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LUND UNIVERSITY

Board of the Faculties of
Humanities and Theology
Working committee

Instructions for External Experts and the Academic Appointments Board

Academic Appointments Board

The local Rules and Regulations for Academic Appointments at Lund University (hereafter ARLU) stipulate that academic appointments boards are to prepare appointments to posts as professor and senior lecturer. Furthermore, academic appointments boards may prepare appointments to posts as lecturer. At the Faculties of Humanities and Theology, the Academic Appointments Board prepares the appointment of all permanent teaching posts, including posts as adjunct professor, visiting professor and postdoctoral fellow, and readerships (unpaid). The Academic Appointments Board also prepares the appointment of long-term temporary posts.

The Board consists of four lecturers as full members. In addition, students are entitled to be represented by two members. The representatives of undergraduate and research students are appointed by the relevant students' union.

The external experts are entitled to be present and make statements at the board meetings. For appointments to posts as senior lecturer (including promotion to senior lecturer) two external experts are normally appointed, and for posts as professor (including promotion to professor) three external experts are appointed. For appointments to lecturer, two external experts are appointed if one or more of the candidates holds a PhD. If the highest qualification held by all the candidates for a post as lecturer is a second-cycle degree, the matter is referred to the relevant departmental board for a statement.

Procedure

The Board normally meets three times to process an appointment and sometimes more if there are valid reasons. The Board sifts the applications and decides which candidates are to be assessed by external experts. The selection may be made in consultation with subject experts at the relevant department. The reasons for the selection shall be stated in the minutes.

The Board then appoints suitable external experts, usually on the advice of the relevant departmental board. For an appointment/promotion to professor, the Board also asks for proposals from other higher education institutions. The

relevant head of department, or a deputy selected by the head of department, is asked to present and explain the proposal of experts at a board meeting.

The first meeting with the external experts takes place fairly soon after they have received the application documents. At this meeting, the matters of principle with regard to the appointment and how it relates to the vacancy notice and the appointment rules are discussed, and the experts present their general assessment of the matter. Furthermore, criteria are established for the weighting of the grounds for assessment in the appointment rules in relation to the stated specialisation of the post. The assessment of teaching skill shall take into account planning, implementation and evaluation of teaching as well as supervision and examination. The teaching skill must be documented in such a way that quality aspects can be assessed.

The candidate is solely responsible for clearly presenting his or her skills.

However, when deemed necessary or appropriate by the Board, additional documentation may be requested. It is common practice to include trial lectures and interviews in the appointment process for professors and senior lecturers, and they may also be included in the appointment process for lecturers. The head of department or a deputy selected by the head of department is invited to participate at interviews. Trial lectures shall be clearly adapted to a specific level of education and linked to the regular teaching at the department.

At the initial meeting with the experts, the Board also decides on a schedule for the handling of the matter. Often, the Board also meets to decide on a shortlist of candidates for trial lectures on the basis of the vacancy notice. Board meetings also always take place when trial lectures and interviews have been completed. The experts then produce their assessments, in writing, which must have reached the secretary of the board ***no later than 10 days before the final meeting*** at which the decision is to be made. The head of department or a deputy appointed by the head of department is invited to attend the meeting and make statements.

The expert assessments

The expert assessments shall be submitted separately. They constitute the most important documents for the proposal by the Academic Appointments Board and the decision by the Faculty Board/Vice-Chancellor and it is therefore important that the arguments and conclusions of the experts are independent of each other. As far as possible, the assessments are to take all the grounds for assessment into account. If an expert has found it difficult to consider one of the grounds for assessment, this must be stated in the assessment. The criteria and weighting employed by the expert for assessing the various qualifications are to be clearly described in the assessment so as to help the Board members understand on what to base their proposal. *All candidates need not be described in detail.* The candidates who will not primarily be considered for the post can be dealt with more summarily than the shortlisted candidates, but it must be clearly stated in the assessment why they are not included in the final selection.

Length

An assessment of an application for *promotion* should comprise 3 to 5 pages.

For an *advertised post* there is usually a group of candidates who, when considered in the whole context, cannot be shortlisted. The reasons for not shortlisting them for the given post should comprise at least half a page per candidate. The assessments of the shortlisted candidates should comprise 3 to 4 pages per candidate. The final assessment and comparison must comprise at least one page. In this final assessment the reasons for the ranking must be clearly specified and the relative difference between the ranked candidates indicated.

It is important that the assessment be so designed that not only the members of the Academic Appointments Board receive a sufficiently solid ground on which to base a proposal but that the decision-making body also receives clear documentation. Where necessary, the Board may ask the experts to provide written clarifications. The experts are expected to rank more than one candidate for the post. A more precise number may be set by the Academic Appointments Board for specific appointments.

Qualifications

For appointment as *Professor* the required qualifications, pursuant to the Higher Education Ordinance (hereafter HEO) Chapter 4 Section 3, are demonstrated research and teaching skills. Pursuant to ARLU Section 20, at least five weeks of training in teaching and learning in higher education or equivalent knowledge is also required. Research skills must be demonstrated by independent research that significantly exceeds the requirements for appointment as a Reader. Planning and management of research and third-cycle education shall also be assessed.

For appointment as *Senior Lecturer* (HEO Chapter 4 Section 4), the requirements are a completed PhD, an equivalent academic qualification or professional expertise that is relevant to the subject matter and duties of the post, demonstrated teaching skill and at least five weeks of training in teaching and learning in higher education or equivalent knowledge (pursuant to ARLU Section 21).

For appointment as *Lecturer* (ARLU Section 23), the requirements are a second-cycle degree or equivalent international degree and other skills of relevance to the subject and duties of the post. In addition, demonstrated teaching skill and five weeks of training in teaching and learning in higher education or equivalent knowledge are required.

For appointment as a *Postdoctoral Fellow* (ARLU Section 22), the requirement is a PhD or equivalent international degree completed no more than three years before the last date for applications. Candidates who have completed their degree earlier than this can be considered if there are valid reasons. Valid reasons include leave of absence because of illness, parental leave, clinical work, positions of trust in trade union organisations and student organisations and other similar circumstances.

The stated requirements serve as a first selection criterion in the appointment procedure. Candidates who clearly fail to meet the formal requirements shall not

be further considered in the appointment process. If a proposed individual lacks sufficient training in teaching and learning in higher education, the head of department or a deputy appointed by the head of department shall draw up a professional development plan to rectify this.

Grounds for assessment

The assessment shall be based on the ARLU grounds for assessment and the subject matter and duties of the post as stated in the vacancy notice.

Gender equality

The aspect of gender equality is an objective ground that may be decisive in cases where candidates are considered to be more or less equally qualified according to the applicable grounds for assessment. Lund University adopted a Gender Equality, Equal Opportunities and Diversity Policy on 8 September 2011. Through active recruitment, the University shall strive to achieve an even gender balance in all categories of academic staff.

In its final assessment of the candidates' qualifications, the Academic Appointments Board is to consider the gender equality aspect. The Board must describe in the minutes how the research and teaching skills of the proposed candidate have been taken into account. If the candidates include both men and women, the Board must also describe how the gender equality aspect has been taken into account, even in cases where it has not been decisive.

Appointment proposal

The Board proposes a candidate for the post in question. Normally, further candidates are also ranked. This is primarily in order to facilitate the further process, should the proposed candidate withdraw his or her application. Senior Lecturers, Lecturers and Postdoctoral Fellows are appointed by the Faculty Board and Professors by the Vice-Chancellor. The Faculty Board shall provide a statement about the Board's proposed candidate for a post as Professor.

Appeals

An appointment decision can be appealed to the Higher Education Appeals Board. The experts are required to comment on the appeal and the proposed candidate is also given the opportunity to do so. The Academic Appointments Board then meets to discuss the appeal. A decision to reject or approve the appeal is forwarded to the decision-making body which, in its turn, makes a statement to the Appeals Board.

The decision by the Higher Education Appeals Board is final.

Promotion to Professor

The Board normally meets three times for each application for promotion. First, it decides whether the application is to be assessed by external experts. Three experts are normally appointed in accordance with the applicable regulations. If

the Board considers that an applicant is clearly unqualified and decides not to consult external experts, the reasons for the decision must be explained in detail.

In exceptional cases, expert assessments and minutes (no more than 12 months old) appended to the application and showing that the candidate has been ranked for an equivalent professorship by an appointments board at another higher education institution can be deemed sufficient documentation for the assessment of the Board, on condition that the expert assessments are separate and solidly supported.

Promotion to Senior Lecturer

The Board normally meets once. If the applicant holds a PhD, external experts are not appointed; the Board assesses the qualifications of the applicant.

Readership (unsalaried)

The Academic Appointments Board meets twice, first to appoint an expert and then to take a decision. Guidelines/criteria for appointment as a Reader are regulated in a separate document.

Postdoctoral Fellowship

For the appointment of Postdoctoral Fellows, the Academic Appointments Board appoints an external expert on the advice of the department concerned. The statement of the external expert shall be sent to the department to form a basis for the department's proposal of a candidate, which is sent to the Academic Appointments Board for a decision.

Permanent appointments

When a department submits an application to change a fixed-term appointment into a permanent appointment for Lecturers and Senior Lecturers, the Board meets once to assess the qualifications of the applicant. In these cases, the requirement for training in teaching and learning in higher education is unconditional. The individual who has held the fixed-term appointment shall be on the Human Resources division's list of those with a right of precedence for re-employment.

For those who already have a permanent post with a different title, an assessment shall be carried out for the conversion of the post. An expert is not normally appointed.