



GÖTEBORGS UNIVERSITET

REGULATIONS

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Appointments Procedure for Teachers

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Summary	<p>According to the Higher Education Ordinance (SFS 2010:1064), c. 2 sec. 2, the University Board shall determine an appointments procedure with the regulations which the university applies to the appointment and promotion of teachers.</p> <p>The present document contains the local provisions which supplement the Higher Education Ordinance's regulations for the appointment of teachers.</p>



GÖTEBORGS UNIVERSITET

**Appointment procedure for the
appointment of teachers at the
University of Gothenburg**



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University Board

DECISION

20-02-2013 V 2012/738

Appointment procedure for the appointment of teachers at the University of Gothenburg

On 20 February 2013 the University of Gothenburg approved the following appointments procedure in accordance with c. 2 sec. 2 of the Higher Education Ordinance (HF).

This appointments procedure approved by the University Board should be supplemented by additional regulations of the faculty boards. Such regulations must not, however, contain regulations which signify that the appointment procedure's regulations are restricted or circumvented.

1. Teaching appointments

At the University of Gothenburg as of 1 March 2013, teachers are appointed as professors, senior lecturers, lecturers, associate senior lecturers, postdoctoral research fellows, adjunct professors, visiting professors, adjunct senior lecturers, adjunct lecturers, visiting lecturers, postdoctors as well as senior professors.

A teacher's work assignments include teaching, research or artistic development work as well as administrative work. Also included in a teacher's duties is following developments within the particular subject area and social developments in general which bear on the teacher's work within the university. (c. 3 sec. 1 Higher Education Ordinance)

The Faculty Board of the Sahlgrenska Academy is entitled to determine whether appointment as a professor or senior lecturer is to be combined with appointment in a medical unit according to c. 4 sec. 2 and subsec. 8 of the Higher Education Ordinance. Regarded as medical units are also those units where odontological instruction and research are carried on.

The appointment structure for teachers established here is designed to respond to the diversified demand for staff which is needed for the University of Gothenburg to be able to fulfil its different charges and in order to ensure work of the highest quality. Through

continuous skill development and a transparent system of promotion, the employee is provided with good opportunities for developing skills as a university teacher. Above all, a system of promotion of this type (tenure track) is expressed in the time-limited post of associate senior lecturer, which is an appointment based on qualifications whereby the holder, upon approved examination, is promoted to permanent appointment as a senior lecturer.

It is incumbent on the university as an employer to determine the extent to which a teacher, regardless of the type of position, shall participate in teaching, research and/or artistic development work and administration. In that connection, the university should endeavour to ensure that teachers of every category are involved in teaching at the basic or advanced level. Also included in this is the duty to determine the teachers' participation in the university's mission to work together with the surrounding community and inform it of its operations as well as to act to make sure that research results obtained at the university are put to good use. Generally, it is important that the university teacher follow developments within their own subject area and social developments in general which are of significance to the teacher's work at the university. For all teachers with permanent positions – together with all other teachers having a fixed-term position of more than two years – it is also important for them at the latest within one year from the date of their initial appointment to have undergone university teacher training or to have otherwise acquired equivalent knowledge. The examination of such university teacher training qualifications shall take place according to special regulations established by the vice-chancellor of the university. In the case of part-time positions or if other special circumstances apply, this time may, however, be extended to two years.

Fundamental in the recruiting of teaching staff – as well as of other categories of staff – is that the appointment contract shall normally apply provisionally. Exceptions to this basic principle are indicated in the Law on Employment Security (LAS) (1982:80). In addition to this, c. 4 of the Higher Education Ordinance (HF) permits fixed-term appointments for adjunct professors, who can be appointed for a period of up to 12 years, for visiting professors, who can be appointed for a period of up to five years as well as for tenure track appointments of four years with the possibility of extension of up to six years in special circumstances.

Teachers in the fine, applied or performing arts may, however, – although the main option even here consists of provisional appointments (see prop. 2009/10:149) – based on the Higher Education Ordinance be appointed provisionally, but for a period of at most five years. Such an appointment may be renewed. The total appointment period may not, however, be longer than ten years.

The appointments which in other cases may be limited in time beyond the provisions in the LAS are regulated by collective wage agreements.

1.1 Appointments according to c. 4 of the Higher Education Ordinance

1.1.1 Professor

Professor is the foremost teaching position. Together with the senior lecturers, the professors represent the core of the position structure and in that role act as the most important guarantor of high-quality teaching and research. Within the framework of all the different tasks which constitute a university teacher's appointment, a professor's work is conditioned to a high degree by the competence which goes with the position but also by the varied tasks which over time the university is confronted with. Appointments as a professor require at least half-time duties.

1.1.1.1 Eligibility

To be eligible for employment as a professor in areas other than the fine, applied or performing arts, a person must demonstrate both scholarly/scientific and pedagogical skills/proficiency. To be eligible for appointment as a professor in the fine, applied or performing arts, a person must demonstrate both artistic and pedagogical competence.

For appointments as a professor which are to be combined with appointments in a medical unit, proven clinical competence is also required.

1.1.2 Senior lecturer

As the most common teaching position at the university, the senior lectureship covers a broad spectrum of a university teacher's various assignments. As such, this position marks a quality-based foundation for teaching and research.

1.1.2.1 Eligibility

To be eligible for employment as a senior lecturer within areas other than the fine, applied or performing arts, a person must demonstrate pedagogical competence and have attained a doctorate or equivalent scholarly competence or some other type of competence which is important with respect to the appointment's subject content and the duties involved in the appointment.

To be eligible for employment as a senior lecturer in the fine, applied or performing arts, a person must demonstrate pedagogical competence and have attained a doctorate in the arts or equivalent artistic competence or some other occupational skill which is important with respect to the appointment's subject content and the duties involved in the appointment.

For appointments as a senior lecturer which are to be combined with appointment in a medical unit, proven clinical competence is also required.

1.1.3 Adjunct professor

The aim of appointment as an adjunct professor is to bring important competence to the University of Gothenburg as well as to bring about a knowledge exchange between the university and the surrounding community. The person who holds an appointment as an adjunct professor should have their main occupational activity located outside the higher education sector.

Appointment as an adjunct professor is normally established on a 20–40% basis but is intended for at most half-time duties.

1.1.3.1 Eligibility

To be eligible for employment as an adjunct professor, a person must demonstrate both scholarly and pedagogical competence. To be eligible for employment as an adjunct professor in the fine, applied or performing arts, a person must demonstrate both artistic and pedagogical competence. When evaluating the candidate's scholarly or artistic competence, special emphasis is placed on their competence in the subspeciality at which the appointment is aimed.

1.1.4 Visiting professor

The aim of appointment as a visiting professor is that the university, by temporarily establishing closer ties with a person from mainly another university or institution of higher education, can provide space for new stimuli relating to teaching and/or scholarly or artistic activity. The visiting professor should not have a career-related association with the University of Gothenburg and should normally have occupational activity located at another Swedish or foreign university or in some other social sector of importance to the university.

1.1.4.1 Eligibility

To be eligible as a visiting professor a person must demonstrate both scholarly and pedagogical competence. To be eligible as a visiting professor in the fine, applied or performing arts, a person must demonstrate both artistic and pedagogical competence.

1.2 Locally determined appointments

1.2.1 Associate senior lecturer

An associate senior lecturer may on the basis of c. 4 subsec. 12a and 12b of the Higher Education Ordinance be appointed provisionally, but for a maximum of four years, with the aim of giving the respective teacher the opportunity to develop their independence as a researcher and to acquire those qualifications which are required for another teaching

appointment for which higher requirements obtain. The appointment may be renewed if because of the teacher's absence due to illness, parental leave or other special circumstances further time is required to achieve the purpose of the appointment. The total appointment period may not, however, be longer than six years. Regarding the appointment, the Law on Employment Security (1982:80) applies in all other respects. As an associate senior lecturer one can have duties within the areas of teaching and administration but one should devote oneself at least during half of one's work time to research and/or artistic development work.

Appointment as an associate senior lecturer is thus an appointment based on merit where the holder of the position, upon approved examination, will be promoted to the position of senior lecturer.

Before an appointment as associate senior lecturer is advertised as vacant, it should be determined which criteria should be used in examining an application for promotion to senior lecturer. The criteria used in determining promotion to senior lecturer should be clear from the vacancy advertisement for the associate senior lectureship.

1.2.1.1 Eligibility

To be eligible for employment as an associate senior lecturer, a person must have a doctorate, a doctorate in the arts or have attained equivalent scholarly/artistic competence. First of all, that person should be taken into consideration that has obtained a doctorate or has acquired equivalent scholarly/artistic competence at the very latest seven years before the conclusion of the application period. The person who has obtained a doctorate earlier may also be given primary consideration if there are special reasons. Special reasons are considered to be a leave of absence due to illness, service in the total defence, commissions of trust within professional and student organisations or parental leave or other similar circumstances.

***Transitional regulations:** Pursuant to the transitional regulations of the new Higher Education Ordinance ((2010:1064), the university was able to apply the older regulations in c. 4 of the Higher Education Ordinance concerning the hiring procedure and the time limitation in the case of decisions concerning the appointment of associate senior lecturers and postdoctoral research fellows up until the end of September 2011. The purport of the transitional regulations is further that the university – for all such appointments which have come about on the basis of the older regulations – shall apply the earlier regulations of the ordinance as far as time limits are concerned. In addition, by local decision the university, as far as associate university lecturers appointed before October 2011 are concerned, will apply the older regulations' c. 4 sec. 13a concerning promotion to senior lecturer.*

1.2.2 Postdoctoral research fellow

A postdoctoral research fellow may on the basis c. 4 subsec. 12a and 12b of the Higher Education Ordinance be appointed provisionally but for a maximum of four years, with the aim of giving the respective teacher the opportunity to develop their independence as a researcher and to acquire those qualifications which are required for another teaching appointment for which higher requirements obtain. The appointment may be renewed if because of the teacher's absence due to illness, parental leave or other special circumstances further time is required to achieve the purpose of the appointment. The total appointment period may not, however, be longer than six years. Regarding the appointment, the Law on Employment Security (1982:80) applies in all other respects. As a postdoctoral research fellow one can have duties within the areas of teaching and administration but one should devote oneself at least during half of one's work time to research and/or artistic development work.

Appointment as a postdoctoral research fellow is thus – similar to appointment as an associate senior lecturer – an appointment based on qualifications. The holder of an appointment as a postdoctoral research fellow does not, however, have the right to be examined for promotion to senior lecturer.

Before an appointment as a postdoctoral research fellow is established, the head of the department should carefully consider, in light of the operating needs and the long-term provision of competencies, whether an appointment as associate senior lecturer should not be established instead.

1.2.2.1 Eligibility

To be eligible for employment as a postdoctoral research fellow a person must have a doctorate, a doctorate in the arts or have attained equivalent scholarly/artistic competence. First of all, that person should be taken into consideration that has obtained a doctorate or has acquired equivalent scholarly/artistic competence at the very latest seven years before the conclusion of the application period. The person who has acquired a doctorate earlier may also be given primary consideration if there are special reasons. Special reasons are considered to be a leave of absence due to illness, service in the total defence, commissions of trust within professional and student organisations or parental leave or other similar circumstances.

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1.2.3 Lecturer

The position of lecturer is primarily designed to meet instructional needs in those cases where the doctorate is not an essential requirement.

1.2.3.1 Eligibility

To be eligible for employment as a lecturer a person must demonstrate both pedagogical competence and have completed university education at the least advanced level or have equivalent competences or some other skill which is of significance in relation to the appointment's subject content and the duties involved in the appointment.

1.2.4 Postdoctor

The position of postdoctor aims to give new holders of the doctorate the opportunity mainly to strengthen and develop their scholarly proficiency. For appointment as a postdoctor the assignments will be mainly directed toward one's own research but can, if they do not exceed one-fifth of the work time, also include teaching.

The decision concerning appointment as a postdoctor takes place on the basis of the *Contract for time-limited appointment as a postdoctor*. A postdoctor will be appointed provisionally but for a maximum of two years. An appointment of this kind may be extended if there are special reasons. Special reasons are considered to be a leave of absence due to illness, service in the total defence, commissions of trust within professional and student organisations or parental leave or other similar circumstances. Against the background of the intentions in the contract and the fact that this position aims to create reasonable scope for scholarly qualification – if no special reasons exist – such appointments are normally established for a two-year period.

One prerequisite for applying this contract is that the employee has not previously been appointed as a postdoctor according to the contract for more than one year within the same or a kindred subject area at the University of Gothenburg.

1.2.4.1 Eligibility

To be eligible for employment as a postdoctor a person must have a doctorate, a doctorate in the arts or a foreign degree which is judged to be the equivalent of a doctoral degree. That person should be given primary consideration that has completed a doctorate at the latest three years before the conclusion of the application period. The person who has acquired a doctorate earlier may also be given primary consideration if there are special reasons. Special reasons are considered to be a leave of absence due to illness, service in the total defence, commissions of trust within professional and student organisations or parental leave or other similar circumstances.

1.2.5. Adjunct teacher (adjunct lecturer and adjunct senior lecturer)

Through appointments at the rank of adjunct teacher, important competence is brought to the University of Gothenburg at the same time that a reciprocal exchange of knowledge between the university and the surrounding community is made possible. The person who holds an appointment as an adjunct teacher (that is, as an adjunct lecturer or as an adjunct senior lecturer) should have their main occupational activity located outside the higher education sector.

Appointment as an adjunct teacher is normally established on a 20–40% basis but is intended for at most half-time duties. Decisions concerning appointments as an adjunct teacher take place on the basis of the *Contract for time-limited appointment as an adjunct teacher*. Higher education teacher training/in-service training during the first two years is a requirement for continued adjunct status.

1.2.5.1 Eligibility

To be eligible for employment as an adjunct teacher a person must demonstrate pedagogical competence and have completed university education at the least advanced level in the case of adjunct lecturers or obtained a doctorate in the case of adjunct senior lecturers or have equivalent competence or some other skill which is of significance in relation to the appointment's subject content and the duties involved in the appointment.

1.2.6 Visiting lecturer

The aim of appointment as a visiting lecturer is that the university, by temporarily establishing closer ties with a person from mainly another university or institution of higher education, can create space for new stimuli relating to teaching and/or scholarly or artistic activity. The visiting lecturer should not have a career-related association with the University of Gothenburg and should normally have their occupational activity located at another Swedish or foreign university or in some other social sector of importance to the university.

1.2.6.1 Eligibility

To be eligible for employment as a visiting lecturer a person must demonstrate both pedagogical competence and have completed university education at the least advanced level or have equivalent competences or some other skill which is of significance in relation to the appointment's subject content and the duties involved in the appointment.

1.2.7 Senior professor

On the basis of LAS sec. 5, a pensioned professor may be appointed to an equivalent position with the prefix senior (in the international context, the term professor is used).

An appointment of this type shall be limited in time to a maximum of one year for each appointment instance. The decision about whether to appoint a senior teacher should always be made based on a careful examination of the operating reasons for the current appointment.

1.2.7.1 Eligibility

To be eligible for employment as a senior professor a person must be pensioned and must before his pensioning have been appointed as a professor in an equivalent position.

2. Recruiting process

Recruiting of a teacher is part of the continuous staff planning process which forms part of the university's long-term provision of competence. The decision about whether to recruit a teacher should include a number of considerations concerning the position's strategic importance for teaching and research, the conditions of financing as well as what requirements should be linked with the appointment for it to best fulfil the needs of the university's operations. In both the planning for the establishment of a teaching position as well as in the subsequent recruiting process, the objectives which the university has set up regarding gender equality, non-discrimination and broadened external recruitment should be carefully observed. The present appointment procedure touches on certain aspects of this introductory part of recruiting work but it regulates above all the ensuing parts of the process which involve the actual selection work.

2.1 Appointment profile

Successful recruitment presupposes a clear appointment profile in terms of the subject designation, subject content/description, duties, eligibility, assessment criteria and other qualification requirements. In this sense the formulation of the appointment profile such as it is expressed in the vacancy advertisement is extraordinarily important in achieving legal security and effectiveness in the subsequent process. The appointment profile should be elaborated in consultation with the chairperson or the officer of the Board of Academic Appointments who has special knowledge of the rules and regulations concerning teaching appointments.

2.1.1 Subject or field of study designation

The subject area for a teaching appointment is formulated against the backdrop of the university's and faculty committee's overall planning. Great care should be devoted to the designation and content of the appointment as well as to how the particular subject description should be formulated.

The subject designation should normally consist of a 'subject' or teaching area/main field of study. If special reasons exist, the designation should consist of 'subject/special subspeciality'.

If special university operating reasons exist, the designation of the subject or field of study can be changed upon examination during the on-going appointment contract negotiations. Decisions concerning changes in the designation of the subject or the field of study are made by the vice-chancellor.

2.1.2 Assessment

In making teaching appointments, the applicant should be chosen who, based on an overall assessment of competence and potential for development, is judged to have the best qualities for performing the duties included in the appointment. In assessing the appointment and promotion of teachers, the level of such competence should always apply which is a qualification requirement for the appointment. In addition, the level of administrative and other competence should apply which is important in relation to the content which the university determines to be appropriate for the appointment and the duties included in the appointment. Further, the level of competence in developing and managing operations and staff at the university should be taken into account as well as the ability to collaborate with the surrounding community and to inform it on research and development work. In examining qualifications, just as much care should be devoted to scrutiny of the candidate's teaching competence as to scrutiny of his or her scholarly and/or artistic competence.

In connection with the assessments, the qualifications portfolios (or the equivalent) for the particular position which have been determined by the particular faculty area should be used. In these it is also indicated what the applicant should submit and what the reviewers should assess.

2.1.2.1 Scholarly/scientific competence

The candidate's scholarly/scientific competence should have been demonstrated by their own research.

The criteria used in the assessment include, for example:

- Breadth and depth of the research
- Originality of research
- Productivity
- Contribution to the international scholarly community
- Charges within the scholarly community

2.1.2.2 Artistic competence

The candidate's artistic competence should have been demonstrated by their own artistic production.

The criteria used in the assessment include, for example:

- Artistic depth and expressiveness
- Artistic originality
- Visibility and estimation in the society's artistic life and in professional contexts
- Productivity
- Artistic research and development work
- Honours, scholarships, etc.
- Expert commissions in the arts

2.1.2.3 Pedagogical competence

In judging the candidate's pedagogical competence, attention must be paid to the candidate's demonstrated ability to develop, manage and carry out instruction of a high quality, the successful supervision of students leading to positive results, and a demonstrated ability to design qualified teaching material.

The criteria used in the assessment include, for example:

- The scope of successfully carried-out teaching and student supervision
- Good ability to impart knowledge as well as involvement and interest in the subject
- Significant competence in developing courses and teaching activities
- Experience in the production of learning materials

Note: As indicated by way of introduction, all teachers with provisional appointments – including other teachers with an appointment period of more than two years – must at the latest one year from the date of their appointment have undergone university teacher training or otherwise acquired the equivalent knowledge. The examination of such university teacher training qualifications shall take place according to special regulations determined by the vice-chancellor of the university. In the case of part-time appointments or if other special circumstances apply, this period can, however, be extended to two years.

2.1.2.4 Management ability and administrative competence

Qualifying factors here are different kinds of management commissions or other commissions in bodies within the university. This can involve duties as head of the department, director of studies, chairperson or member of a committee, committees or boards at different levels within the university or work involving the development of

human resources management, of quality control, of IT applications, or internationalization work or gender equity work.

Also included here are other forms of leadership within the academy, i.e., demonstrated ability to manage university operations and staff as well as the ability to organize and manage research projects and research groups.

Also included here are, independent of the appointment's orientation and characteristics, activities outside the university as well as international commissions and experiences.

2.1.2.5 Collaboration with the surrounding community

The collaborative duties are threefold: to inform, to collaborate with the surrounding community, and to work to put university research to good use. Since these duties constitute one of the university's declared missions, competence in this area will be a special basis for judging the candidate's suitability. The ability to interact with the rest of society is an important aspect of university teacher's role and requires considerable insight into different social processes and the impact which the university's operations have on these.

Factors to be taken into account in the assessment can include, for example:

- Contact-promoting information and communication work
- Documented social contacts of importance to the subject field
- Successful collaborative projects with external actors
- Significant initiatives within contract education and contract research
- Popular scientific works with a wide diffusion
- Licensing and commercialization work

2.1.2.6 Suitability

As far as the criterion of suitability is concerned, it is important that the applicant demonstrate those personal qualities which are required for fulfilling well the duties involved in the position, for collaborating with other staff and for contributing to the development of university operations.

2.2 Information about the appointment (Appointment procedure sec. 6)

According to section 6 of the *Appointment procedure*, an authority which intends to hire an employee must normally provide information concerning this in a suitable way. The official advertisement of a position vacancy comprises, together with the regulations and the contract, the starting points for the recruitment group's (or the equivalent's) work. What the vacancy advertisement indicates about the appointment profile, etc., applies and may not be changed or ignored in the course of the work. Those criteria which one

intends to consider in hiring must therefore be clear from the announcement, if they are not stipulated in the regulations or contract. Only those requirements which have been indicated in the vacancy advertisement can subsequently be considered in making the appointment. Information according to the above should always – excluding that which concerns appointments as an adjunct professor, adjunct senior lecturer, adjunct lecturer, visiting professor, senior professor and visiting teacher – be provided in the case of appointments which are valid for more than six months.

Information concerning teaching appointments should, with respect to positions which require scholarly or equivalent artistic competence, in addition to through the employment service be published on the university's homepage. In all other respects the manner of publication is at one's discretion. The vacancy advertisement should always be formulated in Swedish but normally there should also be an English version. The advertising should occur – if no special and written reasons exist – both nationally and internationally.

As an active measure to reduce the possibility of a skewed gender distribution within the current field of study/employment category, the requirement profile should be formulated in such a way that the applicant from the underrepresented gender may be encouraged to apply for the respective appointment.

The application period should be at least three weeks, if no special reasons exist.

3 Drafting before the appointment of teachers

3.1 Drafting group/ academic appointments board

For the drafting work of teaching appointments which require scholarly, artistic or occupationally related competence, the faculty committees establish an academic appointments board. The composition of the Board of Academic Appointments is regulated in the university's rules of procedure and rules of delegation of authority. Experts can be co-opted onto the board. In establishing the drafting body, equal gender distribution should be striven for. Officials having special knowledge of the rules and regulations concerning teaching appointments should be attached to the academic appointments board.

3.2 Reviewers

Expert procedure should normally be applied in the recruitment to provisional appointments which demand scholarly and/or artistic competence as well as in the appointment of associate senior lecturers and postdoctoral research fellows. In the appointment of professors, expert opinions should be solicited from at least two reviewers. In other cases expert opinions should be solicited from at least one reviewer. Expert assessment does not need to be solicited if it is clearly unnecessary with respect to

the circumstances surrounding the matter. It is the chairperson in the Board of Academic Appointments who, at the recommendation of the head of the department involved, designates the reviewers.

3.3 Drafting

Included in the recruitment work aimed at teaching appointments are – based on the given appointment profile – a number of different aspects which need to be examined. An important part of the work of selection applicable above all to scholarly/artistic qualifications is that of the expert procedure. In drafting the matter the drafting body should – before the application documents are handed over to the reviewer/reviewers – carry out an examination regarding the issue of qualifications. The reviewer's charge then consists of making an assessment of competence of the qualified applicants and, based on this examination, – and normally without internal ranking – reporting in a statement on the scholarly/artistic and the pedagogical competence of those applicants who should be primarily considered for the position.

The forms taken by the academic appointments board's examination of the candidates' pedagogical qualifications may vary depending on the circumstances but may, for example, include a trial lecture, drawing on a special pedagogical consultant, interviews or trial teaching. The drafting of the matter should be marked by just as much care in the examination of the candidates' pedagogical qualifications as in that of their scholarly/artistic qualifications.

In the selection and hiring procedures, a non-discriminatory mode of procedure should be applied in accordance with the policy of the University of Gothenburg.

3.4 Simplified procedure in hiring for appointments for a maximum of two years

A simplified hiring procedure without reviewer examination may be applied in the case of temporary and time-limited recruitments as well as in the case of substitute posts and general definite-term appointments.

3.5 Convening

In accordance with c. 4 sec. 7 of the Higher Education Ordinance, a person may be summoned to appointment as a professor if the person is of special importance for particular operations at the university. If this occurs, the reasons why the appointment is of special importance must be documented. The summons procedure should be used restrictively. (see Section 6)

4 Research staff

In addition to the different teaching positions, research staff may also be appointed. Considered to be research staff are those individuals who are appointed to positions which involve research and are therefore not teaching positions. Research staff can nonetheless perform teaching to a limited degree within the framework of their appointment, provided that they have undergone university teacher training or otherwise acquired equivalent knowledge. As examples of such positions one could first mention research supervisors, research coordinators, researchers and associate researchers. Research staff can, if they fulfil the formal requirements and are clearly motivated on the grounds of their activity, be considered for promotion to the rank of teacher (see Section 5.4).

5 Promotion

Teachers who are appointed associate senior lecturers or provisionally appointed as senior lecturers or lecturers shall, following the application from the teacher or at the employer's initiative, be given the opportunity within the framework of their appointment to be examined for promotion to a higher position. The examination shall take place with just as much care and accuracy and taking into account the same qualifications and criteria as apply to hiring following a vacancy advertisement. In judging the suitability of an individual for promotion to the rank of professor, it is – in addition to other suitability criteria – especially the candidate's degree of progression and ambition in research which shall be taken into consideration. Expert judgements should normally be solicited and, in such case, – if no special reasons argue against it – from two reviewers at another teaching institution. Such promotion – which does not imply a new appointment – should be seen as an examination of competence and does not in itself entail any change in the duties of the position. Examination for promotion cannot occur – unless special reasons exist – before at the earliest six months after the individual has obtained a provisional appointment.

In addition to the opportunities for teaching staff to be promoted, in exceptional cases – if special operations-related reasons exist – holders of a provisional appointment within the category of research staff can also be promoted to the rank of professor or senior lecturer. Examination of such a matter shall occur according to the same rules which otherwise apply to promotion to the rank of senior lecturer or professor. The distinction which exists between teachers and research staff with respect to the possibility of promotion is conditioned to a great extent by the different prerequisites which apply to the recruiting procedure which exists between the two categories. The person who holds a teaching appointment is normally recruited using the expert procedure and based on the candidate's scholarly and pedagogical competence. The same does not apply to the category of researcher, who is in most cases appointed exclusively for research-related assignments and without this comprehensive expert examination.

5.1 Lecturer to senior lecturer

A lecturer who has been appointed provisionally should be promoted to senior lecturer if he or she has the qualifications for such an appointment and is also judged suitable following examination according to the criteria which the university has established for appointment as a senior lecturer.

A lecturer who, on the basis of c. 4 sec. 10 of the Higher Education Ordinance has been appointed for a limited period, should be promoted to senior lecturer if he or she has the qualifications for such an appointment and is also judged suitable following examination according to the criteria which the university has established for appointment as a senior lecturer. Such a promotion is not, however, to be viewed as a new appointment as far as the time limitation is concerned.

5.2 Associate senior lecturer to senior lecturer

An associate senior lecturer should be promoted to senior lecturer if he or she has the qualifications for such an appointment and is also judged suitable following examination according to the criteria which the university has established for appointment as a senior lecturer.

Before an appointment as associate senior lecturer is advertised as vacant, it should be determined what criteria should be used in examining an application for promotion to senior lecturer. The criteria used in determining promotion to senior lecturer should be clear from the vacancy advertisement for the associate senior lectureship.

5.3 Senior lecturer to professor

A senior lecturer who has been appointed provisionally should be promoted to professor if he or she has the qualifications for such an appointment and is also judged suitable following examination according to the criteria which the university has established for appointment as a professor. The completion of a programme in student supervision and university teacher training as established by the vice-chancellor is required for promotion.

A senior lecturer who on the basis of c. 4 sec. 10 of the Higher Education Ordinance (artistic activity) has been appointed for a limited period should be promoted to professor if he or she has the qualifications for such an appointment and is also judged suitable following examination according to the criteria which the university has established for appointment as a professor. The completion of a programme in student supervision and university teacher training as established by the vice-chancellor is required for promotion. Such a promotion is not, however, to be viewed as a new appointment as far as the time limitation is concerned.

5.4 Research staff to professor or senior lecturer

A person who has been provisionally appointed to a position in the category research staff can be promoted to professor or senior lecturer if strong university operating reasons argue in favour of it. This presupposes that he or she has the qualifications for such an appointment and is also judged suitable after examination according to the criteria established by the university for the respective position. The completion of a programme in student supervision is one requirement for promotion to the rank of professor as well as in those cases where the appointment as a senior lecturer involves duties which include supervision of third-cycle courses and study programmes. For both promotion to professor and for promotion to senior lecturer, university teacher training as established by the vice-chancellor is a requirement.

6 Regulations concerning the procedure before the summons to appointment as a professor

In accordance with c. 4 sec. 7 of the Higher Education Ordinance, a person may be summoned to appointment as a professor if the appointment of the person is of special importance for particular university operations. If this occurs, the reasons why the appointment is of special importance must be documented. The documentation of the decision should include the following:

1. A needs analysis which shows why the respective person's teaching and research orientation are of particular importance to the institution's and the faculty's operations.
2. A statement of what considerations were taken into account concerning why the recruitment should not occur according to the normal principles following a vacancy advertisement.
3. A statement of how the proposed recruitment relates to other universities in a national and international perspective and why the summons is motivated by the particular appointment.
4. A statement of the examination which has occurred with respect to the qualification and assessment criteria.
5. A statement of the proposed person's overall competence in relation to the future direction of university operations which has been formulated.
6. A statement of what considerations have been taken into account from the standpoint of gender equality.
7. A financial plan for the appointment

The issue of whether to summon a person to appointment as a professor is determined by a faculty committee (or the equivalent) which can be initiated at different levels within the university. The decision is made by the vice-chancellor and should not be delegated.

Within the framework of the procedure for such matters, confidential contacts are established between the vice-chancellor and the respective faculty.

The summons procedure should be applied restrictively and aims primarily to facilitate the recruitment of outstanding international researchers. The procedure can also in exceptional cases be used as a strategic tool for attaining more equal gender distribution within the category of professor.

7 Decision-makers

7.1 Appointment of professors, adjunct professors and visiting professors

The decision to appoint a person as a professor, adjunct professor or visiting professor is made by the vice-chancellor and may not be delegated.

7.2 Appointment of other teachers

Hiring decisions concerning teaching positions besides those of professor, adjunct professor and visiting professor are made according to the delegation of authority rules established by the university board.

7.3 Decisions concerning changes in the designation of subjects or fields of study

Decisions concerning changes in the designation of subjects or fields of study are made by the vice-chancellor and may not be delegated.

7.4 Choice of reviewers

The decision to choose reviewers is made by the chairperson of the Board of Academic Appointments based on recommendations from the head of the department.

8 Appeals

The university's decisions concerning appointments may be appealed to the Higher Education Appeals Board. The university's statement to the Higher Education Appeals Board is given by that person who has made the decision in the hiring matter and, should the occasion arise, following a statement from the Board of Academic appointments.