement. These requirements must be objectively justified based on the content of the employment and the needs of the organisation. Examples of such eligibility requirements are the ability to lead operations and employees as well as the ability to teach in a particular language.

Eligibility requirements for appointment as an associate senior lecturer in artistic activities:

- In particular, a person should be considered who has completed a doctoral degree or has attained equivalent artistic expertise.

Additional eligibility requirements can be established in the requirement profile and

advertisement. These requirements must be objectively justified based on the content of the appointment and the needs of the organisation.

Assessment criteria associate senior lecturer:

As a general basis for assessment, both the ability to cooperate and the ability and suitability that are otherwise needed to perform the tasks will apply.

Representatives of the School together with the other members of the Recruitment Committee, prepare appropriate assessment criteria for the appointment of associate senior lecturer, which are introduced in the requirements profile and then in the call for proposals and advertisement.

11.9 Lecturer

Lecturers are appointed by decision of the qualified head of unit.

Eligibility requirements for appointment as a lecturer:

- For employment until further notice as a lecturer a Degree of Master (60 credits) is required in the relevant subject or the equivalent competence.
- Should normally have undergone 10 weeks of higher education teaching and learning.
- The assessment of teaching expertise relates to the planning, implementation and evaluation of teaching as well as examination.

The teaching expertise must be documented in such a way that it is possible to assess the quality of the previous position. Additional eligibility requirements can be established in the requirement profile and advertisement. These requirements must be objectively justified based on the content of the appointment and the needs of the organisation.

Assessment criteria lecturer:

As a general basis for assessment, both the ability to cooperate and the ability and suitability that are otherwise needed to perform the work duties will apply. In addition, expertise may have been demonstrated through the ability to achieve results through collaboration in joint projects for the benefit of academia and the private sector/public activities/society.

Additional assessment criteria will be established in the requirement profile and advertisement.

Eligibility requirements for appointment as a lecturer in artistic activities:

- For employment as a lecturer until further notice, a degree from a higher education is required or the equivalent competence.
- Demonstrated artistic and teaching expertise.

Assessment criteria for a lecturer in artistic activities:

As a general basis for assessment, both the ability to cooperate and the ability and suitability that are otherwise needed to perform the work duties will apply. In addition, expertise may have been demonstrated through the ability to achieve results through collaboration in joint projects for the benefit of academia and the private sector/public activities/society.

Additional assessment criteria will be established in the requirement profile and advertisement.

11.10 Adjunct Lecturer

An adjunct lecturer is appointed by decision of the qualified head of unit.

The purpose of employment as an adjunct lecturer is to temporarily bring valuable skills to the University or strengthen the affiliation to the private sector or surrounding community. An adjunct lecturer will have their main employment outside the higher education sector, which means that employment at MDU will normally comprise about 20 percent. The time limit is regulated through a collective agreement.

For employment as an adjunct lecturer, the same eligibility requirements and assessment criteria which apply to employment as a lecturer also apply.

12. Promotion of teachers

Promotion is an opportunity based on the needs of the organisation. The starting point is that an employee who has been promoted is not automatically entitled to changed work duties or terms of employment.

The individual teacher must apply in writing to the qualified head of unit if the prerequisites exist for promotion based on the School's recruitment plan. The University views promotion as partially changed terms of employment within the framework of the original employment contract. A promotion may be possible provided that the new position fits into the goals and strategies contained in the School's long-term plan, which is reviewed annually by the Faculty Board. The qualified head of unit initiates the case, and the Faculty Board decides whether the person meets the requirements of the appointment regulations.

12.1 Promotion to professor

A senior lecturer who is employed until further notice can apply for promotion to professor. A decision on whether the applicant shall be assessed is made by the Vice-Chancellor after the opinion of the Dean of School has been received. When making a decision, the university must consider the needs of the organisation. If the applicant is not granted permission to seek a promotion, the applicant must receive a written decision stating the reasons for rejection.

If the applicant is granted permission to apply for promotion to professor, the application must be prepared with the same quality criteria as when appointing such positions.

Promotion from senior lecturer to professor can take place five years at the earliest after the taking the Degree of Doctor unless special reasons exist. The aim is to ensure that satisfactory experience of independent research work, research guidance and acquisition of educational qualifications is fulfilled.

Applicants must have demonstrated collegial responsibility and be deemed to be able to contribute to the development of the university.

Promotion of a senior lecturer to professor or by a lecturer to senior lecturer implies a competence test and a change in title. A senior lecturer or lecturer who has been promoted is not entitled to changed work duties or terms of employment.

Decisions on promotion are initiated by the Dean of School and made by the Vice-Chancellor on a proposal from the Recruitment Committee.

12.2 Promotion to senior lecturer

Higher Education Ordinance Chapter 4, Section 12 c Associate Senior Lecturer

An associate senior lecturer appointed under Section 12 a at a higher education institution will, upon application, be promoted to senior lecturer at that university, if he or she

- 1. has attained the eligibility requirements for an appointment as senior lecturer, and*
- 2. at an assessment is deemed suitable for such a position according to the assessment criteria that the university has decided to apply in a case concerning promotion to senior lecturer in accordance with Section 4 a, second paragraph.*

Such a promotion implies an employment for an indefinite period as senior lecturer. Ordinance (2017:844).

An associate senior lecturer has the right to apply for promotion to senior lecturer when eligibility has been achieved. It must be clearly stated what criteria must be met for promotion to senior lecturer at the start of the appointment as associate senior lecturer.

The application for promotion must have been received no later than six months before the end of the employment period. In addition to the specified criteria at the start of the appointment, the application for promotion must be prepared with the same eligibility criteria and assessment criteria as when appointing a senior lecturer. When promoting to senior lecturer, an expert assessment shall be conducted by at least two external experts appointed by the School and approved by the Recruitment Committee. When the promotion is granted, the appointment becomes an employment for an indefinite period as senior lecturer.

A lecturer who is appointed until further notice can be promoted to senior lecturer. When making a decision, the university must consider the needs of the organisation. If the head of unit qualified finds that the lecturer does not meet the requirements for promotion to senior lecturer, the application is rejected by a special decision made by the head of unit. The rejection of the application must be justified.

The application for promotion must be prepared with the same eligibility criteria and assessment criteria as when appointing a senior lecturer.

Decisions on promotion are initiated by the qualified head of unit and decided by the recruitment committee.

12.3 Promotion to senior lecturer based on alternative reasons

A lecturer who is employed until further notice can be promoted to senior lecturer based on alternative reasons. When making a decision, the university must consider the needs of the organisation. If the head of unit qualified finds that the lecturer does not meet the requirements for promotion to senior lecturer, the application is rejected by a special decision made by the head of unit. The rejection of the application must be justified.

For promotion based on alternative reasons, one of the following qualification requirements must be met. The qualification requirements cannot be weighed together.

- Outstanding teaching expertise
- Well-documented ability to lead the organisation and employees
- Certified collaboration with the surrounding community, for example in national or international collaboration projects or in information or research and development work

Educational, collaborative and operational criteria for promotion must be documented and determined by the Faculty Board.

As a lecturer, you can be promoted to senior lecturer on educational qualifications by either having a Degree of Master (60 credits) or having achieved the competence level of "distinguished university teacher" on the career ladder at MDU. The requirements and criteria for promotion according to the reasons "operations" and "collaboration" will be at the same level.

Decisions on promotion are initiated by the head of unit qualified and decided by the recruitment committee.

13. Other academic career-development positions

13.1 Postdoc

Appointment as a postdoc is done in accordance with collective agreements. The appointment is a career-development position and must be predominantly focused on research. Teaching may be included in the position but must amount to a maximum of one fifth of the working time. The starting point is that the work is conducted on a full-time basis. The obligation to provide information on job vacancies also applies to the recruitment of postdoctoral researchers.

A prerequisite for such an appointment is that the employee has not previously had a position according to the postdoctoral agreement that exceeds one year. The person appointed must have completed their Degree of Doctor no later than three years before the end of the application period unless there are special reasons in accordance with the agreement.

A postdoctoral researcher may be employed until further notice but for a maximum of two years. Such employment may be extended if there are special reasons such as parental leave, illness, clinical service, honorary positions in trade unions or similar circumstances.

13.2 Doctoral student/research student

Only those who are admitted to third-cycle education may be employed as a doctoral student. A doctoral student should primarily devote themselves to their own education. The total period of employment may not be longer than that which corresponds to full-time third-cycle courses and study programmes for four years. In the case of studies that are completed with a Degree of Licentiate, the total length of employment may not exceed that which is equivalent to full-time study of two years. Such employment may be extended if there are special reasons according to Chapter 5, Section 7, Paragraph 4 of the Higher Education Ordinance.

If a doctoral student requests it, a position may constitute part-time work, but not less than 50 percent of full-time work. More information is available in the admission regulations for third-cycle education.

14. Interim regulations

14.1 Associate Professor

Those appointed as associate professors according to previous appointment regulations will continue to hold that position. The possibility to apply for promotion to professor is regulated in the appointment regulation that applies at the time of application and the same reasons apply as for a senior lecturer, unless otherwise stated.

In cases where the Vice-Chancellor has decided to initiate the recruitment of an associate professor before 1 November 2021, the older rules will also cover that position.

14.2 Postdoctoral Research Fellow

A career-development position with an appointment as a postdoctoral research fellow in accordance with the Higher Education Ordinance [SFS 1993:100] Chapter 4, Section 12a is regulated in MDU's appointment regulations. With the amendment to the Higher Education Ordinance [SFS 2017:844], the career-development position will instead be as an associate senior lecturer with the right to be promoted to senior lecturer in accordance with Chapter 4, Section 12c of the Higher Education Ordinance. The opportunity to be appointed as a postdoctoral research fellow ended on 1 April 2018. Those appointed under the older rules shall be covered by these as long as that employment remains.

15. Coming into Force

This appointment regulations applies from XXXX, whereby the previous appointment regulations is no longer valid.

Appendix 1 Appointment of teachers

Teachers can be appointed until further notice or for a limited time. A teaching position may be limited in time in accordance with the Employment Protection Act (LAS). The Employment Protection Act is not applicable in the case of employment as a professor, including an adjunct professor, visiting professor, teacher in artistic activities and associate senior lecturer which is regulated by the Higher Education Ordinance and other adjunct teachers who are regulated by a central agreement.

The table below shows the categories of teachers which exist at the university. No other categories of teachers may be appointed.

<i>Position</i>	<i>HIGHER EDUCATION ORDINANCE</i>	<i>Until further notice</i>	<i>Possible probationary period</i>	<i>Temporary substitute employment</i>	<i>Alva*</i>	<i>Central agreement*</i>	<i>RB*</i>	<i>RK*</i>
Professor	Yes	Yes	No	No	No	No	Yes	Yes
Visiting Professor	Yes	No	No	No	No	No	Yes	Yes
Adjunct Professor	Yes	No	No	No	No	No	Yes	Yes
Senior Lecturer	Yes	Yes	Yes	Yes	Yes	No	No	Yes*
Associate Senior Lecturer	Yes	No	No	No	No	No	No	Yes*
Adjunct Senior Lecturer	No	No	No	No	No	Yes	No	Yes*
Lecturer	No	Yes	Yes	Yes	Yes	No	No	No
Adjunct Lecturer	No	No	No	No	No	Yes	No	No

Alva* = general fixed-term employment (Section 5, Paragraph 1 of the Employment Protection Act).

Central agreement* - limits the time and scope, contact the HR Division for more information.

RB* = Vice-Chancellor's decision (Rektorsbeslut)

RK* = Recruitment Committee

* = Exceptions may occur, please contact the HR Division for more information