



UPPSALA
UNIVERSITET

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Appointment Regulations for Uppsala University

Regulations for Appointing,
Recruiting and Promoting
Teachers. In force as of 9
November 2012.

Adopted by the University Board on 9 November 2012**Table of contents**

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1 Introduction

These Appointment Regulations were adopted by the University Board. The Appointment Regulations determine, under the Higher Education Ordinance, what teaching positions may exist at the University as well as the University's work with recruitment and promotion of teachers. The overarching goal of the Appointment Regulations is to create the preconditions for Uppsala University to enhance its competitiveness as an international research and education university. To attain this goal it is crucial that the University be able to attract, recruit, and retain teachers in order to pursue research and teaching of the highest quality. The University's mission, as formulated in the Higher Education Act and the Higher Education Ordinance, in the University's statements of its goals and in its operational plans, constitutes a natural point of departure for recruiting and promoting teachers. The mission is fulfilled by the efforts of employees and can be achieved only if teachers possess a high level of competence relevant to the needs of both today and tomorrow. The achievements of employees create today's and at the same time lay the foundation for tomorrow's University.

By way of introduction, general regulations for recruitment and promotion of teachers are described. This is followed by rules for recruiting respective categories of teachers, then by rules on promotion and the recruitment process. Each section is preceded by a fact panel containing excerpts from the most important acts, ordinances, and local regulations on the subject. The regulations already presented in fact panels are not shown in the Appointment Regulations text in the form of paragraphs, with a few exceptions. Section 4, Qualifications and Assessment Criteria, presents pan-University definitions of expertise and assessment criteria. These are complemented by specific qualifications and assessment criteria for each category of teachers. Appendix 1 to the Appointment Regulations comprises a summary of transitional conditions concerning the Ordinance on Amendments to the Higher Education Ordinance which entered into force on 1 January 2011.¹

1.1 On Appointing Teachers and Career Paths in General

Under the Higher Education Act there shall be professors and senior lecturers at every higher education institution. Beyond this, each higher education institution decides what categories of teachers there are to be. At Uppsala University there are professors, visiting professors, adjunct professors, senior lecturers, associate senior lecturers, postdoctoral research fellows, lecturers, adjunct senior lecturers and adjunct lecturers. The duties of teachers may include teaching, examination², research, artistic research and development, administration, and collaboration with the wider community. Teachers are also responsible for keeping abreast of developments within their own subject areas and developments in the wider community that are of value in view of the subject matter of the post and the duties that it will involve.

The teaching positions and career paths that Uppsala University has decided to establish for its teachers were designed to meet the shifting needs for competence that are crucial for the University to be able to attain its goal of being one of the foremost research and education universities in the world. The Appointment Regulations constitute the pan-University point of departure for

¹ SFS 2010:1064

² Examination constitutes an exercise of public authority. Only a teacher who has been especially appointed by the University may issue grades (examiner).

recruiting and promoting teachers. They have been complemented and adapted to local needs within disciplinary domains and faculties by local guidelines.³ For the University to be able to advance its position as an attractive employer, teachers employed must be presented with opportunities for interesting work assignments and professional development. The academic career path comprises associate senior lecturers, senior lecturers and professors. Additionally, there are postdoctoral research fellows, whose posts have the objective of obtaining qualifications. Alongside the possibility of being appointed without having had any previous teaching position at Uppsala University, it is also possible to be promoted from one teaching position to another within the academic career path.

1.2 Points of Departure for the Recruitment Process

A fundamental point of departure is that the recruitment process must promote openness, transparency, and predictability in the employment procedure. All recruitment in public operations constitutes an exercise of public authority. The authority must carry out an impartial assessment of the applicants' qualifications and only take objective grounds, i.e. qualifications and merit, into consideration in this assessment. Expertise must be the first consideration. An objective is that there should be both gender balance and ethnic diversity among teachers. To achieve this, conscious and deliberate recruitment is required. An open and objective recruitment process reduces the risk of discrimination and helps enable the University to appoint the person who is best qualified for the position. Public authorities must observe the principle of public access to public records, which entails that all material underlying a decision in a recruitment matter is public. The University's decision to appoint an individual to a teaching post is subject to appeal.

The main rule is that teachers are to be appointed until further notice, in competition, and following assessment by expert referees. Exceptions are stated in the Employment Protection Act⁴, the Higher Education Ordinance⁵ and in collective agreements⁶. Normally all teachers must have completed a doctoral degree. Appointment of teachers without a doctoral degree must be restrictive. The teaching expertise of teachers is of great importance to the University. All newly appointed teachers must have completed teacher training for higher education or possess the equivalent competence. Furthermore, a conscientious assessment of teaching expertise must be included in the recruitment process. A further point of departure is that a teacher must normally be able to teach both first and second cycle courses.

2 Basic Regulations

Chapter 1, Article 2, Instrument of Government

Public power shall be exercised with respect for the equal worth of all and the liberty and dignity of the individual. [...] The public institutions shall promote the opportunity for all to attain participation and equality in society and for the rights of the child to be safeguarded. The public institutions shall combat discrimination of persons on grounds of gender, colour, national or ethnic origin,

³ Guidelines for Appointment and Promotion of Teachers and for Appointment of Associate Professors and of Excellent Teachers in the Disciplinary Domain of Science and Technology (TEKNAT 2012/1). Supplementary Guidelines to the University's Recruitment Regulations (SAMFAK 2012/46), Guidelines and Criteria for Assessment for Recruitment and Promotion of Teachers in the Disciplinary Domain of Medicine and Pharmacy (MEDFARM 2012/44). The Faculty of Arts' Supplementary Guidelines to the Appointment Regulations (HISTFILFAK 2012/19). The Faculty of Languages' Supplementary Guidelines to the Appointment Regulations (SPRÅKFAK 2012/28). Supplementary Guidelines to the Appointment Regulations for Uppsala University (UTBVET 2012/14). *[translator's note: All of these guidelines are in Swedish]*

⁴ Employment Protection Act (LAS) (1982:80)

⁵ SFS 1993:100

⁶ Agreement on Employment for a Fixed Term as Adjunct Teacher. Minutes of the Negotiations, 14 December 2011 The Swedish Agency for Government Employers and OFR.S, SACO, SEKO

Local Agreement on Employment for a Fixed Term of Adjunct Teachers. UFV-PA 2012/491

linguistic or religious affiliation, functional disability, sexual orientation, age or other circumstance affecting the individual. (SFS 2010:1408)

Ch 1, Art 9, Instrument of Government

Courts of law, administrative authorities and others performing public administration functions shall pay regard in their work to the equality of all before the law and shall observe objectivity and impartiality. (2010:1408)

Ch 12, Art 5, Instrument of Government

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

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

Section 10, Language Act

The language of the courts, administrative authorities and other bodies that perform tasks in the public sector is Swedish. (SFS 2009:600)

Chapter 1, Section 5, Paragraphs 2–3, Higher Education Act

Equality between women and men shall always be taken into account and promoted in the operations of the higher education institutions.

Furthermore, in their operations higher education institutions should promote understanding of other countries and of international circumstances. (SFS 2005:1208)

Ch 2, Sec 2, Higher Education Ordinance

[...] In addition, the board of governors shall itself decide
9. on an appointment procedure [...] (SFS 2010:1064)

Sec 4, Public Employment Act

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. (SFS 1994:260)

Sec 4, Employment Ordinance

When making appointments, in addition to competence and merit, the authority must also pay attention to objective grounds that are in line with the general objectives of labour market, gender equality, social and employment policy. (SFS 1994:373)

Ch 3, Sec 7, Discrimination Act

Employers are to work to ensure that people have the opportunity to apply for vacant positions regardless of sex, ethnicity, religion or other belief. (SFS 2008:567)

Ch 3, Sec 9, Discrimination Act

When the distribution of women and men is not more or less equal in a certain type of work or in a certain employee category at a place of work, the employer is to make a special effort when recruiting new employees to attract applicants of the under-represented sex. The employer is to attempt to see to it that the proportion of employees from the under-represented sex gradually increases.

However, the first paragraph shall not be applicable if there are special grounds not to take such measures or if the measures cannot reasonably be required in view of the employer's resources and other circumstances. (SFS 2008:567)

Ch 2, Sec 13, Higher Education Ordinance

The vice-chancellor may delegate his/her duties, unless otherwise specifically provided. (SFS 1993:100)

§ 1 Decisions in matters concerning appointment and promotion of teachers shall be made in accordance with Uppsala University's current Rules of Procedure⁷ and in accordance with duties and decision-making rights for management functions at the University⁸.

§ 2 Domain/Faculty boards may issue complementary guidelines and assessment criteria for recruiting and promoting teachers beyond these Appointment Regulations.

§ 3 The public law regulations relevant to government authorities regarding employment must be applied. The pertinent domain/faculty board as well as the recruiting head of department/equivalent are obligated to oversee that employment matters are dealt with impartially, to consider only objective criteria in assessments, to ensure that expertise in work receives primary consideration

⁷ UFV 2011/1724

⁸ See the University's Goals and Regulations.

unless there are special reasons for some other consideration, and to safeguard that the recruitment process is transparent and free from discrimination.

§ 4 When the University appoints new teachers those applicants must be selected who, following a qualitative holistic assessment of their competence and expertise, are judged to have the best potential to carry out and develop the relevant duties and to help advance operations.

§ 5 A general eligibility requirement is that the applicant must have the personal characteristics required to perform the duties of the post well.

§ 6 To be eligible for appointment as a teacher an applicant must have a documented ability to teach in Swedish and/or English. Requirements may also be made for ability to teach in another language based on the actual needs of the operation for which recruitment is made.

§ 7 At Uppsala University all teachers being appointed must have completed a doctoral degree unless special reasons obtain. A doctoral degree means here a Swedish doctoral degree or an equivalent foreign degree.

§ 8 Teachers must have completed teacher training for higher education or the equivalent.

§ 9 Those in charge of recruitment must take particular care to work for the enhancement of the quality of University operations by striving to achieve both an even gender balance and ethnic diversity among teachers.

3 Teaching Appointments

3.1 Teaching Appointments

Chapter 3, Section 2, Paragraphs 1-2, Higher Education Act

Higher education institutions shall employ professors and senior lecturers to undertake teaching and research. A professorship is the most senior teaching appointment. (SFS 2010:701)

Ch 3, Sec 3, Higher Education Act

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

A professor may be employed for a fixed term, if the appointment concerns:

1. a creative or artistic subject
2. an adjunct post at a higher education institution for someone mainly employed outside the higher education sector (adjunct professor), or
3. a position as a visiting teacher for a person who has the required qualifications for appointment as a professor (visiting professor).

(SFS 2010:701)

Ch 3, Sec 6, Higher Education Act

Unless otherwise provided by regulations issued by the Government, each higher education institution shall itself decide which categories of teachers, apart from professors and senior lecturers, it shall employ and the qualifications and assessment criteria to apply to such appointments. (SFS 1997:797)

Ch. 3, Sec 8, Higher Education Act

The Government or the agency nominated by the Government may stipulate that a teaching post at a higher education institution shall be combined with employment as a physician or dentist with specialist training, or with employment other than as a physician at a designated healthcare facility for medical training and research. [...] (SFS 1997:797)

The regulations that apply to teaching appointments shall also apply to appointments to be combined with teaching posts. (SFS 1997:797)

Sec 4, Employment Protection Act

Contracts of employment are valid for an indefinite term. Contracts of employment for fixed term may, however, be entered into under the circumstances mentioned in Sections 5 and 6. (SFS 2010:1230)

Ch 4, Sec 1, Higher Education Ordinance

Teachers are employed by the higher education institution. (SFS 2010:1064)

Ch 4, Sec 2, Higher Education Ordinance

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

Ch 4, Sec 10, Higher Education Ordinance

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

Ch 4, Sec 11, Higher Education Ordinance

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) (SFS 2010:1064)

Ch 4, Sec 12, Higher Education Ordinance

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. (SFS 2010:1064)

Ch 4, Sec 12a, Paragraphs 1-2 Higher Education Ordinance

A teacher may be employed for an indefinite period but no longer than four years, with a view to the teacher obtaining an opportunity to develop his or her independence as a researcher and obtain qualifications which can qualify the person in question for another teaching position requiring higher qualifications. The appointment may be renewed if, owing to the teacher's sickness absence, parental leave or other special reasons, additional time is required to achieve the objective of the appointment. The total period of employment may not, however, exceed six years. In other respects the post is subject to the provisions of the Employment Protection Act (1982:80).

Exemptions may be made from the first paragraph through a collective agreement entered into or approved by a central employee organization. (SFS 2012:523)

§ 10 The following categories of teachers shall exist at Uppsala University:

§ 10a Under the Higher Education Act and the Higher Education Ordinance:

- Professors
- Visiting professors
- Adjunct professors
- Senior lecturers (called University lecturers)

§ 10b By local decision:

- Associate senior lecturers⁹
- Postdoctoral research fellows¹⁰
- Lecturers
- Adjunct senior lecturers¹¹
- Adjunct lecturers¹²

§ 11 A post as associate senior lecturer or postdoctoral research fellow aims at providing qualifications for teaching appointments which require higher qualifications. Appointment as associate senior lecturer or postdoctoral research fellow may be made on one occasion. During the term of employment, the associate senior lecturer or postdoctoral research fellow shall obtain research and educational merits to qualify for more senior posts.

§ 12 A post as professor or senior lecturer may be combined with a post at a health care facility. The purpose of the post is to bring clinical competence to teaching and research.

§ 13 The purpose of the post of adjunct teacher is to temporarily bring valuable competence to the University or to strengthen connections with the business community or the wider community. An adjunct teacher must have his/her main activities outside the higher education sector, which entails

⁹ Appointment to obtain qualifications under Ch 4, Sec 12 a, Higher Education Ordinance. SFS 2012:523

¹⁰ Appointment to obtain qualifications, under Ch 4 Sec 12 a, Higher Education Ordinance. SFS 2012:523

¹¹ Agreement on Employment for a Fixed Term as Adjunct Teacher. Minutes of the Negotiations, 14 December 2011 The Swedish Agency for Government Employers and OFR.S, SACO, SEKO

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¹² See footnote 11

that the post at Uppsala University may comprise no more than 49 per cent of full time. Adjunct senior lecturers and adjunct lecturers are employed under collective agreements.¹³

3.2 Duties of Teachers

Chapter 3, Section 1, Higher Education Act

The duties assigned to teaching staff may comprise educational responsibilities, research or artistic research and development, 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. (SFS 1997:797)

Ch 4, Paragraph, General Agreement on Wages and Benefits (ALFA)

The distribution of working hours shall be determined in local agreements. The point of departure for local negotiations must be to make the best possible use of available resources for operations, to create a good balance among the various work duties of teachers and among different categories of teachers.

This distribution must be effected in a multiple-year perspective in which the scope of different work duties may vary over time. Besides teaching duties, latitude must be provided for research, artistic development work, for keeping abreast with research and for other development of competence. Special attention should also be paid to leadership assignments for education and research as well as in the subject area in general. This also applies to primary responsibilities for supervising doctoral candidates.

§ 14 A teacher's duties must be able to include teaching and examination in the first, second, and third cycles, research, leadership assignments, administrative tasks, and assignments involving collaboration with the wider community and, where relevant, artistic or clinical work. The head of department/equivalent is responsible for allocating teachers' duties within the framework of annual working hours, as well as the obligation to be present at the workplace.

§ 15 The duties of an associate senior lecturer and a postdoctoral research fellow shall include research and teaching, as well as administration.

§ 16 Clinical duties may be included in the duties of a professor, a senior lecturer, an associate senior lecturer, a postdoctoral research fellow or a lecturer.

4 Qualifications and Assessment Criteria

Chapter 3, Section 2, Paragraph 3, Higher Education Act

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

Ch 4, Sec 3, Higher Education Ordinance

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

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

Ch 4, Sec 4, Higher Education Ordinance

Those qualified for a position as senior lecturer are

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

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.

¹³ Agreement on Employment for a Fixed Term as Adjunct Teacher. Minutes of the Negotiations, 14 December 2011 The Swedish Agency for Government Employers and OFR.S, SACO, SEKO

Local Agreement on employment for a fixed term of Adjunct Teachers. UFV-PA 2012/491

Each higher education institution determines itself what assessment criteria are otherwise to apply to the appointment of a senior lecturer. (SFS 2010:1064)

Ch 3, Sec 6, Higher Education Act

Unless otherwise provided by regulations issued by the Government, each higher education institution shall itself decide which categories of teachers, apart from professors and senior lecturers, it shall employ and the qualifications and assessment criteria to apply to such appointments. (SFS 1997:797)

Ch 3, Sec 8, Para. 1, Higher Education Act

[...] A combined post may only be held by someone eligible for both appointments. (SFS 1997:797)

Ch 4, Sec 12a, Para 3, Higher Education Ordinance

A person who has obtained a doctoral degree or achieved the equivalent research expertise shall be qualified for appointment to a post subject to the first paragraph. Priority should be given to applicants who have obtained their doctoral degree or achieved equivalent competence at the most seven years prior to the of the application period. (SFS 2012:523)

§ 17 Assessment criteria to be applied in appointing teachers are, on the one hand, the degree of such expertise as is required to be eligible for the post and, on the other hand, the assessment criteria that otherwise have been established in the appointment profile. Which criteria are to be emphasised may vary depending on whether the assessment involves assessment criteria for an appointment, assessment criteria for ranking applicants, or promotion. The assessment criteria may be weighted differently depending on the content of the work and other conditions that have been defined for the appointment.

§ 18 Merits must be documented in a manner that makes it possible to assess both quality and scope.

4.1 Assessment Criteria

§ 19 Domain/faculty boards may adopt definitions of expertise specific to the domain/faculty.¹⁴ These complement and further specify the definitions of expertise found in §§20-31.

4.1.1 Research Expertise

§ 20 Research expertise constitutes an assessment criterion in the appointment of professors, senior lecturers, associate senior lecturers and postdoctoral research fellows.

§ 21 Research expertise comprises research merits. In assessing research expertise research quality must be the prime consideration. The scope of research, primarily in regard to depth and breadth, must also be afforded consideration. Furthermore, consideration must be given to the capacity to plan, initiate, lead and develop research and education in the third cycle, the ability to acquire funding for research in competition, as well as the demonstrated capacity to interact with others both within academia and in the wider community.

4.1.2 Teaching Expertise

§ 22 Teaching expertise constitutes an assessment criterion in the appointment of professors, senior lecturers, associate senior lecturers, postdoctoral research fellows and lecturers.

§ 23 Teaching expertise comprises educational and teaching qualifications. In assessing teaching expertise teaching quality must be the prime consideration. The scope of teaching experience, in terms of both breadth and depth, must also be afforded consideration. Furthermore, consideration must be given to the capacity to plan, initiate, lead, and develop teaching and instruction, as well as the ability to connect research to teaching in respect to research in the subject at hand, subject didactics, as well as teaching and learning in higher education. The ability to interact concerning

¹⁴ See footnote 4.

issues of teaching and learning in higher education with actors inside and outside the University is also included in teaching expertise.

4.1.3 Clinical Expertise

§ 24 Clinical expertise constitutes an assessment criterion in appointments involving clinical work.

§ 25 Clinical expertise is demonstrated through clinical work and clinical training as well as participation in clinical developmental work. Among other things, clinical developmental work involves efforts to improve or rationalise health care and medical care.

4.1.4 Artistic Expertise

§ 26 Artistic expertise constitutes an assessment criterion in appointments involving activities in the fine, applied or performing arts.

§ 27 Artistic expertise is demonstrated through an individual's own production and reflection in the artistic field at hand. Criteria in assessing comprise, for instance, artistic depth, expression, originality, and the quality and scope of relevant artistic production.

4.1.5 Administrative Expertise

§ 28 Administrative expertise constitutes an assessment criterion in appointments that involve or may come to involve administrative work.

§ 29 Administrative expertise is demonstrated, for example, through the capacity to plan, organize, and prioritize work in an efficient and task-related manner as well as through the ability to assign and observe time frames. Expertise includes overall operational planning and the capacity to manage resources in a way that reflects operational priorities as well as the ability to work in a structured manner based on an awareness of goals and quality.

4.1.6 Management Expertise

§ 30 Management expertise constitutes an assessment criterion in appointments that involve or may come to involve management, i.e. responsibility for leading operations and/or personnel.

§ 31 Management expertise is demonstrated through the capacity to lead operations and personnel, make decisions, take responsibility, and motivate others, providing them with what is needed for the efficient achievement of common goals. The abilities to coordinate the group and help create a sense of involvement, participation, and enjoyment in work and to deal with conflicts constitute further examples of demonstrated expertise.

4.2 Specific Qualifications and Assessment Criteria

4.2.1 Professor

Chapter 4, Section 3, Higher Education Ordinance

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

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

4.2.1.1 Qualifications

§ 32 Research expertise must have been demonstrated by independent research work and by the fact that the applicant's activities maintain a high international and national standard. The applicant must have demonstrated expertise in planning, initiating, leading, and developing research, have demonstrated the capacity to obtain research funding in competition, and demonstrate well-documented expertise in supervising third-cycle students. The applicant's contributions to the international and national academic community must be assessed on the basis of, among other things, the quality and scope of his/her academic publications in publishing channels most relevant to the subject. Requirements for international merits must be assessed on the basis of the character and specific circumstances of the subject.

§ 33 Teaching expertise must have been demonstrated by educational and teaching qualifications in accordance with § 23. Furthermore, the applicant must demonstrate well-documented expertise in supervision in the first, second and third cycles.

A prerequisite for having demonstrated teaching expertise is that applicants have completed teacher training for higher education of relevance to operations at the University, comprising at least ten weeks, or have acquired the equivalent knowledge. If special circumstances apply, this training for teachers in higher education may be completed during the first two years of employment. The teacher training must also include third cycle supervision.

§ 34 To be eligible for appointment as a professor combined with employment at a health care facility designated for medical training or research, applicants must fulfil the qualifications required for both appointment as professor and for employment at the health care facility.

4.2.2 Senior Lecturer

Chapter 4, Section 4, Higher Education Ordinance

Those qualified for appointment as senior lecturer are

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

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

4.2.2.1 Qualifications

§ 35 Teaching expertise must have been demonstrated by educational and teaching qualifications in accordance with § 23.

A prerequisite for having demonstrated teaching expertise is that applicants have completed teacher training for higher education of relevance to operations at the University, comprising at least ten weeks, or have acquired the equivalent knowledge. If special circumstances apply, this training for teachers in higher education may be completed during the first two years of employment.

§ 36 By other professional expertise is meant expertise acquired in professional activities outside a higher education institution. The professional expertise must be of value in view of the subject matter of the post.

§ 37 To be eligible for appointment as senior lecturer combined with employment at a health care facility designated for medical education or research, applicants must fulfil the qualifications required both for appointment as senior lecturer and for employment at the health care facility.

4.2.3 Associate senior lecturer and postdoctoral research fellow

4.2.3.1 Qualifications

Chapter 4, Section 12 a, Paragraph 3, Higher Education Ordinance

A person who has obtained a doctoral degree or achieved the equivalent research expertise shall be qualified for appointment to a post subject to the first paragraph. Priority should be given to applicants who have obtained their doctoral degree or achieved equivalent competence at the most seven years prior to the end of the application period. (SFS 2012:523)

§ 38 To be eligible for appointment as an associate senior lecturer or post-doctoral research fellow, teaching expertise in accordance with § 23 is required. It must have been demonstrated by educational and teaching qualifications. In assessing teaching expertise, teaching quality must be the prime consideration. Consideration shall also be given to scope, including both breadth and depth.

To obtain teaching expertise, the applicant should have participated in teacher training for higher education of relevance to operations at the University, comprising at least five weeks, or be considered to have acquired the equivalent knowledge. If it has not been possible to acquire this qualification prior to employment, qualifying training for teachers in higher education shall be completed during the first two years of employment.

§ 39 To be eligible for appointment as an associate senior lecturer or postdoctoral research fellow with clinical duties, applicants must fulfil the qualifications required both for appointment as associate senior lecturer or postdoctoral research fellow and for the clinical duties.

4.2.3.2 Assessment Criteria

§ 40 In addition to the criteria generally applied, when appointing associate senior lecturers or postdoctoral research fellows, special weight should be attached to the applicant's potential to contribute to future development of both research and teaching.

4.2.4 Lecturer

4.2.4.1 Qualifications

§ 41 To be eligible for appointment as lecturer, applicants must have a higher education degree and have demonstrated teaching expertise.

§ 42 In appointments to the post of lecturer, the requirement for research expertise is replaced by a requirement for depth in the subject.

§ 43 Teaching expertise must have been demonstrated by educational and teaching qualifications in accordance with § 23.

A prerequisite for having demonstrated teaching expertise is that applicants must have completed teacher training for higher education of relevance to operations at the University, comprising at least ten weeks, or have acquired the equivalent knowledge. If special circumstances apply, this training for teachers in higher education may be completed during the first two years of employment.

§ 44 To be eligible for appointment as lecturer with clinical duties, applicants must fulfil the qualifications both for the appointment as lecturer and for the clinical duties.

4.2.5 Adjunct Teacher

§ 45 For appointment as adjunct professor, adjunct senior lecturer and adjunct lecturer, the same qualifications shall apply as for the relevant category of teachers, with the exception of teaching expertise.

5 Promotion

5.1 On Promotion in General

§ 46 Promotion may be requested only by teachers appointed by the University until further notice, who are active at the university at the time of application, and by associate senior lecturers.

§ 47 Domain/faculty boards must issue complementary criteria for promotion specific to the disciplinary domain/faculty, to supplement the qualifications for each respective category of teachers.

§ 48 The subject area must normally be the same as for the previous employment, although it may be changed if special reasons obtain.

5.2 Promotion from Senior Lecturer to Professor or from Lecturer to Senior Lecturer

§ 49 Promotion of a senior lecturer to professor or of a lecturer to a senior lecturer entails an assessment of competence and a change in title. A senior lecturer or lecturer who has been promoted is not entitled to changed duties or terms of employment.

§ 50 A senior lecturer must be promoted to professor and a lecturer to senior lecturer if he or she applies for this in writing, is qualified for such a post and is deemed suitable for such a post on the basis of the specific criteria established by the respective domain/faculty board.

§ 51 Promotion from senior lecturer to professor is allowed no earlier than five years following the completion of the doctoral degree in order to ensure sufficient experience of independent research work and supervision of doctoral students, unless special reasons obtain.

§ 52 The domain/faculty board may when announcing a vacant post as lecturer or senior lecturer decide to provide an opportunity for direct promotion. This means that an applicant in connection with the post at hand can apply for and be granted promotion to a higher post.

§ 53 Following consultation with an accountable authority for health care, teachers with clinical duties must be promoted either to a higher post with clinical duties or to a combined post. Applicants may be promoted on the condition that they are qualified and are deemed to be suitable for such a post. The accountable authority for health care must have an opportunity to make representations regarding the matter.

§ 54 A written application by a senior lecturer or lecturer for consideration for promotion must have been received by the relevant domain/faculty board at the latest nine months before the employment ceases or is expected to cease.

5.3 Promotion from Associate Senior Lecturer to Senior Lecturer

§ 55 An associate senior lecturer must be promoted to senior lecturer if he or she applies for this in writing, is qualified for such a post and is deemed suitable for such a post on the basis of the

specific criteria established by the respective domain/faculty board and on the basis of the following criteria:

§ 55a The applicant must be considered to have the potential as senior lecturer to be able to initiate and independently drive forward research of high scientific quality. The research qualifications shall be documented in such a way as to enable assessment of both quality and scope.

§ 55b The applicant must have demonstrated teaching expertise by teaching at the first and second cycle. Teaching qualifications shall be documented in such a way as to enable assessment of both quality and scope.

§ 55c A prerequisite for having demonstrated teaching expertise is that applicants must have completed teacher training for higher education of relevance to operations at the University, comprising at least ten weeks, or have acquired the equivalent knowledge.

§ 56 A written application to be considered for promotion to senior lecturer must have been received by the relevant domain/faculty board at the latest six months before the employment as associate senior lecturer ceases or is expected to cease. An associate senior lecturer may only be considered on one occasion for promotion to senior lecturer. The decision to grant or reject the application for promotion shall be made at the latest two months prior to the end of employment as associate senior lecturer.

6 The Recruitment Process

6.1 Decision to Initiate Recruitment

Chapter 3, Section 8, Higher Education Act

Before appointment to a teaching post the accountable authority for health care shall be enabled to make representations, if the position is to be combined with a post in a health care facility. (Lag 1999:797)

Ch 4, Sec 8, Higher Education Ordinance

Before a teacher is offered combined employment as laid down in Section 2, the higher education institution shall offer the accountable authority for health care an opportunity to make representations in the matter. (SFS 2010:1064)

§ 57 Decisions to initiate recruitment must be made in accordance with the Rules of Procedure for Uppsala University (*Arbetsordning för Uppsala universitet*).¹⁵ In connection with a decision to initiate recruitment a decision must be made regarding the appointment profile.

§ 58 In connection with decisions regarding the appointment profile it must be stated what assessment criteria will be applied. These criteria must be justified in terms of the duties of the appointment and the operational needs.

6.2 Appointment Profile and Subject Area

§ 59 The appointment profile must be established on the basis of demands that need to be met in order to carry out the appointment well. The appointment profile must comprise the subject area, a description of subject content, work duties, qualifications, assessment criteria, special requirements regarding skills and personal characteristics, and other eligibility requirements. The profile may tell

¹⁵ UFV 2011/1724

how different expertise criteria are to be weighed against each other, as well as other prerequisites that must be met for the appointment to be carried out well.

§ 60 The subject area may have one of the following forms:

- subject
- subject specializing in
- subject, specifying subspeciality
- subject 1 and subject 2

§ 61 The established subject area, including the description of the subject, may not be complemented or modified after the appointment profile has been decided.

§ 62 To promote an even gender balance in the area/appointment category at hand, the appointment profile must be established in such a manner that individuals from the under-represented gender are encouraged to apply for the post.

6.3 Information about an Appointment

Section 6, Paragraphs 1 and 3, Employment Ordinance

An 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.

[...] If there are special reasons not to, no information need be provided. (SFS 1994:373)

§ 63 Broad mapping, advertising, and active search for potential applicants must be undertaken. Individuals from the under-represented gender must be encouraged to apply for the appointment at hand. Vacant posts must be described in gender-neutral terms.

§ 64 In advance of recruitment a search group may be appointed to identify and interest suitable candidates for the appointment, to provide support in establishing the appointment profile, and to assist in finding referees. The group must have a gender-balanced representation unless special reasons obtain.

§ 65 I Information about vacant posts must be provided in a suitable manner and should be provided on the University website. The application period must be at least two weeks unless special reasons obtain.

§ 66 Exceptions from the obligation to provide information may be made for:

- appointment of senior lecturers and lecturers for a maximum of one year
- appointment of adjunct teachers
- appointment of visiting professors
- appointment of an individual who has a right of priority to re-employment
- appointment of an individual who has a priority right to employment at a higher percentage of full-time employment
- appointment of an individual being transferred owing to a shortage of work
- nomination for an appointment as professor
- if special circumstances otherwise indicate that the providing of information would be inappropriate

6.4 Preparing Appointment and Promotion Matters

Chapter 3, Section 8, Paragraph 2, Higher Education Act

[...] The regulations that apply to teaching appointments shall also apply to appointments to be combined with teaching posts. (SFS

1997:797)

Gender-balanced Representation

Ch 4, Sec 5, Higher Education Ordinance

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

Assessment by Referees

Chapter. 4, Section 6, Higher Education Ordinance

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

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

Ch 4, Sec 8, Higher Education Ordinance

Before a teacher is offered combined employment as laid down in Section 2, the faculty board shall offer the accountable authority for health care an opportunity to make representations in the matter. (SFS 2010:1064)

6.4.1 Preparatory Work

§ 67 Domain/faculty boards are responsible for preparing recruitment and promotion matters, including fixed-term teaching appointments, and shall adopt complementary instructions and routines for this preparatory work.

§ 68 A prerequisite for appointing an associate senior lecturer is that there is a documented operational need and a financial potential for an appointment as senior lecturer within the relevant subject area.

§ 69 The head of the department where the vacant post is placed in the organization shall have the right to attend and speak at meetings where recruitment and promotion of teachers are prepared. However, the head of department must not take part in the part of this preparatory work which is devoted to final deliberations regarding proposals to decide who is to be appointed. At the suggestion of the head of department or the vice-rector/dean, the head of department may be replaced by another representative from the department.

§ 70 One or more recruitment groups or the equivalent may be appointed to deal with matters involving the recruitment and/or promotion of teachers.

§ 71 If a recruitment group or the equivalent has been established, it should consist of a chair, a deputy chair, and at least four other members, two of whom must be student representatives. With the exception of student representatives, members must be individuals with research competence¹⁶. Both women and men must be appointed, unless extraordinary circumstances obtain. Members must be appointed in such a manner that they represent the field of responsibility of the recruitment group as broadly as possible in terms of academic and teaching competence and in general. Student representatives are to be appointed by the relevant student union.

§ 72 An application that arrives later than the application deadline may be considered if this can be done without inconvenience and is in the best interest of the University.

6.4.2 Methods of Selection

§ 73 The assessment of academic merits constitutes the foundation of teacher recruitment. A proposal for a holder of an appointment must be preceded by statements from referees and interviews, unless this is manifestly unnecessary. Further methods of selection may be used. More detailed descriptions of selection methods are found in the Procedural Guidelines.¹⁷

¹⁶ Rules of Procedure for Uppsala University. UFV 2011/1724

¹⁷ UFV 2011/1525

§ 74 Domain/faculty boards may decide to provide referees with instructions for selecting a leading group of applicants comprising those applicants who are considered to fulfil the requirements in the best way, and to submit referee statements containing assessments and rankings for this leading group alone.

6.4.3 Referees

§ 75 Domain/faculty boards decide what referees are to be appointed.

§ 76 In appointing and promoting an individual to professor (including adjunct professor or visiting professor), senior lecturer (including adjunct senior lecturer) and associate senior lecturer at least two referees from other higher education institutions or the equivalent must be engaged to assess the expertise of applicants, unless this is manifestly unnecessary. In appointing a postdoctoral research fellow, at least one referee from another higher education institution or the equivalent must be engaged to assess the expertise of applicants.

§ 77 Guidelines for engaging referees and instructions for referees should be issued by the domain/faculty board for the purpose of rationalising and assuring the quality of the work of the referees.

§ 78 Proposals for individuals to serve as referees may be made as early as when the appointment profile is decided.

§ 79 Referees must be particularly knowledgeable in the subject area. Working independently, they must each present an account of the expertise of the applicants that should primarily be considered for the appointment, rank them in relation to each other, and justify their choice. If two or more applicants are judged to be equally qualified for the post, they may be given the same ranking.

§ 80 Consideration must always be given to the possibility of calling in a special referee to assess teaching expertise and, where relevant, other special expertise.

§ 81 Referees must not attend the part of the preparatory work which is devoted to final deliberations regarding proposals and decisions.

6.4.4 Assessment of Qualifications

Chapter 12, Article 5, Instrument of Government

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

When making appointments to posts within the State administration, only objective factors, such as merit and competence, shall be taken into account. (SFS 2010:1408)Section 4, Public Employment Act

Section 4, Public Employment Act

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. (SFS 1994:260)

Sec 4, Employment Ordinance

When making appointments, in addition to competence and merit, the authority must also pay attention to objective grounds that are in line with the general objectives of labour market, gender equality, social and employment policy. (SFS 1994:373)

§ 82 An assessment of qualifications entails a qualitative holistic assessment of the applicant's qualifications in relation to the appointment profile. Referee statements constitute part of this holistic assessment.

§ 83 In an overall assessment of the applicant's qualifications, parental leave, part-time work

relating to care of children, union assignments, military service, or the like are to be regarded as work experience.

§ 84 The gender-equality aspect must be applied in an appointment if it is determined following a qualitative assessment that two applicants of different gender have equal or approximately equal qualifications and if either gender is under-represented (comprises less than 40% within the relevant category of posts and in the relevant workplace).

§ 85 The qualitative holistic assessment of qualifications of the individual proposed to fill the post must be stated and justified in the minutes. Gender-equality considerations following assessment of qualifications must also be stated and justified in the minutes.

6.5 Appointment and Promotion Decisions

Chapter 2, Section 13, Higher Education Ordinance

The vice-chancellor may delegate his/her duties, unless otherwise specifically provided. (SFS 1993:100)

Ch 4, Sec 13, Higher Education Ordinance

Teachers are employed by the decision of the vice-chancellor. Decisions concerning the appointment of professors may not be delegated. (SFS 2010:1064)

Ch 4, Sec 12 a, Para 1-2, Higher Education Ordinance

A teacher may be employed for an indefinite period but no longer than four years, with a view to the teacher obtaining an opportunity to develop his or her independence as a researcher and obtain qualifications which can qualify the person in question for another teaching position requiring higher qualifications. The appointment may be renewed if, owing to the teacher's sickness absence, parental leave or other special reasons, additional time is required to achieve the objective of the appointment. The total period of employment may not, however, exceed six years. In other respects the post is subject to the provisions of the Employment Protection Act (1982:80).

Exemptions may be made from the first paragraph through a collective agreement entered into or approved by a central employee organization. (SFS 2012:523)

Ch 4, Sec 12 b, Para 1, Higher Education Ordinance

If a teacher has had an appointment for a fixed period in accordance with section 12 a at a higher education institution, an agreement on employment for a fixed term under section 5 of the Employment Protection Act may not be entered into between the higher education institution and the teacher within six months from the termination of employment in accordance with Sec 12a.. Exceptions from the first paragraph may be made through collective agreements entered into or approved by a central employee organization. (SFS 2012:523)

§ 86 If a head of department intends to make an appointment decision in conflict with the proposal from the domain/faculty board and/or recruitment group/equivalent, he or she must first consult with the dean/vice-rector and the vice-chancellor.

§ 87 An appointment with the objective of obtaining qualifications¹⁸ may be made for either a post as an associate senior lecturer or a post as a postdoctoral research fellow. Such appointments may not be combined.

§ 88 If a person employed as postdoctoral research fellow at Uppsala University applies for and is offered a post as associate senior lecturer, the employment as postdoctoral research fellow may be changed into employment as associate senior lecturer within the framework of the on-going employment. However, the total period of employment for the post with the objective of obtaining qualifications may be at most four years.¹⁹ Employment as an associate senior lecturer may not be changed into employment as a postdoctoral research fellow.

§ 89 A person employed as an associate senior lecturer or a postdoctoral research fellow at Uppsala University may not be re-employed as an associate senior lecturer or postdoctoral research fellow at Uppsala University.

¹⁸ Chapter 4, Section 12 a, Higher Education Ordinance

¹⁹ Employment with the objective of obtaining qualifications under Chapter 4, section 12 a, of the Higher Education Ordinance. (SFS 2012:523)

6.6 Appeal

Chapter 12, Section 2, Paragraph 1 (1), Higher Education Ordinance

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

1. a decision relating to employment at a higher education institution, with the exception of appointment to a doctoral studentship.

[...] (SFS 2010:1064)

Ch 12, Sec 5, Higher Education Ordinance

No appeals are allowed against decisions of the Higher Education Appeals Board. (SFS 2002:81)

§ 90 An appeal is prepared by the Legal Affairs Division, which obtains an explanation from the employee, a statement regarding the appeal from the body issuing the proposal, and, where relevant, a statement from the head of department. The appeal is presented at the Vice-Chancellor's Meeting, whereupon the vice-chancellor issues a statement to the Higher Education Appeals Board.

6.7 Discontinuing an Appointment Procedure

Section 21, Paragraph 2, Employment Ordinance

No appeal may be made against an authority's proposal to appoint an employee or decision to discontinue an appointment procedure. (SFS 2007:837)

§ 91 An appointment procedure may be discontinued if special reasons obtain. Such a decision must be in writing and may only be made by a person authorised to make decisions about appointments.

6.8 Nomination for an Appointment as Professor

Chapter 4, Section 7, Higher Education Ordinance

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

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

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

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

Ch 4, Sec 3, Higher Education Ordinance

A person who has demonstrated both research and teaching expertise shall be qualified for employment as a professor except in disciplines in the fine, applied or performing arts. [...]. (SFS 2010:1064)

§ 92 A nomination procedure is to be used as an instrument for particularly strategic recruitments and may only be used if both the subject area and the person to be nominated are deemed to be of particularly strategic importance to a certain field of activities at the University. A nomination procedure is to be used restrictively.

§ 93 Consultation shall take place with the vice-chancellor before the procedure is initiated.

§ 94 Only those who meet the requirements for appointment as professor may be nominated. In nominations of individuals to a post as professor, it must normally be manifestly unnecessary to obtain referee assessments regarding expertise. If this is not the case, at least two referees from other higher education institutions or equivalent must be engaged for the purpose of assessing the expertise of the individual to be nominated.

§ 95 The nomination procedure shall not be subject to any such information as stated in Section 6,

paragraph 1, of the Higher Education Ordinance (1994:373).²⁰

§ 96 The appointment decision must be made public with information about appeal.²¹

§ 97 Nomination procedures must be followed up annually at pan-University level in terms of the practice from employer perspectives such as gender equality.

6.9 Fixed-Term Appointments

Chapter 4, Section 9, Higher Education Ordinance

A teaching post may be limited to a fixed term pursuant to the Employment Protection Act (1982:80), if this does not involve appointment as a professor (including adjunct and visiting professor). In addition the provisions of Sections 10-12 shall apply to fixed-term appointments. (SFS 2010:1064)

Ch 4, Sec 10, Higher Education Ordinance

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

Ch 4, Sec 11, Higher Education Ordinance

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). (SFS 2010:1064)

Ch 4, Sec 12, Higher Education Ordinance

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). (SFS 2010:1064)

Ch 4, Sec 12 a, Para 1-2, Higher Education Ordinance

A teacher may be employed for an indefinite period but no longer than four years, with a view to the teacher obtaining an opportunity to develop his or her independence as a researcher and obtain qualifications which can qualify the person in question for another teaching position requiring higher qualifications. The appointment may be renewed if, owing to the teacher's sickness absence, parental leave or other special reasons, additional time is required to achieve the objective of the appointment. The total period of employment may not, however, exceed six years. In other respects the post is subject to the provisions of the Employment Protection Act (1982:80).

Exemptions may be made from the first paragraph through a collective agreement entered into or approved by a central employee organization. (SFS 2012:523)

Section 5, Employment Protection Act

A contract of employment for a fixed term may be concluded

1. for a general fixed-term employment,
2. for a temporary substitute employment,
3. for a seasonal employment, and
4. when the employee has attained the age of 67.

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

Section 6, Employment Protection Act

A contract for probationary employment of a limited duration may also be entered into, provided that the probationary period does not exceed six months. (SFS 1994:1685)

§ 98 Recruitment to fixed-term appointments must be used with caution, against the background of the right to appointment for an indefinite term that may arise from multiple fixed-term appointments.

²⁰ Declaration of vacancy, in an earlier formulation in the Higher Education Ordinance.

²¹ The appeal information is worded as follows: "This decision may be appealed against to the Higher Education Appeals Board by the person the decision concerns."

§ 99 In appointments to posts comprising no more than two years as a substitute or general fixed-term appointment, a simplified appointment procedure may be used, entailing that referee assessment may be excluded.

§ 100 Fixed-term appointments, comprising a period of no more than one year, such as a substitute or general fixed-term appointment²² do not need to be advertised.

§ 101 The individual in charge of the appointment (head of department/equivalent) must ensure that a fixed-term appointment as a teacher does not continue so long that it will be converted to an indefinite-term appointment under the Employment Protection Act without having been advertised and filled in accordance with a refereed procedure. If this nevertheless happens, the recruitment group/equivalent must assess whether the individual fulfils the qualifications for the appointment.

§ 102 Fixed-term appointments that are not advertised externally must always be advertised internally.

6.10 Adjunct Teachers

Chapter 3, Section 3, Higher Education Act

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

A professor may be employed for a fixed term, if the appointment concerns: [...]

2. an adjunct post at a higher education institution for someone mainly employed outside the higher education sector (adjunct professor) [...]. (SFS 2010:701)

Ch 4, Sec 11, Higher Education Ordinance

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). (SFS 2010:1064)

§ 103 In appointing an adjunct teacher an agreement must be entered into between Uppsala University and the primary employer. The agreement must contain the conditions for the appointment, e.g. duties, wage costs and other costs, resources in the form of premises and equipment, ownership of findings, right of publication, and secrecy.

²² No more than two years under Section 5 of the Employment Protection Act.

7 Statutes and agreements cited

Anställningsförfordning (1994:373)	Employment Ordinance
Allmänt löne- och förmånsavtal (Centrala avtal 2008:1)	General Agreement on Wages and Benefits
Anställningsordning för Uppsala universitet	Appointment Regulations for Uppsala University
Diskrimineringslag (2008:567)	Discrimination Act
Förvaltningslag (1986:223)	Administrative Procedure Act
Högskoleförfordning (1993:100)	Higher Education Ordinance
Högskolelag (1992:1434)	Higher Education Act
Lag (1982:80) om anställningsskydd	Employment Protection Act
Lag (1994:260) om offentlig anställning	Public Employment Act
Regeringsformen (1974:152)	Instrument of Government
Äldre förvaltningslagen (1971:290)	Earlier Administrative Procedure Act

8 Wordlist

Below are definitions of some concepts that have been changed in the present Appointment Regulations in relation to the previous Appointment Regulations. The wordlist does not claim to constitute an exhaustive list of words in the field.

Advertising (*Annonsering*)

Advertising entails publication of a vacancy announcement in the daily press, professional press, and on the web.

Posting (*Anslag*)

The authority's decisions regarding appointments (who has been appointed) must be posted on the notice board at the authority. This posting must contain information about what day the decision was posted on the notice board, whether and how the decision may be appealed, and any dissenting views recorded in the minutes or other documents.²³

Information

Information about an appointment is the concept in the Employment Ordinance that, as of 1 January 2011, has replaced the concept of *declaring a post vacant* in the older Higher Education Ordinance (SFS 1993:100). The Employment Ordinance now applies also to teachers. All earlier regulations regarding declaring a post vacant have been removed in the current Higher Education Ordinance.

Declaring a post vacant (*Ledigungörande*)

Declaring a post vacant entails the procedure that up to 31 December 2010 meant that a vacant teaching post had been put up (posted) on the authority's notice board. The procedure was regulated by the Higher Education Ordinance.

Decree (*Kungörelse*)

By *kungörelse* was meant the document that was previously posted on the notice board at the authority.

Declaring a post vacant (*Utlysning*)

Utlysning is synonymous with *ledigungörande*. Both concepts are officially abolished. The word *utlysning* is still in use in the Appointment Regulations because the concept is generally known and accepted, meaning that a vacant post has been exposed to competition in that many individuals have the opportunity to apply for it. This is done through the appointment information in the manner stated in Section 6.3 in these Appointment Regulations.

Gender Balance (*Jämn Könsfördelning*)

Gender balance is achieved when either gender is represented by at least 40 % of the employees at a workplace within a position category.²⁴

²³ Sections 7-8 Employment Ordinance (SFS 1994:373)

²⁴ Bill proposing the Gender Equality Act 1978/79:175

Appendix 1 Transitional Provisions concerning the Ordinance on Amendments to the Higher Education Ordinance²⁵

The Government and Parliament have decided on transitional provisions for the Higher Education Ordinance. The respective regulations in the Ordinance are cited below. After each citation the content of the provisions is specified.

1. This ordinance shall enter into effect on 1 January 2011.
2. The earlier provisions in Chapter 4, Section 30, Paragraphs 1-5, 8 & 9, shall, except for the regulations on extension of fixed-term appointments, apply to those who prior to 1 January 2011 have been appointed for a fixed term pursuant to these provisions. These are to apply for as long as the appointment continues. In dealing with a case involving transition from a fixed-term appointment to an appointment for an indefinite period pursuant to the earlier provisions in Chapter 4, Section 30, Paragraph 5, the earlier provisions laid down in Sections 7, 8, 9 & 28 shall be applied. (SFS 2010:1064)

The following applies as of 1 January 2011 regarding fixed-term teaching appointments under the earlier wording of the Higher Education Ordinance (1993:100).

- **Adjunct teacher (adj. professor, adj. senior lecturer, adj. lecturer)**
- **Senior lecturer and lecturer: appointment one year, the first time someone is appointed as such**
- **Senior lecturer and lecturer:** appointment three years for someone employed at another higher education institution
- **Senior lecturer and lecturer:** appointment one year, may be renewed one further year, for those not meeting qualifications (for example, lacking teacher training). May be converted to appointment for an indefinite period upon request
- **Hourly teacher** appointment no more than one year, may be renewed
- **Visiting teacher** appointment until further notice, though no longer than to a certain date, may be renewed, total appointment period no more than five years
- **Teacher in disciplines in the fine, applied or performing arts**

Main rule: If the date of appointment occurs (appointment commences) prior to 1 January 2011, earlier regulations apply.

Exception: Appointments under current regulations may not be renewed after 31 December 2010.

Transition to indefinite-term appointment from fixed-term appointment for those not meeting the qualifications (senior lecturer and lecturer) may be effected during 2011 in accordance with earlier regulations.

²⁵ Higher Education Ordinance 1993:100. (SFS 2010:1064) Transitional Provisions.

3. The earlier provisions in Chapter 4, Section 8 a, and Chapter 4, Section 30, Paragraph 6, a on fixed-term appointment as an associate senior lecturer may be applied until the end of September 2011.
4. In cases concerning those appointed as associate senior lecturers before October 1, 2011, the earlier provisions in Chapter 4, Section 30, Paragraph 6, shall apply for as long as the appointment continues. Such appointments may be renewed in accordance with earlier provisions (SFS 2010:1064)

Associate senior lecturers may be appointed under earlier regulations up to 30 September 2011. Regarding those appointed prior to 1 October 2011 the appointment may be extended one more year, as long as the appointment continues (associate senior lecturer who has been teaching more than 25 % of his/her workload).

5. The earlier provisions in Chapter 4, Section 10, and Chapter 4, Section 10, Paragraph 7, on fixed-term employment as a postdoctoral research fellow may be applied until the end of September 2011.
6. In cases concerning those appointed as postdoctoral research fellows prior to 1 October 2011 the earlier provisions in Chapter 4, Section 30, Paragraph 7, shall apply for as long as the appointment continues. Appointments of this kind may be extended pursuant to the earlier provisions. (SFS 2010:1064)

Postdoctoral research fellows may be employed under earlier regulations up to 30 September 2011. Appointments of this kind may be extended as long as the appointment continues.

7. The earlier provisions in Chapter 4, Sections 5-8a, 11-13a, 20-23 & 24a-28, shall apply to cases of promotion submitted to a higher education institution but not completed before 1 January 2011. In applying the earlier provisions the tasks for which a faculty board or corresponding body is responsible shall instead be dealt with by the individuals or groups of individuals decided by the higher education institution. (SFS 2010:1064)

Promotion matters: Earlier provisions regarding qualifications (professor, senior lecturer, associate senior lecturer), promotion (to professor, to senior lecturer) and preparations shall apply regarding promotion matters begun but not completed prior to 1 January 2011. Regarding preparatory work, tasks previously assigned to the faculty board will be dealt with instead by the individuals or groups of individuals decided by the higher education institution.

8. If an appointment procedure for a teacher in cases other than those referred to in item 7 above has begun but not been completed before 1 January 2011, the earlier provisions in Sections 2, 5-10, 15, 20-22, 24, 24a and 26-30 apply to the procedure. In applying the earlier provisions the tasks for which a faculty board or corresponding body is responsible shall instead be dealt with by the individuals or groups of individuals decided by the higher education institution. (SFS 2010:1064)

Appointment procedure: In other matters (not promotion, see above) that have begun but not been completed prior to 1 January 2011 earlier provisions shall be applied regarding combined appointments, qualifications, assessment criteria, preparation, and form of appointment. The tasks

previously assigned to the faculty board will instead be dealt with by the individuals or groups of individuals decided by the higher education institution.

9. In cases involving those who pursuant to item 8 above [*paragraph 7 above in this document*] were appointed after 1 January 2011 by virtue of the earlier provisions in Chapter 4, Section 30, Paragraphs 1-5, 8 and 9, these earlier provisions are to apply for as long as the appointment continues. The earlier provisions in Chapter 4, Section 30, Paragraphs 1, 2, 5, 8 and 9, on extension of fixed-term appointments and conversion of fixed-term appointments to appointments for an indefinite period shall not, however, apply. (SFS 2010:1064)

Appointments in matters pursuant to paragraph 9 above that have begun but not been completed prior to 1 January 2011 and in which appointment is made after 1 January 2011. Earlier provisions are to apply as long as the appointment continues.

- The earlier provisions regarding fixed-term appointments apply to:
- Adjunct professors, adjunct senior lecturer, and adjunct lecturers
- Appointment one year as senior lecturer or lecturer (first appointment as)
- Appointment three years as senior lecturer or lecturer (employed by other higher education institution)
- Appointment one year of senior lecturer or lecturer who does not meet qualifications
- Hourly teachers
- Visiting teachers (incl. visiting professors under Chapter 3, Section 3, Paragraph 3, of the Higher Education Act)
- Teachers disciplines in the fine, applied or performing arts

Exceptions: The earlier provisions regarding renewal of appointment and transition to indefinite-term appointment shall not, however, apply for (see also p. 2 above):

- Adjunct professors, adjunct senior lecturers and adjunct lecturers
- Appointment for one year (with a one-year extension) of senior lecturers and lecturers who do not meet qualifications
- Hourly teachers
- Visiting teachers (senior lecturers and lecturers)
- Teachers in disciplines in the fine, applied or performing arts

Notice: Please note that regarding appointments as adjunct professor, visiting professor and teacher in artistic activities, there are new provisions in the Ordinance on Amendments to the Higher Education Ordinance. (SFS 2010:1064)

10. In calculating the length of employment of a teacher in the fine, applied and performing arts as laid down in Chapter 4, Section 10, in the new provisions, the length of employment as a teacher in the fine, applied and performing arts pursuant to the earlier regulations in Chapter 4, Section 30, Paragraph 1, is to be taken into account.

11. In calculating the length of employment of an adjunct professor as laid down in Chapter 4, Section 1, in the new provisions, the length of employment as an adjunct professor pursuant to the earlier regulations in Chapter 3, Section 30, Paragraph 2, is to be taken into account.
12. In calculating the length of employment of a visiting professor as laid down in Chapter 4, Section 12, in the new provisions, the length of employment as a visiting professor pursuant to the earlier regulations in Chapter 4, Section 30, Paragraph 9, is to be taken into account. (SFS 2010:1064)

Calculating length of employment under the new provisions: Time of employment under earlier provisions must be counted in the time for fixed-term appointment under the new provisions for appointment as

- Adjunct professor
- Visiting professor
- Teacher in artistic activities

Example: Under current provisions an appointment as adjunct professor may be limited in time to no more than twelve years. If an individual has been employed as an adjunct professor under earlier provisions for six years, the individual may be employed for no more than six more years.

Example: Under current provisions an appointment as visiting professor is limited in time to five years. If an individual has been employed as visiting professor (visiting teacher) under the earlier provisions for five years, the individual may not be employed as visiting professor.

13. 13. The earlier provisions in Chapter 12, Section 2, continue to apply to decisions issued by virtue of earlier provisions. (SFS 2010:1064)

Appeals: Earlier provisions regarding appeals are to apply regarding appointments created pursuant to the earlier provisions.