

Rules of Appointment Linköping University

Contents

1	Rules of Appointment	3
1.1	Teacher categories	3
1.2	Combined appointments	3
1.3	Duties	4
2	Teaching appointments at Linköping University	4
2.1	Appointment as a professor	4
2.2	Appointment as an associate professor/proficiency test for promotion to a professorship	5
2.3	Appointment as a senior lecturer/proficiency test for promotion to an appointment as an associate professor	7
2.4	Appointment as research fellow/proficiency test for promotion to an appointment as a senior lecturer	9
2.5	Appointment as assistant lecturer/proficiency test for promotion to an appointment as a senior lecturer	11
2.6	Employment as postdoc	12
2.7	Other temporary teaching positions	13
3	Recruitment, descriptions	14
3.1	General grounds for assessment for the appointment of teachers	14
3.2	Employment profile	16
3.3	Appointments procedure	16
3.4	Preparation of appointment matters	17
3.5	Course in teaching and learning in higher education	19
3.6	Forms of employment	20
4	Transitional provisions	22
5	Entry into force	23

1 Rules of Appointment

The Higher Education Ordinance (HF), Chapter 2, Section 2, Point 9, states that the university board shall draw up rules of appointment. The university board has previously established the university's rules of appointment on 16 December 1998, 16 December 2005, 29 November 2010, 7 December 2012, and 25 October 2016. The rules of appointment presented here took effect on 1 April 2018 in accordance with the information stated below.

Bold text denotes provisions of the Higher Education Act (HL). The equivalent references to HF and central collective agreements are marked in regular text, while university decisions are marked in italics.

The rules of appointment are available via the university's electronic code of rules and procedures (website: <http://regelverk.liu.se>).

1.1 Teacher categories

Higher education institutions shall employ professors and senior lecturers to conduct teaching and research (Chapter 3, Section 2, HL).

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 (Chapter 3, Section 6, HL).

Apart from professors and senior lecturers, the following categories of teachers shall exist at the university: adjunct professor, visiting professor, associate professor, adjunct associate professor, adjunct senior lecturer, visiting lecturer, research fellow, postdoc, assistant lecturer, adjunct assistant lecturer, visiting assistant lecturer and part-time fixed-term teacher. In pursuance of HF's transitional provisions, appointments of research fellows in accordance with older provisions will also exist for a transitional period.

1.2 Combined appointments

The Government or an agency designated 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. 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 (Chapter 3, Section 8, HL).

A higher education institution may, with the consent of the healthcare authority, pursuant to Chapter 3, Section 8 of the Higher Education Act (1992:1434), decide that an appointment as a professor or senior lecturer at the institution of higher education shall be combined with employment at a healthcare unit permitted to conduct training and research within the scientific field of medicine. Odontological training and research shall be considered training and research at such a unit (Chapter 4, Section 2, HF).

1.3 Duties

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 (Chapter 3, Section 1, HL).

The university's collective agreement on teachers' working hours includes a detailed description of teachers' duties (LiU-2017-01688).

2 Teaching appointments at Linköping University

2.1 Appointment as a professor

A professorship is the most senior teaching appointment (Chapter 3, Section 2, HL).

2.1.1 Qualification for appointment as professor

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 research proficiency (Chapter 4, Section 3, HF).

A person appointed as professor 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 at Linköping University), 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.

2.1.2 Call to a professorship

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 persons qualified for the appointment in accordance with Chapter 4, Section 3, HF may be appointed via calling.

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

Provisions concerning external expert assessment in Chapter 4, Section 4, HF shall be applied (Chapter 4, Section 7, HF).

2.2 **Appointment as an associate professor/proficiency test for promotion to a professorship**

2.2.1 Qualification for appointment as 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 or artistic skill which is of significance with consideration for the subject relevant

to the appointment and the associated duties shall be **qualified** for appointment as associate professor. A person who has demonstrated both artistic and teaching proficiency shall be qualified for appointment as associate professor in artistic disciplines.

As **grounds for assessment** when appointing an 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 as described in the first paragraph. In addition, the university shall decide which grounds shall be applied for the appointment of an associate professor.

A person appointed as associate professor 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 at Linköping University), 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.

2.2.2 Proficiency test for promotion to an appointment as professor

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

- Has demonstrated further development of independence as a researcher or other professional or artistic skill beyond the requirements for appointment as associate professor
- Has been responsible for nationally and/or internationally recognised research
- Has national or international research contacts
- Has, as the principal investigator, applied for and received national and/or international research grants, in competition with other applicants
- Has held the position of faculty examiner/member of an examining committee, external expert, and referee
- Has undertaken teaching activities with a scope of at least 3,400 hours in first, second and/or third-cycle studies
- Has 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

- *Has, as principal supervisor, followed at least one doctoral student all the way from admission to gaining a doctoral degree*
- *Has shown commitment to the education and research environment by actively contributing to common organisational development and academic discussions at department/faculty/university level*
- *Has documented 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*
- *Has 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*
- *Has 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 associate professor.

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

2.3 Appointment as a senior lecturer/proficiency test for promotion to an appointment as an associate professor

2.3.1 Qualification for appointment as senior lecturer

To be **qualified** for appointment as a senior lecturer

1. outside of artistic disciplines, the person must have demonstrated teaching proficiency, 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, 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.
(Chapter 4, Section 4, first paragraph, HF).

Here, the definition of “equivalent academic expertise” is a documented foreign degree which 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 only be considered as a ground for eligibility in the case of an appointment for which the successful candidate is to be active in professional education and training in which proven experience is essential.

A person appointed as senior 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.

As **grounds for assessment** when appointing a senior 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 as described in the first paragraph. In addition, each institution of higher education shall decide which grounds shall be applied for the appointment of a senior lecturer (Chapter 4, Section 4, second paragraph, HF).

2.3.2 Proficiency test for promotion to an appointment as associate professor

A senior lecturer with employment for an indefinite period at the university may, following application, be subject to a proficiency test and be promoted to employment for an indefinite period as 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 research*
- *Has been the principal investigator or co-applicant for research grants that were subsequently awarded, in competition with other applicants*
- *Has undertaken teaching activities with a scope of at least 3,400 hours in first, second and third-cycle studies*
- *Has 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*
- *Has been a principal supervisor and/or assistant supervisor for at least two years in total*

- *Has documented the ability to make new knowledge available, in addition to the academic world, to the surrounding society or has included societal needs in a context of research and/or education*
- *Has 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*
- *Has 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 associate professor shall normally be the same as for the appointment as senior lecturer.

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

2.4 Appointment as research fellow/proficiency test for promotion to an appointment as a senior lecturer

- *Came into effect on 1 April 2018 with respect to employment that started on or after this date.*

2.4.1 Qualification for appointment as research fellow

To be **qualified** for appointment as research fellow, 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 research fellow. A person who has been awarded a doctoral degree or has achieved equivalent expertise at a previous date may, however, 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 a research fellow. 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 senior lecturer as described in Section 12c (Chapter 4, Section 4a, HF).

A research fellow may be employed for an indefinite period, with a minimum period of four years and a maximum period of six years, as determined by the institution of higher education before the employment begins. 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 senior lecturer.

Employment as described in the above paragraph may be renewed, by a maximum period of two years, if, as a consequence of sickness absence, parental leave, or other special circumstances of the research fellow, additional time is necessary in order to achieve the purpose of the employment.

An employment as described in the first and second paragraphs is otherwise subject to the Employment Protection Act (1982:80). Exceptions may be made from the provisions of the first and second paragraphs through collective agreements made with or approved by a central employee organisation (Chapter 4, Section 12a, HF).

A person appointed as a research fellow 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 a research fellow, 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. The university otherwise shall decide which grounds are to be applied for the appointment of a research fellow.*

2.4.2 Proficiency test for promotion to an appointment as senior lecturer

A research fellow who is employed at an institution of higher education according to Section 12a shall, after application, be promoted to senior lecturer at the institution of higher education, if this person:

- 1: is qualified for employment as senior lecturer 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 Section 4a, second paragraph, determined shall apply in the case of promotion to senior lecturer. Such a

promotion will lead to employment for an indefinite period as senior lecturer (Chapter 4, Section 12c, HF).

A research fellow with employment for an indefinite period at the university may, following application, be subject to a proficiency test and be promoted to employment as senior lecturer if this person:

- *Has continued to publish papers after being awarded a doctoral degree*
- *Has become established in the research community*
- *Has undertaken teaching activities to an extent of at least 1,700 hours in first, second and/or third-cycle studies*
- *Has 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*
- *Has documented an ability for collaboration within education and/or research through work intended to develop contact with the surrounding society*
- *Has 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 senior lecturer shall normally be the same as for the appointment as research fellow.

2.5 Appointment as assistant lecturer/proficiency test for promotion to an appointment as a senior lecturer

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

*As **grounds for assessment** when appointing an assistant 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 the assessment of other conditions of eligibility.*

In addition, the university shall decide which grounds shall be applied for the appointment as an assistant lecturer.

A person appointed as an assistant 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.

2.5.2 Proficiency test for promotion to an appointment as senior lecturer

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

- *Has been awarded a doctoral degree or has the equivalent academic expertise or other professional skills or has demonstrated artistic proficiency*
- *Has undertaken teaching activities to an extent of at least 1,700 hours in first, second and/or third-cycle studies*
- *Has 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*
- *Has documented an ability for collaboration within education and/or research through work intended to develop contact with the surrounding society*
- *Has 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 senior lecturer shall normally be the same as for the appointment as an assistant lecturer.

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

2.6 Employment as postdoc

2.6.1 Qualification for appointment as 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, and who has received

the degree no more than three years before the deadline for applications is **qualified** for appointment to a post-doctoral position. However, under special circumstances, a candidate who received a doctoral degree earlier can also be considered. Special circumstances is here used to denote: sick leave, parental leave, clinical duties, positions of trust within union organisations and similar circumstances (Central Collective Agreement dated 4 September 2008).

A person appointed to a post-doctoral 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.

2.7 Other temporary teaching positions

2.7.1 A professor may be employed for a fixed term, in the case of:

4. a subject within the arts

5. an adjunct post at a higher education institution for someone mainly employed outside the higher education sector (adjunct professor)

6. a position as a visiting lecturer for a person who has the required qualifications for appointment as a professor (visiting professor) (Chapter 3, HL).

2.7.2 Appointment as an adjunct teacher (adjunct professor, adjunct associate professor, adjunct senior lecturer, adjunct assistant lecturer)

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.

An adjunct teacher must conduct the principal activity outside of the higher education sector.

An adjunct professor must meet the eligibility requirements for appointment as a professor.

An adjunct associate professor must meet the eligibility requirements for appointment as an associate professor.

An adjunct senior lecturer must meet the eligibility requirements for appointment as a senior lecturer.

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

2.7.3 Appointment as a visiting teacher (visiting professor, visiting senior lecturer, visiting assistant lecturer)

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 professor must meet the eligibility requirements for appointment as a professor.

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

A visiting assistant lecturer must meet the eligibility requirements for appointment as an assistant lecturer.

2.7.4 Part-time fixed-term teachers

Part-time fixed-term teachers are appointed for shorter teaching assignments.

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 personnel 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.

Research proficiency must have been demonstrated through: original research resulting in publication, through planning and managing research and third-cycle courses and study programmes, and through the ability to obtain research grants. 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.

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, the teaching proficiency must have been demonstrated through the ability to contribute to the development and renewal of education and the ability to reflect on the applicant's own attitude to education and the results of the work.

Administrative proficiency and leadership must have been demonstrated through the ability to plan, organise and develop activities and personnel.

Other professional ability must have been demonstrated through experience, education and advanced education, together with development and leadership experience in 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.

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.

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.

The university's guidelines for how language is to be used within education and research are given in the following decision:

http://regelverk.liu.se/visa_dokument/Lokala%20regelsamlingen/%D6vrigt/?dokumentid=2380&extern=1.

The university's guidelines for how language is to be used within the university are given in the following decision:

http://regelverk.liu.se/visa_dokument/Lokala%20regelsamlingen/%D6vrigt/?dokumentid=2258&extern=1.

3.2 Employment profile

Before a position is publicly declared open for applications, the dean shall determine the subject area for the position and specify the qualification requirements. Furthermore the appropriate faculty board shall, on the basis of the various 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

An authority intending 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 authority within a certain time.

However, such information need not be provided if special reasons exist (Section 6, first and third paragraphs of the Employment Ordinance).

When appointing through a call, such information as referred to in Section 6 of the Employment Ordinance does not need to be provided (Chapter 4, Section 7, Paragraph 4, HF).

Before a teacher is employed for an indefinite period or for an indefinite period with a maximum limit, the university shall publicly announce the vacancy or by another equivalent procedure that provides the relevant information. Special regulations, however, apply for the promotion of research fellows, as described in Section 2.4 of this document, and in Chapter 4, Section 12c of HF.

3.4 Preparation of appointment matters

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 exist (Chapter 4, Section 5, HF).

The university has, in accordance with its rules of procedure, established specific appointments boards. For an 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.

For the appointment of a professor (including adjunct professor), an external expert assessment of the applicant's proficiency shall be obtained, if it is not clearly unnecessary for the testing of proficiency. When 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 (Chapter 4, Section 6, HF).

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

For the appointment and promotion to an appointment as a professor, associate professor or senior lecturer (including adjunct associate professor or adjunct senior lecturer), the appointments board shall obtain assessments from at least two persons who are particularly familiar with the subject area associated with the appointment. For appointment to research fellow, however, an external expert assessment need not be obtained from more than one person.

With regard to the appointment and promotion to an appointment as a professor, associate professor or senior lecturer, assessments must be obtained from persons employed outside of Linköping University. If an external expert assessment is obtained from only one person when appointing a research fellow, this person may not be employed within the area of responsibility of the faculty board associated with the appointment.

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

The external experts shall submit a written evaluation to the appointments board. The evaluation shall include an account of the applicants' proficiency that should be given primary consideration for the appointment, provide an order of preference, and justify the choice. However if so required by the circumstances of the matter, the appointments board may decide that such an assessment may concern a proposal for just one applicant who should be given primary consideration.

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

For applications for a proficiency test for promotion, the external assessment shall state whether or not applicants meet the academic requirements for promotion.

The appointments board shall submit a proposal for the applicant who should be given primary consideration for an appointment. Under exceptional circumstance, the proposal should 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 relation to the grounds for assessment that apply to the appointment. This shall include both the skill in relation to each ground for assessment individually, and an overall evaluation of all grounds for assessment. If there is only one applicant and it is proposed that this applicant be appointed, an assessment as referred to in this paragraph is not required.

In the activities of an institution of higher education, gender equality between women and men must always be considered and promoted (Chapter 1, Section 5, HL).

For an appointment, a person of an underrepresented gender with generally comparable merits may be proposed as a preferred candidate instead of 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, HF, the higher education institution shall give the healthcare authority an opportunity to make a statement in the matter (Chapter 4, Section 8, HF).

It is the appointments board's task to obtain such a statement before a proposal for the preferred candidate is submitted.

Teachers are appointed by decision of the vice-chancellor. Decisions concerning the appointment of a professor may not be delegated (Chapter 4, Section 13, HF).

If the vice-chancellor finds that an associate professor, senior lecturer, research fellow or assistant lecturer does not meet the requirements for promotion, the application for promotion shall be rejected through a specific decision.

Appeal against a decision to reject an application for promotion cannot be filed, with the exception of the case of research fellow. Such an appeal is regulated through:

Appeals may be filed to the Higher Education Appeals Board for the following decisions taken by an institution of higher education: 2. decision according to Chapter 4, Section 13 to reject an application for promotion (Chapter 12, Section 2, HF).

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 recommendation also emphasises 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 recommended extent is a minimum of 10 weeks’ full-time study, i.e. 15 credits (SUHF Recommendations, 2016:1).

In order for a teacher at Linköping University to achieve the skills and knowledge described above, several courses in teaching and learning in higher education for which credits are awarded are given within the framework of Didacticum’s activities.

3.6 Forms of employment

A professor shall be employed for an indefinite period without a time limit, unless otherwise stipulated in the second paragraph.

A professor may be employed for a fixed term, in the case of:

- 1. an adjunct post at a higher education institution for a person mainly employed outside of the higher education sector (adjunct professor) or**
- 2. employment as visiting teacher of a person who satisfies the qualification requirements for professor (visiting professor) (Chapter 3, Section 3, HL).**

Teachers shall be employed for an indefinite period.

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

Ordinance (2012:523) (Chapter 4, Section 9, HF).

A teacher in artistic disciplines may be employed for an indefinite period, though not exceeding five years. Such positions may be renewed. The total employment period, however, must not exceed ten years. With respect to

employment, the provisions of the Employment Protection Act (1982:80) otherwise apply.
Ordinance (2010:1064) (Chapter 4, Section 10, HF).

An adjunct 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 twelve years. With respect to employment, the provisions of the Employment Protection Act (1982:80) otherwise apply.
Ordinance (2010:1064) (Chapter 4, Section 11, HF).

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. With respect to employment, the provisions of the Employment Protection Act (1982:80) otherwise apply.
Ordinance (2010:1064) (Chapter 4, Section 12, HF).

A research fellow may be employed for an indefinite period, with a minimum period of four years and a maximum period of six years, as determined by the institution of higher education before the employment begins. 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 senior lecturer.

Employment as described in the first paragraph may be renewed, by a maximum period of two years, if, as a consequence of sickness absence, parental leave, or other special circumstances of the research fellow, additional time is necessary in order to achieve the purpose of the employment.

An employment as described in the first and second paragraphs is otherwise subject to the Employment Protection Act (1982:80).

Exceptions may be made from the provisions of the first and second paragraphs through collective agreements made with or approved by a central employee organisation.
Ordinance (2017:844) (Chapter 4, Section 12a, HF).

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 the Employment Protection Act (1982:80) 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.

Exceptions may be made from the provisions of the first paragraph through collective agreements made with or approved by a central employee organisation.

Ordinance (2017:523) (Chapter 4, Section 12b, HF).

Adjunct employment (with the exception of employment as adjunct professor) may be for an indefinite period, though not exceeding two years. Such a position may be renewed (Central Collective Agreement on the fixed-term appointment as an adjunct teacher).

A postdoc may be employed for an indefinite period, though not exceeding two years. Such positions may be renewed under exceptional circumstances. Special circumstances is here used to denote: sick leave, parental leave, clinical duties, positions of trust within union organisations and similar circumstances (Central Collective Agreement on the fixed-term employment as a postdoc).

4 Transitional provisions

Those employed as research fellow whose employment process started before 1 April 2018 are subject to the following:

Appointment as research fellow/proficiency test for promotion to an appointment as a senior lecturer

To be **qualified** for appointment as research fellow, a person must have been awarded a doctoral degree or have the equivalent academic expertise.

Priority shall be given to a personal who has received a doctoral degree or the equivalent no more than seven years prior to the end of the application period.

The purpose of this position is to provide the teacher with an opportunity to develop independence as a researcher as well as an opportunity to obtain qualifications that may qualify for a teaching position with higher conditions of eligibility.

A person appointed as a research fellow 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 a research fellow, 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. The university otherwise shall decide which grounds are to be applied for the appointment of a research fellow.*

A research fellow may, following application, be subject to a proficiency test and be promoted to employment as a senior lecturer if this person:

- *Has continued to publish papers after being awarded a doctoral degree*
- *Has become established in the research community*
- *Has undertaken teaching activities to an extent of at least 1,700 hours in first, second and/or third-cycle studies*
- *Has 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*
- *Has documented an ability for collaboration within education and/or research through work intended to develop contact with the surrounding society*
- *Has 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 senior lecturer shall normally be the same as for the appointment as research fellow.

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

5 Entry into force

These Rules of Appointment came into force on 1 April 2018 and replaced the then valid LiU Rules of Appointment dated 1 November 2016 (LiU-2016-01370).