

*Decision of the board of governors 07/12/2017  
Serial number 2017/1632 A 21  
This is an English translation*

## ***Employment Regulations for University West***

### **Introduction**

At the university there shall be employment regulations with the rules that are applied when employing teaching staff.

The head of department's right of decision in these employment regulations is based on delegation according to the Administrative Regulations for University West, which means that the head of department's right of decision can be recalled.

### **Categories of teaching staff**

Professor and senior lecturer

chapter 3, section 2 HL

There shall be professors and senior lecturers employed at universities/university colleges for teaching and research.

Employment as a professor is the foremost teaching position.

The government issues regulations about the qualification requirements and assessment grounds that shall apply when employing professors and senior lecturers.

(SFS 2010:701)

chapter 3, section 6 HL

Unless otherwise indicated by regulations issued by the government, each university/university college itself decides which categories of teaching staff other than professors and senior lecturers shall be employed there, as well as the qualification requirements and assessment grounds that shall apply when employing such teaching staff.

(SFS 1997:797)

Associate senior lecturer

chapter 4 section 12 HF

An associate senior lecturer may be employed until further notice, although for a period of at least four and no more than six years as determined by the university before appointment. The purpose of the employment is that the teacher is given the opportunity to develop his or her independence as a researcher and qualify both academically and pedagogically to fulfil the qualification requirements for appointment as a senior lecturer.

An appointment as per the first paragraph may be renewed, although for no more than a total of two years, if the associate lecturer's absence due to illness, parental leave or other specific grounds means

that further time is needed in order to fulfil the purpose of the appointment.

The Act (1982:80) on employment protection also applies to an appointment as per the first and second paragraphs.

Exceptions to the first and second paragraphs may be made through collective agreements that have been made or approved by a central employees' organisation.

Section 12b If a teacher has had a defined period appointment according to section 12a at a university/university college, no agreement on a defined period appointment according to section 5 of the Act (1982:80) on employment protection may be drawn up between the university and the teacher within six months after the appointment according to section 12a ceased.

Exceptions to the first paragraph may be made through collective agreements that have been made or approved by a central employees' organisation.

(SFS 2017:844)

1.

In addition to the categories of teaching staff defined in HL and HF, at University West there are also lecturer, adjunct lecturer, adjunct senior lecturer, first lecturer, post doc and senior professor. Post doc is a position that is limited by collective agreement to two years.

2.

The terms in use at University West are lecturer, adjunct lecturer, adjunct senior lecturer, associate senior lecturer, senior lecturer and first lecturer.

3.

Organising the recruitment of teaching staff, including proposed area, area description, tasks, qualification requirements and assessment grounds, is done for or by the head of department. The head of department determines the employment profile.

### **Qualification requirements and assessment grounds**

4.

Qualification requirements for appointments as professor, senior lecturer, adjunct lecturer, lecturer, first lecturer, adjunct senior lecturer or senior professor involve a review of university college pedagogical education or equivalent competence. The person deciding on the appointment may make temporary exceptions.

5.

chapter 4 3 § HF

A person who is qualified as professor in other than artistic activities has demonstrated both scholarly and pedagogic proficiency.

A person who is qualified as professor in artistic activities has demonstrated both artistic and pedagogic proficiency.

As assessment grounds for the appointment of a professor, the degree of such proficiency as is a requirement for qualification for employment shall apply. Testing pedagogic proficiency shall be given equal care as the testing of scholarly or artistic proficiency.

Otherwise, each university/university college decides for itself what assessment grounds shall be applied for the appointment of a professor.

(SFS 2010:1064)

6.

chapter 4 section 4 HF

The following are qualified to be appointed as senior lecturer

1. in other than artistic activities, one who has displayed pedagogical proficiency and has a doctorate or equivalent scholarly competence or other professional proficiency that is relevant to the position's subject matter and the tasks that the position involves, and
2. in artistic activities, one who has displayed pedagogical proficiency and has an artistic doctorate or equivalent artistic competence or other professional proficiency that is relevant to the position's subject matter and the tasks that the position involves.

As assessment grounds for the appointment of a senior lecturer, the degree of such proficiency as is a requirement for qualification for employment shall apply. Testing pedagogic proficiency shall be given equal care as the testing of other circumstances that provide qualification according to the first paragraph.

Otherwise, each university/university college decides for itself what assessment grounds shall be applied for the appointment of a senior lecturer.

(SFS 2010:1064)

chapter 4 section 4a HF

One who has a doctorate or equivalent scholarly competence is qualified for appointment as associate senior lecturer. The first to be considered are those who have obtained a doctorate or equivalent competence no more than five years before the application period for the position of associate senior lecturer has expired. However, those who have obtained a doctorate or equivalent competence earlier than this may be considered if there are specific grounds. Specific grounds refers to absence due to illness, parental leave or similar circumstances.

Each university/university college decides for itself what assessment grounds shall be applied for the appointment of an associate senior lecturer. Before such an appointment, the university/university college shall also present the assessment grounds that will be applied in a case of promotion to senior lecturer according to section 12c.

(SFS 2017:844)

7.

One who has a doctorate or equivalent scholarly competence is qualified for appointment as post doc or associate senior lecturer.

As assessment grounds for the appointment of a post doc or associate senior lecturer, the degree of such proficiency as is a requirement for qualification for employment shall apply. Otherwise a decision is made for each appointment on the assessment grounds that shall be applied.

8.

One who has displayed pedagogical proficiency and has a doctorate or equivalent scholarly competence is qualified for appointment as adjunct senior lecturer.

As assessment grounds for the appointment of an adjunct senior lecturer, the degree of such proficiency as is a requirement for qualification for employment shall apply. Otherwise a decision is made for each appointment on the assessment grounds that shall be applied.

9.

One who has displayed pedagogical proficiency and has a second cycle degree is qualified for appointment as adjunct.

As assessment grounds for the appointment of an adjunct, the degree of such proficiency as is a requirement for qualification for employment shall apply. Otherwise a decision is made for each appointment on the assessment grounds that shall be applied.

10.

One who fulfils three of the following assessment grounds is qualified for appointment as first lecturer: special pedagogical proficiency, special proficiency in developing and leading activities and personnel at the university, special ability to collaborate with the surrounding community or some other demonstrated special proficiency that is of particular significance for the subject matter and tasks of the position in question.

The head of department decides which assessment grounds shall be applied.

As assessment grounds for the appointment of a first lecturer, the total proficiency and ability in the applied assessment grounds shall be judged to be special and of particular significance for the position's subject matter and tasks. Otherwise a decision is made for each appointment on the assessment grounds that shall be applied.

11.

One who has displayed pedagogical proficiency and has a second cycle degree is qualified for appointment as adjunct lecturer.

As assessment grounds for the appointment of an adjunct, the degree of such proficiency as is a requirement for qualification for employment shall apply. Otherwise a decision is made for each appointment on the assessment grounds that shall be applied.

12.

One who has been employed as professor or equivalent before retirement is qualified for appointment as senior professor.

### Promotion

13.

A notification of interest in promotion to professor shall be given to the head of department or immediate manager by a person who is conditionally employed as senior lecturer at the university. The head of department then makes an assessment of whether it would be beneficial for the department if the person in question were promoted and then decides whether promotion can be applied for or not. The head of department then passes the application to the institution's HR specialist.

14.

It is a requirement for promotion that the qualification requirements for employment as professor are fulfilled and that the applicant is judged to be suitable for the position of professor.

15.

chapter 4 12 c HF

An associate senior lecturer who is employed according to section 12a at a university/university college shall after requesting the head of department at the university/university college for an application as senior lecturer, if he or she

1. is qualified for appointment as senior lecturer and
2. by means of testing is judged to be suitable for such a position according to the assessment grounds for the university/university college according to section 4 a second paragraph, be given a case of promotion to senior lecturer.

Such a promotion means a post with conditional tenure as senior lecturer.

(SFS 2017:844)

16.

A notification of interest in promotion to senior lecturer shall be given to the head of department by a person who is conditionally employed as senior lecturer, first lecturer. The head of department then makes an assessment of whether it would be beneficial for the department if the person in question were promoted and then decides whether promotion can be applied for or not. The head of department then passes the application to the institution's HR specialist.

17.

A notification of interest in promotion to senior lecturer shall be given to the head of department by a person who is conditionally employed as associate senior lecturer at University West. The head of department then passes the application to the institution's HR specialist.

18.

Promotion requires demonstrated pedagogic proficiency and completed university/university college pedagogical education, a doctorate or corresponding scholarly competence and that the applicant is judged to be suitable for the position. Applicants who do not fulfil the requirement for university/university college pedagogical education shall still be judged to be qualified if such education is completed during the employment.

19.

A lecturer who is employed with conditional tenure can be promoted to first lecturer. Grounds for such a promotion are that the lecturer fulfils three of the following assessment grounds special pedagogical proficiency, special proficiency in developing and leading activities and personnel at the

university, special ability to collaborate with the surrounding community or some other demonstrated special proficiency that is of particular significance for the subject matter and tasks of the position in question.

20.

In a combined assessment, the total proficiency and ability in the assessment grounds referred to shall be judged to be special and of particular significance for the position's subject matter and tasks.

### Advertising

21.

section 6 AF

An authority that intends to appoint an employee shall in some appropriate manner inform about this so that those who are interested in the position can advise the authority of this by a certain time.

With regard to an appointment that the government shall decide on after a proposal or notification from an authority or its head, the authority shall inform about the vacant position.

No information need be provided if special circumstances so indicate.

(SFS 1994:373)

22.

The head of department decides on the timing and manner of advertising.

23.

University West does not advertise any position which is preceded by a post with conditional tenure that is changed to a limited term employment because of age.

### Notification

24.

chapter 4 section 7 HF

A university/university college may call a person for appointment as professor if employment of the person is of particular significance for a certain activity at the university/university college. If a university/university college calls a person for appointment, the reasons why the appointment is of particular significance for the university/university college shall be documented.

Only those who are qualified for the position according to section 3 may be called for appointment.

The decision to call on a person for appointment is made by the vice-chancellor and may not be delegated.

With appointment by calling on a person, no such information as is referred to in section 6 first paragraph of the employment regulations (1994:373) need be submitted.

The provisions on expert assessment in section 6 shall be applied.

(SFS 2010:1064)

## Combined employment

25.

chapter 4 section 2 HF

A university/university college may, with the consent of such a health care provider as is referred to in chapter 3 section 8 of the University Colleges Act (1992:1434), decide that a position as professor or senior lecturer at a university/university college shall be combined with a position at a health care unit that practises medical teaching and research. Odontological teaching and research is also included in teaching and research at such a unit.

(SFS 2010:1064)

26.

With employment combined with a position according to chapter 4 section 2 of HF, the qualification requirements for the clinical position shall always represent grounds for qualification, such as requirements for identification.

## Application

27.

Application for employment shall be submitted to University West so that it is received no later than the date stated in the advertisement.

Applications for promotion, including the head of department's statement wherever required, shall be submitted to University West.

## Sorting out

28.

Applications may be sorted out and removed before expert scrutiny if significant parts of the application documents are missing or if the applicant can be seen to be obviously unqualified. The head of department decides.

## Expert assessment

29.

chapter 4 section 6 HF

With the appointment of a professor (or adjunct professor) an expert assessment of the applicant's proficiency shall be obtained, unless there is obviously no need to test the proficiency.

If an assessment is obtained from two or more persons, women and men shall be equally represented. This does not however apply if there are special grounds.

(SFS 2010:1064)

30.

With expert assessment before the appointment of or promotion to a professor, there shall be at least two experts. At least two experts shall be external.

31.

With the appointment of a professor the expert assessment procedure shall be deemed to be unnecessary if there is only one qualified applicant who has recently been the subject of expert assessment for a similar position.

32.

With an expert assessment before the employment of a senior lecturer, associate senior lecturer, adjunct senior lecturer or post doc, there shall be at least one expert. At least one expert shall be external.

33.

With the appointment of a senior lecturer, associate senior lecturer, adjunct senior lecturer or post doc, the expert assessment procedure shall be deemed to be unnecessary if there is only one qualified applicant who has recently been the subject of expert assessment for a similar position.

34.

With the appointment of a lecturer or adjunct lecturer, expert(s) are appointed as needed.

35

With an expert assessment for promotion to first lecturer, there shall be at least two experts. At least one expert shall be external.

36.

The academic appointments board appoints experts according to suggestions from the head of department.

### **Assessment and proposal for employment**

37.

The academic appointments board, or where appropriate the institution, draws up a ranking of the most suitable applicant(s). The proposal shall include a description of the proposed applicant(s) in relation to the assessment grounds that apply for the appointment. If there is only one applicant and it is proposed that he or she shall be appointed, no such description need be provided.

With applications for promotion, the academic appointments board shall propose whether the applicant shall be promoted or not and state whether the applicant fulfils the qualification requirements or not.

chapter 4 section 13 HF

Teaching staff are appointed by the decision of the vice-chancellor. This also applies to decisions on applications for promotion that are referred to in section 12 c. Decisions on the appointment of professors may not be delegated.

(SFS 2017:844)

38.

For all categories of teaching staff, the academic appointments board presents a recommendation for the decision to the vice-chancellor or the person the vice-chancellor delegates.

39.

Decisions on employment are taken according to the current delegation regulations.

### **With limited term positions**

40.

chapter 4 sections 9-12 HF

Section 9 an appointment as teacher may be given a limited term according to the Act (1982:80) on employment protection except in the case of professor, adjunct professor or guest professor or where otherwise stated in section 12 b. Sections 10-12 also apply in questions of limited term employment.

(SFS 2012:523)

#### *Teachers in artistic activities*

Section 10 A teacher in artistic activities may be employed with conditional tenure up to a maximum of five years. Such a position may be renewed. However the combined employment period may not be more than ten years. Otherwise the Act (1982:80) on employment protection applies to employment matters.

#### *Adjunct professor*

Section 11 An adjunct professor shall be employed with conditional tenure, although up to a specified point in time. Such a position may be renewed. However the combined employment period may not be more than twelve years. Otherwise the Act (1982:80) on employment protection applies to employment matters.

#### *Guest professor*

section 12 A guest professor shall be employed with conditional tenure, although up to a specified point in time. Such a position may be renewed. However the combined employment period may not be more than five years. Otherwise the Act (1982:80) on employment protection applies to employment matters.

(SFS 2010:1064)

Section 12b If a teacher has had a defined period appointment according to section 12a (*see section 6 of these employment regulations*) at a university/university college, no agreement on a defined period appointment according to section 5 of the Act (1982:80) on employment protection may be drawn up between the university and the teacher within six months after the appointment according to section 12a ceased.

Exceptions to the first paragraph may be made through collective agreements that have been made or approved by a central employees' organisation.

(SFS 2012:523)

41.

Senior professors shall be employed with conditional tenure, although up to a specified point in time. The appointment shall not exceed one year. The appointment may be renewed thereafter, for up to one year at a time.

42.

Adjunct lecturers and adjunct senior lecturers shall have their primary professional activity outside the university and university college sector. The purpose of the appointment is the exchange of information between the university/university college and the community at large. The maximum appointment is for half of full time. The appointment is regulated according to an agreement between the parties for limited term employment of adjunct teaching staff.

### **Guest professor, adjunct professor**

43.

The head of department applies to the academic appointments board for the appointment of a guest professor or adjunct professor. Otherwise the appointment of a guest professor or adjunct professor is handled in the same way as the appointment of a professor.

44.

Qualification requirements for the appointment of a guest professor or adjunct professor are the same as for the appointment of a professor.

### **Appeals**

45.

chapter 12 section 2 HF (partial)

The following decisions of a university/university college may be appealed to the Higher Education Appeals Board:

1. decision on employment at a university/university college with the exception of decisions on appointment as doctoral student or promotion to senior lecturer according to chapter 4 section 12 c,
2. decisions according to chapter 4 section 13 to reject an application for promotion

(SFS 2017:844)

46.

According to section 21 of AF, a decision to stop appointment proceedings cannot be appealed. A decision to reject an application for promotion cannot be appealed except with promotion according to chapter 4 section 13 HF.

### Stopping appointment proceedings

47.

The decision to stop appointment proceedings is made by the head of department.

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*These employment regulations enter into force on 07/12/2017.*

*The former employment regulations, serial number 2015/642 A 21, are therefore no longer valid.*