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APPOINTMENTS PROCEDURE

for the appointment of teachers, doctoral students, assistants and teaching assistants at Konstfack

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1. Introduction

The appointments procedure has been established by the Board of Governors in accordance with the Higher Education Ordinance 2:2 and provides support in the work when appointing teachers, doctoral students, assistants and teaching assistants. The appointments procedure consists largely of the university's local regulations, but the text also includes references to acts, ordinances and agreements such as:

The Higher Education Act (1992:1434), (HL)

The Higher Education Ordinance (1993:100), (HF)

The Employee Protection Act (1982:80), (LAS)

The Employment Ordinance (1994:373), (AF)

Circular issued by the Swedish Agency for Government Employers (2006:A8)

Agreement dated 04/09/2008 on fixed-term appointments of postdoctoral fellows, between the Swedish Agency for Government Employers, OFR (the Public Employees' Negotiation Council), Saco-S and SEKO.

The appointments procedure has five chapters. Chapters 2 and 3 summarise regulations and processing applications for appointment of the various teacher categories and the promotion of teachers. Chapter 4 deals with doctoral students and teaching assistants and Chapter 5 touches briefly on appeals.

The appointments procedure applies as of 01/09/2016, repealing the previous appointments procedure.

2. Teachers

2.1 Teacher categories

At Konstfack, the following teacher categories can be appointed:

- Professor
- Adjunct Professor
- Visiting Professor
- Senior Lecturer
- Lecturer
- Visiting Lecturer
- Researcher
- Postdoctoral Research Fellow

2.2 Eligibility and assessment criteria

2.2.1 Professor(including adjunct professor and visiting professor)

An individual is eligible for appointment as professor in a non-artistic area if

- they are able to demonstrate both academic skills and teaching proficiency.

An individual is eligible for appointment as professor in an artistic area if

- they are able to demonstrate both artistic skills and teaching proficiency.

Assessment criteria for the appointment of a professor will consist of the level of proficiency required for eligibility for the position. Assessment of teaching proficiency will be accorded the same importance as the assessment of academic or artistic skills. Each university makes an independent

decision regarding the assessment criteria to be used when appointing a professor (HF Chapter 4, Section 3).

2.2.2 Senior LecturerAn individual is eligible for appointment as a senior lecturer in a non-artistic area if:

- they are able to demonstrate teaching proficiency,
- they have obtained a PhD or have equivalent academic skills or other professional skills relevant to the subject area associated with the position and the duties entailed therein

and in an artistic area if:

- they are able to demonstrate teaching proficiency,
- they have obtained a PhD in Fine Arts, demonstrated artistic skills or have other professional skills relevant to the subject area and associated with the position and the duties entailed therein.

Assessment criteria for the appointment of a senior lecturer will consist of the level of proficiency required for eligibility for the position. Assessment of teaching proficiency will be accorded the same importance as the assessment of other conditions of eligibility in accordance with the first paragraph. Each university makes an independent decision on the assessment criteria to be used when appointing a senior lecturer (HF Chapter 4, Section 4).

2.2.3 LecturerAn individual is eligible for appointment as a lecturer if:

- they have obtained a first cycle degree or have the equivalent competence,
- they have studied teaching and learning in higher education or acquired the equivalent skills by other means,
- demonstrated teaching proficiency.

Assessment of teaching proficiency will be accorded the same importance as the assessment of other conditions of eligibility such as artistic skills.

2.2.4 Visiting Lecturer

An individual is eligible for appointment as a visiting lecturer if they have eligibility on the same level as a professor, senior lecturer or lecturer. They may for example be eligible if they hold or have held a similar position as a professor, senior lecturer or lecturer at another Higher Education Institution (HEI) in Sweden or abroad, or have been assessed as eligible for a professor or senior lecturer position following a peer review.

2.2.5 ResearcherAn individual is eligible for appointment as a researcher if they have obtained a PhD or have a foreign degree that is considered equivalent to a PhD. A researcher is a person employed primarily to conduct research and artistic development work.

2.2.6 Postdoctoral Research FellowAn individual is eligible for appointment as a postdoctoral research fellow if they have obtained a PhD or a foreign degree that is considered equivalent to a PhD, no more than three years before the application deadline. Applicants who have obtained their PhD more than three years before this point may be considered under special circumstances. (Agreement dated 04/09/2008 between Swedish Agency for Government Employers, OFR, Saco-S and SEKO).

2.2.7 Expertise

Eligibility for appointment as a teacher at Konstfack also requires expertise in the subject area associated with the position.

2.2.8 Teaching and learning in higher education

In order to work as a professor, senior lecturer or lecturer, the candidate must have studied teaching and learning in higher education or acquired the equivalent skills by other means. A successful applicant for the position of professor, senior lecturer or lecturer who has not studied teaching and learning in higher education but is otherwise deemed eligible shall take the course (at least 7.5 cr) in order to meet this condition of eligibility within a maximum of two years from the date on which their employment commences.

2.2.9 Assessment criteria

A teacher's competence is assessed based on an recruitment profile which describes the requirements related to competence and the appropriate level of skill for the subject area and specialisation associated with the position, as well as the responsibility and duties included therein.

Professor

Assessment criteria for the appointment of a professor will consist of the level of proficiency required for eligibility for the position. Assessment of teaching proficiency will be accorded the same importance as the assessment of academic or artistic skills. Each university makes an independent decision regarding the assessment criteria to be used when appointing a professor (HF Chapter 4, Section 3).

Senior Lecturer

Assessment criteria for the appointment of a senior lecturer will consist of the level of proficiency required for eligibility for the position. Assessment of teaching proficiency will be accorded the same importance as the assessment of other conditions of eligibility in accordance with the first paragraph. Each university makes an independent decision regarding the assessment criteria to be used when appointing a senior lecturer (HF Chapter 4, Section 4).

The assessment criteria can be divided into two or three groups in order to facilitate the experts' and the Academic Appointments Board's assessment of the applicant's expertise in relation to one another. The first group should describe the requirements that the position entails. The second group should then describe the assessment criteria that apply thereafter. There is potential for a third group that would describe the competences that are an advantage when applying for the position. The assessment criteria can be arranged by order of preference in each group or be equally weighted.

The assessment criteria may for example cover:

- the level of artistic or academic skill and teaching proficiency,
- theoretical and practical proficiency in the subject area,
- organisational, administrative and cooperative ability,
- the capacity to develop and manage activities and personnel,
- experience of collaboration with society,
- experience of working in projects and/or being part of national and international networks,
- capacity to observe equality issues such as gender, class and ethnicity in education,
- language skills,
- the level of skill to develop and manage activities, personnel and students.

2.3 Procedure for appointments

2.3.1 The need for appointments

The need to appoint new members of staff is assessed by the head of the department in question and the concerned study council or equivalent. The assessment will be based on the requirements for the activities in question and the department's financial conditions and cover:

- teacher category,
- subject area associated with the position,
- type of employment (permanent/fixed-term),
- basis of employment (for fixed-term appointments in accordance with HF or LAS),
- scope (full-time/part-time).

The head of department presents the department's need to appoint a professor, senior lecturer or lecturer to the Vice-Chancellor, who makes the decision to advertise the position.

2.3.2 Recruitment Profile

A recruitment profile is drawn up when a position is to be filled. The head of department is responsible for proposing a recruitment profile, in consultation with the concerned study council or equivalent, containing information on:

- teacher category,
- subject area,
- the reason the appointment is of special significance for the university (only in the event of a call to the chair of professor),
- eligibility,
- assessment criteria,
- type of employment (permanent/fixed-term),
- basis of employment,
- scope of the position (full-time/part-time),
- duration of employment (fixed-term appointment),
- start date,
- content of the application.

Professor and Senior Lecturer

In consultation with the appropriate study council, programme council or equivalent, the head of department decides on the proposal for a recruitment profile that is then submitted to the Board of Education and Research via the HR Department. The Board of Education and Research submits a proposal to the Vice-Chancellor regarding the subject area, eligibility and assessment criteria for the position of senior lecturer and professor. The Vice-Chancellor's decision regarding the recruitment profile in its entirety is then submitted to the Academic Appointments Board.

Other teacher categories

The head of department decides on the proposal for a recruitment profile, in consultation with the concerned study council or equivalent, which is then submitted to the HR Department.

2.3.3 Subject area and specialisation

The "subject area" is the field of study and/or the academic or artistic area in which the teacher will work. In consultation with the concerned study council or equivalent, the head of department submits proposals on the position's subject area and specialisation, written in both Swedish and English, to the Board of Education and Research. The Board of Education and Research shall then issue a statement to the Vice-Chancellor regarding the position's subject area and specialisation, in addition to its relevance in relation to the need for education and research for activities in this area.

2.3.4 Type of employment contract, basis and duration of employment, and scope of the position

Professor, Senior Lecturer and Lecturer

Appointment as a professor, senior lecturer or lecturer may be full or part-time and fixed-term or permanent. The requirements for the concerned activities in the individual case may determine whether the employment contract is temporary or permanent.

An appointment as a teacher within an artistic area may be limited to five years in accordance with HF Chapter 4, Section 10. An appointment of this nature can be renewed. The total duration of employment in this position may however not exceed ten years. Special rules exist for adjunct professors and visiting professors, who can be employed for a maximum of twelve and five years respectively (HF Chapter 4 Sections 11-12).

An appointment as a teacher may be limited in accordance with the Employee Protection Act (1982:80), unless the appointment concerns a professorship (including adjunct professor and visiting professor) (HF Chapter 4, Section 9).

A teacher who has had a fixed term appointment in accordance with HF Chapter 4, Section 10 can be given a permanent contract. For more information, see Section 2.6

Visiting Lecturer

An appointment as visiting lecturer may be full or part-time. The appointment may be for a fixed term in accordance with Chapter 4, Section 10 of the Higher Education Ordinance or Section 5 of the Employee Protection Act (1982:80) (LAS). Agreements on fixed-term appointments of visiting lecturers may be concluded for a maximum two years in a five-year period.

Researcher

Appointment as a researcher may be full or part-time and must primarily concern artistic research. Teaching will be included in the duties. An appointment as a researcher may be for a fixed term, though no longer than five years. An appointment of this nature can be renewed. The total duration of employment in this position may however not exceed ten years (HF Chapter 4, Section 10).

Postdoctoral Research Fellow

Appointment as a postdoctoral research fellow entails full-time work. A postdoctoral research fellow may be appointed for an open-ended period of time, but no longer than two years. The appointment may be extended under special circumstances (e.g., illness, parental leave, representative duties, etc.).

2.3.5 Advertisement of a position

An authority that intends to take on a new member of staff must provide information on this in an appropriate manner so that anyone interested in the position can contact the authority within a reasonable time frame (AF Section 6). Such information does not need to be provided if it is estimated that the position will only exist for a maximum of six months (AF Section 7).

Once the Vice-Chancellor has decided on a recruitment profile, the head of department submits a proposed advertisement to the HR Department.

Konstfack advertises all vacancies, including those where employees have laid claim to preferential consideration. Exceptions are made

- when appointing an adjunct professor if:
- the procedure for offering a chair is applied for a professorship,
- it is estimated that the appointment will be for six months or less,
- the position is to be renewed for a further five years max. in accordance with HF Chapter 4, Section 10,
- a teacher is offered a permanent employment contract after having been employed for ten years, in accordance with HF Chapter 4, Section 10.

A position can be advertised in one of three different ways: large-scale external advertising, small-scale external advertising or internal advertising. Internal advertising can begin once the head of department, in consultation with the Vice-Chancellor and/or HR Department, determines that there are individuals within Konstfack who have the qualifications required by the recruitment profile. Individuals outside of Konstfack may not apply for a position advertised internally.

Large-scale external advertising

Advertisement is proposed/published on:

- the noticeboard by reception,
- Konstfack's website (Swedish/English),
- the intranet,
- the website www.arbetsformedlingen.se,
- daily paper/other publication.

Small-scale external advertising

Advertisement is proposed/published on:

- the noticeboard by reception,
- Konstfack's website (Swedish/English),
- the intranet,
- the website www.arbetsformedlingen.se.

Internal advertising

Advertisement is proposed/published on:

- the noticeboard by reception,
- the intranet.

Should a department need to publish an advertisement nationally and/or internationally, this is organised via a dialogue between the head of department – or a person from the concerned subject area appointed by them – and the HR Department.

When advertising, the application period shall as a rule be a minimum of three weeks.

2.3.6 Call to the chair of professor

A university may call a person to the chair of professor if the appointment of this person is of special importance for certain activities within the university (HF Chapter 4, Section 7). An appointment of this nature does not need to be advertised.

Only those eligible for appointment as a professor in accordance with HF Chapter 4, Section 3 may be appointed via a call to a chair.

The decision to call a person to a chair is made by the Vice-Chancellor and may not be delegated (HF Chapter 4, Section 7). The Vice-Chancellor's decision must include an explanation as to why the appointment is of special importance to Konstfack's activities.

The appointment shall be prepared in the same manner as with a regular appointment procedure for a professorship. The provisions on peer reviews in HF Chapter 4, Section 6 shall apply.

A professor who is called to a chair must hold a presentation for students and employees at Konstfack as soon as possible after they have taken up the position. The head of department proposes the content and outline of the presentation. The Academic Appointments Board then makes a decision.

2.3.7 Application

An application for a vacancy must be received by Konstfack no later than the application deadline. A government agency may however accept late applications if there are special reasons to do so (Circular issued by the Swedish Agency for Government Employers 2006: A8). Late applications are assessed on a case-by-case basis by the head of the concerned department and the HR Department, who come to a decision together as to whether they will be included in the assessment.

2.3.8 Experts

When appointing professors and senior lecturers, written statements shall be obtained from experts who are especially familiar with the subject area associated with the position. The experts assess each applicant's proficiency in relation to the others, based on the conditions of eligibility and assessment criteria in the recruitment profile. Both women and men must be represented among the experts, unless there is a strong case against this. They may not be employees of Konstfack, unless there are special reasons for this. The experts will collectively represent different specialisations in the subject area associated with the position. They must all have competence gained from both university education and professional experience. Proposals for *regular* experts must be justified based on the expert's competence, experience and specialisation in relation to the subject area associated with the position. Experts do not need to participate in trial lectures and interviews with applicants.

Professor

The head of department proposes three normal experts and at least three reserve experts, in consultation with the concerned study council or equivalent. One or more experts should be qualified for a professorship. Some of the experts should be active internationally, preferably in Nordic countries.

Senior Lecturer

The head of department proposes two normal experts and at least two reserve experts, in consultation with the concerned study council or equivalent.

The department's proposal is submitted via the HR Department to the Academic Appointments Board, which then makes a decision on the election of experts. A person elected as an expert shall be consulted about their task. The risk of a bias regarding the applicant to be assessed will be taken into consideration.

2.3.9 The Board of Education and Research and the Academic Appointments Board

The Academic Appointments Board has the overall responsibility for preparing the appointments of professors and senior lecturers.

At Konstfack there is a Board of Education and Research that has the overall responsibility for the quality of the education and research and the planning of first, second and third-cycle studies, as well as artistic development and organisation of research. This also includes a certain amount of preparation of matters related to the appointment of professors and senior lecturers.

The tasks of the Board of Education and Research involve

- submitting a proposal to the Vice-Chancellor regarding the position's subject area, eligibility and assessment criteria for the appointment of professor and senior lecturer before announcing the vacancy,
- providing a statement to the Vice-Chancellor concerning the relevance of the position's subject area in relation to the need for education and research for activities in this area when deciding to advertise or renew a professor or senior lecturer position, in accordance with HF Chapter 4, Section 10,

- providing a statement to the Vice-Chancellor concerning the relevance of the position's subject area in relation to the need for education and research for activities in this area when deciding to offer a permanent position to a professor or senior lecturer who has previously held a fixed-term contract, in accordance with HF Chapter 4, Section 10,

Konstfack has an Academic Appointments Board which is a preparatory body for the Vice-Chancellor when appointing professors and senior lecturers.

The Academic Appointments Board is tasked with

- deciding who is to be appointed expert,
- deciding the procedures for the trial lecture,
- submitting a proposal to the Vice-Chancellor regarding who is to be appointed as professor or senior lecturer (including adjunct professor and visiting professor),
- providing a statement to the Vice-Chancellor regarding a promotion to professor or senior lecturer,
- providing a statement to the Vice-Chancellor regarding the promotion from senior lecturer to professor,
- providing a statement to the Vice-Chancellor regarding the promotion from lecturer to senior lecturer.

The Academic Appointments Board otherwise issues decisions upon delegation from the Vice-Chancellor.

2.3.10 Professor

The head of department reports the case to the Vice-Chancellor, who makes a decision as to whether a position shall be opened and advertised. Statements shall be obtained from three experts. The Academic Appointments Board will conduct trial lectures and interviews at Konstfack with the applicants that the Board has deemed most qualified for the position. The experts' statements and the candidates' application documents shall form the basis of the assessment.

If both women and men have applied for the position, the department's recruitment goals in terms of balanced gender distribution shall be taken into account.

For the appointment of a professor, the Vice-Chancellor makes the final decision.

2.3.11 Senior Lecturer

The head of department reports the case to the Vice-Chancellor, who makes a decision as to whether a position shall be opened and advertised. Statements shall be obtained from two experts. The Academic Appointments Board will conduct trial lectures and interviews at Konstfack with the applicants that the Board has deemed most qualified for the position. The experts' statements and the candidates' application documents shall form the basis of the assessment.

If both women and men have applied for the position, the department's recruitment goals in terms of balanced gender distribution shall be taken into account.

For the appointment of a senior lecturer, the Vice-Chancellor makes the final decision.

2.3.12 Adjunct Professor

An adjunct professor can be appointed in order to facilitate collaboration with society and the professional world in general and in turn allow Konstfack to network with persons with special

competence that can provide an important link between theory and practice. The adjunct professor's main occupation must lie outside of academia. The position's scope must be between 20 and 50 per cent of full-time employment.

Adjunct professor positions do not need to be advertised. However the position must be prepared and the candidate must be subject to peer review in the same manner as with a regular appointment procedure for a professorship.

The adjunct professor must retain their ties outside of the university during their fixed-term appointment at Konstfack.

For the appointment of adjunct professor, the Vice-Chancellor makes the final decision.

An adjunct professor must hold a presentation for students and employees at Konstfack as soon as possible after they have taken up the position. The head of department submits proposals for the content and outline of the presentation. The Academic Appointments Board then makes a decision.

2.3.13 Visiting Professor

A visiting professor is a person employed at another university who is eligible for a professorship. A vacancy for a visiting professor allows Konstfack to temporarily network with a person at another higher education institution with special competence.

A vacancy for a visiting professor must be advertised. The position must be prepared and the candidate must be subject to peer review in the same manner as with a regular appointment procedure for a professorship. Experts do not need to be consulted if the visiting professor has previously been assessed and considered to be eligible for appointment as a professor in the subject area associated with the position.

For the appointment of a visiting professor, the Vice-Chancellor makes the final decision.

A visiting professor must hold a presentation for students and employees at Konstfack as soon as possible after they have taken up the position. The head of department submits proposals for the content and outline of the presentation. The Academic Appointments Board then makes a decision.

2.3.14 Lecturer

In consultation with the HR Department, the head of the concerned department prepares the position of lecturer for candidature.

A vacancy for a lecturer must be advertised.

If both women and men have applied for the position, the department's recruitment goals in terms of balanced gender distribution shall be taken into account.

For the appointment of a lecturer, the head of department makes the final decision.

2.3.15 Visiting Lecturer

In consultation with the HR Department, the head of the concerned department prepares the position of visiting lecturer for candidature.

A vacancy does not need to be advertised if the appointment is estimated to be for six months or less. If the appointment as visiting lecturer position is expected to be for a period longer than six months, it must be advertised.

For the appointment of a visiting lecturer, the head of department makes the final decision.

2.3.16 Researcher

The head of department reports the case to the Vice-Chancellor, who makes a decision as to whether a position shall be opened and advertised.

In consultation with the HR Department, the head of the concerned department prepares the position of researcher for candidature.

A vacancy for a researcher must be advertised.

For the appointment of a researcher, the Vice-Chancellor makes the final decision.

2.3.17 Postdoctoral Research Fellow

Conditions for the appointment of a postdoctoral research fellow are regulated via a central agreement dated 04/09/2008 between the Swedish Agency for Government Employers and the staff organisations OFR (the Public Employees' Negotiation Council), Saco-S and SEKO. One prerequisite for application of the agreement is that the candidate has not previously been employed as a postdoctoral research fellow at the same HEI with the support of the agreement for more than one year within the same or related subject areas.

A postdoctoral research fellow is a person who is primarily employed to conduct research and who has obtained a PhD or a foreign degree that is considered equivalent to a PhD, no more than three years before the application deadline. Applicants who have obtained their PhD more than three years before this point may be considered under special circumstances. Teaching may be included in the duties, though this is limited to a maximum 20 per cent of working hours.

In consultation with the HR Department, the head of the concerned department prepares the position of postdoctoral research fellow for candidature.

An opening for a postdoctoral research fellow must be advertised externally if Konstfack has its own funding for such a position. A postdoctoral research fellow position does not need to be advertised if the candidate can show that financing has been arranged for it and the related requirements are met in accordance with the parties' agreement.

For the appointment of a postdoctoral research fellow, the Vice-Chancellor makes the final decision.

2.4 Appointments in accordance with the Employee Protection Act (1982:80)

An appointment as a teacher may be limited in accordance with the Employee Protection Act (LAS) (1982:80), unless the appointment concerns a professorship (including adjunct professor and visiting professor) (HF Chapter 4, Section 9).

A contract for a fixed-term appointment may be drawn up:

- for general appointment on a temporary basis,
- for substitute posts,

- for seasonal work, and
- when the employee has reached the age of 67.

If a member of staff has been employed in the form of general appointment on a temporary basis or as a substitute, for more than two years in total, their contract becomes permanent.

A senior lecturer employed in accordance with LAS for a period shorter than six months does not need to be subject to peer review. If the period of employment is extended thereafter or if it is estimated that the position will exist for more than six months, it must be prepared in the Board of Education and Research and in the Academic Appointments Board.

2.5 Renewing a fixed-term appointment

The head of department sees to preparations surrounding the renewal of fixed-term appointments in accordance with HF Chapter 4, Section 10. The work must be done so that the teacher receives an answer no later than six months prior to the renewal or termination of the appointment.

A renewed appointment shall not be advertised.

The head of department and the teacher run a dialogue concerning:

- the subject area associated with the position, in relation to Konstfack's study programmes and the need to renew the appointment from the perspective of the area of activities in question,
- the teacher's interest in continuing at their post for an extended period.

Professor and Senior Lecturer

The head of department submits a basis for decisions to the Board of Education and Research, which must contain:

- a background to the case,
- the original recruitment profile,
- proposals for the decision.

The Board of Education and Research must submit a statement to the Vice-Chancellor if the subject area is relevant in relation to the need for education and research for activities in this area.

For the renewal of a professor or senior lecturer position, the Vice-Chancellor makes the final decision.

Lecturer

For the renewal of a lecturer position, the head of department makes the final decision in consultation with the concerned study council or equivalent and the HR Department.

2.6 Permanent appointment of Professors, Senior Lecturers and Lecturers

A professor, senior lecturer or lecturer who has had a fixed-term appointment in accordance with HF Chapter 4, Section 10 can be given a permanent contract in the same subject area and at the same scope as the fixed-term appointment. An appointment of this nature does not need to be advertised again if it was stated in the original advertisement that the possibility of a permanent contract existed.

The head of department prepares the appointment procedure in consultation with the Vice-Chancellor and the HR Department. The head of department must complete the work in time for the teacher to receive an answer no later than six months before the fixed-term appointment is discontinued, if the possibility of changing to a permanent contract exists.

The head of department and the teacher run a dialogue concerning:

- the subject currently associated with the position, in relation to Konstfack's study programmes and the need to renew the appointment from the perspective of the area of activities in question,
- the teacher's interest in a permanent contract.

Professor and Senior Lecturer

The head of department submits a basis for decision to the Board of Education and Research, which must contain:

- a background to the case,
- the original recruitment profile,
- proposals for the decision.

The Board of Education and Research must submit a statement to the Vice-Chancellor if the subject area is relevant in relation to the need for education and research for activities in this area.

For the appointment of a professor or senior lecturer on a permanent contract, the Vice-Chancellor makes the final decision.

Lecturer

For the appointment of a lecturer, the head of department makes the final decision in consultation with the concerned study council or equivalent and the HR Department.

2.7 Appointment on probation

Konstfack applies rules for appointment on probation in accordance with LAS for fixed-term appointments of senior lecturers and lecturers. Appointment on probation is limited to a maximum six months.

If the teacher has been recently appointed as a senior lecturer or lecturer at Konstfack, the probation period does not apply.

2.8 Terminating an appointment process

An authority may decide to terminate the appointment process if for example it deems the basis of recruitment to be insufficient or if circumstances arise that negate the need to employ someone. The authority's decision to terminate an appointment process does not need to be advertised (Circular issued by the Swedish Agency for Government Employers 2006: A8).

The decision to terminate an appointment process is made at the same level as that at which the decision concerning the original appointment was made, in accordance with Konstfack's decision-making and work procedures.

A decision to terminate an appointment process cannot be appealed (AF Section 21).

3. Promotion

A teacher employed as a lecturer or senior lecturer may apply for a promotion. The teacher must be on a permanent contract or have a fixed-term appointment in accordance with HF Chapter 4, Section 10. A lecturer can apply for promotion to senior lecturer and a senior lecturer can apply for a promotion to professor. The need within a given area to promote a teacher shall be assessed. The need within a given area to promote a teacher shall be assessed. Promotion can only take place in the subject area within which the applicant is already employed as a lecturer or senior lecturer.

3.1 Promotion from Senior Lecturer to Professor

Following the examination and approval of an application for promotion, a senior lecturer may be appointed as a professor if the teacher is eligible for this position and otherwise meets the requirements in accordance with the applicable assessment criteria. The subject area associated with the professorship must be the same as for the senior lecturer post.

3.2 Promotion from Lecturer to Senior Lecturer

Following the examination and approval of an application for promotion, a senior lecturer may be appointed as a professor if the teacher is eligible for this position and otherwise meets the requirements in accordance with the applicable assessment criteria. The subject area associated with the professorship must be the same as for the senior lecturer post.

3.3 Preparing promotion processes

A senior lecturer or lecturer who intends to apply to be examined for a professor or senior lecturer post must first take the initiative to commence a dialogue concerning this with the head of department. The teacher must then submit an application to the registrar. The application must be signed by the applicant and include the following statement:

Härmed ansöker jag om att bli prövad som "ange professor alternativt lektor" i "ange ämnesområde" [I hereby apply to be examined for a "professor/senior lecturer" post in "subject area"]. The registrar sets a reference number for the case and forwards the application to the HR Department.

In consultation with the concerned study council or equivalent, the head of department assesses the need to promote a teacher for activities in the subject area in question. The head of department reports the case to the Vice-Chancellor, who then makes the decision to approve or reject the teacher's application. If the Vice-Chancellor approves the application, it is submitted to the Academic Appointments Board, which carries out the necessary preparations. Firstly, the Board requests that the head of department submit proposals for a recruitment profile.

Teacher promotions are decided on by the Vice-Chancellor.

4. Doctoral Students, Assistants and Teaching Assistants

4.1 Doctoral students

Konstfack applies the rules in HF Chapter 5, Sections 1-7 when appointing doctoral students, in terms of duties, appointment and form of appointment. A doctoral student is appointed to carry out their third-cycle studies.

For the appointment of a doctoral student, the Vice-Chancellor makes the final decision.

4.2 Assistants

Konstfack applies the rules in HF Chapter 5, Sections 8-12 when appointing assistants, in terms of duties, appointment and form of appointment. Only individuals with doctoral grants can be appointed as assistants. A person with a grant will be offered a position with a scope of a minimum 20 per cent and maximum 40 per cent of full-time as assistant.

The head of department is responsible for making the necessary preparations and deciding on the appointment of assistant.

4.3 Teaching Assistants

Konstfack applies the rules in HF Chapter 5, Sections 8-12 when appointing teaching assistants, in terms of duties, appointment and form of appointment. Only individuals enrolled in first or second-cycle studies can be appointed as a teaching assistant.

The head of department or unit manager makes the necessary preparations in consultation with the HR Department.

An opening for a teaching assistant shall be advertised internally if it is estimated that the position will exist for more than six months.

For the appointment of a teaching assistant, the Head of Department or unit manager makes the final decision.

4.4 Terminating an appointment process

An authority may decide to terminate the appointment process if for example it deems the basis of recruitment to be insufficient or if circumstances arise that negate the need to employ someone. The authority's decision to terminate an appointment process does not need to be advertised (Circular issued by the Swedish Agency for Government Employers 2006: A8).

A decision to terminate an appointment process is made at the same level as that at which the decision concerning the original appointment was made, in accordance with Konstfack's work procedures.

A decision to terminate an appointment process cannot be appealed (AF Section 21).

5. APPEALS

Decisions concerning appointments at a university, with the exception of appointment as a doctoral student, may be appealed to the Higher Education Appeals Board (HF Chapter 12, Section 2).

The Higher Education Appeals Board's verdict cannot be appealed (HF Chapter 12, Section 5).