Appointment rules for teachers at Umeå University

Applies as from 1 July 2006
The appointment rules have been revised and are, as previously, in the form of local regulations that apply at Umeå University. The university’s recruitment strategy has its starting point in the university’s development programme, established on 1 December 2003. The appointment rules contain earlier independent decisions on the positive discrimination of the under-represented sex. Furthermore, additional sections on the recruitment of associate senior lecturers and on certain fixed-term teaching appointments have been added. The university’s directions concerning pedagogical qualifications and ethnic diversity have been included. The sections on appointment descriptions, qualifications, assessment grounds, vacancy announcements and appeals have been revised.
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Abbreviations:
AF Public Employment Act (1994:373)
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<th>Acronym</th>
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<td>HF</td>
<td>Higher Education Ordinance (1993:100)</td>
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<td>HL</td>
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Introduction

In accordance with the Higher Education Ordinance, institutions of higher education shall regulate the appointment of teachers through local appointment rules. Such appointment rules, established by the university board, constitute a regulation and a complement to the Higher Education Act and the Higher Education Ordinance in connection with the appointment of teachers. The appointment rules are supplemented by the vice-chancellor’s delegation rules.

1. Starting points

1.1 Categories of teachers

Chapter 4 Sect. 1 HF: Institutions of higher education may employ teachers as professors (including visiting professors), senior lecturers (including visiting senior lecturers), lecturers (including visiting lecturers), research assistants, part-time teachers and guest teachers. 
Institutions of higher education may not employ other categories of teachers.
Within the framework of pilot projects, however, institutions of higher education may employ teachers as associate senior lecturers. (SFS 2001:211) This provision applies until 1 July 2009.

Chapter 4 Sect. 2 HF: An institution of higher education may, with the consent of an entity responsible for healthcare such as is referred to in chapter 3, section 8 of the Higher Education Act (1992:1434), decide that an appointment as professor or senior lecturer at the institution of higher education shall be combined with employment at a healthcare unit used for training and research by the school of medicine. Odontological training and research shall be considered training and research at such a unit. (SFS 1998:1003)

At Umeå University, a senior lecturer is termed senior university lecturer and a lecturer is termed university lecturer. Guest teachers employed at Umeå University are termed guest professors, guest senior lecturers and guest lecturers.

1.2 Equality, diversity

Chapter 1 Sect. 5, paragraphs 1-2 HL: Equality between women and men shall always be observed and promoted in the activities of the institutions of higher education.
The institutions of higher education should furthermore in their activities promote understanding of other countries and of international conditions. (SFS 2001:1263)

Sect. 9, paragraph 1 JämL: At workplaces where there is not, in the main, an equal distribution of women and men in a certain type of work or within a certain category of employees, employers shall, in respect of new positions, strive in particular to recruit applicants of the underrepresented sex and shall seek a gradual increase in the proportion of employees of that sex. (SFS 1991:433)

Chapter 4 Sect. 16 HF: If an institution of higher education has decided that positive discrimination may be applied in connection with a particular position or type of position as a stage in its efforts to promote equality at work, the following shall apply.
A person of the under-represented sex, who possesses in adequate degree the qualifications referred to in section 15, paragraphs one and three, may be appointed instead of a person who would otherwise have been appointed.
Positive discrimination may, however, not be applied if the difference between the qualifications of the persons is so great that such application would contravene the requirement of objectivity in making the appointment. (SFS 1998:1003)

Every year the university board of Umeå University gives notification of recruitment objectives for women and men. These are stated in the university’s plan for Activity Duties and Distribution of
Resources. In order to improve quality in the long term, it is essential that the equality objectives are considered when new staff is recruited.
At Umeå University, positive discrimination may be applied in connection with the appointment of professors, senior university lecturers, university lectures and research assistants in accordance with the decision taken by the university board on 11 December 2001. (Reg. no. 300-2925-01)

During the recruitment and selection process, all candidates are to be given the same possibilities regardless of ethnic background. This means that the assessment grounds used to assess a candidate’s work in education, research and artistic disciplines must not discredit a person with a different cultural background.

2 Appointment descriptions

Chapter 4 Sect. 17 HF: Before a position is declared open for applications and information about it is given in accordance with section 18, paragraph one, the faculty board, the artistic development board or a special body shall determine the subject area for the position and state the qualification requirements. The board or the body shall furthermore, on the basis of the various duties that the position will involve, decide on the various assessment grounds that are to be used and how they are to be weighted against each other. The appointment rules of the institution of higher education shall be observed in this connection.

Before a position as associate senior lecturer is declared open for applications, the institution of higher education shall decide on the grounds of assessment that are to be used when considering an application for promotion to senior lecturer. The subject areas for the positions of professor, senior lecturer, associate senior lecturer, lecturer or research assistant must not be altered while one and the same person is employed. (SFS 2001:212)

Before a teaching position is declared open, the faculty board shall determine an appointment description. The vice-chancellor shall be consulted before the appointment description for the position of professor is established.

An appointment procedure will be initiated by the department and/or the faculty. Well in advance of a teacher terminating his/her employment, the department shall consider whether the appointment of a new person is necessary with regard to the faculty board’s plan for the faculty’s future work. Recruitment to fixed-term appointments shall be done as meticulously as other recruitment given the fact that a person who is repeatedly employed on limited terms may have the right to a permanent appointment. The decision to commence recruitment to a teaching appointment shall be preceded by information to the trade union organisations in accordance with MBL (the law on co-determination at work).

The appointment description shall contain the following:

- the subject area of the appointment, i.e. the subject name,
- the qualification requirements,
- the assessment grounds and their relative weighting,
- information that positive discrimination of the under-represented gender shall be applied,
- information about other prerequisites that can be of significance, such as the fixed term of the appointment.
The appointment description shall form the basis of the vacancy announcement. The subject name shall normally be from a recognized discipline. If there are special reasons, the title can consist of “subject” with a particular sub-specialisation

3. Duties, qualification requirements and assessment grounds

3.1 Duties of teachers

Chapter 3 Sect. 1 HL: Handling education, research or artistic development and administrative duties may form part of a teacher’s duties. It shall also be part of a teacher’s duties to keep abreast of developments within his or her specific subject and other developments in society that are of importance to the teacher’s work at the institution of higher education. (SFS 1997:797)

Education primarily involves:
- teaching and supervision, pedagogical development, education planning and administration, examinations, education follow-up and evaluation.

Research primarily involves:
- conducting one’s own research, planning and leading research, contributing to the financing of research, imparting information on research and developments.

Administrative duties primarily involve:
- management and other duties within the university’s organisation, development of activities, staff management and staff development, quality assurance, equality improvement and the development of contacts with the surrounding community.

3.2 Qualification requirements for all teachers

The demonstration of teaching skills is a qualification requirement for all categories of teachers. Teaching skills means
- that the teacher has broad, solid and up to date knowledge of his/her subject,
- that the teacher has the ability to structure and organise the mass of knowledge in his/her own teaching,
- the ability to convey commitment and interest in the subject,
- the ability to motivate students to learn independently,
- the ability to communicate with students,
- the ability to hold a comprehensive view of his/her teaching subject and the teaching situation, and
- the ability to renew his/her teaching.
When the faculty board establishes the appointment description, further qualification requirements may be stipulated in addition to those stated in HF. These must be objectively justified with regard to the nature of the position and the needs of the university. One example of such a qualification requirement is the ability to teach in a certain language.

3.3 Qualification for appointment as professor

Chapter 4 Sect. 5 HF: A person who has demonstrated both academic and teaching skills shall be qualified for appointment as a professor except in artistic disciplines.
As much attention shall be given to the assessment of teaching skills as to the assessment of academic skills. (SFS 1998:1003)

Chapter 4 Sect. 6 HF: A person who has demonstrated both artistic skills and teaching skills shall be qualified for appointment as professor in artistic disciplines.
As much attention shall be given to the assessment of teaching skills as to the assessment of artistic skills. (SFS 1998:1003)

Academic skills means independent, qualitative and quantitative research work and the ability to plan and lead research and the ability to impart information about research to the surrounding community.

Teaching skills refers to the skills listed above under point 3.2 and acquired in undergraduate and postgraduate education. The candidate must have taken a course in relevant teaching skills unless special reasons occasion otherwise.

3.4 Qualification for appointment as senior university lecturer.

Chapter 4 Sect. 7 HF: A person is qualified for appointment as senior lecturer except in artistic disciplines if he/she 1. holds a doctorate or has corresponding academic qualifications or some other professional skill that is of value with regard to the subject matter concerned and the duties that the position will involve,
2. has taken a course in higher education teaching skills or in some other way acquired the equivalent knowledge, and
3. has demonstrated teaching skills.
As much attention shall be given to the assessment of teaching skills as to the assessment of other circumstances forming the basis for qualification under the first paragraph.
A person who does not hold the qualifications stated in the first paragraph 2 shall nevertheless be considered qualified, if the nature of the position occasions it or if special grounds exist.
The regulations concerning the appointment of senior lecturers who do not hold the qualifications stated in the first paragraph 2 and who shall not be considered qualified in accordance with the third paragraph are stated in Sect. 30 5. (SFS 2002:761)

Chapter 4 Sect. 8 HF: A person is qualified for appointment as senior lecturer in artistic disciplines if he/she 1. has shown artistic skills or has other professional skills that are of value with regard to the subject matter concerned and the duties that the position will involve,
2. has taken a course in higher education teaching skills or in some other way acquired the equivalent knowledge, and
3. has demonstrated teaching skills.
As much attention shall be given to the assessment of teaching skills as to the assessment of other circumstances forming the basis for qualification under the first paragraph.
A person who does not hold the qualifications stated in the first paragraph 2 shall nevertheless be considered qualified, if the nature of the position occasions it or if special grounds exist.
The regulations concerning the appointment of senior lecturers who do not hold the qualifications stated in the first paragraph 2 and who shall not be considered qualified in accordance with the third paragraph are stated in Sect. 30 5. (Ordinance 2002:761)
A person who does not hold a doctorate but has foreign postgraduate studies, a licentiate’s degree in accordance with earlier provisions and equally good academic qualifications can, after consideration, be regarded as possessing academic competence that is the equivalent of a doctorate.

Other professional skills means relevant professional skills acquired outside the university. Other professional skills can only be used as a ground for qualification for an appointment as senior university lecturer, if the candidate is to teach on an education programme where well-tried experience is essential.

To attain qualification in accordance with Chapter 4, sections 7 and 8, point 2 for a permanent appointment as senior university lecturer, the candidate must have taken at least a six-week basic course in higher education teaching skills. Within a period of two years after the appointment, the newly-employed senior university lecturer must take a further course in higher education teaching skills so that the total amount of training comprises at least ten weeks. Equivalent qualification means the acquirement in other ways of knowledge, proficiencies and attitude which enable the person to work professionally as a teacher at an institution of higher education.

Teaching skills refers to the skills listed above under point 3.2, acquired primarily in undergraduate education.

3.5 Qualification for appointment as associate senior lecturer and research assistant

Chapter 4 Sect. 8(a) HF: A person who holds a doctorate or a foreign degree that is deemed equivalent to a doctorate shall be qualified for appointment as associate senior lecturer. Priority should be given to candidates who have completed their degree no more than five years before the last date for applications. Candidates who have completed their degree earlier than this should receive equal priority if special grounds exist. Special grounds include leave of absence because of sickness, service in the total defence, positions of trust in trade union organizations and student organizations, parental leave and other similar circumstances. (SFS 2001:211)

Chapter 4 Sect. 10 HF: A person who has taken a doctor’s degree or who has a foreign qualification deemed equivalent to a doctorate shall be qualified for appointment as research assistant. Priority should be given to candidates who have completed their degree no more than five years before the last date for applications. Candidates who have completed their degree earlier than this should receive equal priority if special grounds exist. Special grounds include leave of absence because of sickness, service in the total defence, positions of trust in trade union organizations and student organizations, parental leave and other similar circumstances. (SFS 2001:211)

A person who has been employed as a research assistant for more than a total of three years may not be given other employment as research assistant within the same or a similar subject area at the same or any other institution of higher education. (SFS 1999:1037)
3.6 Qualification for appointment as university lecturer

Chapter 4 Sect. 9 HF: A person is qualified for appointment as lecturer if he/she
1. holds a basic degree in higher education or has the equivalent skills,
2. has taken a course in higher education teaching skills or in some other way acquired the equivalent knowledge, and
3. has demonstrated teaching skills.
A person who does not hold the qualifications stated in the first paragraph 2 shall nevertheless be considered qualified, if
the nature of the position occasions it or if special grounds exist.
The regulations concerning the appointment of lecturers who do not hold the qualifications stated in the first paragraph 2
and who shall not be considered qualified in accordance with the second paragraph are stated in Sect. 30 5. (SFS 2002:761)
The basic degree in higher education must comprise at least 80 credits within the subject area
pertaining to the position or consist of a vocational qualification of relevance to the position.
The higher education teaching skills requirement that applies to the appointment of a senior university
lecturer also applies to the appointment of a university lecturer. (See point 3.4)
Teaching skills refers to the skills listed above under point 3.2, acquired in undergraduate education
or in some other way.

3.7 Assessment Grounds

Sect. 4 AF: When making appointments attention shall be paid only to objective factors such as service merits and
competence. Competence shall be a primary consideration, unless there are special reasons for doing otherwise. (SFS 1994:260)

Chapter 4 Sect. 15 HF: Assessment for the appointment of teachers shall be based on the degree in which a candidate
possesses the skill required to qualify for appointment. Furthermore, regard shall be paid to the degree in which a
candidate possesses administrative and other skills of importance, taking into account the subject matter determined by the
university for the position and the duties that the position will involve. Moreover, regard shall be paid to the degree in
which a candidate possesses skills in developing and managing activities and staff at the university and aptitude in
interacting with the surrounding community and informing people about research and development projects.
Factual grounds conforming with general labour market, equality, social and employment policy goals shall also be taken
into account in connection with appointments.
In connection with the appointment of research assistants, special weight shall be accorded to academic skills. (SFS 1998:1003)
Before the appointment procedure commences, the faculty board shall decide how the various
assessment grounds are to be weighted.
A general assessment ground for all categories of teachers is the ability to cooperate and to have the
competence and suitability otherwise required in order to perform the duties well.
When assessing academic and teaching skills, not only must the qualification requirements stated
above for each category of teacher be considered, but also the Guidelines for the Assessment of
Teaching Skills (Appendix 1). Teaching skills are to be assessed from three perspectives: the
teacher’s work with students, the teacher’s personal pedagogical development and the teacher’s
contribution to the pedagogical development of the university’s activities.
Administrative skills are demonstrated through the ability to conduct comprehensive planning of activities, skilful management of activities and staff, and the ability to cooperate.
The ability to cooperate with the surrounding community is demonstrated, for instance, through efforts to develop contacts with trade and industry, the public sector, cultural life and organizations.

The ability to impart information about research and developments is demonstrated through popular science activities, for instance, participation in adult education, popular science publications, and the participation in public debate on education and research issues.

Positive discrimination may be applied in connection with the appointment of professors, senior university lecturers, university lecturers and research assistants if one of the sexes is under-represented. For each particular case, a final weighing of the equality aspect and other objective reasons is to be done, formulated and justified in the documentation, decision and case record.

The assessment grounds that apply for the appointment of a research assistant shall also apply for the appointment of an associate senior lecturer.

4 Vacancy announcements and applications

Sect. 8 JämL: Employers shall endeavour to ensure that both women and men apply for vacant positions.

Sect. 7 The Act on Measures against Discrimination in Working Life: Employers shall endeavour to ensure that all persons, irrespective of ethnic origin, religion, or other belief, apply for vacant positions. (SFS 2003:308)

Chapter 4 Sect. 18 HF: Before employing a teacher permanently or for a fixed period, the institution of higher education shall announce the vacancy and by advertisement or other equivalent procedure provide information about it.

This shall, however, not apply to
1. appointments relating to a period of less than six months,
2. appointment of a visiting teacher, part-time teacher or guest teacher,
3. appointment, except to the position of professor or research assistant, of a person having a preferential right to re-employment or to more full-time employment or of a person transferred to another post on the basis of section 7 of the Employment Protection Act (1982:80)
4. appointment of a senior lecturer or, in cases such as are referred to in section 12, a professor, if the appointment relates to someone who for an uninterrupted period of not less than six years has been employed as a researcher at a research council and the institution of higher education has specifically decided that the researcher shall be employed as a senior lecturer after employment as researcher,
5. promotion to professor or senior lecturer
6. an appointment such as is referred to in section 30, 1, in the case of renewal,
7. permanent employment of a senior lecturer or lecturer who has been appointed pursuant to section 30, 3; announcement and publication of information shall, however, take place if the earlier appointment has not been announced and no information about it has been published, or
8. appointment of a senior lecturer or lecturer pursuant to section 30, 4, or
9. appointment of a senior lecturer or lecturer pursuant to section 30, sentence two or three, 5. (SFS 2001:23)

4.1 Vacancy announcements

The subject content and subject description (if any), qualification requirements and weighting of assessment grounds as formulated in the vacancy announcement shall agree with the wording of the established appointment description, with regard to content. Advertisement of the vacancy shall be done in such way so as to ensure a broad range of applicants and to encourage persons of the under-represented sex and/or under-represented ethnic background to apply for the position.
Information about vacancies shall be available on the university’s homepage and shall be reported to the employment service. The period of application shall normally be at least three weeks.

4.2 Applications

A complete application shall be made up of

- an application, a list of qualifications including a list of publications and a compilation of pedagogical experience. The university’s guidelines for the documentation of pedagogical qualifications should be followed and the qualifications presented in accordance with the headings stated in the appended guidelines,
- an account of the candidate’s experience of research, pedagogical work, development and management of activities and staff, cooperation with the surrounding community and popular science activities,
- a declaration of intent/policy statement regarding academic activities (applies primarily to appointments with a research profile)
- attested copies of grade certificates
- the requisite number of copies of academic and pedagogical works specifically referred to.

The faculty board can decide on further instructions for applications and impose a limit on the number of works that may be referred to. Applicants may only refer to academic works that have been published or that will exist in manuscript form (excluding, however, doctoral theses) latest on the expiration of the time for applications. An application that is submitted too late may be considered if it does not cause any inconvenience and if it lies in the interest of the university.
5 Promotion

Chapter 4 Sect. 11 HF: A senior lecturer permanently employed at an institution of higher education shall on application be promoted to a permanent position as professor at that institution, if the senior lecturer is qualified for such a position. The subject area for the position of professor shall be the same as for the position of senior lecturer. (SFS 1998:1003)

Chapter 4 Sect. 12 HF: A person offered permanent employment as a senior lecturer at an institution of higher education shall instead be permanently employed there as a professor, if he or she so requests and is qualified for such a position. This shall, however, not apply in the event of a promotion to senior lecturer such as is referred to in section 13 or 13(a). (SFS 2001:211)

Chapter 4 Sect. 13 HF: A lecturer permanently employed at an institution of higher education shall on application be promoted to a permanent position as senior lecturer at that institution, if the lecturer is qualified for such a position. The subject area for the position of senior lecturer shall be the same as for the position of lecturer. A permanently employed lecturer may be promoted to senior lecturer even if the qualification requirements are not met. This shall, however, only apply if the lecturer has demonstrated special teaching skills or special skills in developing and managing activities and staff at the institution of higher education or has shown particular aptitude in interacting with the surrounding community. (SFS 1998:1003)

Chapter 4 Sect. 13(a) HF: An associate senior lecturer at an institution of higher education shall on application be promoted to a permanent position as senior lecturer at that institution, if he or she is qualified for such an appointment and in addition deemed suitable in the light of the grounds of assessment established by the institution for promotion to senior lecturer. The subject area in which the appointment as senior lecturer is made shall be the same as that applying in the case of the appointment as associate senior lecturer. (SFS 2001:211)

5.1 Application for promotion

A senior university lecturer at Umeå University with a permanent appointment can apply for promotion to professor and a university lecturer at Umeå University with a permanent appointment can apply for promotion to senior university lecturer. An associate senior lecturer, employed at Umeå University, may also apply for promotion as a senior university lecturer with a permanent appointment. An application for promotion must be supported by a complete application in accordance with the rules that apply for an announced vacancy for appointment as professor or senior university lecturer respectively. However, a declaration of intent/policy statement need not be appended.

5.2 Qualification requirements and assessment grounds for promotion

The qualification requirements stated under section 3 are to apply when considering applications for promotion to professor or senior university lecturer.

The general assessment grounds that apply for the appointment of a senior university lecturer shall serve as guidance when deciding what assessment grounds are to apply for the promotion of an associate senior lecturer.

A university lecturer may be appointed as senior university lecturer even if the qualification requirement of a completed doctorate is not fulfilled.
In that case, the candidate shall fulfil one of the following qualification requirements

- well-documented and outstanding teaching skills which have been demonstrated in a variety of ways and which have been of use to the subject area or field of education in question, or

- well-documented and outstanding work in the management of activities and staff, or

- well-testified, meritorious cooperation with the surrounding community, e.g. within national or international cooperation projects or through the imparting of information about research and development projects.

6. Preparation of appointment matters

6.1 Responsibility and organisation

Chapter 4 Sect. 20 HF: The faculty board, the artistic development board or the special body whose area of responsibility mainly covers the position shall prepare the matter and submit proposals in connection with the appointment of professors, senior lecturers and research assistants.

If the institution of higher education has established a special body for undergraduate programmes in the area of responsibility of a faculty board or an artistic development board, the institution of higher education shall decide to what extent the special body shall be responsible for preparatory matters and submission of proposals for appointment. (SFS 2001:23)

Chapter 3 Sect. 13 HF: Unless otherwise specifically provided, faculty boards, artistic development boards and such special bodies as are referred to in sections 7-7(c) may delegate their duties. (SFS 2001:23)

The faculty board has the right to delegate the preparation of appointment matters.

The faculty board may set up a preparatory body (appointment committee or the equivalent) and, by decision, decide its powers and how many and which members/deputies shall be included. A chairperson, deputy chairperson and additional members will be appointed to the preparatory body. There shall be even distribution according to sex. The students have the right to appoint at least one member. Teacher representatives are appointed for three years and student representatives for at least one year, but no longer than three years. The preparatory body has the right to take decisions when more than half of the members are present, including the chairperson or deputy chairperson. The head of the department concerned or other representative of the department appointed by the head of department has the right to attend and express an opinion at meetings. Experts may be invited to take part in meetings with the preparatory body.

A possible challenge situation shall always be investigated for each case and the examination shall be accounted for in each individual case.
6.2 Experts

Chapter 4 Sect. 21 HF: The faculty board or corresponding body shall procure opinions from at least two persons who are particularly familiar with the subject area for the position when appointing professors and senior lecturers. When appointing research assistants, the opinion of one person shall suffice.

Where the appointment of professors and senior lecturers is concerned, only one of the persons referred to in the first paragraph may be employed in the area of responsibility of the faculty board or equivalent body to which the position belongs. If the opinion of only one person is procured when appointing a research assistant, this person must not be employed within the area of responsibility of the faculty board or equivalent body to which the position belongs.

The faculty board or equivalent body must not procure the opinion of a person as referred to in the first paragraph who is active within the area of responsibility of the faculty board or equivalent body and who mainly has duties within the subject area for the position, unless there are special reasons for doing so.

When the opinions of two or more persons are procured, both women and men should be represented, unless there are strong reasons to the contrary. (SFS 1998:1003)

In the preparation of teacher appointments and promotion matters, the need for measures in order to be able to assess the candidate’s qualifications shall be carefully adapted to the circumstances of each individual case. This applies both to the assessment of the number of persons particularly familiar with the subject area and, if necessary, the use of selection tools customarily employed when recruiting staff. In addition to subject experts, special experts may also be called in to assess teaching skills.

The preparatory procedure for the assigning of experts shall be stated in the case record in the event that the faculty board, because of special reasons, has not appointed experts of both sexes.
6.3 Duties of experts

Chapter 4 Sect. 22 HF: Each of the persons referred to in section 21 individually shall deliver a written opinion to the faculty board or equivalent body. In this opinion they shall describe the skills of the applicants who should be considered in the first instance for the position, state their relative ranking and give reasons for their choice. If the circumstances in the case so justify, the board or equivalent body may, however, decide that such opinion may consist solely of a proposal of the applicant to be considered in the first instance. In the case of applications for promotion under section 11 or section 13, paragraph one, the opinion shall relate to the question of whether the applicant should be promoted or not and whether the applicant is qualified or not. The faculty board or equivalent body may issue further regulations concerning the format of the opinion. (SFS 1998:1003)

Chapter 4 Sect. 23 HF: If requested in an application for the position of senior lecturer, opinions under sections 21 and 22 shall relate not only to the applicant’s qualification for the position of senior lecturer but also for the position of professor. (SFS 1998:1003)

Chapter 4 Sect. 24(a) The provisions of sections 20-22 concerning appointment procedures for senior lecturers shall also be applied when appointing associate senior lecturers. The provisions shall furthermore be applied when considering applications for promotion to senior lecturer under section 13(a). (SFS 2001:211)

6.4 The faculty’s preparation

Chapter 4 Sect. 25 HF: The provisions of sections 20-22 shall apply to applications for promotion under section 11 or section 13, paragraph one. Opinions as specified in section 21 need not, however, be procured, if this is manifestly unnecessary for assessing whether promotion should take place or not. (SFS 1998:1003)

Chapter 4 Sect. 26 HF: The faculty board or equivalent body shall propose the applicant who should be considered in the first instance for appointment. If there are special reasons, the proposal may refer to a further applicant or applicants who should be considered and state the order of priority between them.

In its proposal, the faculty board or equivalent body shall include an account of its assessment of the skills of every proposed applicant in relation to the assessment grounds that apply to the position. The account shall cover skills both in respect of each assessment ground separately and in a joint consideration of all the grounds for assessment. If there is only one applicant and it is proposed that he or she should be employed, the account referred to in this paragraph need not be submitted.

It should be clear from the proposal how both the academic and teaching skills of the proposed applicant have been taken into account. It should furthermore be clear how the recruitment objectives of the institution of higher education have been taken into account. If both women and men have applied for the position, it should be stated how the equality dimension has been taken into account.

In connection with applications for promotion under section 11, section 13, paragraph one or section 13(a), the faculty board or equivalent body shall propose whether the applicant should be promoted or not and state whether the applicant meets the qualification requirements or not. (SFS 2002:761)

Chapter 4 Sect. 27 HF: Proposals as specified in section 26 shall be submitted to the vice-chancellor. (SFS 1998:1003)

A time plan for the recruitment process should be fixed for each appointment matter.
7. Appointment decisions

Chapter 2 Sect. 13 HF: The vice-chancellor may delegate his/her duties, unless otherwise specifically provided. (SFS 1998:1003)

Chapter 4 Sect. 28 HF: Teachers are appointed by decision of the vice-chancellor. This shall also apply to decisions relating to promotion such as are referred to in sections 11-13(a).

If the vice-chancellor finds that a lecturer, senior lecturer or associate senior lecturer does not meet the promotion requirements given in section 11, section 13, paragraph one or section 13(a), the application for promotion shall be refused by special decision. If the vice-chancellor finds that a person offered an appointment such as is referred to in section 12 does not meet the requirements for appointment as professor, the request for appointment as professor shall be refused by special decision. Appointment as senior lecturer shall then be effected.

If the vice-chancellor finds that a lecturer or senior lecturer does not meet the requirements for permanent appointment in accordance with section 30, 5, third sentence, the request for permanent appointment shall be refused by special decision. Decisions referred to in this section must not be delegated if they relate to appointments of professors or refusal of an application or a request for appointment as professor. (SFS 2002:761)

A decision to appoint a teacher is taken in accordance with the vice-chancellor’s delegation rules. Decisions on who has been appointed must be announced and posted without any delay. The decision and information about how to appeal shall be imparted to all applicants.

8. Forms of employment

The general rule is that teachers shall have permanent appointments. However, in some cases, an appointment may be limited to a fixed time.

Chapter 4 Sect. 30 HF: Teaching appointments shall be open-ended. An appointment may, however, be limited to a fixed time under the Employment Protection Act (1982:80) except in cases of appointment as professor. Furthermore, the following shall apply as regards the limiting of terms of appointment:

1. A teacher in artistic disciplines may be given an open-ended contract for a period not exceeding five years. Such positions may be renewed. The total employment period, however, must not exceed ten years. In cases of promotion such as are referred to in sections 11 and 13, appointments shall be open-ended.

2. A visiting professor, visiting senior lecturer or visiting lecturer shall be employed on an open-ended basis for a period not exceeding three years. Such positions may be renewed. The total employment period, however, must not exceed six years.

3. A senior lecturer or lecturer may be given an open-ended contract for a period not exceeding one year if it is his/her first open-ended appointment, or first open-ended appointment subject to a certain time limit, as senior lecturer or lecturer. This shall, however, not apply to promotions such as are referred to in section 13 or 13(a). Appointments referred to in this section shall not be renewable.

4. A senior lecturer or lecturer may be given an open-ended contract for a period not exceeding three years, if he or she has an open-ended appointment as senior lecturer or lecturer at another institution of higher education. Appointments referred to in this section shall not be renewable.

5. A senior lecturer or lecturer may be given an open-ended contract, though for not more than one year, if he or she does not fulfill the qualification requirement under section 7, first paragraph 2, section 8, first paragraph 2 or section 9, first paragraph 2, nor is considered qualified in accordance with the provision under section 7, third paragraph, section 8, third paragraph or section 9, second paragraph. Such appointments may be renewed, though for not more than one additional year. If the senior lecturer or lecturer becomes duly qualified during the period of employment and if the senior lecturer or lecturer so requests, the appointment shall be made permanent.
6. An associate senior lecturer shall be employed on an open-ended basis for a period not exceeding four years. Such appointments may be renewed, though for not more than one additional year, if the associate senior lecturer has spent more than 25 per cent of his/her working hours teaching undergraduate courses.

7. A research assistant shall be employed on an open-ended basis for a period not exceeding four years. Such appointments may be renewed so that the total employment period covers more than four years, if there are special reasons.

8. A part-time teacher shall be employed on an open-ended basis for a period not exceeding one year. Part-time employment must be for not more than 20 per cent of a corresponding full-time position. Appointments as part-time teacher may be renewed.

9. A guest teacher shall be employed on an open-ended basis, subject to a certain time limit. Such appointments may be renewed. The total employment period, however, must not cover more than five years. (SFS 2002:761)
8.1 Visiting teachers

The university may employ a visiting teacher in order to establish connections temporarily with qualified persons holding special skills within a subject area. The main part of a visiting teacher’s work, at least 50%, shall be outside the institution of higher education and he/she must be able to supply the university with important knowledge and experience from trade and business or from society in general.

A written agreement on the terms of employment between the university, the main employer and the person in question shall be part of the documents supporting the decision.

8.2 Senior lecturers and lecturers from other institutions of higher education with permanent appointments

This possibility of appointing a person temporarily is on condition that the senior lecturer or lecturer is granted leave from his/her permanent position at the other institution of higher education in accordance with the collective agreement currently in force (Chapter 1 Sect. 10 General salary and priority agreement).

8.3 Guest teachers

A candidates holding an equivalent position at a Swedish or foreign institution of higher education or who is deemed to have the equivalent competence is qualified to be appointed as guest professor, guest senior lecturer and guest lecturer at Umeå University.

9. Other provisions

9.1 Appeals

Chapter 12 Sect. 2, first paragraph, points 1-4, second paragraph HF: Appeals may be made to the Board of Appeal for Higher Education against the following decisions of an institution of higher education:

1. decisions relating to appointments at a state institution of higher education, with the exception of doctoral student appointments or appointment as professor or senior lecturer under chapter 4, sections 11, 13 or 13(a) or appointment as senior lecturer or lecturer under section 30; 5, third sentence.
2. decisions pursuant to chapter 4, section 28, paragraph two to refuse an application for promotion,
3. decisions pursuant to chapter 4, section 28, paragraph three to refuse a request for appointment as professor,
4. decisions pursuant to chapter 4, section 28, paragraph four to refuse a request for an open-ended appointment as senior lecturer or lecturer; (…)

If a person who has applied for a position as senior lecturer appeals pursuant to paragraph one, 1, against the decision of the institute of higher education to employ another person and the Board of Appeal allows the appeal, the effect of this shall be that the appellant is appointed professor, if such appointment is claimed in the appeal. This shall, however, only apply if the appellant is qualified for such a position and has requested assessment thereof under chapter 4, section 23. (SFS 2004:289)

An appeal is to be made to the Board of Appeal for Higher Education and is to be submitted to Umeå University who will examine whether the case has been submitted within the set period. The university shall not consider the matter of appeal but hand over the case to the Board of Appeal without delay. In order to obtain the necessary documents supporting the decision, the Board of Appeal may procure opinions from Umeå University through referral.
9.2 Suspending an appointment procedure

A decision to suspend an appointment procedure is taken by the same body that would have taken the appointment decision. Such a decision may not be appealed against (Section 21, the Employment Ordinance, AF)

Objective reasons to suspend an appointment procedure can be the striving to recruit persons with the best possible competence and that the remaining applicants do not fulfil that requirement. Lack of funds and organisational changes, which could not be foreseen at the start of the appointment procedure, can also constitute objective reasons. (Section 21 AF)

9.3 The powers of the vice-chancellor and the faculty boards

The vice-chancellor may, in individual cases, grant exception from the appointment rules after procuring the opinion of the dean. The vice-chancellor may issue supplementary guidelines for the appointment of teachers at Umeå University. The faculty board shall decide on further instructions regarding the preparation of matters concerning the appointment of teachers with open-ended contracts and the formulation of expert opinions within its own sphere of activities. In addition, the faculty board should draw up instructions for the preparation of matters concerning fixed-term appointments and the preparation of the appointment of lecturers within its own sphere of activities.

9.4 Effective date

These appointment rules apply from 1 July 2006. At the same time, the Appointment Rules for Teachers at Umeå University which were fixed by the university board on 7 December 1998 will cease to apply.