

KONSTFACK

University of Arts, Crafts and Design

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APPOINTMENTS PROCEDURE

for the appointment of teaching and research staff at Konstfack

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1. Introduction

In order to fulfil its vision, Konstfack's goal in recruiting teaching and research staff is to hire employees with the highest possible competence:

“By 2030, Konstfack will be a leading player in the global field of the visual arts. The university has a history of exploration, risk-taking and responsibility – something we will continue to emphasise. Through practice-based education, research and professional development, we place the freedom of thought and creativity at the heart of our organisation. This establishes cross-disciplinary approaches that guide individuals, institutions and societies towards democratic and ecological goals.”

Konstfack stresses the importance of taking into account active and conscious work to promote diversity, gender equality and equal terms in both preparations and decisions relating to employment matters. Konstfack shall have an attractive and inclusive work environment that is characterised by equal and gender-equal terms for all employees.

Konstfack provides both programmes in fine, applied and performing arts and teacher education.

At Konstfack, the practice regarding the recruitment of teachers for its programmes in fine, applied and performing arts is that appointments are made on an artistic basis for a fixed period (max 5+5 years), in accordance with Chapter 4, Section 10 of the Higher Education Ordinance. The inclusion in the Higher Education Ordinance of a regulation on fixed-term appointments for teachers in artistic organisations is justified by the fact that university-level programmes in fine, applied and performing arts are in a special position when it comes to the need for renewal (Proposition 2009/10:149).

These fixed-term positions, which are also part-time positions from 50% of full-time and upwards, enable teachers to maintain relevance and their contact with the professional world and the field at large. The teachers are active and prominent practitioners in their respective fields, where their own creation is closely tied to the consumers that constitute a public audience, a clientele, or client groups in some other sense. Konstfack sees this as a great strength, and the HEI audit regarding Konstfack's quality work conducted by the Swedish Higher Education Authority (UKÄ) makes specific mention of this as a quality aspect in its evaluation report (Reg. no. 411-00073-19) in November 2020.

Scientific competence is a requirement for conducting teacher education, which has a scientific basis, as well as for teaching in pedagogy, didactics, subject didactics, educational sciences, etc. For the teacher education positions that require primarily scientific competence, recruitment takes place on a scientific basis and the appointment is permanent. This is pursuant to the Employment Protection Act and in line with the recommendation of UKÄ (“Programme Evaluation of the Master of Arts Programme”, 2020-02-19).

Some of the teaching positions within the teacher education programmes require both scientific and artistic skill. There are also courses/modules in the teacher education programmes that relate to artistic subject studies, and which thus require teachers with primarily artistic skills.

Before any decision regarding an appointment, Konstfack must make an assessment of the long-term needs of the organisation and based on the assessed need, strive to make the term of employment as long as possible. The needs of the organisation in the case in question determine whether the appointment should be made on a scientific or artistic basis and whether it should be to a fixed-term or permanent position.

2. About the Appointments Procedure

According to Chapter 2, Section 2 of the Higher Education Ordinance, each higher education institution must regulate its procedure for the appointment of teachers in a local appointments procedure. Konstfack's Appointments Procedure also regulates which research positions may exist at Konstfack, as well as the procedure for appointment to the positions covered by the Appointments Procedure. The Appointments Procedure does not cover technical/administrative staff in general.

Konstfack's Appointments Procedure has been approved by the Board of Governors and is a complement to laws, regulations, recommendations and agreements, such as:

- The Instrument of Government (1974:152) (RF): "... administrative authorities (...) shall pay regard in their work to the equality of all before the law and shall observe objectivity and impartiality.". "When appointments are made, only objective factors, such as merit and competence, shall be taken into account."
- The Public Employment Act (1994:260) (LOA): "Competence shall be a primary consideration, unless there are special reasons for doing otherwise."
- The Higher Education Act (1992:1434) (HL)
- The Higher Education Ordinance (1993:100) (HF)
- The Administrative Procedure Act (1986:223)
- The Employment Protection Act (1982:80) (LAS)
- The Discrimination Act (2008:567)
- The Employment Ordinance (1994:373) (AF)
- The circulars of the Swedish Agency for Government Employers (e.g., *State Employment 2021*)
- The central agreement on temporary employment as a postdoctoral fellow between the Swedish Agency for Government Employers, the Public Employees' Negotiation Council (OFR) and Saco-S (2021-11-19)
- The central agreement on the temporary employment of adjunct teachers (2011-12-14)
- The local agreement on working hours for teachers (2000-03-29).

The Appointments Procedure aims to safeguard and clarify the basic quality requirements that apply when making appointments. One such requirement is transparency and legal certainty in the exercise of public authority; procedures and regulations must be clear and known to the parties involved. The rules regarding conflicts of interest contained in the Administrative Procedure Act (1986:223, 2017:900) must always be taken into account.

The Appointments Procedure is complemented by the "Vice-Chancellor's Delegation and Further Delegation" and the "Rules of Procedure and the Delegation of Decision-Making Rights", as well as by various procedural documents that describe processes and the division of responsibilities in detail.

This Appointments Procedure applies from 2022-01-01. On that date, the previous Appointments Procedure will expire.

The Appointments Procedure covers the following positions:

- | | |
|-------------------------------------|--|
| - Professor | - Guest teacher (at the lecturer or senior lecturer level) |
| - Senior lecturer | - Researcher |
| - Lecturer | - Postdoctoral fellow |
| - Visiting professor | - Doctoral student |
| - Adjunct professor | - Teaching assistant |
| - Adjunct teacher (not a professor) | |

The affiliation of a professor constitutes an agreement regarding an exchange between Konstfack and an individual. It is not an appointment and is therefore not dealt with in the Appointments Procedure. See instead RÖ§30, 2021-06-09, "Revision of guidelines and the handling of affiliation"

3. Bases for employment and forms of employment

Konstfack may use one of the following bases for employment:

- The Employment Protection Act (LAS)
- The Higher Education Ordinance (HF)
- The agreement on the temporary employment of adjunct teachers
- The agreement on temporary employment as a postdoctoral fellow

As regards the forms of employment, the main principle in Sweden is that employment is permanent (Section 4 of the LAS). On the basis of the LAS, the HF or the two above-mentioned central collective agreements, Konstfack may deviate from this main principle and make fixed-term appointments¹.

Konstfack applies the rules of the LAS regarding a probationary period for permanent employment. A probationary period may not exceed six months. If the person in question has recently been employed at Konstfack, it is examined whether or not a probationary period should be applied.

The table below indicates which basis for employment and form of employment Konstfack applies for each position, as well as the timeframe/other frameworks under the HF/collective agreements. For timeframes regarding temporary employment under the LAS, see the LAS.

Position	Basis of employment	Form of employment, timeframe, etc.
Professor	LAS or HF (Chapter 4, Section 10)	Permanent under the LAS, or a temporary appointment on an artistic basis, pursuant to the HF. According to the HF, the term of a professorship may not be limited under the LAS, and it must comprise at least 50 per cent of full-time employment. Timeframe under the HF: max 5+5 years.
Senior lecturer	LAS or HF (Chapter 4, Section 10)	Permanent under the LAS, or a temporary appointment on an artistic basis, pursuant to the HF. Timeframe under the HF: max 5+5 years.
Lecturer	LAS or HF (Chapter 4, Section 10)	Permanent under the LAS, or a temporary appointment on an artistic basis, pursuant to the HF. Timeframe under the HF: max 5+5 years.

¹ If the timeframe for a fixed-term appointment under the LAS is exceeded, employment becomes permanent. If the timeframe specified in the HF/collective agreements is exceeded, the employment shall be declared permanent at the request of the employee (Sections 4 and 36 of the LAS).

Visiting professor	HF (Chapter 4, Section 12)	Temporary appointment on an artistic or scientific basis. Timeframe: max 5 years.
Adjunct professor	HF (Chapter 4, Section 11)	Temporary appointment on an artistic or scientific basis. Timeframe: max 12 years.
Adjunct teacher (not a professor)	The agreement on the temporary employment of adjunct teachers	Fixed-term appointment. Timeframe: max 2 years, may be renewed. NB! The collective agreement does not apply in cases where Chapter 4, Section 10 of the HF applies, which means that the appointment must be made on a scientific basis.
Guest teacher (at the lecturer or senior lecturer level)	LAS	Fixed-term appointment.
Researcher	LAS	Permanent or fixed-term appointment.
Postdoctoral fellow	The agreement on temporary employment as a postdoctoral fellow	Fixed-term appointment. Employment should normally be full-time. Timeframe: max 3 years.
Doctoral student	HF (Chapter 5)	Fixed-term appointment. Timeframe: See the HF.
Teaching assistant	HF (Chapter 5)	Fixed-term appointment. Employment as a teaching assistant may correspond to a maximum of 50 per cent of full-time employment. Timeframe: max 1+1+1 years.

4. Purpose and work responsibilities

This section provides a brief description of what the various positions entail and what work responsibilities they involve.

The Higher Education Act stipulates that a teacher's work responsibilities may include education or research-related tasks as well as administrative work. The work responsibilities of a teacher also include following developments within her/his own subject area and general social developments that are of importance to the teacher's work at the university. The work responsibilities of a teacher also include participating in Konstfack's development, e.g., through assignments in university-wide bodies and by working to promote a common culture of openness and collaboration, both within the university and with the surrounding community. See also the local agreement on working hours for teachers.

Position	Purpose/work responsibilities (in addition to what has already been mentioned above)
Professor	Occupies the foremost teaching position according to the Higher Education Act, and is the guarantor of high-quality education and research in her/his field. Has overall responsibility for the artistic and pedagogical leadership of teaching staff and/or a subject area. Participates in the implementation and development of the education at all levels.

Senior lecturer	Is the most common teaching position at Konstfack. The job of a senior lecturer spans a wide range of work responsibilities within her/his own subject area and within the university's joint work. Guarantees a high level of quality for education, research and subject development.
Lecturer	Is a teacher with specialised manual and technical know-how or solid experience within her/his profession. Meets teaching needs for which a doctoral degree or equivalent qualification is not a requirement.
Visiting professor	Provides the opportunity for Konstfack to temporarily connect with an individual from another higher education institution who possesses professor-level competence.
Adjunct professor	Enables collaboration with the surrounding community by helping Konstfack to connect with individuals with professor-level competence whose primary occupation falls outside the higher education sector.
Adjunct teacher (not a professor)	Contributes competence (on a scientific basis) that is not normally present in the ordinary activities. The primary occupation of an adjunct teachers falls outside the higher education sector, and they contribute to a mutual exchange of knowledge between Konstfack and the surrounding community.
Guest teacher (at the lecturer or senior lecturer level)	Primarily contributes competence when vacancies have arisen, e.g., in case of illness, a leave of absence, or absence for other reasons.
Researcher	Konstfack appoints researchers in cases where external research funding is directly tied to the applicant. The work responsibilities of a researcher should primarily consist of research. The appointment may also include teaching, but any such duties may not exceed 20 per cent of working hours.
Postdoctoral fellow	A postdoctoral fellowship is designed to enable a newly graduated researcher to build her/his own research profile. The work responsibilities of a researcher should primarily consist of research. Teaching may be included in the work responsibilities, but any such duties may not exceed 20 per cent of working hours.
Doctoral student	Is a third-cycle student who should primarily devote her/himself to her/his doctoral studies. May work with education, research, and administration to a limited extent. However, until a PhD has been awarded duties of this kind may not comprise more than 20 per cent of a full-time post.
Teaching assistant	A part-time position for students at Konstfack. The work may include teaching, administration or participation in research.

5. Qualification requirements and assessment criteria

Qualification requirements are “must” requirements, i.e., the minimum requirements an applicant must fulfil in order to be qualified for an appointment and thus considered as a candidate. Assessment criteria are “should” requirements, i.e., factors that are assessed in order to rank applicants who fulfil the qualification requirements.

See Konstfack's advertisement/profile templates for the formulation of qualification and assessment criteria and ad text in general.

5.1 Qualification requirements

The table below shows Qualification requirements per position according to the HF/collective agreements. For lecturers and researchers, Konstfack's own formulation is provided, as these are not regulated in the HF/collective agreements.

In addition to the qualification requirements in the HF/collective agreements, Konstfack may impose additional requirements that are considered important for a particular appointment. These must be objectively justified (Decision of the Higher Education Appeals Board, 2009-12-18, Reg. No. 22-588-09 and 22-589-09). Example: Requirement for good language skills in Swedish or other Scandinavian language, requirement for good language skills in English, requirement for a doctorate in the subject area.

When advertising a vacancy, it is wise to concretise the requirements of a particular recruitment in terms of pedagogical, scientific and artistic skills, rather than reproducing them verbatim as they are described below. A doctoral degree should be removed from the qualification requirements, unless it is a requirement for the recruitment in question.

Position	Qualification requirements
Professor	<p>To be qualified for the position of professor <u>in a non-artistic subject</u>, candidates must demonstrate</p> <ul style="list-style-type: none"> - both scientific and pedagogical skills. <p>To be qualified for the position of professor <u>in an artistic subject</u>, candidates must demonstrate</p> <ul style="list-style-type: none"> - both artistic and pedagogical skill.
Senior lecturer	<p>To be qualified for the senior lecturer <u>in a non-artistic subject</u>, candidates must demonstrate</p> <ul style="list-style-type: none"> - pedagogical proficiency and possess a doctorate or equivalent scientific competence relevant to the subject content of the position and to the work responsibilities of the position. <p>To be qualified for the position of senior lecturer <u>in an artistic field</u>, candidates must demonstrate</p> <ul style="list-style-type: none"> - pedagogical skill and have completed an artistic doctorate, demonstrate artistic skill, or possess some other professional skill relevant to the subject content of the position and the work responsibilities which the position will entail.
Lecturer	<p>To be qualified for the position of lecturer, candidates must demonstrate</p> <ul style="list-style-type: none"> - pedagogical skill and - hold a higher education degree, or possess equivalent competence or other professional skills that are relevant to the content of the appointment and the work responsibilities that it will entail.
Visiting professor	<p>Must be employed at another university/college and must be qualified to be employed as a professor.</p>
Adjunct professor	<p>Must have a primary occupation that falls outside the higher education system and must be qualified to be employed as a professor.</p>

Adjunct teacher (not a professor)	Must have a primary occupation that falls outside the higher education system. Normally, the same qualification requirements apply as when appointing a lecturer or senior lecturer on a scientific basis.
Guest teacher (at the lecturer or senior lecturer level)	The qualification requirements normally correlate with those that apply when appointing a lecturer/senior lecturer.
Researcher	Must have completed a doctoral degree or demonstrated artistic skill or equivalent qualifications/professional skills relevant to the position.
Postdoctoral fellow	Must have completed a doctoral degree (or foreign degree corresponding to a doctoral degree) no more than three years before the end of the application period. If special reasons exist, the doctoral degree may have been completed earlier. A prerequisite for employment is that the person has not previously been employed by Konstfack as a postdoctoral fellow for more than one year in the same or a related subject area.
Doctoral student	Only someone who is being admitted or who has already been admitted to one of Konstfack's third-cycle programmes may be employed as a doctoral student.
Teaching assistant	Only someone who has been admitted to one of Konstfack's first- or second-cycle programmes may be employed as a teaching assistant.

5.2 Assessment criteria

Selection takes into account the candidate's degree of merit and competence (Chapter 12, Section 5 of the RF) relevant to the position. In this context, "merit" refers to the number of years employed in the state. "Competence" refers to formal qualifications and personal suitability in relation to the requirement profile. Competence takes precedence.

Konstfack chooses the applicant who, upon an overall assessment of competence, skill and personal qualities, is judged to be in the best position to carry out and develop the work responsibilities entailed by the appointment and to contribute to the positive development of the organisation.

According to the HF, when appointing professors/senior lecturers, the degree of such skill as is required to be considered qualified for the position constitutes the assessment criteria for the assessment of candidates. For example, this means that pedagogical skill, which is one of the qualification requirements, should also be included in the assessment criteria.

The examination of a candidate's pedagogical proficiency will be given as much consideration as the examination of her/his scientific or artistic accomplishments. Beyond this, it is up to each higher education institution to decide which assessment criteria to apply.

5.3 Training in higher education teaching and learning

For work as a professor, senior lecturer and lecturer (with a period of employment longer than two years), the employee must have completed training in higher education teaching and learning at Konstfack or at another higher education institution, or have otherwise acquired equivalent knowledge. Decisions regarding the validation of such equivalent knowledge are made according to the validation procedure.

An applicant who is otherwise deemed qualified but who has no training in higher education teaching and learning must complete the necessary course (corresponding to 7.5 credits) to acquire the qualification she/he lacks no later than two years following the start of the employment.

6. The appointment process

The appointment process is described here in general terms, and is detailed in procedural and governing documents.

6.1 The need to hire and the employment profile

For teaching positions, the need to hire someone to the department is examined by the Head of Department and the relevant Subject Council/Programme Council. This examination is based on the needs of the organisation and the department's financial conditions. An employment profile is developed by the Head of Department in consultation with the HR Unit and the Subject Council/Programme Council, and for professors/senior lecturers also the Academic appointments board, containing:

- Position
- Subject area (e.g., art or visual communication)
- Specialisation (e.g., sculptural practices or graphic design)
- Qualification requirements
- Assessment criteria
- Form of employment
- Basis of employment
- Scope of the employment (full-time or percentage of full-time)
- Duration of the appointment (in case of a fixed-term appointment)
- Start date
- The content of the application
- Only when summoning someone to a professorship: the reasons why the appointment is of particular importance to the university

For other appointments, the Head of Department, in cooperation with HR and/or UFA, is responsible for the preparation of the position.

For senior lecturer positions and professorships, it is the Vice-Chancellor who renders a decision to initiate recruitment and publish an employment profile. For other positions, the Head of Department makes these decisions.

6.2 Information about vacancies

An authority that intends to hire an employee must provide information about this, so that those who are interested in the position can report their interest to the authority within a certain period of time (Section 6 of the AF). As a rule, the application period must be at least three weeks. Calls for applications are normally posted/published on:

- The bulletin board adjacent to Konstfack's main entrance
- Konstfack's website (Swedish/English)
- The intranet
- The website www.arbetsformedlingen.se
- Social media (e.g., Facebook, LinkedIn, Instagram)

If necessary, additional national/international information channels are used.

6.3 Exceptions to the requirement to announce vacancies

Konstfack applies the following exceptions to the rule in Section 6 of the AF:

- For the renewal of a teaching position, see Section 7 below.
- When summoning someone to a professorship. Chapter 4, Section 7 of the HF states that a university may summon a person to work as a professor if the appointment of that individual is of particular importance to a specific activity at the university. Only someone who is qualified for employment as a professor may be appointed via a summons. An expert assessment is carried out in accordance with Chapter 4, Section 6 of the HF.
- When appointing researchers with external funding. Researcher position vacancies must be announced. Exceptions may be made if external funding is directly tied to the primary applicant and her/his co-applicants.
- When appointing a postdoctoral fellow with external funding. A vacancy as a postdoctoral fellow must be announced if Konstfack has its own resources to finance such an appointment. The vacancy does not need to be announced if external funding is directly tied to the applicant.
- In case of relocation in accordance with Section 7, Paragraph 2 of the LAS, which constitutes a special reason to refrain from announcing a vacancy. The preferential right to re-employment may also constitute a special reason to refrain from announcing a vacancy, as may the employment of a fired employee who is covered by the measures of the Job Security Foundation.

6.4 Application

An application to a vacant position must be received by Konstfack no later than the application deadline. However, an authority may consider a late application if there are special reasons to do so (the Swedish Agency for Government Employers' circular, 2006:A8).

6.5 Expert assessment process

When appointing professors and senior lecturers, written opinions must be obtained from experts who are particularly familiar with the subject area of the position, unless this is manifestly unnecessary for the examination of a candidate's skill. The experts each assess the applicants' skills based on the qualification requirements and assessment criteria in the employment profile.

When appointing a professor, three experts are hired, one or more of whom should possess professor-level competence and at least one of whom should be internationally active. When appointing a senior lecturer, two experts are hired.

Women and men must be equally represented among the experts (Chapter 4, Section 6 of the HF). However, this rule does not apply if special reasons for exemption exist. The experts must collectively represent different theoretical and practical competences related to the subject area of the position. As a group, they must possess competence from both higher education and professional activities. These experts may not be employed at Konstfack

unless there are special reasons for this, for example in case of difficulty in finding experts with the desired breadth and depth of competence in a particular field.

The risk of conflicts of interest in relation to the applicants who are to be assessed must be taken into account.

6.6 Simplified expert assessment process

When appointing guest teachers at the senior lecturer level, a simplified expert assessment process is applied. The aim of this is to avoid negative consequences for the organisation in situations where a need for competence must be met at short notice.

A simplified expert assessment process means that an expert with the same or a higher level of competence (senior lecturer or professor), inside or outside Konstfack, is tasked with assessing the final candidate in a recruitment, in order to ensure that she/he possesses the appropriate level of competence according to the employment profile.

An expert assessment may be omitted when it is clearly unnecessary, e.g., if the candidate's skill has been examined in a different context within the past five years.

6.7 Selection work

The Academic appointments board is responsible for the selection work involved in appointing senior lecturers and professors. The Head of Department/Head of Unit, adjunct teachers and adjunct students also participate. The basis for selection is the experts' opinions, the applicants' application documents, a test lecture, an interview, and reference-taking.

In other recruitments, the Head of Department is responsible for the selection work. Depending on the position that needs to be filled, this is done together with a recruitment group and/or HR/UFA.

If both women and men who have applied for the position are equivalent in terms of their merit and skill, Konstfack's goals regarding gender balance for the group in question shall be taken into account.

6.8 Appointment decisions

The Vice-Chancellor renders decisions regarding professorships and employment as a senior lecturer, researcher, postdoctoral fellow, and doctoral student. The Head of Department renders decisions about other positions. Information about appointment decisions is to be posted on the authority's bulletin board in accordance with Section 7 of the AF.

6.9 Discontinuation of the appointment process

An authority may decide to discontinue an appointment process, for example if the authority considers that the recruitment base is insufficient or if circumstances have arisen that prevent anyone from being appointed. A decision to discontinue an appointment process is rendered by the same function as the appointment decision.

Decisions to discontinue an appointment process need not be posted (the Swedish Agency for Government Employers' circular, 2006:A8). A decision to discontinue an appointment procedure cannot be appealed (Section 21 of the AF).

6.10 Appeals

A decision regarding an appointment at a higher education institution (with the exception of employment as a doctoral student) may be appealed to the Higher Education Appeals Board (Chapter 12, Section 2 of the HF).

The letter of appeal must have been received by Konstfack, PO Box 3601, SE-126 27 Stockholm, Sweden, within three weeks of the date on which the appointment decision was made. The letter must specify the decision being appealed, including its registration number, as well as the amendment being requested.

7. Renewal of a teaching position

When an appointment under the HF or a collective agreement is to be renewed, no vacancy is announced.

The Head of Department and the teacher engage in a dialogue about the subject area of the position in relation to Konstfack's courses and study programmes and the needs of the organisation, as well as about the teacher's interest in the possibility of remaining in the position for another period of employment. Re-appointment requires the completion of training in higher education teaching and learning and that the teacher meets the requirements of the position.

The Head of Department prepares the matter in consultation with the HR Unit, via the Subject Council/Programme Council. The decision-making basis must include a background description of the case, the original employment profile and a proposal for a decision. The Vice-Chancellor renders decisions regarding the renewal of professorships. The Head of Department renders decisions regarding the renewal of other appointments.

The work must be carried out so that the teacher is notified no less than six months before the date on which the appointment is to be renewed or terminated.

8. Promotion

A lecturer or senior lecturer who is permanently employed under the LAS or who has a fixed-term appointment pursuant to Chapter 4, Section 10 of the HF may be promoted to the position of senior lecturer and professor, respectively. Promotion may only take place within the subject area and specialisation in which the teacher is already employed. The completion of training in higher education teaching and learning is required.

When determining whether promotion should be considered, the needs of the organisation are the guiding principle. The Head of Department, in consultation with the Subject Council/Programme Council, assesses the organisation's need for promotion in the subject area in question. Promotions are handled via the Academic appointments board. The Vice-Chancellor renders her/his decision. See also the procedural documents regarding promotion.