



## LUND UNIVERSITY

Joint Faculties of Humanities and Theology

Working committee of the faculty board

### **Instructions for experts and the Academic Appointments Board**

#### **The Academic Appointments Board**

The local appointment rules at Lund University (referred to below as ARLU) state that the Academic Appointments Board (referred to below as AAB) is to prepare appointments to professorships. At the Faculties of Humanities and Theology, the AAB prepares the appointment of teaching staff employed until further notice, including adjuncts and visiting professors as well as postdocs. The AAB also prepares long-term substitutions for the equivalent positions. Furthermore, the AAB prepares and takes decisions on admissions to non-remunerated associate professorships.

The AAB has four teaching staff members as regular board members. In addition, the students are entitled to two representatives.

The experts have the right to attend AAB meetings and to make statements. For senior lecturerships (including promotion) two experts are usually appointed and for professorships (including promotion) three experts. For positions as lecturer, the matter is passed on to the department for a statement.

#### **Working methods**

The AAB normally meets at least four times per case. The AAB conducts a preliminary elimination of candidates and decides which applicants are to be assessed by the experts. The AAB can make the selection using subject expertise from the department. The selection is to be justified in the meeting minutes.

Subsequently, the AAB decides on the appointment of experts according to a proposal from the departmental board concerned, and in the case of appointment/promotion to a professorship, also from other higher education institutions.

The chair and secretary have a preliminary meeting with the experts soon after they have received the documents. The meeting serves to discuss matters of principle concerning the case, with reference to the vacancy announcement for the position and ARLU, and the experts present their general assessment of the matter. A timetable for processing the case is decided. The criteria for weighing the ARLU grounds for assessment in relation to the specialisation of the position are also established. Teaching expertise is to be assessed on the basis of planning, implementation and evaluation of teaching as well as supervision and examination. Teaching expertise is to be well documented so as to allow assessment of both its quantity and quality. *The responsibility for providing a*

*clear picture of competences lies with the applicants themselves.* However, the AAB can obtain further documents for assessment.

The AAB also meets to decide on a shortlist, on the basis of the vacancy announcement, and on the theme of the trial lectures. Trial lectures and interviews are common practice for all categories of teaching staff. The trial lectures are to be clearly adapted to the appropriate level and linked to the department's regular teaching.

The AAB also always meets immediately after the trial lectures and interviews have been conducted. Then the experts write their statements, which are to have been received by the secretariat ***at the latest 10 days before the final meeting***, which is the decision-making meeting.

The head of department or a person appointed by them is called to present the proposal to the experts and to attend the interviews and the final meeting.

### **The expert statements**

*The expert statements are to be provided separately.* They constitute the most important documentation for the AAB's position and the faculty board/vice-chancellor's decision, so it is important that the expert's arguments and conclusions are independent of each other.

When a vacancy is *advertised* there is often a category of applicants who cannot be included among the leading candidates in a holistic perspective. The justification for excluding them in this context should be approximately half a page long for each applicant. The assessment of the shortlisted candidates should be approximately three to four pages long per applicant. The experts are to rank more than one applicant. The final summary and evaluation is to cover at least one page. Here, the reasons behind the ranking are to be clear as well as how large or marked the difference between the various ranked applicants is overall.

The statements are, as far as possible, to contain assessments on all the criteria provided. If an expert has found it difficult to take one of the assessment criteria into account, this should be explained in the statement. The weighing of the applications and the criteria used by the experts for the evaluation of the various qualifications are to be clear from their statements, as a guide for the members of the board in their decision.

It is important that the statements be structured so that not only do the AAB members get a sound basis on which to take a position on the matter, but the decision-making authorities also receive clear documentation. The AAB can, where appropriate, ask the experts to submit written clarifications. Any more detailed specification of the number of ranked applicants is decided by the AAB on a case by case basis.

A statement about an application *for promotion* should cover three to five pages.

**The qualification requirements pursuant to the Higher Education Ordinance and Lund University's Appointment Rules (ARLU 19 September 2014)**

The qualification requirements serve as a first instrument for selection in the appointment procedure. Any candidate who clearly does not meet the formal qualification requirements is not to be considered in the further processing of the appointment matter. At the first AAB meeting, a first such review is conducted (see above).

A person who has demonstrated both research and teaching expertise shall be qualified for employment as a *professor* except in disciplines in the fine, applied or performing arts. A person who has demonstrated both artistic and teaching expertise shall be qualified for employment as a professor in disciplines in the fine, applied or performing arts (Higher Education Ordinance Chapter 4 Section 3).

Those qualified for appointment as a *senior lecturer* are

1. except in disciplines in the fine, applied or performing arts, a person who has demonstrated teaching expertise and been awarded a PhD or has the corresponding research competence or some other professional expertise that is of value in view of the subject matter of the post and the duties that it will involve, and
2. in disciplines in the fine, applied or performing arts, a person who has demonstrated teaching expertise and been awarded a doctorate in fine, applied or performing arts, has demonstrated artistic expertise or has some other professional expertise that is of value in view of the subject matter of the post and the duties it will involve (Higher Education Ordinance Chapter 4 Section 4).

To be qualified for appointment as a *lecturer* a person must possess a second cycle degree or have acquired equivalent knowledge in some other way, and must have other qualifications of significance for the position's specialisation and the work duties it will involve. In addition, proven teaching expertise is a requirement.

All the teaching positions above require the applicant to have undergone at least five weeks' training in teaching and learning in higher education, or to have acquired equivalent knowledge in some other way, unless exceptional circumstances apply. If a person proposed for a position lacks sufficient training in teaching and learning in higher education, the head of department or a person appointed by him or her is to set up a plan for professional development in teaching and learning.

A person is qualified for a position as *postdoc* if they have completed a PhD degree or a degree from another country which is deemed equivalent to a PhD and which was completed not more than three years before the application deadline for the position. In exceptional circumstances, the doctoral degree may have been obtained earlier. Exceptional circumstances apply in case of sick leave, parental leave, clinical work, elected office within employee organisations or other similar circumstances.

### **Assessment criteria**

As assessment criteria in the appointment of a professor or senior lecturer, the degree of expertise in the areas required for the appointment is to apply. The scrutiny of teaching expertise is to be as rigorous as that of other qualification requirements for the position. Furthermore, the assessment is to be based on the ARLU assessment criteria, the subject content of the position and the work duties involved as stated in the vacancy announcement.

### **Gender equality aspect**

The gender equality aspect constitutes an objective reason that may determine the outcome when applicants are deemed to be equivalent or almost equivalent according to the applicable assessment criteria. On 8 September 2011, Lund University approved a policy for gender equality, equal opportunities and diversity. The plan for the Faculties of Humanities and Theology is revised annually. Through active recruitment, the Faculties of Humanities and Theology are to work towards an even gender distribution within all categories of teaching staff.

Pursuant to the vice-chancellor's decision on "New procedures for increasing gender equality in the recruitment of professors" (STYR 2016/1133) of 22 September 2016, the dean is to go through submitted applications to ensure that there are qualified applicants of both genders before the applications are handed over to the experts for assessment. Otherwise, the recruitment process is to be stopped.

In its final review of the applicants' qualifications, the AAB is to take the gender equality aspect into account. In its minutes, the AAB is to account for the way in which a proposed applicant's research and teaching qualifications have been taken into consideration. If applicants of both genders have applied for a position, the minutes must also state how the gender equality aspect was taken into consideration even if it was not a determining factor.

### **Appointment proposal**

The AAB proposes an applicant for the position. Normally, the remaining applicants are ranked. This is done mainly to facilitate the procedure if the proposed candidate should withdraw his or her application. Senior lecturers, lecturers and postdocs are appointed by the faculty board whereas professors are appointed by the vice-chancellor.

### **Appeals**

Decisions on appointment can be appealed to the Higher Education Appeals Board. The experts are invited to make a statement and the proposed candidate is offered the opportunity to do so. Then the AAB meets once again to process the appeal. The AAB's proposal to reject or approve the appeal is passed on to the faculty board/vice-chancellor for a further statement to the Higher Education Appeals Board. If the appeal is accepted, a new case is opened and a new decision on appointment taken which can in turn be appealed.

The decisions of the Higher Education Appeals Board cannot be appealed.

**Promotion to professor**

In normal cases, the AAB meets three times in the procedure. The AAB makes a preliminary assessment of whether an application is to be assessment by external experts. In normal cases, three experts are then appointed according to the usual provisions. If the AAB finds that an applicant is clearly unqualified and does not forward the application to the experts, the decision must be justified in detail.

In exceptional cases, when an application contains expert statements and minutes (12 months old at most) showing that the applicant has been ranked for an equivalent professorship by an academic appointments board (or equiv.) at another university, this can be accepted as sufficient documentation to allow the AAB to take a position on the applicant. This applies on condition that the statements are separate and well justified.

**Promotion to senior lecturer**

In normal cases, the AAB meets once. If the lecturer employed until further notice holds a PhD, no experts are appointed and the AAB only scrutinises the applicant's qualifications.

**Re-regulation of appointment**

In case of re-regulation of an appointment from researcher to senior lecturer, the AAB reviews the employee's qualifications.

**Postdocs**

For appointments to postdoctoral positions, the AAB appoints an external expert according to a proposal from the department concerned. The statement from the external expert is to be submitted to the department as a basis for its preparation of a proposed candidate for the position, which is then submitted to the AAB for decision.

**Non-remunerated associate professorship**

The AAB meets at least twice on the case, first when the board appoints an expert, and then when it takes a decision. Guidelines/criteria for admission of non-remunerated associate professors are established in special provisions (for the current rules, see Reg. no STYR 2014/1029).