



HÖGSKOLAN
I HALMSTAD

Appointments Procedure at Halmstad University

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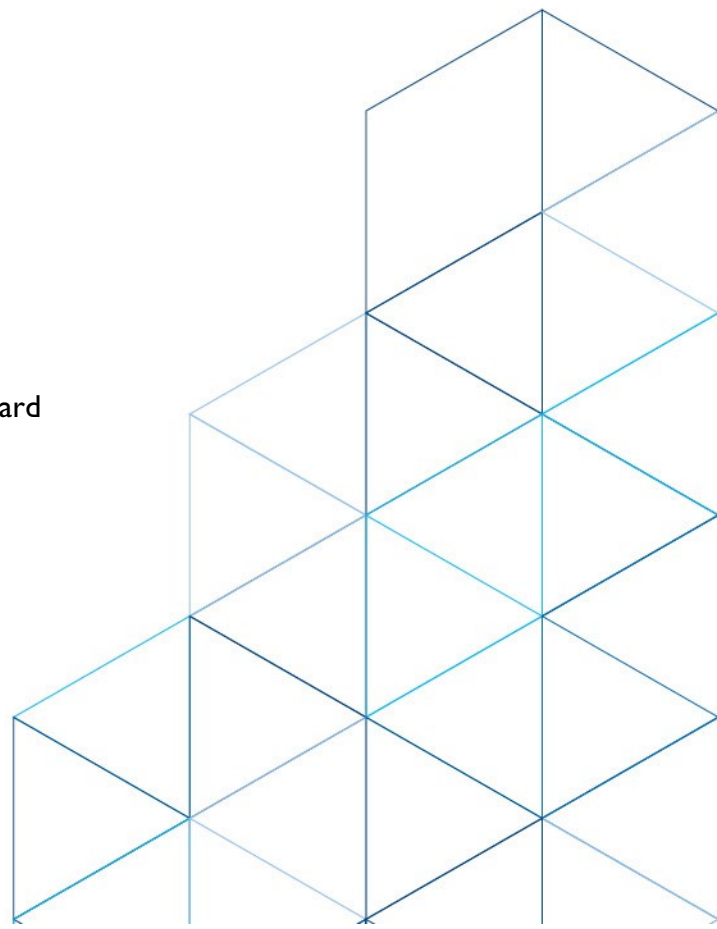


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I. Recruitment to Halmstad University

This Appointments Procedure contains rules for appointments to the academic posts: professor, deputy professor, senior lecturer, associate senior lecturer, postdoctoral position, researcher, first lecturer, lecturer, adjunct lecturer, adjunct teacher, visiting teacher, doctoral student and teaching assistant. It also covers promotions.

The Appointments Procedure is intended to provide a general description of the University's eligibility requirements, assessment criteria and recruitment ethics for both appointments and promotions. The document *Guidelines for Recruitment and Promotion* (ref. no. L 2020/58) clarifies eligibility requirements and assessment criteria and describes recruitment and promotion processes.

I.1 Recruitment goal, strategies and ethics

The University's recruitment goal is to furnish the organisation with the best possible expertise to perform the University's assignments in research, education and other activities.

The University's recruitment strategies are to:

- increase the percentage of teachers conducting research;
- increase the percentage of teachers with training in learning and teaching in higher education;
- promote the increased exchange of knowledge and expertise with other higher education institutions, public authorities, the business community, schools and society at large;
- actively recruit members of the underrepresented gender; and
- actively pursue greater diversity and internationalisation.

The University's recruitment activities shall be characterised by openness, transparency and merit-based assessments in line with the European Commission's Code of Conduct for the Recruitment of Researchers. Possible conflicts of interest shall be considered in each individual case.

I.2 General assessment criteria for public-sector employment

When making appointments attention shall be paid only to objective factors such as service merits and competence. Competence shall be a primary consideration unless there are special reasons for doing otherwise (Swedish Public Employment Act (SFS 1994:260) Section 4).

When making appointments, in addition to competence and service merits, the public authority shall consider objective grounds consistent with general labour market, gender equality, social and employment policy goals (Swedish Public Employment Ordinance (SFS 1994:373) Section 4)

I.3 Equal opportunities

Halmstad University strives to offer a multicultural, socially diverse work and study environment.

Recruitment processes are important tools for enriching the University with a diverse faculty. Everyone shall be welcomed and included on equal terms and no applicant may be in any way subject to discrimination, harassment or victimisation during the recruitment process (Swedish Discrimination Act (SFS 2008:567) Chapter 2 Section 1 and Public Employment Ordinance 2015:4).

Chapter 1 Section 5 of the Swedish Higher Education Act (SFS 1992:1434) states that quality between women and men shall always be taken into account and promoted in the operations of higher education institutions. Taking full advantage of the experiences, knowledge, outlooks and creativity of both women and men is crucial to ensuring that the University's operations maintain a high level of quality. Achieving a gender balance is therefore a matter of the utmost importance and in every recruitment the University shall actively promote applications from women and men. If there are both women and men among the applicants, the gender equality aspect shall always be considered and, given that merits and qualifications are deemed equal, the underrepresented gender shall be favoured.

1.4 The duties of teaching staff

The duties assigned to teaching staff may comprise educational responsibilities or research and also administrative tasks. Teachers are also responsible for keeping abreast of developments within their own subject areas and developments in the wider community that are significant for their teaching roles in higher education (Higher Education Act Chapter 3 Section 1).

1.5 Learning and teaching in higher education

Teaching expertise implies that, based on stated intended learning outcomes and frameworks, through continuous development of their teaching and competence, the teacher is able to support and facilitate their students' learning in the best possible manner. This teaching expertise is also reflected in the teacher's ability to collaborate, take a holistic approach and contribute to the development of learning and teaching in higher education.

In determining teaching expertise, while quality should be the primary criterion, the quantity of pedagogical experience is also important. Halmstad University also places considerable weight on having undergone training in learning and teaching in higher education or equivalent knowledge. If appointed, applicants without training in learning and teaching in higher education or equivalent knowledge are expected obtain this knowledge within two years of commencing employment.

1.6 Other titles

Halmstad University also confers the following titles that do not constitute appointments but that are referred to in this Appointments Procedure under eligibility requirements and are therefore explained here:

Docent (Reader): The title *docent* recognises that the holder has research expertise that significantly exceeds the requirements for a doctorate, as well as a sufficient level of pedagogical expertise that she or he can be deemed to have the necessary competence to act as a principle supervisor within third-cycle education (cf. *Guidelines for Conferring to Docent at Halmstad University*, ref. no. L 2014/158).

Distinguished University Teacher: In order to be accepted as a distinguished university teacher, the applicant must demonstrate documented, broad and exceptional pedagogical expertise. This implies that, based on stated intended learning outcomes and frameworks, through continuous development of their teaching and competence, the teacher is able to support their students' learning in the best possible manner. This teaching expertise is also reflected in the teacher's ability to collaborate, take a holistic approach and contribute to the development of learning and teaching in higher education.

(cf. *Guidelines for approving Distinguished University Teacher at Halmstad University*, ref. no. L 2017/109).

2. General rules for employment

2.1 Information

A public authority that intends to make an appointment shall in an appropriate manner announce this so that those who are interested in the position can apply to the public authority within a given period of time... No announcement need be made if special reasons exist for not doing so (Public Employment Ordinance Section 6).

Vacant positions shall be announced on the University's official notice board and the University's website (in accordance with the above), as well as notified to the Swedish Public Employment Service (cf. Swedish Ordinance (SFS 1984:819) concerning announcing vacant positions with government agencies). Under normal circumstances, the application period shall be at least three weeks. International announcements should always be considered and, where justified, implemented.

It is not necessary to provide information regarding a vacant position when an appointment as a professor is made by nomination (cf. Swedish Higher Education Ordinance (SFS 1993:100) Chapter 4 Section 7).

The *Guidelines for Recruitment and Promotion* (ref. no. L 2020/58) clarify what the University considers may constitute special reasons for not announcing a position or, alternatively, justifying a less extensive announcement.

The following applies when the University decides to employ someone:

Information regarding the public authority's decision on employment shall be provided on the authority's notice board. The first paragraph need not be applied to appointments expected to be for a period of six months or less... (Public Employment Ordinance Section 7).

2.2 Preparing appointments and promotions

The *Guidelines for Recruitment and Promotion* (ref. no. L 2020/58) describe the manner, stages and forums in which appointment and promotion matters are dealt with. In brief, the following is stated with regard the preparation of these cases:

The University's Recruitment Committee is a drafting and quality-assurance body that deals with matters related to the recruitment of teaching staff prior to decisions in accordance with the *Vice-Chancellor's Decision-making and Delegation Rules* (ref. no. L 2020/164). The Recruitment Committee's assignment and composition are regulated in the *Guidelines for Recruitment and Promotion* (ref. no. L 2020/58). The Recruitment Committee prepares all promotion cases. The employments that fall within the remit of the Committee are set out in Chapter 3 Overview of forms of employment. Any other academic recruitments are prepared by the school in question together with Human Resources.

Pursuant to Chapter 4 Section 5 of the Higher Education Ordinance, the University always strives to ensure that women and men are equally represented in any group of individuals to be considered for appointment to a teaching post, unless there are extraordinary reasons to the contrary.

According to Chapter 4 Section 6 of the Higher Education Ordinance, unless extraordinary reasons exist, when the opinions of two or more experts are obtained, both men and women should be represented equally. The *Guidelines for Recruitment and Promotion* (ref. no. L 2020/58) also include the precept that the University will strive to remain norm-critical when making assessments.

2.3 Appeals

According to Chapter 12 Section 2 of the Higher Education Ordinance, appointment decisions may be appealed to the Higher Education Appeals Board, with the exception of appointments to a doctoral studentship. Decisions to reject an application from associate senior lecturer to senior lecturer can also be appealed according to Chapter 12 Section 2 of the Higher Education Ordinance. See Chapter 6 Promotion.

An appeal to the Higher Education Appeals Board is made by the individual that the decision concerns. Anyone wishing to make an appeal should do so in writing to Halmstad University, Box 823, 301 18 Halmstad, alternatively registrator@hh.se stating the reference number of the decision, the reason for the appeal and the desired change to the decision. Appeals must be received by the University no later than three weeks after the decision was posted on the University's official notice board.

2.4 Conflict of interest

Possible conflicts of interest must be continuously considered in matters relating to appointments. Anyone who may have a conflict of interest in a case is prohibited from participating in administering that case. Those preparing a case shall satisfy themselves that no conflicts of interest exist in respect of any committee member, expert or administrator. Anyone who is aware of any circumstance that might be assumed to constitute a conflict of interest shall disclose this without delay. Others may also raise concerns about possible conflict of interest, including applicants.

Please refer to Section 16 of the Swedish Administrative Procedure Act (SFS 2017:900) regarding when someone involved in the administration of a matter can be considered to have a conflict of interest.

3. Overview of forms of employment

Appointments at Halmstad University should primarily be on a permanent basis; however, they may be for a fixed term as shown below.

Position	Regulated in	Permanent employment	Probationary employment	Temporary substitute	General fixed-term	RC
Professor	The Higher Education Ordinance, Chapter 4	Yes	No	No	No	Yes
Adjunct professor	The Higher Education Ordinance, Chapter 4	No	No	No	No	Yes
Visiting professor	The Higher Education Ordinance, Chapter 4	No	No	No	No	Yes
Post-retirement professor	Employment regulations only	No	No	No	Yes	No
Deputy professor	Employment regulations only	Yes	Yes	Yes	Yes	Yes
Senior lecturer	The Higher Education Ordinance, Chapter 4	Yes	Yes	Yes	Yes	Yes
Associate senior lecturer	The Higher Education Ordinance, Chapter 4	No	No	No	No	Yes
First lecturer	Employment regulations only	Yes	Yes	Yes	Yes	Yes
Visiting teacher senior lecturer/lecturer	Employment regulations only	No	No	No	Yes	No
Adjunct senior lecturer/lecturer	Central agreement on fixed-term employment of adjunct teachers	No	No	No	No	No

Lecturer	Employment regulations only	Yes	Yes	Yes	Yes	No
Postdoctoral fellow	Central agreement on fixed-term employment of postdoctoral fellows	No	No	No	No	No
Doctoral student	The Higher Education Ordinance, Chapter 5	No	No	No	No	No
Researcher	Employment regulations only	No*	No*	Yes	Yes	No
Teaching assistant	The Higher Education Ordinance, Chapter 5	No	No	No	No	No

Probationary employment – regulated in Section 6 of the Employment protection Act, not to exceed six months.

Temporary substitute employment – may be concluded for a fixed term pursuant to Section 5.2 of the Employment Protection Act.

General fixed-term – may be concluded for a fixed term pursuant to Section 5.1 of the Employment Protection Act.

RC – the matter is dealt with by the University’s Recruitment Committee.

**Although permanent employment is possible according to the Employment Protection Act, that is not the intention of the appointment.*

Decision-making authorities regarding employment are dealt with in the *Vice-Chancellor’s Decision-making and Delegation Rules* (ref. no. L 2020/164).

4. Appointment as a university teacher

4.1 Appointment as a professor

Form of employment

See Chapter 3 Overview of forms of employment.

Qualifications and assessment criteria

*A person who has demonstrated **both research and teaching expertise** shall be qualified for employment as a professor. 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 (Higher Education Ordinance Chapter 4 Section 3).

The term *research expertise* refers to:

- independent research conducted in accordance with accepted national standards;
- a high level of research productivity (in terms of scope, originality, breadth and influence on the field of study);
- competence significantly exceeding the requirements for a readership according to applicable governance documents at Halmstad University;
- demonstrated skill in planning and managing research, both in terms of leading postdoctoral researchers and supervising third-cycle students; and
- an ability to attract external funding to research projects in competition.

The primary consideration should be scientific quality; however, scope is also important.

The term *teaching expertise* refers to:

- documented experience of planning, implementing, examining and evaluating teaching activities;
- documented experience demonstrating good teaching skills at first, second and third-cycle level;
- demonstrated skill of pedagogical development work; and
- demonstrated expertise in supervising third-cycle studies.

The primary consideration should be quality; however, the scope of teaching experience is also important. In the case of applicants whose primary occupation has been in industry/the business sector, other pedagogical expertise may be deemed equivalent.

Other assessment criteria that should be given due weight in appointing professors are leadership and administrative skills and collaboration with the surrounding community.

The University's *Guidelines for Recruitment and Promotion* (ref. no. L 2020/58) provide specific support in applying assessment criteria for teaching staff.

In addition to the above, specific eligibility requirements and assessment criteria may be adopted based on the duties, specialisation and other specific circumstances of the position in question.

4.2 Appointment as adjunct professor

An adjunct professor should be a leading expert within their field and employed to contribute a specific competence of particular importance to the organisation in question, or to strengthen the organisation's links to the business community and society at large.

Form of employment

An adjunct 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

twelve years. In other respects the post is subject to the provisions of the Employment Protection Act (1982:80) (Higher Education Ordinance Chapter 4 Section 11).

See Chapter 3 Overview of forms of employment.

Qualifications and assessment criteria

Only someone mainly employed outside the higher education sector may be employed as an adjunct professor (cf. Higher Education Act Chapter 3 Section 3 (2)).

Basic **eligibility requirements are in principle the same as for professors**; i.e., those who have demonstrated both research and teaching expertise (cf. Higher Education Ordinance Chapter 4 Section 3). An outstanding contribution to the field in question may however partly replace requirements for traditionally documented research expertise. Traditional academic teaching qualifications may be replaced by similar merits obtained in the individual's professional activities.

In addition to the above, specific eligibility requirements and assessment criteria may be adopted based on the duties, specialisation and other specific circumstances of the position in question.

4.3 Appointment as a visiting professor

The purpose of appointing a visiting professor is to create the space for new pedagogical and/or scientific impulses by strengthening contact with an individual primarily from another higher education institution.

Form of employment

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. In other respects the post is subject to the provisions of the Employment Protection Act (1982:80) (Higher Education Ordinance Chapter 4 Section 12).

See Chapter 3 Overview of forms of employment.

Qualifications and assessment criteria

In order to be appointed as a visiting professor, the individual must meet the **eligibility requirements for a professorship and have specific expertise of value** to the organisation in question. Eligibility requirements and assessment criteria for appointment as a visiting professor are the same as for a professor.

A visiting professor must conduct their professional activities at another Swedish or international higher education institution or within another sector of society of significance to the University.

4.4 Appointment as a post-retirement professor

A retired professor may be appointed as a post-retirement professor at Halmstad University given that a highly justified operational need exists.

Form of employment

Pursuant to Section 5.1 of the Employment Protection Act, a senior professor may be employed for a fixed term not to exceed one year. The appointment may be extended if exceptional reasons exist for doing so.

See Chapter 3 Overview of forms of employment.

Collective agreements continue to apply in part even if in essence they do not cover employees who have retired. The parts in question are: Section 4 Working hours and working hours-dependent remuneration (specified in local collective agreement); Section 5 Annual leave; and Section 10 Remuneration for business travel and assignments. The University's working hours agreement for teaching staff does not apply to post-retirement professors.

Qualifications and assessment criteria

To qualify for appointment as a post-retirement professor, the candidate shall have **retired** and, prior to retirement, **been employed as a professor in an equivalent position at Halmstad University**. The appointments shall relate to the same subject as the previous professorship.

4.5 Nomination as a professor

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. (Higher Education Ordinance Chapter 4 Section 7).

The nomination procedure may be used as a tool for strategic recruitment, although its use should be highly restricted.

If the Vice-Chancellor deems that an appointment is of particular strategic importance to the organisation, then documentation shall be submitted to the Recruitment Committee for further administration. Chapter 4 Section 7 of the Higher Education Ordinance states:

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

In other words, there is no need to announce the position.

4.6 Appointment as deputy professor

The University has decided to appoint deputy professors. The purpose of such an appointment is to create a post with a strong focus on teaching expertise, while retaining high demands on research expertise. The appointment may be used as a career path to promotion for senior lecturers already employed at the University or it may be announced.

Form of employment

See Chapter 3 Overview of forms of employment.

The appointment of associate professors takes place in accordance with the Employment Protection Act.

Qualifications and assessment criteria

Eligibility requirements for associate professors are:

Research expertise demonstrated through **independent active research according to accepted national standards, both qualitatively and quantitatively**. At a minimum, competence shall be **equivalent to the requirements for a docent** according to applicable governance documents at Halmstad University;

Teaching expertise that **far exceeds the requirements for employment as a senior lecturer, both qualitatively and quantitatively**, and equal to the requirements for a distinguished university teacher in accordance with applicable governance documents at Halmstad University.

Eligibility also requires **demonstrated skill** as a collaborator with the surrounding community.

Other assessment criteria that should be given due weight in appointing deputy professors are leadership and administrative skills.

The University's *Guidelines for Recruitment and Promotion* (ref. no. L 2020/58) provide specific support in applying assessment criteria for teaching staff.

In addition to the above, specific eligibility requirements and assessment criteria may be adopted based on the duties, specialisation and other specific circumstances of the position in question.

4.7 Appointment as a senior lecturer

Form of employment

See Chapter 3 Overview of forms of employment.

Qualifications and assessment criteria

*Those qualified for appointment as a senior lecturer are, 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 (Higher Education Ordinance Chapter 4 Section 4).*

*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 (Higher Education Ordinance Chapter 4 Section 4).*

The term *research expertise* refers to:

- the award of a PhD or an international degree deemed to be equivalent to a PhD;
- research conducted in accordance with accepted national standards; and
- a good level of research productivity (in terms of scope, originality, breadth and influence of the field of study).

The primary consideration should be scientific quality; however, scope is also important.

In exceptional cases, an appointment as a senior lecturer may be based on other research qualifications equivalent to a PhD.

The term *teaching expertise* refers to:

- documented experience of planning, implementing, examining and evaluating teaching activities;
- good skills demonstrated through experience of education;
- experience of supervising academic papers or degree projects; and
- experience of pedagogical development activities.

The primary consideration should be quality; however, the scope of teaching experience is also important.

Appointment as a senior lecturer requires that the applicant has undergone training in learning and teaching in higher education or that they have acquired equivalent knowledge or that they undertake to undergo training (see Section 1.5).

In exceptional cases, the eligibility criterion “other professional expertise” may apply to a senior lecturer who is to teach a course or study programme in which proven experience is very important. This assessment criterion refers to documented long and highly qualified professional experience with an emphasis on development and innovation. The criterion may not be used to circumvent a lack of candidates with sufficient research expertise.

Other assessment criteria that should be given due weight in appointing senior lecturers are leadership and administrative skills and collaboration with the surrounding community.

The University’s *Guidelines for Recruitment and Promotion* provide specific support in applying assessment criteria for teaching staff.

In addition to the above, specific eligibility requirements and assessment criteria may be adopted based on the duties, specialisation and other specific circumstances of the position in question.

4.8 Appointment as an associate senior lecturer

Associate senior lecturer is a career-development position, the purpose of which 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*” (Higher Education Ordinance Chapter 4 Section 12a).

Form of employment

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.

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. Ordinance (2017:844). (Higher Education Ordinance Chapter 4 Section 12a).

See Chapter 3 Overview of forms of employment.

Qualifications and assessment criteria

*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 must 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. (Higher Education Ordinance Chapter 4 Section 4a).

Specific eligibility requirements and assessment criteria are based on the duties, specialisation and other specific circumstances of the position in question. As support, the *Guidelines for Recruitment and Promotion* (ref. no. L 2020/58) include a list of assessment criteria for appointing teaching staff.

Eligibility requirements and assessment criteria for promotion to senior lecturer shall be included in the requirement profile and announcement of the vacant position for a senior lecturer.

4.9 Appointment as a first lecturer

The university has decided to appoint first lecturers. The purpose of such an appointment is to create a post with a strong focus on teaching expertise, while retaining requirements for research expertise. The appointment may be used as a career path to promotion for lecturers already employed at the University or it may be announced.

Form of employment

Employment as a first lecturer takes place in accordance with the Employment Protection Act.

See Chapter 3 Overview of forms of employment.

Qualifications and assessment criteria

Someone qualified for appointment as a first lecturer has been awarded a **master's degree** and **demonstrated research and teaching expertise**.

Their teaching expertise shall significantly **exceed the requirements for employment as a lecturer, both qualitatively and quantitatively**, and be **equal to the requirements for a distinguished university teacher** in accordance with applicable governance documents at Halmstad University.

Qualitatively and quantitatively, their research expertise shall be **equivalent to nationally accepted requirements for a degree of licentiate** in their field.

Eligibility requires **demonstrated skill as a collaborator** with the surrounding community.

Other assessment criteria that should be given due weight in appointing first lecturers are leadership and administrative skills.

The University's *Guidelines for Recruitment and Promotion* (ref. no. L 2020/58) provide specific support in applying assessment criteria for teaching staff.

In addition to the above general eligibility requirements, specific eligibility requirements may be adopted based on the duties, specialisation and other specific circumstances of the position in question.

4.10 Appointment as a lecturer

Form of employment

Employment as a lecturer is a permanent position in accordance with the Employment Protection Act; however, agreements on fixed-term employment may be entered into pursuant to Sections 5 and 6 of that Act. See Chapter 3 Overview of forms of employment.

Qualifications and assessment criteria

Someone qualified for appointment as a lecturer has been awarded a **master's degree** or the equivalent and **demonstrated teaching expertise**.

For this purpose, the term *teaching expertise* refers to:

- documented experience of teaching the subject in question;
- good skills demonstrated through experience of various forms of teaching; and
- experience of pedagogical development activities.

The primary consideration should be quality; however, the scope of teaching experience is also important.

Appointment as a lecturer requires that the applicant has undergone training in learning and teaching in higher education or that they have acquired equivalent knowledge or that they undertake to undergo training (see Section 1.5).

The eligibility basis "master's degree" can in special cases correspond to vocational degrees and specific professional skills of great importance for the subject content of the employment. The exemption must be used restrictively and may not be a way to systematically circumvent the requirement of a degree on an advanced level.

Other assessment criteria that should be given due weight in appointing lecturers are leadership and administrative skills and collaboration with the surrounding community.

In addition to the above general eligibility requirements, specific eligibility requirements may be adopted based on the duties, specialisation and other specific circumstances of the position in question.

The University's *Guidelines for Recruitment and Promotion* provide specific support in applying assessment criteria for teaching staff.

4.1.1 Appointment of an adjunct teacher

An adjunct teacher (although not an adjunct professor) refers to a part-time employee otherwise mainly employed outside the higher education sector. The purpose of an adjunct appointment is to add competence that is not generally available within the organisation and that is necessary in order to provide a high-quality course or study programme (Central agreement on fixed-term employment of adjunct teachers, 14 December 2011).

At the same time as affiliating important expertise to the University, this also promotes a mutual exchange of knowledge between the University and the surrounding community.

Form of employment

Pursuant to Section 2 of the Employment Protection Act, the parties have entered into a collective agreement: Central agreement on fixed-term employment of adjunct teachers, 14 December 2011.

The following are extracts from that agreement:

An adjunct teacher may be employed for an indefinite period, although this is not to exceed two years. Such an appointment may be extended.

The scope of an adjunct appointment shall be based on the needs of the organisation. At present, the scope of such an appointment is normally approximately 20% of a full-time equivalent; however, the parties are agreed that in certain cases it may be appropriate to increase this scope.

An appointment pursuant to Section 1 above does not confer the right of priority for re-employment at the University pursuant to Section 25 of the Employment Protection Act, nor the right to a higher level of occupation pursuant to Section 25a of that Act.

Adjunct teachers shall have the title adjunct senior lecturer or adjunct lecturer, depending on the individual's level of expertise.

See box above and Chapter 3 Overview of forms of employment

Qualifications and assessment criteria

Someone appointed as an adjunct senior lecturer or adjunct lecturer shall be **mainly employed outside the higher education sector**.

The eligibility requirements and assessment criteria for appointment as an adjunct lecturer are the same as for a lecturer. The eligibility requirements and assessment criteria for appointment as an adjunct senior lecturer are the same as for a senior lecturer. Generally speaking, it is not necessary for an appointment as an adjunct senior lecturer to undergo expert review; however, a review of

eligibility shall always be conducted. The dean of each school is responsible for ensuring that such a review is conducted.

4.12 Appointment as a visiting teacher

The purpose of appointing a visiting teacher is to create the space for new pedagogical and/or scientific impulses by strengthening contact with an individual primarily from another higher education institution.

Form of employment

A visiting teacher shall be employed for an indefinite period but for no longer than two years. The appointment is for a fixed term in accordance with Section 5.1 of the Employment Protection Act. It is not permitted to extend employment as a visiting teacher beyond two years.

Visiting teachers shall have the title visiting senior lecturer or visiting lecturer, depending on the individual's level of expertise.

See Chapter 3 Overview of forms of employment.

Entry requirements

A visiting teacher must conduct their professional activities at another Swedish or international higher education institution or within another sector of society of significance to the University.

Eligibility requirements for appointment as a visiting senior lecturer are **the same as for a senior lecturer**. Generally speaking, it is not necessary for an appointment as a visiting teacher to undergo expert review; however, a review of eligibility shall always be conducted. The dean of each school is responsible for ensuring that such a review is conducted.

Eligibility requirements for appointment as a visiting lecturer are the same as for a lecturer. The dean of each school is responsible for ensuring that such a review is conducted.

4.13 Postdoctoral appointments

Postdoctoral appointments are regulated in a central collective agreement on the fixed-term employment of postdoctoral fellows, dated 19.11.2021. Italicized texts below are direct excerpts from this agreement.

The employment as a postdoctoral fellow aims to, after completing a doctoral degree, give the employee an early opportunity to develop their independence as a researcher and create conditions for further qualifications. The agreement applies to employees whose main task will be to conduct research. Teaching can also be included in the tasks, however, up to a maximum of one-fifth of the working hours.

Form of employment

In addition to what follows from the provisions of the Employment Protection Act (1982:80), a postdoctoral fellow may be employed for the time being, though no longer than a minimum of two and a maximum of three years. An employment as a postdoctoral fellow may be extended, if it is necessary to achieve the purpose of the employment. However, the total period of employment may not exceed three years.

In addition to the above, the employment *may* be extended if there are special reasons. Special reasons refer to leave due to illness, commissions of trust within trade unions, service in the armed forces or other similar circumstances as well as clinical service or service / assignments relevant to the subject area. Special reasons also refer to parental leave during employment, where the employer, in contrast to the above, *is obliged* to extend the employment by at least the corresponding amount of time to which the leave refers.

One prerequisite for the application of this agreement is that the employee has not previously been employed in a postdoctoral position under the Agreement for more than one year at the same higher education institution/public authority within the same or a related subject area.

Entry requirements

In order to be employed on the basis of the postdoctoral agreement, a completed doctoral degree or a foreign degree that is deemed to correspond to a doctoral degree is required. This eligibility requirement must be met at the latest at the time when the employment decision is made.

In order to be employed on the basis of the postdoctoral agreement, those should primarily be considered who have completed a degree as described above no more than three years ago. When calculating the frame time of three years, the starting point is the last application date. If there are special reasons according to what is described in the paragraph "Form of employment" above, the degree may have been taken earlier.

In addition to this basic qualification, additional qualification requirements can be set based on the individual employment's duties, focus and other specific circumstances.

Transitional provisions

For employees employed on the basis of the previous postdoctoral agreement (dated 04-09-2008), that agreement applies. In cases where an employee is hired before 01-02-2022, when the new agreement enters into force, and the employment carries over 01-10-2022, the employment may be extended, though at most for a total employment period of three years.

5. Other academic appointments

5.1 Appointment as a researcher

An appointment as a researcher is intended to meet the organisation's needs for research expertise in conjunction with a fixed-term research project.

Form of employment

See Chapter 3 Overview of forms of employment.

Given that Halmstad University views research appointments as a means of temporarily affiliating the necessary competence for a specific research project, appointments should primarily be announced as fixed-term. The appointment is for a fixed-term in accordance with the Employment Protection Act.

Entry requirements

A person who has been **awarded a PhD**, or has **equivalent research competence**, and has **documented postdoctoral research experience** shall be qualified for appointment as a researcher.

Requirements may also be specified for demonstrated teaching expertise or other professional skills relevant to the position.

In addition to these general eligibility requirements, specific eligibility requirements may be adopted based on the duties, specialisation and other specific circumstances of the position in question.

5.2 Appointment as a doctoral student

Form of employment

The employment of doctoral students is regulated in Chapter 5 of the Higher Education Ordinance. The total period of employment for a doctoral student corresponds to a third-cycle study programme at full-time for four years.

Appointment to a doctoral studentship shall apply for an indefinite period, however for no longer than until a specified date and never for a period extending more than one year after the award of a PhD or a doctorate in the fine, applied and performing arts. The initial appointment may apply for no longer than one year. An appointment may be renewed for no more than two years at a time.

A person may be appointed to a doctoral studentship for a total of eight years. The total employment period may, however, not exceed the time corresponding to full-time third-cycle study for four years. For courses or study programmes to be concluded with the award of a licentiate degree or a licentiate degree in the fine, applied and performing arts the total employment period may not exceed the time corresponding to full-time third-cycle study for two years. The time spent studying by the third-cycle student while not appointed to a doctoral studentship shall be deducted from these periods.

The total period of employment may, however, exceed that stated in the third paragraph if special grounds exist. Such grounds may comprise leave of absence because of illness, leave of absence for service in the defence forces or an elected position in a trade union or student organisation, or parental leave. Ordinance (2009:933). (Higher Education Ordinance Chapter 5 Section 7)

A doctoral studentship shall be a full-time post. If a third-cycle student so requests, the appointment may be a part-time post but for no less than 50 per cent of a full-time post. Ordinance (2002:139). (Higher Education Ordinance Chapter 5 Section 3a)

Qualifications and assessment criteria

Only those who are or have been admitted to third-cycle courses and study programmes at a higher education may be appointed to doctoral studentships. Ordinance (2006:1053). (Higher Education Ordinance Chapter 5 Section 3).

General entry requirements for third-cycle education are regulated in the *Admissions Regulations for Halmstad University* (ref. no. L 2013/101).

5.3 Appointment as a teaching assistant

The employment of teaching assistants is regulated in Chapter 5 of the Higher Education Ordinance. *Duties must comprise educational tasks, administration or participation in research or artistic research.* (Higher Education Ordinance Chapter 5 Section 9)

Form of employment

Teaching assistants and clinical assistants shall be employed for an indefinite period, however, for no longer than one year. These appointments may be extended. The total employment period as a teaching assistant or a clinical assistant may not, however, exceed three years (Higher Education Ordinance Chapter 5 Section 12).

Employment as a teaching assistant may not correspond to more than 50 per cent of a full-time post. (Higher Education Ordinance Chapter 5 Section 9)

Qualifications and assessment criteria

*Only those admitted to **first or second-cycle courses and study programmes** may be employed as teaching assistants* (Higher Education Ordinance Chapter 5 Section 10).

In addition to these general eligibility requirements, specific eligibility requirements may be adopted based on the duties, specialisation and other specific circumstances of the position in question.

6. Promotion

Permanent employees of Halmstad University may apply for promotion to a position with higher eligibility requirements as stated below. The designated subject area for the position to which promotion is requested should in the normal case be the same as the applicant's current position.

Based on the focus and needs of the organisation, a decision shall be made as to whether the application should proceed to an assessment of eligibility.

Eligibility requirements and assessment criteria for promotion are the same as those stated under the corresponding heading in Chapter 4 of this document. In order to be promoted, the applicant must have undergone training in learning and teaching in higher education or acquired equivalent knowledge in some other way.

See Section 2.2 Preparing appointments and promotions, regarding equal representation in preparation, and Section 2.4 Conflict of interest.

There is no right of appeal against decisions not to examine or to reject an application for promotion. Applications from associate senior lecturer to senior lecturer (according to Chapter 4 Section 12 c of the Higher Education Ordinance) should however always be examined and decisions to reject such an application (according to Chapter 12 Section 2 of the Higher Education Ordinance) can be appealed. See section 2.3 Appeals in this document.

The document *Guidelines for Recruitment and Promotion* (ref. no. L 2020/58) clarifies the promotion procedure.

The following promotions are possible at Halmstad University:

6.1 Promotion to professor

A senior lecturer or deputy professor may be promoted to professor.

Eligibility requirements and assessment criteria for promotion to professor are the same as for appointments, see 4.1 Appointment as a professor, and the supplementary *Guidelines for Recruitment and Promotion* (ref. no. L 2020/58).

6.2 Promotion to deputy professor

Senior lecturers may be promoted to deputy professor. Eligibility requirements and assessment criteria for promotion to deputy professor are the same as for appointments, see 4.6 Appointment as a deputy professor, and the supplementary *Guidelines for Recruitment and Promotion* (ref. no. L 2020/58).

6.3 Promotion to senior lecturer

Associate senior lecturers, first lecturers and lecturers may be promoted to senior lecturer.

Promotion from associate senior lecturer

An associate senior lecturer who is employed at a higher education institution pursuant to Section 12a must, 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 the second paragraph of Section 4a, must be applied to an application for promotion to senior lecturer.*

Such a promotion entails indefinite employment as a senior lecturer. Ordinance (2017:844). (Higher Education Ordinance Chapter 4 Section 12c).

The above provisions apply to associate senior lecturers employed at Halmstad University after 1 April 2018. For associate senior lecturers whose employment began prior to 1 April 2018, the earlier provisions in Chapter 4 Section 12a shall apply to appointments pursuant to Ordinance 2017:844. Promotion applications must be received no later than six months prior to the end of the term of employment.

The assessment criteria established at the time the appointment was announced shall be applied to assessing promotion. If no such criteria exist, promotion will be assessed on the general eligibility requirements and assessment criteria for senior lecturers.

Promotion from first lecturer

Eligibility requirements and assessment criteria for promotion are the same as for appointments, see 4.7 Appointment as a senior lecturer, and the supplementary *Guidelines for Recruitment and Promotion* (ref. no. L 2020/58).

Promotion from lecturer

Eligibility requirements and assessment criteria for promotion are the same as for appointments, see 4.7 Appointment as a senior lecturer, and the supplementary *Guidelines for Recruitment and Promotion* (ref. no. L 2020/58).

6.4 Promotion to first lecturer

Lecturers may be promoted to first lecturer. Eligibility requirements and assessment criteria for promotion are the same as for appointments, see 4.9 Appointment as a first lecturer, and the supplementary *Guidelines for Recruitment and Promotion* (ref. no. L 2020/58).