

# Rules of Appointment at Linköping University with effect from 8 June 2022

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# Rules of Appointment at Linköping University

## 1 Introduction

These rules of appointment regulate employment as a teacher at Linköping University (LiU) and describe the categories of teacher that exist, the assessment criteria that apply, and how cases of recruitment and promotion of teachers are to be managed.

The University Board has approved rules of appointment on a number of occasions since 1998, as is required by Chapter 2, Section 2, Point 9 of the Higher Education Ordinance (1993:100, HF).

## 2 Teacher categories

### 2.1 Teacher categories at LiU

Chapter 3, Section 2 of the Higher Education Act (1992:1434, HL) states that professors and associate professors shall be employed at the institutions of higher education to conduct teaching and research.

Chapter 3, Section 6 of HL states that unless otherwise stipulated by regulations issued by the government, each higher education institution shall itself decide which categories of teachers, apart from professors and associate professors, shall be employed there, and the qualifications and assessment criteria that are to apply to the appointment of such teachers.

The following categories of teacher are employed at LiU:

- lecturer
- postdoc
- assistant professor
- associate professor
- senior associate professor
- professor
- adjunct lecturer, adjunct associate professor, adjunct senior associate professor, and adjunct professor
- visiting lecturer, visiting associate professor, visiting senior associate professor, and visiting professor
- part-time fixed-term teachers

## **2.2 Combined employment with healthcare authority**

Chapter 3, Section 8 of HL states that the Government or an agency designated by the Government may stipulate regulations 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. Only a person qualified for both appointments may hold a combined post.

The regulations that apply to teaching appointments shall also apply to those appointments that are to be combined with a teaching post.

Prior to an appointment to a teaching post, the healthcare authority shall be enabled to make representations, if the position is to be combined with a post in a healthcare facility.

A higher education institution may, with the consent of a healthcare authority as specified in Chapter 3, Section 8 of HL, according to Chapter 4, Section 2 of HF, decide that an appointment as a professor or associate professor at the institution of higher education shall be combined with employment at a healthcare unit designated to conduct medical training and research within the scientific field of medicine. Odontological training and research shall be considered training and research at such a unit.

## **2.3 Duties**

Chapter 3, Section 1 of HL states that the duties assigned to teaching staff may include education or research, and administrative tasks. Teachers are also responsible for monitoring developments within their subject areas and developments in the wider community that are significant to their role as a teacher at a higher education institution.

The university's collective agreement on teachers' working hours describes teachers' duties in more detail.<sup>1</sup>

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<sup>1</sup> Avtal om arbetstid för lärare, doktorander, kliniska assistenter och amanuenser vid Linköpings universitet, Ref. no. LiU-2017-01688

### **3 Recruitment, descriptions**

#### **3.1 General grounds for assessment for the appointment of teachers**

As grounds for assessment when appointing a teacher, the level of research, teaching and administrative proficiency and leadership ability, together with other expertise (clinical and technical) required for eligibility for the appointment shall apply, with consideration to the subject area and the duties associated with the appointment. In addition, the level of proficiency in developing and managing activities and co-workers and the ability to collaborate with society and provide information about research and development work, as well as the general ability to ensure that research results benefit society, shall be taken into account. The grounds for assessment specified below apply at the university:

- Research proficiency is demonstrated through original research resulting in publication, through planning and managing research and doctoral studies. Research proficiency can also be demonstrated through the ability to achieve results in research through collaboration with other teachers and through the ability to provide information about research. A further ability that can demonstrate research proficiency is that of obtaining external research grants.
- Teaching proficiency is demonstrated through the ability to convey relevant knowledge and skills, to stimulate students such that they drive their own learning process, to create engagement and interest in the subject area, and the ability to structure and organise both the content and forms of work in relation to the goals of the subject area. In addition, teaching proficiency shall be demonstrated through the ability to contribute to the development and renewal of education, including doctoral studies, and the ability to reflect on the applicant's own attitude to education and the results of the work.
- Collaboration with society is an integral part of the research and educational mission of the higher education institution, where the ability to use collaboration with society as a means to raise the quality of the education and research, its relevance, dissemination, accessibility and application may constitute grounds for assessment.

Collaboration within education is demonstrated through the ability to plan, arrange and carry out productive collaboration in an educational context, with the aim of ensuring the relevance of the education and its role in preparing for professional life.

Collaboration within research is demonstrated by the ability to disseminate, make available and translate research through the production and dissemination of popular scientific material, collaborative projects with external non-academic actors, commissioned consulting as expert, mobility projects, commercialisation, and activities undertaken within the framework of permitted incidental employment.

- Administrative proficiency and leadership are demonstrated through the ability to plan, organise and develop activities and co-workers.
- Other professional ability is to be demonstrated through experience, education and advanced education, together with development and leadership experience within the profession.
- Clinical ability is demonstrated through experience, education and advanced education, together with development and leadership experience in the profession.
- Technical ability is demonstrated through the documented ability to plan, organise and make accessible complex technical infrastructure and in this way make research and education in collaboration with teachers and external users possible.
- Artistic proficiency is demonstrated through artistic production, and by reflection within the relevant artistic field. Criteria for the assessment are constituted by, for example, artistic depth, expression, originality and the quality and extent of relevant artistic production.
- The requirement of the ability to teach in Swedish and/or English may, based on the description of duties, constitute a ground for assessment for all teacher appointments. See the decision that concern guidelines relating to language.<sup>2</sup>

### **3.2 Employment profile**

Until further notice, the appointments board is to determine the employment profile as lecturer, assistant professor, associate professor, senior associate professor and professor. The appointments board is to determine also the employment profile for fixed-term employment, and for temporary employment as lecturer and associate professor longer than 11 months. The employment profile is

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<sup>2</sup> Beslut om riktlinjer för språkanvändning inom universitetet, Ref. no. LiU-2010-00626

to be determined by the appointments board also for employment as adjunct associate professor, adjunct senior associate professor, adjunct professor, visiting associate professor, visiting senior associate professor and visiting professor.

Before a position is publicly announced as open for application, the appointments board shall determine the subject area for the position, alongside any relevant specialisation, and specify the qualification requirements. Furthermore, the appointments board shall, on the basis of the duties that the position will involve, decide on the various grounds for assessment to be used and how they are to be weighed against each other.

### **3.3 Appointments procedure**

#### **3.3.1 Information of situations vacant**

Section 6 of the Employment Ordinance (1994:373, AF) states that a government agency that intends to recruit an employee must provide information about this in a suitable way so that those who are interested in the position can notify the agency within a certain time. All situations vacant are to be published on the LiU website under "Vacancies", and on the website of Arbetsförmedlingen, the Swedish Public Employment Service<sup>3</sup>. Further publication channels may be used. All announcements of situations vacant published on the LiU website are to be written in Swedish, and in general will also be published in English.

Section 6 of AF states that it may not be necessary to provide information about a situation vacant if there are special reasons against this. The application of such special reasons that allow an exception to be made about announcing situations vacant at LiU is to extremely restrictive, and each case must be individually assessed.

#### **3.3.2 Information about decision taken**

Section 7 of AF states that government agencies are obliged to post information about employment decisions taken, i.e. to inform the public about when a decision to employ a person has been taken. This obligation, however, applies only if the length of the employment will exceed six months. At LiU, however, all employment decisions are to be posted, without taking Section 7 of AF into consideration. Thus, this applies also to positions that are shorter than six months. The reason for this is that appeals may be filed against employment decisions during their complete period if they are not publicly announced.

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<sup>3</sup> Förordning (1984:819) om statliga platsanmälningar



Information about all employment decisions is to be made available for a three-week period on the LiU official noticeboard. This is the case independently of whether announcement as specified by Section 6 of AF has taken place, or whether special reasons for exception from announcement have been applied. Employment decisions that have come about as a result of promotion are also to be posted on the noticeboard.

### **3.4 Preparation of appointment matters**

#### **3.4.1 The appointments board**

The university has, in accordance with its rules of procedure, established specific appointments boards. For the appointments board, the instructions issued by the vice-chancellor with the observance of the provisions of HL, HF and the current rules of appointment apply.

Chapter 4, Section 5 of HF states that if a group of persons is to submit proposals for applicants who should be considered for an appointment as a teacher, then women and men shall be equally represented in the group. This provision, however, does not apply if special circumstances prevail.

#### **3.4.2 Expert assessment**

Chapter 4, Section 6 of HF states that for the appointment of a professor (including adjunct professor and visiting professor), an external expert assessment of the applicant's proficiency shall be obtained, unless this is clearly unnecessary for the testing of proficiency. If an assessment is obtained from two or more persons, women and men must be equally represented. This provision, however, does not apply if special circumstances prevail.

The appointments board may for each individual appointment case decide for which ground(s) of assessment an assessment must be obtained.

Unless it is clearly unnecessary for the testing of proficiency, the appointments board shall base its decision on assessments from at least two persons who are particularly familiar with the subject area (and any relevant specialisation) associated with the appointment. This applies when offering employment and deciding on promotion to employment as professor, senior associate professor, associate professor and assistant professor (including adjunct senior associate professor, adjunct associate professor and corresponding visiting positions).

In cases that deal with the above-mentioned offers of employment and promotions, assessments are to be obtained from persons who are employed by other bodies than LiU.

When an external expert assessment is obtained from two or more people, both men and women must be represented, unless there are exceptional grounds.

The external experts shall submit a written assessment to the appointments board. They shall in this assessment describe the expertise of all qualified applicants. Further, the external experts are to specify a ranking for the applicants who should be given primary consideration for the appointment, and justify this choice. The appointments board may, however, decide that the written assessment should not specify a ranking for the applicants who should be given primary consideration for the appointment.

In cases where only one proficient and qualified person applies for an appointment and the appointments board establishes that the applicant meets the eligibility requirements for the appointment, no external assessment need be obtained.

For an application for a proficiency test for promotion, the external assessment shall state whether or not the applicant meets the academic requirements for promotion.

#### 3.4.3 Assessment by the appointments board

The appointments board shall submit a proposal for the applicant who should be given primary consideration for an appointment.

Under exceptional circumstance, the proposal may concern further applicants who should be considered, as well as an order of preference. In the proposal, the appointments board shall present its assessment of each of the proposed applicants' proficiency in an overall summary of the grounds for assessment.

Chapter 1, Section 5 of HL states that gender equality between women and men must always be considered and promoted in the activities of institutions of higher education. For an appointment, a person of an underrepresented gender with generally comparable merits may be proposed as a preferred candidate in preference to a person of the opposite gender who would otherwise have been proposed. If both women and men have applied for the position, the proposal must also state how the gender equality perspective has been observed.

Before a teacher is given combined employment such as is described in Chapter 4, Section 2 of HF, the higher education institution shall, according to Chapter 4, Section 8 of HF give the healthcare authority an opportunity to make a statement in the matter. It is the task of the appointments board to obtain such a statement before a proposal for the preferred candidate is submitted.

#### 3.4.4 Decisions for employment and promotion

Chapter 4, Section 13 of HF states that teachers are to be employed according to a decision of the vice-chancellor. Decisions concerning the appointment of a professor may not be delegated.

If the vice-chancellor finds that a senior associate professor, associate professor, assistant professor or lecturer does not meet the requirements for promotion, the application for promotion shall be rejected through a specific decision. It is possible for the applicant to address a statement to the vice-chancellor before the vice-chancellor reaches a decision to deny the application for promotion.

### 3.5 Course in teaching and learning in higher education

The overall goal of the course in teaching and learning in higher education, which forms part of the required qualifications of employment, is stated by the Association of Swedish Higher Education (SUHF) to be (in addition to the general goals given in Chapter 1, Section 9, HL): that “the participant is to demonstrate knowledge, skills and an approach to the task as a basis for professional work as a teacher at a higher education institution within the chosen field of activity, and to participate in the development of higher education.” Seven subgoals within the overall goal have been defined. The SUHF recommendations also emphasise the importance of the participant starting to collect a portfolio of educational accomplishments and have presented an independent thesis or other work that deals with education and learning within the chosen field of activity. This work should be related to relevant research in educational science and/or subject-specific research. The SUHF recommendation no. 2016:1 is that the extent should be at least 10 weeks of full-time study, corresponding to 15 credits.

In order for a teacher at LiU to achieve the skills and knowledge described above, several courses are offered within the framework of the university’s internal higher education teaching activities (Didacticum) several courses in teaching in higher education, the goals of which agree with the recommendations issued by SUHF.

### 3.6 Forms of employment

#### 3.6.1 Employment of teachers

At LiU, teachers should primarily be employed with indefinite-term employment.

Chapter 4, Section 9 of HF states that an appointment as a teacher may, however, be subject to a time limit in accordance with the Employment Protection Act (1982:80, LAS) if this does not concern the appointment of a professor (including adjunct professor and visiting professor), or unless otherwise specified in Chapter 4, Section 12b of HF. In addition, Sections 10-12a of HF apply to employment subject to a time limit.

### 3.6.2 Lecturer

At LiU, lecturers should primarily be employed with indefinite-term employment. LAS states that fixed-term employment should be used for lecturers restrictively.

### 3.6.3 Postdoc

A postdoc may be employed for an indefinite period but must be employed for a minimum of two and maximum of three years. The employment may be extended if necessary for the employment to fulfil its purpose. However, the total length of employment must not exceed three years. The employment shall be full time.

In exceptional circumstances, and if necessary for the employment to fulfil its purpose, the employment may be extended further. Exceptional circumstances can include: sick leave, positions of trust in trade unions, military service or similar circumstances, as well as clinical service or positions relevant to the postdoc's subject area.

When parental leave is taken, the employment shall be extended, and the extension shall at the very least be equivalent to the leave taken.<sup>4</sup>

A postdoctoral position may be time limited according to Section 5, Point 1 of the LAS. However, the use of such time-limited positions should be sparing. The employment shall be full time.

### 3.6.4 Assistant professor

Chapter 4, Section 12a of HF states that an assistant professor may be employed on an indefinite-term contract, subject to a minimum duration of four years and a maximum duration of six years. This is to be decided by the university before the employment commences. The purpose of the employment is that the teacher is to be given the opportunity to develop independence as a researcher and to obtain both the research and teaching qualifications required for employment as associate professor.

Employment as assistant professor may be renewed, subject to a limitation of maximum duration two years, if, as a consequence of sickness absence, parental leave, or other special circumstances of the assistant professor, additional time is necessary in order to achieve the purpose of the employment. In other respects employment as assistant professor is subject to the provisions of LAS.

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<sup>4</sup> Avtal om tidsbegränsad anställning som postdoktor, 19 November 2021, and central collective agreement between the Swedish Agency for Government Employers and Public Employees' Negotiation Council (OFR), Saco-S and the Swedish Union for Service and Communications Employees.

Chapter 4, Section 12b of HF states that if a teacher has had a fixed-term employment at an institution of higher education according to Section 12a, a contract for fixed-term employment according to Section 5 of LAS may not be entered into between the institution of higher education and the teacher within six months of the termination of employment according to Section 12a of HF.

Exceptions may be made from the provisions of the above for an assistant professor through collective agreements made with or approved by a central employee organisation.

#### 3.6.5 Associate professor

At LiU, associate professors should primarily be employed with indefinite-term employment. Fixed-term employment as associate professor should be used restrictively.

#### 3.6.6 Senior associate professor

At LiU, senior associate professors should primarily be employed with indefinite-term employment.

#### 3.6.7 Professor

Chapter 3, Section 3 of HL states that a professor is to be employed with indefinite-term employment.

However, a professor may, according to same legal provisions, be employed on a fixed-term contract, if it is a case of:

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

#### 3.6.8 Teachers within artistic subjects

Chapter 4, Section 10 of HF states that teacher in artistic disciplines may be employed for an indefinite period, though not exceeding five years. Such a position may be extended. The total employment period must not exceed ten years. In other respects the post is subject to the provisions of LAS.

### 3.6.9 Adjunct lecturer, adjunct associate professor and adjunct senior associate professor

Adjunct lecturers, adjunct associate professors, and adjunct senior associate professors may be employed on indefinite-term contracts, subject to a maximum duration of two years. Such a position may be extended.<sup>5</sup>

### 3.6.10 Adjunct professor

Chapter 4, Section 11 of HF states that an adjunct professor shall be employed for an indefinite period, although such employment shall have a maximum duration. Such a position may be extended. The total employment period must not exceed twelve years. In other respects the post is subject to the provisions of LAS.

### 3.6.11 Visiting lecturer and visiting associate professor

A visiting lecturer or a visiting associate professor may be employed on a fixed-term contract according to Section 5, Point 1 of LAS.

### 3.6.12 Visiting senior associate professor

A visiting senior associate professor may be employed according to Section 5, Point 1 of LAS.

### 3.6.13 Visiting professor

Chapter 4, Section 12 of HF states that a visiting professor shall be employed for an indefinite period, although such employment shall have a maximum duration. Such positions may be renewed. The total employment period, however, must not exceed five years. In other respects the post is subject to the provisions of LAS.

### 3.6.14 Part-time fixed-term teachers

In exceptional circumstances, teachers may be employed on fixed-term contracts in individual cases, as specified in Section 5, Point 1 of LAS. Remuneration in such cases may be paid as hourly remuneration.

## 4 Employment as teacher

### 4.1 Lecturer

A person who has demonstrated teaching proficiency and been awarded a master's degree or has the equivalent expertise shall be qualified for appointment as a

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<sup>5</sup> Avtal om tidsbegränsad anställning som adjungerad lärare, 14 December 2011, and central collective agreements between the Swedish Agency for Government Employers and the Public Employees' Negotiation Council (OFR), Saco-S and the Swedish Union for Service and Communications Employees.

lecturer. A person who has demonstrated both artistic and teaching proficiency shall be qualified for appointment as a lecturer within an artistic discipline.

As grounds for assessment when appointing a lecturer, the level of proficiency required to qualify for the appointment shall apply. As much attention shall be given to the assessment of teaching proficiency as to other conditions of eligibility. In addition, the university shall decide which grounds shall be applied for the appointment as a lecturer.

A person appointed as a lecturer who has not undergone the course in teaching and learning in higher education equivalent to 12 credits, or who is not deemed to have acquired corresponding knowledge in some other way, must have completed this training within two years following the appointment.

#### **4.2 Postdoc**

A person who has been awarded a doctoral degree or has a foreign degree which is deemed to be equivalent to a doctoral degree is qualified for appointment to a postdoctoral position. This requirement must be met at the latest by the point of decision about the employment.

Candidates who have received their doctoral degree less than three years ago should be of primary consideration. When calculating these three years, the end point is the last application date for the postdoctoral position. However, under special circumstances, a candidate who received a doctoral degree earlier can also be considered. Exceptional circumstances can include: sick leave, parental leave, clinical duties, and positions of trust in union organisations or similar circumstances.<sup>6</sup>

A person appointed to a postdoctoral position who has not undergone the course in teaching and learning in higher education equivalent to 6 credits, or who is not deemed to have acquired corresponding knowledge in some other way, must have completed this training within one year following the appointment.

#### **4.3 Assistant professor**

For those employed as assistant professor whose employment process started on or after 1 April 2018 the following applies:

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<sup>6</sup> Avtal om tidsbegränsad anställning som postdoktor, 19 November 2021, and central collective agreement between the Swedish Agency for Government Employers and Public Employees' Negotiation Council (OFR), Saco-S and the Swedish Union for Service and Communications Employees.

Chapter 4, Section 4a of HF states that to be qualified for appointment as assistant professor, a person must have been awarded a doctoral degree or have the equivalent academic expertise. Priority shall be given to a person who has been awarded a doctoral degree or achieved equivalent academic expertise no more than five years before the deadline for applications for employment as assistant professor. A person who has been awarded a doctoral degree or has achieved equivalent expertise at a previous date may be considered in special circumstances. Special circumstances is here used to describe: sick leave, parental leave, and other similar circumstances.

Each institution of higher education shall decide the grounds that are to be applied for the appointment of an assistant professor. Chapter 4, Section 12c of HF states that before each such employment, the institution of higher education is also to specify the grounds for assessment that will be applied in a case concerning promotion to associate professor. The assessment criteria are described below in Section 5.2, Promotion.

A person appointed as an assistant professor who has not undergone the course in teaching and learning in higher education equivalent to 12 credits, or who is not deemed to have acquired corresponding knowledge in some other way, must have completed this training within two years following the appointment.

As grounds for assessment when appointing an assistant professor, the level of proficiency required to qualify for the appointment shall apply. As much attention shall be given to the assessment of teaching proficiency as to other conditions of eligibility. In addition, the university shall decide which grounds shall be applied for the appointment of an assistant professor.

#### **4.4 Associate professor**

Chapter 4, Section 4, Point 1 of HF states that those qualified for appointment as associate professor are

1. outside of artistic disciplines, the person must have demonstrated teaching proficiency and must have received a doctoral degree or have the equivalent academic expertise or other professional skill that is of significance with consideration for the subject relevant to the appointment and the associated duties, and
2. within artistic disciplines, the person must have demonstrated teaching proficiency, and must have received a doctoral degree in the arts, demonstrated artistic proficiency or retained other professional skill that is of significance with consideration for the subject relevant to the appointment and the associated duties.



Here, the definition of “equivalent academic expertise” is a documented foreign degree that is deemed to be at least equivalent to a doctoral degree.

The definition of “other professional skill” is relevant professional skill gained outside of higher education. Other professional skill can be considered as a condition of eligibility only for employment in which proven experience within a profession is important.

A person appointed as associate professor who has not undergone the course in teaching and learning in higher education equivalent to 12 credits, or who is not deemed to have acquired corresponding knowledge in some other way, must have completed this training within two years following the appointment.

Chapter 4, Section 4, Point 2 of HF states that as grounds for assessment when appointing an associate professor, the level of such proficiency as is required to qualify for the appointment shall apply. As much attention shall be given to the assessment of teaching proficiency as to other conditions of eligibility for the employment as associate professor. In addition, each institution of higher education shall decide which grounds shall be applied for the appointment of an associate professor.

#### **4.5 Senior associate professor**

A person who has demonstrated teaching proficiency and has been appointed as a docent or retains the equivalent academic expertise or other professional skill that is of significance with consideration for the subject relevant to the appointment and the associated duties shall be qualified for appointment as senior associate professor. A person who has demonstrated both artistic and teaching proficiency shall be qualified for appointment as senior associate professor in artistic disciplines.

As grounds for assessment when appointing a senior associate professor, the level of proficiency required to qualify for the appointment shall apply. As much attention shall be given to the assessment of teaching proficiency as to other conditions of eligibility for the employment as senior associate professor. In addition, the university shall decide which grounds shall be applied for the appointment of a senior associate professor.

A person appointed as senior associate professor at LiU who has not undergone the course in teaching and learning in higher education equivalent to 15 credits (including the respective faculty’s research supervisor study programme), or who is not deemed to have acquired corresponding knowledge in some other way, must have completed this training within two years following the appointment.

## **4.6 Professor**

### **4.6.1 Appointment as a professor**

According to Chapter 3, Section 2 of HL, employment as professor is the most senior teaching appointment.

Chapter 4, Section 3 of HF states that a person who has demonstrated both research and teaching skills shall be qualified for appointment as a professor, except in artistic disciplines. A person who has demonstrated both artistic skills and teaching skills shall be qualified for appointment as professor in artistic disciplines.

As grounds for assessment when appointing a professor, the level of proficiency required to qualify for the appointment shall apply. As much attention shall be given to the assessment of teaching proficiency as to the assessment of scientific proficiency.

A person appointed as professor at LiU who has not undergone the course in teaching and learning in higher education equivalent to 15 credits (including the respective faculty's research supervisor study programme), or who is not deemed to have acquired corresponding knowledge in some other way, must have completed this training within two years following the appointment.

### **4.6.2 Call to a professorship**

Chapter 4, Section 7 of HF states that a higher education institution may initiate a call to a professorship if the appointment of the person is of special significance for a specific activity there. If a higher education institution calls a person to an appointment, the reasons for the special significance of the appointment to the higher education institution shall be documented. Only those qualified for appointment to the post as specified in Chapter 4, Section 3 of HF may be nominated for appointment if the provisions for assessment by expert committee specified in Chapter 4, Section 4 of HF are to be applied.

The decision to call a person to a professorship is made by the vice-chancellor and cannot be delegated.

## **4.7 Other employment as teacher**

### **4.7.1 Adjunct teachers**

Adjunct teachers comprise adjunct lecturer, adjunct associate professor, adjunct senior associate professor and adjunct professor.

The appointment as an adjunct teacher is intended to enable the university to carry out teaching and research based on experience and proficiency that cannot be gained solely within the scope of an appointment at the university.

Chapter 3, Section 3 of HL and central collective agreements<sup>7</sup> state that an adjunct teacher must conduct the principal activity outside of the higher education sector.

An adjunct lecturer must meet the eligibility requirements for appointment as a lecturer. A person appointed as an adjunct lecturer shall conduct education primarily within the scope of the university's professional education and training. An adjunct associate professor must meet the eligibility requirements for appointment as an associate professor. An adjunct senior associate professor must meet the eligibility requirements for appointment as a senior associate professor. An adjunct professor must meet the eligibility requirements for appointment as a professor.

#### 4.7.2 Visiting teachers

Visiting teachers comprise the employed positions of visiting lecturer, visiting associate professor, visiting senior associate professor and visiting professor.

Appointment as a visiting teacher is intended to bring expertise and skill to the university not already available within the given subject area, and the visiting teacher shall contribute to the renewal, broadening and/or deepening of existing research and teaching. A visiting teacher's normal sphere of professional activity shall be within another Swedish or foreign educational institution.

A visiting lecturer must meet the eligibility requirements for appointment as a lecturer. A visiting associate professor must meet the eligibility requirements for appointment as an associate professor. A visiting senior associate professor must meet the eligibility requirements for appointment as a senior associate professor. A visiting professor must meet the eligibility requirements for appointment as a professor.

## 5 Promotion

### 5.1 From lecturer to associate professor

A lecturer with employment for an indefinite period at the university may, following application, be subject to a proficiency test and be promoted to associate professor if the person has:

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<sup>7</sup> Avtal om tidsbegränsad anställning som adjungerad lärare, 14 December 2011, and central collective agreements between the Swedish Agency for Government Employers and the Public Employees' Negotiation Council (OFR), Saco-S and the Swedish Union for Service and Communications Employees.

- been awarded a doctoral degree or has the equivalent academic expertise or other professional skills or has demonstrated artistic proficiency
- demonstrated continued research activity in their employment as a lecturer, through for example publications, participation in research projects or presentations at scientific conferences
- undertaken teaching activities to an extent of at least 1,700 hours in first, second and/or third-cycle studies
- demonstrated teaching proficiency through a variety of activities in education, including planning, practical application (teaching and examination) and evaluation, and has contributed to the development of teaching activities
- documented an ability for collaboration within education and/or research through work intended to develop contact with the surrounding society, and
- undergone the course in teaching and learning in higher education equivalent to 12 credits or is deemed to have acquired corresponding knowledge in some other way.

The subject area for the appointment as associate professor shall normally be the same as for the appointment as a lecturer.

A prerequisite for a proficiency test and promotion to an appointment as an associate professor is the need for an appointment as an associate professor in the subject area in question.

## **5.2 From assistant professor to associate professor**

For those employed as assistant professor whose employment process started on or after 1 April 2018 the following applies:

When it is judged that at most two years of the period of employment as assistant professor remains, the department, together with the assistant professor, is to evaluate progression relative to the requirements for promotion to associate professor. The purpose of this is to ensure that the assistant professor has been given the preconditions needed to satisfy the requirements. Such an evaluation is to be documented.

Chapter 4, Section 12c of HF states that an assistant professor who is employed at an institution of higher education according to Section 12a shall, after application, be promoted to associate professor at the institution of higher education, if this person

1. is qualified for employment as associate professor, and
2. has been assessed following a proficiency test to be suitable for such employment according to the grounds of assessment that the institution of

higher education has, in accordance with Chapter 4, Section 4a, second paragraph of HF, determined shall apply in the case of promotion to associate professor. Such a promotion will lead to employment for an indefinite period as associate professor.

An assistant professor with employment for an indefinite period at the university may, following application, be subject to a proficiency test and be promoted to employment as associate professor if this person has:

- continued to publish papers after being awarded a doctoral degree
- become established in the research community
- undertaken teaching activities to an extent of at least 1,700 hours in first, second and/or third-cycle studies
- demonstrated teaching proficiency through a variety of activities in education, including planning, practical application (teaching and examination) and evaluation, and has contributed to the development of teaching activities
- documented an ability for collaboration within education and/or research through work intended to develop contact with the surrounding society, and
- undergone the course in teaching and learning in higher education equivalent to at least 12 credits or is deemed to have acquired corresponding knowledge in some other way.

The subject area for the appointment as associate professor shall normally be the same as for the appointment as assistant professor.

### **5.3 From associate professor to senior associate professor**

An associate professor with employment until further notice at the university may, following application, be subject to a proficiency test and be promoted to employment until further notice as senior associate professor if this person:

- has been appointed as a docent or has the equivalent academic expertise or other professional or artistic proficiency
- has conducted nationally or internationally recognised independent research
- has, as the principal investigator or co-applicant, applied for and received external research grants, in competition with other Swedish or international applicants
- undertaken teaching activities to an extent of at least 3,400 hours in basic education (first and/or second cycle studies) and third-cycle studies
- demonstrated teaching proficiency through a variety of activities in education, including planning, practical application (teaching and examination) and evaluation, and has contributed to the development of teaching activities

- been a principal supervisor and/or assistant supervisor for doctoral student for at least two years
- demonstrated the ability to make new knowledge available to the surrounding society, in addition to the academic world, or has included societal needs in a context of research and/or education
- undergone the course in teaching and learning in higher education equivalent to 15 credits or is deemed to have acquired corresponding knowledge in some other way, and
- undergone the research supervisor study programme, including the relevant faculty's part of the research supervisor study programme, at Linköping University (to be included in the 15 credits mentioned above).

The subject area for the appointment as senior associate professor shall normally be the same as for the appointment as associate professor.

A prerequisite for a proficiency test and promotion to an appointment as senior associate professor is the need for an appointment as senior associate professor in the subject area in question.

#### **5.4 From senior associate professor to professor**

A senior associate professor with employment until further notice at the university may, following application, be subject to a proficiency test and be promoted to employment until further notice as professor if this person:

- demonstrates further development of independence as a researcher or other professional or artistic skill beyond the requirements for appointment as senior associate professor
- is responsible for nationally or internationally recognised research
- has national or international research contacts
- has, as the principal investigator applied for and received external research grants, in broad competition with other Swedish or international applicants
- fulfilled the role of scientific examiner, as, for example, external examiner or member of the examining committee, member of an expert committee, or peer reviewer of publications
- undertaken teaching activities to an extent of at least 3,400 hours in basic education (first and/or second cycle studies) and third-cycle studies
- demonstrated teaching proficiency through a variety of activities in education, including planning, practical application (teaching and examination) and evaluation, and has contributed to the development of teaching activities
- been responsible as principal supervisor for doctoral student for all stages in the process from admission to doctoral degree

- contributed activity in joint operations development and activities, such as, for example, through collegial bodies, positions of trust, or mentorship at the level of department, faculty or university
- demonstrated the ability to lead (plan, organise and carry out) collaboration with the surrounding society with the purpose of translating relevant research results in a context of education and/or research
- undergone the course in teaching and learning in higher education equivalent to 15 credits or is deemed to have acquired corresponding knowledge in some other way, and
- undergone the research supervisor study programme, including the relevant faculty's part of the research supervisor study programme, at Linköping University (to be included in the 15 credits mentioned above).

The subject area for the appointment as professor shall normally be the same as for the appointment as senior associate professor.

A prerequisite for a proficiency test and promotion to an appointment as a professor is that the need exists for an appointment as a professor in the subject area in question.

## **6 Appeals**

Chapter 12, Section 2, Point 1 of HF states that an appeal may be lodged against a decision of employment of teachers at an institution of higher education, with the exception of decisions of employment as associate professor when promoted from assistant professor, as specified in Chapter 4, Section 12c of HF.

Chapter 12, Section 2, Point 2 of HF states that an appeal may be lodged against a decision taken pursuant to Chapter 4, Section 13 of HF to reject an application of promotion.

The period during which it is possible to lodge an appeal starts when the decision has been posted on the noticeboard, as specified in Sections 7-8 and 22 of AF, and Section 44 of the Administrative Procedure Act (2017:900).

## **7 Transitional provisions**

### **7.1 Promotion from assistant professor to associate professor**

For those employed as assistant professor whose employment process started before 1 April 2018 the following applies:

An assistant professor may, following application, be subject to a proficiency test and be promoted to employment as an associate professor if this person has:

- continued to publish papers after being awarded a doctoral degree
- become established in the research community
- undertaken teaching activities to an extent of at least 1,700 hours in first, second and/or third-cycle studies
- demonstrated teaching proficiency through a variety of activities in education, including planning, practical application (teaching and examination) and evaluation, and has contributed to the development of teaching activities
- documented an ability for collaboration within education and/or research through work intended to develop contact with the surrounding society, and
- undergone the course in teaching and learning in higher education equivalent to at least 12 credits or is deemed to have acquired corresponding knowledge in some other way.

The subject area for the appointment as associate professor shall normally be the same as for the appointment as assistant professor.

Crucial prerequisites for a proficiency test/promotion to an appointment as an associate professor are the long-term financing of the position and the need for an appointment as an associate professor in the subject area in question.

## **7.2 Postdoc**

For those employed as postdoc whose employment process started before 1 February 2022, the central collective agreement on the fixed-term employment as a postdoc, dated 2008-09-04, applies.<sup>8</sup>

For employees who were employed as a postdoc before 1 February 2022, and whose employment exceeds 1 October 2022, their employment may be extended. However, this extension may only reach a maximum total employment of three years. In the

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<sup>8</sup> Avtal om tidsbegränsad anställning som postdoktor, 19 November 2021, and central collective agreement between the Swedish Agency for Government Employers and Public Employees' Negotiation Council (OFR), Saco-S and the Swedish Union for Service and Communications Employees.



case of such an extension, the central collective agreement on the fixed-term employment as a postdoc, dated 2021-11-19, is to be applied.<sup>9</sup>

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<sup>9</sup> Avtal om tidsbegränsad anställning som postdoktor, 19 November 2021, and central collective agreement between the Swedish Agency for Government Employers and Public Employees' Negotiation Council (OFR), Saco-S and the Swedish Union for Service and Communications Employees.