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Guidelines and assessment criteria for recruiting and promoting teachers at the Disciplinary Domain of Medicine and Pharmacy

Decisions to adopt the revised guidelines and assessment criteria were made by the Disciplinary Domain Board on 21/03/2013, 24/10/2013, 20/11/2014, 18/11/2015 and 29/01/2020.

Introduction

Section 2 of *Guidelines for Admittance of Excellent Teachers* (UFV 2010/1842 #34) provides that “Each domain/faculty board is entrusted with drafting supplementary guidelines in accordance with these Guidelines for Admittance of Excellent Teachers”. These guidelines and assessment criteria are applicable within the Disciplinary Domain of Medicine and Pharmacy at Uppsala University. The decision to implement them was made by the Disciplinary Domain Board on 26/04/2012. Decisions to adopt the revised guidelines and assessment criteria were made by the Disciplinary Domain Board on 21/03/2013, 24/10/2013, 20/11/2014, 18/11/2015 and 29/01/2020.

This document is supplementary to the Appointment Regulations for Uppsala University and is always to be used together with this. The Appointment Regulations for Uppsala University can be found here:

<http://regler.uu.se/Detaljsida/?contentId=92570&kategoriId=129>

To facilitate your reading of the Appointment Regulations, this document references the following relevant sections:

- Qualifications: Sections 3-9, 32-45
- General assessment criteria: Sections 17-31
- Promotion: Sections 46-56.

Assessment criteria

Section 1 The assessment criteria below are supplementary, for the Disciplinary Domain of Medicine and Pharmacy, to those specified in the Appointment Regulations for Uppsala University. Their purpose is to adapt the assessment criteria to the circumstances that prevail within the disciplinary domain.

Section 2 Assessments of each expertise are made separately. However, within an expertise, the qualifications presented are considered in relation to each other. When assessing expertise, qualifications must always be considered in relation to the tasks required in the position.

Specific assessment criteria

Assessment criteria for the appointment of professors

Section 3 In assessing the research expertise of the applicant, great importance is to be attached to the applicant being an active and nationally or internationally established researcher, whose research clearly demonstrates originality and independence. Whether or not the applicant is the main applicant for research grants awarded under conditions of national competition and/or the main applicant or co-applicant for research grants awarded under conditions of international competition will also be taken into account. Weight will also be given to the applicant being able to demonstrate experience of and well-documented expertise in functioning as the main supervisor or assistant supervisor for doctoral students, or having demonstrated equivalent expertise through other research-leading activities. Whether or not the applicant is the main supervisor of a doctoral student at the time of their application will also be taken into account. It will also be considered a useful qualification if the applicant can demonstrate experience of academic commissions of trust related to research, such as serving as an external expert or an external reviewer in the defence of a doctoral thesis, or other important academic commissions at other government agencies and companies, such as being a member of a research council.

Section 4 In assessing teaching expertise, weight will be given to the applicant presenting documented experience of various types of instruction at first-, second- and third-cycle levels. Weight will also be given to the applicant having been assessed to be a good teacher by both academic colleagues and students in evaluations. It is considered a useful qualification if the applicant has extensive teaching experience, in particular if a significant portion of this experience has been acquired within the last six years.

Section 5 In assessing administrative expertise and management expertise, weight will be given to the applicant's knowledge, education and documented expertise in administration and/or in leadership roles. Furthermore, a documented ability to lead research groups and experience of leadership roles in academic networks and associations will also be taken into account. Weight will also be given to the applicant having experience of participation in the management of a unit/department/university or equivalent and/or being a member of a board, working party, or commissions of trust within other areas relevant to the functioning of the University. Experience of and a documented

ability to work actively or perform roles in other areas relevant to the functioning of the University, such as work with occupational health and safety, ethical, equality, equal rights, environmental, diversity or accessibility matters, for example through projects and inquiries, will be given weight.

Section 6 When assessing collaboration expertise, experience of and expertise in education and outreach work, editorships and other activities related to knowledge exchange between academia and the wider community, as well as experience of innovation and entrepreneurship, will be given weight.

Assessment criteria for the appointment of senior lecturers

Section 7 In assessing an applicant's research expertise, the applicant being an active and nationally or internationally established researcher, who has demonstrated originality and independence and whose scholarly publications are of good quality, and whose academic qualifications correspond to that required for a readership at the Disciplinary Domain of Medicine and Pharmacy at Uppsala University, will be given weight. Whether or not the applicant is a main applicant or co-applicant for external competitive grants awarded nationally or internationally will also be taken into account. Weight will also be given to the applicant being able to demonstrate experience of and well-documented expertise in functioning as the main supervisor or assistant supervisor for doctoral students, or having demonstrated equivalent expertise through other research-leading activities. Additional qualifications that are deemed useful are experience with academic commissions of trust, such as serving as an external expert or an external reviewer in the defence of a doctoral thesis, or other important academic commissions at other government agencies and companies, such as being a member of a research council.

Section 8 In assessing teaching expertise, weight will be given to the applicant presenting documented experience of various types of instruction at first-, second- and third-cycle levels. Weight will also be given to the applicant having been assessed to be a good teacher by both academic colleagues and students in evaluations. It is considered a useful qualification if the applicant has extensive teaching experience, in particular if a significant portion of this experience has been acquired within the last six years.

Section 9 In assessing administrative and management expertise, weight will be given to the applicant's knowledge, education and documented expertise in administration and/or leadership roles. Furthermore, a documented ability to lead research groups and experience of leadership roles in academic networks and associations will also be taken into account.

Weight will also be given to the applicant having experience of participation in the management of a unit/department/university or equivalent and/or being a member of a board, working party, or commissions of trust within other areas relevant to the functioning of a university. Experience of and a documented ability to work actively or perform roles in other areas relevant to the functioning of the University, such as work with occupational health and safety, ethical, equality, equal rights, environmental, diversity or accessibility matters, for example through projects and inquiries, will be given weight.

Section 10 When assessing collaboration expertise, experience of and expertise in education and outreach work, editorships and other activities related to knowledge exchange between academia and the wider community, as well as experience of innovation and entrepreneurship, will be given weight.

Assessment criteria for the appointment of associate senior lecturers

Section 11 In assessing research expertise, the applicant being an active researcher demonstrating originality and independence and whose research is of good quality will be given weight. Whether or not the applicant is a main applicant or co-applicant for external competitive grants obtained nationally or internationally will also be taken into account. Additional qualifications deemed useful are experience with commissions of trust related to research, or scientific roles with other government agencies and companies.

Section 12 Documented expertise in various types of instruction at first- and second-cycle levels will be given weight in assessing teaching expertise. Weight will also be given to the applicant having been assessed to be a good teacher by both academic colleagues and students in evaluations. It is considered a useful qualification if the applicant has extensive teaching experience.

Section 13 In assessing administrative and management expertise, weight will be given to the applicant's knowledge, education and documented expertise in administration and/or leadership roles. Weight will also be given to the applicant having experience of participation in the management of a unit/department/university or equivalent and/or being a member of a board, working party, or commissions of trust within other areas relevant to the functioning of the University.

Experience of and a documented ability to work actively or perform roles in other areas relevant to the functioning of the University, such as work with occupational health and safety, ethical, equality, equal rights, environmental, diversity or accessibility matters, for example through projects and inquiries, will be given weight.

Section 14 When assessing collaboration expertise, experience of and expertise in education and outreach work, editorships and other activities related to knowledge exchange between academia and the wider community, as well as experience of innovation and entrepreneurship, will be given weight.

Assessment criteria for the appointment of lecturers

Section 15 Documented expertise in various types of instruction at first- and second-cycle levels will be given weight in assessing teaching expertise. Weight will also be given to the applicant having been assessed to be a good teacher by both academic colleagues and students in evaluations. It is considered a useful qualification if the applicant has extensive teaching experience, in particular if a significant portion of this experience has been acquired within the last six years.

Section 16 In assessing administrative expertise and management expertise, weight will be given to the applicant's knowledge, education and documented expertise in administration and/or in leadership roles. In addition, experience of leading research groups and experience of leading academic networks and associations will be taken into account. Weight will also be given to the applicant having experience of participation in the management of a unit/department/university or equivalent and/or being a member of a board, working party, or commissions of trust within other areas relevant to the functioning of a university. Experience of and a documented ability to work actively or perform roles in other areas relevant to the functioning of the University, such as work with occupational health and safety, ethical, equality, equal rights, environmental, diversity or accessibility matters, for example through projects and inquiries, will be given weight.

Section 17 When assessing collaboration expertise, experience of and expertise in education and outreach work, editorships and other activities related to knowledge exchange between academia and the wider community, as well as experience of innovation and entrepreneurship, will be given weight.

Promotion

Section 18 Lecturers and senior lecturers employed on indefinite-term contracts at the Disciplinary Domain of Medicine and Pharmacy may apply for promotions in November of each year. All applications for promotion are processed together.

Section 19 An associate senior lecturer at the Disciplinary Domain of Medicine and Pharmacy can apply for promotion at the latest six months before the end of their term of employment.

Section 20 Guidelines for experience of teaching hours are provided in the assessment criteria for teaching expertise in Sections 27, 29 and 32. Teaching hours means here active, timetabled hours spent teaching students, such as whole-group teaching, seminars, tutoring, teaching rounds and individual supervision. A teaching round refers to a teaching component that is separate from the requirements of the healthcare system during which clinical problems are demonstrated and discussed. Lecture/tutorial preparation time and marking of exams are not classed as teaching hours.

Criteria for promotion

Section 21 The Disciplinary Domain of Medicine and Pharmacy has established criteria for promotion from lecturer to senior lecturer, from associate senior lecturer to senior lecturer, and from senior lecturer to professor. The criteria represent requirements in terms of expertise and experience which the applicant must meet. If they are not met, there can be no promotion.

Section 22 In promotion from lecturer to senior lecturer, from associate senior lecturer to senior lecturer, and from senior lecturer to professor, research expertise and teaching expertise are requirements. Sections 26-27, 28-29 and 31-32, respectively, establish the criteria that apply in each case. The applicant must meet all the criteria to be deemed to have attained the expertise required for the promotion.

Section 23 In promotion from associate senior lecturer to senior lecturer, leadership expertise is required. Section 30 establishes what types of experience and expertise are considered useful qualifications. To be deemed to have obtained the required expertise for the promotion, the applicant must demonstrate their acquisition of a basic set of qualifications.

Section 24 In promotion from senior lecturer to professor, leadership expertise and collaborative expertise are required. Sections 33-34 establish the types of experience and expertise that are considered useful qualifications. To be deemed to have obtained sufficient expertise for the promotion, the applicant must demonstrate their acquisition of extensive qualifications.

Section 25 In promotion to a higher level of lectureship or a professorship, the applicant is expected to be able to take greater responsibility for the disciplinary domain and the internal workings of their own faculty, for example through participation in working parties, membership of boards and committees, etc. For promotion to a higher level of lectureship or a professorship, the applicant must be able to demonstrate sufficient knowledge in both Swedish and English for the higher level.

Promotion from lecturer to senior lecturer

Section 26 The applicant is to be an active researcher who demonstrates originality and independence in research with good quality scholarly publications and whose research qualifications are equivalent to those required for a readership at the Disciplinary Domain of Medicine and Pharmacy at Uppsala University. In addition, the applicant must be the main applicant or co-applicant for external research grants.

Section 27 The applicant is to be a good educationalist and have experience with and documented expertise in different types of instruction at first- and second-cycle level at the University. The applicant is usually required to have completed at least 200 teaching hours. The applicant is to have experience in planning courses/course components of high quality at first- and second-cycle levels. The applicant must have participated in educational development work. A significant portion of this work is have been done within the last six years. The applicant is to have completed courses in teaching and learning in higher education, amounting to at least ten weeks, or be able to demonstrate equivalent knowledge.

Promotion from associate senior lecturer to senior lecturer

Section 28 The applicant is to be an active researcher who demonstrates originality and independence in research. The applicant is to submit a documented account of a high level of activity throughout their employment as an associate senior lecturer, which must include high quality scholarly publications,

the establishment of their own research programme and funding of all or parts of that programme through being the main applicant for external research grants. The applicant must be the supervisor or assistant supervisor for at least one doctoral student.

Section 29 The applicant is to be a good teacher and have experience of and be able to show documented expertise in different types of instruction at first- and second-cycle levels at the University. The applicant is usually required to have completed at least 200 teaching hours, of which at least 100 teaching hours are to be completed during their employment as an associate senior lecturer. The applicant is to have experience in planning courses/course components of high quality at first- and second-cycle levels. The applicant is to have participated in educational research and development. A significant portion of this work is to have been carried out within the last six years, and the applicant is required to demonstrate continuous participation in teaching and educational development work during their employment as an associate senior lecturer. The applicant is to have completed courses in teaching and learning in higher education, amounting to at least ten weeks, or be able to demonstrate equivalent knowledge.

Section 30 Experience in the management of sections/departments/universities or equivalent and/or having had commissions of trust as a member of boards, committees, working parties or commissions of trust within other areas relevant to the functioning of the University are considered to be useful qualifications. Experience of working actively or roles in occupational health and safety, ethics, equality, equal rights, environmental, diversity or accessibility matters, for example through participation in projects and inquiries, will also be taken into account. To be deemed to have obtained sufficient expertise for the promotion, the applicant must demonstrate their acquisition of a basic set of qualifications.

Promotion from senior lecturer to professor

Section 31 The applicant is to be an active and independent researcher with an extensive scholarly production. The applicant's scholarly production must be of good quality or higher. The applicant is to have experience of leading a long-term research programme. The applicant is to be currently, or recently to have been, a main applicant for external grants obtained under conditions of national or international competition. The applicant is to have been the supervisor of two doctoral students who having successfully defended their doctoral theses, and is to currently be the supervisor or assistant supervisor for at least one doctoral student. The applicant is to have experience of academic commissions of trust, such as

serving as an external expert or external reviewer in the defence of a doctoral thesis, or other important academic commissions at other government agencies and companies, such as being a member of a research council.

Section 32 The applicant is to be a good teacher and have experience of and documented expertise in different types of instruction at first-, second- and third-cycle level at the University. The applicant is usually required to have completed at least 240 teaching hours. The applicant is to have experience in planning courses/course components of high quality at first-, second- and third-cycle levels. In addition to doctoral supervision, the applicant must have experience of individual supervision of students and must have participated in educational development work. A significant portion of this work is to have been done within the last six years. The applicant is to have completed courses in teaching and learning in higher education, amounting to at least ten weeks, or be able to demonstrate equivalent knowledge.

Section 33 Experience of leading scientific networks and associations is considered a useful qualification. Additional useful qualifications are knowledge, education and documented expertise in academic management and/or experience in the management of sections/departments/universities or equivalent and/or having had commissions of trust as a member of boards, committees, working parties or within other areas relevant to the functioning of the University. Experience of active work or commissions of trust related to occupational health and safety, ethical, equality, equal rights, environmental, diversity or accessibility matters, etc., for example through having carried out projects and inquiries, will also be taken into account. To be deemed to have obtained sufficient expertise for the promotion, the applicant must demonstrate their acquisition of extensive qualifications.

Section 34 Experience with innovation and entrepreneurship is considered a useful qualification. Experience of education and outreach efforts, editorships or other collaborative activities with the wider community is also a useful qualification.

The recruitment process

Selection methods

Section 35 When recruiting and promoting lecturers and professors, the selection methods that are the most suitable for the appointment in question are applied. In addition to external expert review and interviews, selection methods may include trial lectures, contacting referees, etc. Decisions regarding which selection methods will be used for each specific recruitment are made by the recruitment committee in question.

External experts

§ 36 Proposals for at least two external experts, normally at least one woman and at least one man, for each recruitment are to be submitted by the head of department or equivalent. The proposed external experts must not be challengeable in relation to the applicants in the case, and they must be asked and have accepted this commission. The decision to appoint external experts is made by the Disciplinary Domain Board's working party, after the recruitment committee has been given the opportunity to comment on the proposal.

Section 37 The proposal for external experts is to be framed in such a way, and contain all the information required, that the Disciplinary Domain's Board working party can reach an informed and objective decision.

Section 38 The external experts are to fill in and submit a checklist for the position in question. The checklist is be filled in for all applicants.

Section 39 For each applicant, the external expert is to submit a written assessment, in which reasons are given for each and every item on the checklist. The external expert's assessment is also to include a short presentation of the applicant and their activities.

Section 40 If specifically asked to do so by the recruitment committee, the external expert who reviews an application for promotion is required to produce an overall appraisal of the applicant's qualifications.

Fixed-term employment

Section 41 Under Sweden's Employment Protection Act, fixed-term employment contracts as a senior lecturer or lecturer, general fixed-term employment or temporary substitute employment are drawn up in accordance with the regulations established by the affected department board.

Section 42 Normally, indefinite-term employment as a senior lecturer must be advertised at least one year before a period of fixed-term employment is transformed into indefinite-term employment.

Section 43 If recruitment under Section 42 has not been initiated, no later than five months before employment as referred to in Section 41 will transform into indefinite-term employment, the matter is to be handed over to the Disciplinary Domain Board for examination by external experts.

Career-development position

§ 44 When a position of associate senior lecturer is advertised for the Disciplinary Domain of Medicine and Pharmacy, the employment period is to be six years.

Adjunct lecturers

Section 45 The recruitment of adjunct lecturers must always be justifiable based on a need within the activities of the Faculty of Pharmacy and Faculty of Medicine, respectively. The same requirements for eligibility apply for adjunct lecturers as for other lecturers in the same category, with the exception of the requirement to complete a course in teaching and learning in higher education.

Section 46 Where the applicant for a position as adjunct lecturer has their primary employment, and has primarily been active, outside the University, research expertise may be demonstrated in part in a different manner than what is required when recruiting lecturers who are mainly active within the University. Examples of this are industrial research which has not resulted in the usual publications, newsworthy scientific patents, and the building of and participation in international scientific networks. To be eligible for employment however, taken together, the quality of the applicant's qualifications must meet the research expertise requirements for the position in question.

Section 47 Where the applicant for a position as adjunct lecturer has their primary employment, and has generally been mostly active, outside the University, teaching expertise may in part be demonstrated in a different manner than what is required when recruiting lecturers who are mainly active within the University. Examples of this are the development of and responsibility for internal training within companies or organisations, or the production of internal study resources. To be eligible for employment however, taken together, the quality of the applicant's qualifications must meet the teaching expertise requirements for the position in question.

Post-retirement appointments

Section 48 The scope (as a percentage of full-time) of a post-retirement appointment is to be based on the needs of activities, and the possibility for an activity to finance the appointment. The scope of the appointment is to be justified in each individual case.

Section 49 When a post-retirement professor or other post-retirement employee is employed for the main purpose of conducting research, including leading their own research group where the group's human resources may vary substantially, the scope of the appointment is normally 20 % of full-time. Normally, this kind of post-retirement position is to be wholly funded by external funding (grants or project funding). Before the employment contract is signed, the external financier must have given their approval in writing to the funds being used to finance the appointment.

Section 50 When a post-retirement professor or other post-retirement employee is employed for a purpose other than to conduct research, or for the purpose of conducting research in combination with other duties, the scope of the appointment may exceed 20 % of full-time. The part of the appointment that includes duties other than research may be financed by direct government funding.

Section 51 When a post-retirement professor is appointed and there is a need to utilise them as an examiner, part of the appointment must be reframed as a senior lecturer position.