

## Mid Sweden University Employment Procedures

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**Summary:** The employment procedures of Mid Sweden University apply to the entire university. The board of Mid Sweden University determines the employment procedures in accordance with Chapter 2, Section 2 of the Higher Education Act. The employment procedures contain qualification requirements, assessment criteria and objective factors according to the regulations issued by the government, along with information about the qualification requirements, assessment criteria and objective factors determined by Mid Sweden University itself.

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# **1. Abbreviations**

[Not applicable in English]

## **2. Introduction**

According to Chapter 3, Section 6 of the Higher Education Act, the university itself determines which eligibility requirements and assessment criteria will apply for employment, in addition to the regulations set by the government. According to Chapter 2, Section 2 of the Higher Education Act, it is the university board that determines the employment procedures. Mid Sweden University has employment procedures that apply across the whole university and regulate the teacher categories referred to in Chapter 4, Section 1 of the Higher Education Ordinance; that is, professors (incl. adjunct professors and visiting professors), lecturers (incl. adjunct instructors and guest lecturers), instructors (incl. adjunct instructors), associate senior lecturers, and dual appointments (professors and lecturers) incl. postdoctoral researchers (regulated in agreements). The employment procedures also cover the categories regulated in Chapter 5 of the Higher Education Ordinance; that is, doctoral students and postgraduate teaching assistants, as well as the categories for visiting researchers, researchers, research assistants and research engineers, which are not teaching positions. The faculties at Mid Sweden University may have instructions that supplement the employment procedures.

The employment procedures are based on eligibility requirements and criteria for assessing qualifications. Processing of applications shall primarily be the responsibility of faculty boards and department heads, and is regulated by the current decision-making and delegation scheme. Processing of applications shall be adapted according to the circumstances of each individual case, and shall comply with current regulations.

An employment decision concerns civil law in that the individual employment contracts are governed by the Contracts Act and employment legislation, as well as the Administrative Court in the form of legal administrative employment decisions that are governed by extensive constitutional legislation via the Instrument of Government. This means that employment decisions made by Mid Sweden University consist of both a constitutional administrative decision along with a number of legislative provisions that affect the decision, as well as an administrative decision in which the interested parties determine the content, and the actual contract thereby contains the law. The one who is entitled to make decisions regarding employment is governed by Mid Sweden University's decision-making and delegation scheme.

The Administrative Procedure Act specifies that employment decisions are exercises of public authority that must be open to appeal. In an employment situation, Mid Sweden University plays the role of a private employer, and an employment decision contains elements of a public exercise of power that must be regarded as the exercise of public authority towards an individual.

For government organisations, the principle of freedom to choose employees does not apply; instead, it is objective reasoning according to merit and competence that must

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be used. If an incorrect employment decision is made, a higher authority may appoint the one who is most qualified. The Board of Appeal for Education is the authority that considers appeals against Mid Sweden University's recruitment decisions; the assignment is set out in regulations, and the Board is subject to the Administrative Procedure Act and the Government Agencies Ordinance.

## **3. Strategic skills supply**

Skills here refers to the ability and willingness to carry out a task by applying knowledge and proficiency to achieve an intended result. When working with skills supply, the organisation ensures the right conditions for finding such skills, and the skills supply plans show how the organisation works to attract, recruit, develop, keep and let go of skills. Institutes and departments must continuously plan for skills supply in order to proactively ensure the availability of expertise for the future. The employment process is an important element of this.

Skills supply at Mid Sweden University is a prerequisite for all activities – education and research alike. It is therefore important that Mid Sweden University should be an attractive place of work where employees are able to grow and develop. When recruiting, Mid Sweden University must promote equal opportunities, gender equality and diversity, and must work to increase internationalisation.

## **4. Regulations concerning employment**

### **4.1 The Instrument of Government (1974:152)**

According to Chapter 1, Section 1 of the Instrument of Government, public power is exercised under law. The principle of legality and the objectivity concept are constitutional concepts that aim to ensure that authorities will only take measures that are in accordance with the legal system rather than satisfying interests other than those that have been set, and to act objectively when making employment decisions and pay attention only to objective factors in the form of merit and competence. (The Instrument of Government, Chapter 1, Article 9 and Chapter 12 Section 5; the Administrative Procedure Act, Section 5; the Public Employment Act, Section 4).

Chapter 12, Article 2 of the Instrument of Government sets out the independence of the state administration regarding decisions relating to its exercise of public authority and entitlement to make administrative decisions. Section 5 lays down specific provisions, such as regarding objective factors, merit and competence that employment decisions must be based upon.

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### 4.2 The Administrative Procedure Act (2017:900)

Section 5 of the Administrative Procedure Act states that the principle of legality is the basis for good administration. Public authorities may only take measures that are supported in the legal system, and such measures must be in proportion to the inconvenience that may arise for the one towards whom the measure is directed (the principle of proportionality can also be found in Chapter 2, Article 21 of the Instrument of Government). The exercise of power must be according to standards and predictable. The reason for this is to create improved conditions for conscientious processes, more correct decisions and fewer appeals (SOU 2010:29.)

Sections 30-44 of the Administrative Procedure Act state how a notification of the content of a decision – such as an employment decision – should be made, and governs disclosure requirements if, for example, there are differences of opinion, when decisions may be enforced, and how corrections, changes and appeals should take place.

### 4.3 The Public Employment Act (1994:260)

Section 4 of the Public Employment Act develops the mandatory grounds for qualification for a public appointment, objective factors constituting merit and competence, and that competence shall take priority.

### 4.4 The Employment Protection Act (1992:80)

Section 4 of the Employment Protection Act sets out that employment contracts apply until further notice and can be terminated following a certain notice period. Sections 4-5 regulate fixed-term employment. Section 7 shows that termination on the part of the employer must be objectively justified.

### 4.5 The Contracts Act (1915:218)

The Contracts Act contains regulations regarding what constitutes a contract, how a contract can be entered into, and what constitutes a breach of contract. According to Chapter 1, Sections 1-9, the Act applies to matters pertaining to property law, but it is applied analogously. According to Chapters 1, 2 and 4, contracts are concluded by means of the promise principle; a declaration of intent is binding, and when a contract has actually been entered into, the legal principle of *pacta sunt servanda* ('agreements must be kept') applies unless the legal act itself should be considered invalid.

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### **4.6 The Higher Education Act (1992:1434)**

Chapter 3, Sections 1-3 of the Higher Education Act contain the compulsory rules covering the content and stipulations of a teaching position, as well as the specific legislation for professors. Chapter 5, Section 1 determines that the Board of Appeal for Education is the first and final instance for handling appeals against decisions.

### **4.7 The Act on Approval of Research Organisations to Host Visiting Researchers (2008:290)**

This law regulates approval for research organisations to host researchers, as well as hosting agreements (Section 1). Section 3 of the Act contains information about cases in which the Act is not applicable to third country nationals. The Act clarifies the regulations covering hosting agreements in Sections 6-8.

### **4.8 The Government Agencies Ordinance (2007:515)**

Section 21 of the Government Agencies Ordinance regulates the content of the document that must be prepared for each decision in a case.

### **4.9 The Employment Ordinance (1994:373)**

Section 3 of the Employment Ordinance clarifies the decision-making process when making employment decisions, and defines an employing authority clearly. Section 4 clarifies assessment criteria that are additional to merit and competence when recruiting, and Section 6 covers the actual recruitment process. Sections 7-8 clarify how information about vacancies must be announced, and Sections 21-22 show how employment decisions may be appealed to the Board of Appeal for Education and specify the time frame for an appeal.

### **4.10 The Higher Education Ordinance (1993:100)**

Chapter 4 of the Higher Education Ordinance provides more detailed mandatory rules about recruitment at higher education institutions. Chapter 5 covers the recruitment of doctoral students and postgraduate teaching assistants. Chapter 4, Section 1 states that a higher education institution is an employing authority; Section 3 contains the grounds of jurisdiction and assessment criteria for professors; Section 4 for lecturers; and Section 4a for associate senior lecturers. Chapter 4, Sections 5-7 set out employment procedures, such as requirements for gender-equal representation



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during recruitment, requirements for obtaining opinions from referees when employing professors, and explains the procedures for nominating professors. Chapter 5, Sections 1-7 regulate the appointment of doctoral students, and Chapter 5, Sections 8-12 cover postgraduate teaching assistants.

Chapter 4, Section 10 of the Ordinance specifies that a teacher in the arts may be employed on an ongoing basis, though for no longer than five years. Such a position may be renewed. However, the total period of employment may not exceed ten years. For other matters relating to appointments, the Employment Protection Act applies.

Chapter 12, Section 2 of the Higher Education Ordinance establishes that employment decisions may be appealed to the Board of Appeal for Education, with the exception of the appointment of doctoral students or lecturers via promotion.

The Higher Education Ordinance also sets certain restrictions for appointments. Professors may not be appointed for a fixed-term according to the Employment Protection Act, and adjunct professors, visiting professors and associate senior lecturers are employed on an ongoing basis, though for a limited time. Employment decisions are made by the principal, but this can be delegated within the organisation, though this does not apply to the appointment of professors, which may not be delegated.

### **4.11 The Instructions for the Board of Appeal for Higher Education Ordinance (2007:991)**

The Board of Appeal for Education is tasked with considering appeals concerning decisions that have been made within the university, in accordance with Section 1. Provisions according to Sections 23-24 of the Government Agencies Ordinance, that is, the appointment of heads of government authorities, are not applied by the Board according to Section 7.

### **4.12 Fixed-term employment agreement with adjunct instructors**

This contractual provision clarifies that, according to this agreement, appointments are subject to the Employment Protection Act (adjunct professors are regulated in Chapter 4, Section 11 of the Higher Education Ordinance). Adjunct instructors must have their main occupation outside of the university sector according to Section 2. The appointment must be part time and normally amounts to 20% of a full-time position. Adjunct instructors may be employed on an ongoing basis, but for no longer than two years. The appointment may be renewed in accordance with Section 3.

Assessments of future adjunctions are presented to the relevant trade union organisations. The position does not give right of priority (Section 25 of the

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Employment Protection Act) or more working hours (Section 25a of the Employment Protection Act), Section 4.

Chapter 4, Section 2 of the Higher Education Ordinance applies for adjunct lecturers with dual appointments.

The contract does not apply in cases where Chapter 4, Section 10 of the Higher Education Ordinance is applicable; i.e., for artistic activity.

### **4.13 Fixed-term employment agreement with postdoctoral researchers**

This contractual provision applies to postdocs who will mainly conduct research; teaching may amount to no more than 20% of their working hours according to Section 1. The worker may not have been previously employed as a postdoctoral researcher under this agreement for more than one year within the same or related field of study at Mid Sweden University.

Employment for this position applies on an ongoing basis, though for no longer than two years; it may, however, be extended if there are special grounds to do so, such as sickness, parental leave, clinical duty, commissions of trust within union organisations or other similar circumstances according to Section 2.

## **5. Qualifications and assessment criteria**

According to Chapter 12, Article 5 of the Instrument of Government and Section 4 of the Public Employment Act, objective factors apply for all appointments within government authorities, regardless of the level. For some teaching positions, there are additional eligibility requirements. This refers to special requirements that an applicant must meet in order to be able to receive employment. In addition to the eligibility requirements stated in the Higher Education Ordinance, Mid Sweden University can include further eligibility requirements in the applicant profile and therefore the job listing. The faculties of Mid Sweden University have supplementary requirements in addition to those specified in these employment procedures.

If a work or residence permit is needed, it should be granted before employment can commence. The applicant is personally responsible for applying for a work/residence permit and a visa, where applicable.

In principle, all appointments must be advised in accordance with Section 6 of the Employment Ordinance.

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### **5.1 Professors**

Scholarly and pedagogical aptitude are required for a person to be employed as a professor in any field apart from the arts. Artistic and pedagogical aptitude are required for a person to be employed as a professor within the arts. When appointing a professor, the assessment criteria must involve the level of competence that is required to be eligible for the position. Normally, to be eligible to work as a professor, at least 15 academic credits or at least 10 weeks of full-time training in teaching and learning in higher education are required. If this is lacking, an employed professor must achieve this within two years of appointment.

Examination of pedagogical aptitude must be given as much attention as assessing scholarly expertise. Mid Sweden University otherwise decides which assessment criteria apply when employing a professor in accordance with Chapter 4, Section 3 of the Higher Education Ordinance.

According to Chapter 4, Section 6 of the Higher Education Ordinance, when appointing a professor (or adjunct professor), referees must assess an applicant's expertise unless it is clearly unnecessary for the person's competence to be examined. Nominations from the institute must be submitted to the faculty board; the employment board will handle the case and submit the nomination to the principal. The decision is made by the principal.

#### **5.1.1 Adjunct professors**

When employing an adjunct professor, the same eligibility requirements and assessment criteria apply as for other professors, apart from the requirement for training in teaching and learning in higher education. The main purpose of employing an adjunct professor is to improve expertise at Mid Sweden University within a prioritised subject area. The appointment of an adjunct professor can in many cases also bring increased collaboration between the university and the external environment,

A request for an adjunct professor must include a description of the reason for the position, its duration, scope and planned funding. The request must include a confirmation from the current employer with a funding certificate for the position as well as application forms from the proposed professor.

Adjunct professors must have their main activity outside of the university sector, which means that a position as adjunct professor must amount to less than 50% of full-time employment. The position must be for a fixed term, and the total period of employment may not exceed 12 years according to Chapter 4, Section 11 of the Higher Education Ordinance.

An adjunct professor working in the arts must be employed on an ongoing basis, though for no longer than five years. The position may be renewed, and the total period of employment may not exceed 10 years according to Chapter 4, Section 10 of

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the Higher Education Ordinance. The Employment Protection Act otherwise applies for appointments within the arts.

A written agreement regarding the adjunction between the university, the professor's regular employer and the professor must be included in the decision support document. Nominations from the institute must be submitted to the faculty board. The employment board handles the matter and submits nominations for adjunct professorship. The decision is made by the principal.

### **5.1.2 Visiting professors**

When employing a visiting professor, the same eligibility requirements and assessment criteria apply as for other professors, apart from the requirement for training in teaching and learning in higher education. The position must be for a fixed term, and the total period of employment may not exceed five years according to Chapter 4, Section 12 of the Higher Education Ordinance.

To qualify for employment as a visiting professor at Mid Sweden University, a person must have a position at a higher education institution within or outside of Sweden and hold a professorship or, in exceptional cases, be assessed to possess the equivalent level of proficiency. If referees have not previously considered the individual, a review must be carried out according to the same qualification requirements as for a recruited professor.

Visiting professorship nominations are initiated on the part of the institute in the same manner as for another type of professorship. Nominations from the institute must be submitted to the faculty board. The documentation from the institute must contain nominations for individuals who are relevant for the position as visiting professor, and the applicant must submit an application in the same manner as for other appointments as professor. The employment board handles the matter and submits nominations for visiting professorship to the principal. A visiting professor who has been assessed by referees within the same subject area as the intended visiting professorship at the faculty and has been found qualified for an equivalent position at another institution may be appointed without referee assessment. The decision is made by the principal.

## **5.2 University lecturers**

According to Chapter 4, Section 4 of the Higher Education Ordinance, to qualify as a university lecturer within areas other than the arts, a person must have demonstrated pedagogical aptitude and completed a doctorate or possess the equivalent research competence or have other professional skills that are relevant with regard to the subject content of the position and the work assignments that will be included in the appointment.

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To qualify within the arts, a person must have demonstrated pedagogical aptitude, completed a Doctorate of Arts, and shown artistic competence or other professional skills that are relevant with regard to the subject content of the position and the work assignments that will be included in the appointment.

Equivalent research competence refers to a documented degree from another country that is judged to correspond to at least a doctorate.

Other professional skills refer to ones that are relevant outside of the university. Other professional skills can be considered as grounds for qualification to be appointed as a university lecturer only where such professional skills are relevant to the subject content of the position and the work assignments that will be included in the appointment. One such example is when a lecturer is expected to teach within a subject where practical experience is essential.

When appointing a lecturer, the assessment criteria must involve the level of competence that is required to be eligible for the position. Examination of pedagogical aptitude must be given as much attention as assessing other matters that are grounds for qualification. Mid Sweden University otherwise decides which assessment criteria to apply when employing a lecturer in accordance with Chapter 4, Section 4 of the Higher Education Ordinance.

Normally, to be eligible to work as a university lecturer, at least 15 academic credits or at least 10 weeks of full-time studies in teaching and learning in higher education is required. If this is lacking, an employed university lecturer must achieve this within two years of appointment. The educational qualifications must be documented, such as in a teaching portfolio, and pedagogical aptitude must be assessed by referees. Nominations from the institute must be submitted to the faculty board; the employment board will handle the case and submit the nomination to the dean for a decision.

### **5.2.1 Guest lecturers**

A position as guest lecturer temporarily brings expertise in educational and/or scholarly or artistic activity, and can contribute to renewal, breadth and/or depth for Mid Sweden University. To qualify for employment as a guest lecturer at Mid Sweden University, a person must have a position at a higher education institution within or outside of Sweden and hold a lectureship or be assessed to possess the equivalent level of proficiency.

Normally, the nominated candidate should be employed as a university lecturer. When employing a guest lecturer, the same eligibility requirements and assessment criteria apply as for other university lecturers, apart from the requirement for training in teaching and learning in higher education. If proficiency testing has not already been done, it should be completed prior to appointment. The position must be for a fixed term in accordance with the Employment Protection Act.

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Guest lecturer nominations are initiated on the part of the institute in the same manner as for a lectureship. Nominations from the institute must be submitted to the faculty board. The documentation from the institute must contain nominations for individuals who are relevant for the position of guest lecturer, and the person in question for the position must submit an application in the same manner as for other appointments of lecturers. The employment board handles the matter and submits nominations for the guest lectureship to the dean. A guest lecturer who has been assessed by referees within the same subject area as the intended guest lectureship at the faculty and has been found qualified for an equivalent position at another institution may be appointed without referee assessment. The decision is made by the dean.

### **5.3 Dual appointments, professors and lecturers**

According to Chapter 4, Section 2 of the Higher Education Ordinance, Mid Sweden University may, on the consent of the kind of healthcare authority mentioned in Chapter 3, Section 8 of the Higher Education Act, determine that a position as professor or lecturer at the university shall be connected with a medical post that is made available for medical training and research. Training and research in such a post can also include odontological training and research. According to Chapter 3, Section 8 of the Higher Education Act, Mid Sweden University must allow the healthcare authority to comment on the matter before an instructor receives such an appointment referred to in Section 2 of the Higher Education Ordinance. The same eligibility requirements and assessment criteria apply for the dual appointment of professors or lecturers as for professors or lecturers who do not have a dual appointment. Nominations from the institute must be submitted to the faculty board; the employment board will handle the case and submit the nomination to the dean for a decision if it relates to a lecturer, or to the principal for decisions relating to the appointment of professors.

### **5.4 Associate senior lecturers**

According to Chapter 4, Section 4a of the Higher Education Ordinance, to qualify as an associate senior lecturer, a person must have completed a doctorate or possess the equivalent scientific competence. Primary consideration should be given to those who have completed a doctorate or achieved the corresponding competence no more than five years prior to the date on which the application for appointment as an associate senior lecturer expires. A person who has completed a doctorate or achieved the corresponding competence earlier can also be considered if there are special grounds for doing so, such as absence due to illness, parental leave or other similar circumstances.

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According to Chapter 4, Section 12 of the Higher Education Ordinance, an associate senior lecturer may be employed on an ongoing basis, though for a period of no more than between four and six years, as determined by Mid Sweden University before the appointment is made. The purpose of this position is to allow the instructor to develop their independence as a researcher and to qualify themselves scientifically as well as educationally so as to meet eligibility requirements for an appointment as lecturer.

An appointment may be renewed, though for a maximum total of two years, if additional time is needed for an associate senior lecturer to achieve the aim of the position due to sickness, parental leave or other special grounds. The Employment Protection Act otherwise applies for the appointment.

Mid Sweden University determines which assessment criteria will be applied when appointing an associate senior lecturer. According to Chapter 4, Section 12c of the Higher Education Ordinance, the applicant profile and information provided about a vacancy for an associate senior lecturer must include the eligibility requirements and assessment criteria for promotion to a university lecturer according to Chapter 4, Section 4a of the Higher Education Ordinance. Nominations from the institute must be submitted to the faculty board; the employment board will handle the case and submit the nomination to the dean for a decision.

## 5.5 University instructors

A position as university instructor must mainly involve teaching. To qualify as a university instructor, a minimum of 180 academic credits are required, of which 90 or the equivalent expertise must be within the subject area the position involves.

Within two years of being appointed, an instructor must have undergone training in teaching and learning in higher education to the equivalent of 15 academic credits or at least 10 weeks of full-time studies. The educational qualifications must be documented, such as in a teaching portfolio, and assessed to include pedagogical aptitude.

At Mid Sweden University, the "equivalent expertise" ground for qualification applies mainly to foreign academic first-cycle qualifications. In exceptional cases, in areas that can be classified as artistic expertise, post-secondary vocational training in combination with many years of certified and relevant vocational experience can make a person qualified.

When appointing a university instructor, the assessment criteria must involve the level of competence that is required to be eligible for the position. Examination of pedagogical aptitude must be given as much attention as assessing other matters that are grounds for qualification. The decision is made by the dean. For appointments of less than 12 months, the decision is made by the department head.

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### 5.6 Adjunct instructors (teachers, lecturers)

When employing an adjunct instructor (teacher or lecturer), the same eligibility requirements and assessment criteria apply as for instructors or lecturers, apart from the requirement for training in teaching and learning in higher education. An adjunct instructor is a part-time position for an employee whose main occupation lies outside of the university sector. The purpose of a position as adjunct instructor is to bring expertise that is not usually available within Mid Sweden University's regular operations but that is needed in order to run a programme of high quality. The main purpose of employing an adjunct instructor is to improve expertise at Mid Sweden University within a prioritised subject area. An adjunct instructor can also contribute to research aiming to improve the education.

Adjunct instructors must have their main activity outside of the university, which means that a position as adjunct instructor must amount to less than 50% of full-time employment. The position must be for a fixed term, and the total period of employment may not exceed two years, with the possibility of renewal in accordance with the agreement on fixed-term employment for adjunct instructors. A written agreement regarding the adjunction between Mid Sweden University, the instructor's regular employer and the instructor must be included in the decision support document. The decision is made by the dean.

### 5.7 Doctoral students

According to Chapter 5, Section 3 of the Higher Education Ordinance, to qualify for employment as a doctoral student, a person must have been accepted for third cycle education at a university. When appointing a doctoral student, the applicant's ability to assimilate the postgraduate level instruction is assessed (Chapter 5, Section 5 of the Higher Education Ordinance).

If the doctoral student is employed in connection with their admission to the programme, the provisions in Chapter 7, Section 41 regarding the determination of assessment criteria and obstacles to receiving priority are applied. The position must involve full-time work, but can, on request of the doctoral student, involve part-time work, though no less than 50% of full time (Chapter 5, Section 3a of the Higher Education Ordinance). Special stipulations apply for doctoral students whose study funding consists of scholarships according to Chapter 5, Sections 4 and 4a of the Higher Education Ordinance. The doctoral student must prioritise their own education, but may, to a limited extent, work with education, research, art research and administration at up to 20% of full-time working hours (Chapter 5, Section 2 of the Higher Education Ordinance).



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The appointment must be on an ongoing basis, though only up to a certain point in time and never longer than one year following completion of a doctorate or Doctorate of Arts. The first appointment may last for a maximum of one year, and it may be renewed for up to two years at a time (Chapter 5, Section 7 of the Higher Education Ordinance). The doctoral student may be employed for a total of up to eight years; the total amount of time in employment may not be longer than the equivalent third cycle education at full time for four years. For studies that conclude with a licentiate degree, it is two years that applies (Chapter 5, Section 7 of the Higher Education Ordinance). The total period of employment may be longer if there are special grounds, such as sickness, leave for military duty or a position of trust within union organisations and student organisations, or parental leave.

### 5.8 Postdoctoral researchers

A position as postdoctoral researcher is intended to provide those who have recently been awarded a doctor's degree an opportunity to bolster and further develop their scholarly skills. Work assignments must be focused mainly on conducting research. Teaching can also be included in the work assignments, but for no more than the equivalent of 20% of full-time hours.

To qualify for appointment as a postdoctoral researcher, a person must have completed a doctorate in Sweden or have been awarded a corresponding foreign degree that is deemed equivalent. The applicant must have completed the degree no more than three years prior to the end of the application period. If there are special grounds (leave due to sickness, parental leave, clinical duty, positions of trust within union organisations, or other similar circumstances), a person who completed their doctorate earlier may be considered.

Postdoctoral researchers who will be teaching or supervising others must be assessed according to their pedagogical aptitude. Educational qualifications must be documented, such as in a teaching portfolio.

An appointment as postdoctoral researcher should normally be for two years of full-time work, according to the agreement on fixed-term employment for postdoctoral researchers. The applicant may not have been previously employed as a postdoctoral researcher under this agreement for more than a total of one year within the same or a related field of study at Mid Sweden University.

### 5.9 Visiting researchers

To qualify as a visiting researcher, a person must have successfully defended his or her doctoral thesis or be eligible to begin postgraduate education. However, this does not include individuals who have been accepted for postgraduate education in

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Sweden. A visiting researcher refers to an employee with a fixed-term position, whose main employment is outside of Sweden. The purpose of a visiting researcher is to bring expertise that is not usually available within Mid Sweden University's regular operations but that is needed for high quality research. The main purpose of employing a visiting researcher is to improve expertise at Mid Sweden University within a prioritised subject area.

Before Mid Sweden University may receive a visiting researcher, the visiting researcher and Mid Sweden University, as the research organisation, must together enter into a hosting agreement, where the visiting researcher undertakes to carry out a research project, and the research organisation agrees to receive the visiting researcher. The appointment must be for a fixed-term and must cover no more than the stated period of time for the research included in the hosting agreement. The position must be for a fixed term in accordance with the Employment Protection Act.

### **5.10 Researchers/research assistants/research engineers**

To qualify for employment as a researcher, a person must have successfully defended his or her doctoral thesis. To be eligible for appointment as a research assistant or research engineer, a person must have second-cycle qualifications. A researcher/research assistant/research engineer is a position of fixed-term employment, with the aim of improving expertise at Mid Sweden University within a prioritised subject area. According to Chapter 12, Article 5 of the Instrument of Government and Section 4 of the Public Employment Act, objective factors – merit and competence – apply. In addition to these, Mid Sweden University can include further requirements in the applicant profile and therefore the job listing. The faculties of Mid Sweden University have supplementary requirements in addition to those specified in these employment procedures. The position is regulated in accordance with the Employment Protection Act.

### **5.11 Postgraduate teaching assistants**

To qualify for a position as postgraduate teaching assistant, a person must be accepted for first-cycle or second-cycle education (Chapter 5, Section 10 of the Higher Education Ordinance).

Postgraduate teaching assistants must be employed on an ongoing basis, but for no longer than one year. Such appointments may be renewed. The total period of employment for a postgraduate teaching assistant may amount to no more than three years according to Chapter 5, Section 12 of the Higher Education Ordinance.

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A position as postgraduate teaching assistant may correspond to no more than 50% of full-time hours, and the work must involve teaching, administration or collaboration in research or art research (Chapter 5, Section 9 of the Higher Education Ordinance).

### 5.12 Retirement-age positions

An employee is entitled to keep his or her position until the end of the month in which he or she reaches the age of 68 (the Employment Protection Act, Section 32a). An agreement can thereafter be reached for a fixed-term appointment, in accordance with the Employment Protection Act. An employee who has reached the age of 68 does not have right of priority, and general fixed-term or temporary positions do not transfer to permanent employment.

The Swedish prefix "senior" will be appended for the position, e.g., "senior professor" (senior in age, not rank). The appointment will be for no longer than one year, with the possibility of extension, and will normally involve a maximum of 20% of full-time hours. Benefits under the collective agreement do not apply. Holiday is regulated in accordance with the Annual Leave Act (1977:480).

A request for a "senior" appointment or an extension is sent by the department head via the dean to the principal for a decision.

Decisions regarding whether a professor emerita/emeritus may continue with unpaid scholarly activities following retirement are determined by the department head.

## 6. Objective factors – merit and competence

According to Chapter 12, Article 5 of the Instrument of Government and Section 4 of the Public Employment Act, objective factors apply for all appointments within government authorities, regardless of the level. Competence, which is valued the highest, involves suitability for the position, and merit refers to the familiarity and/or experience that an applicant has acquired within the government (Government Bills 1973:90 and 1985/86:116). Competence is of particular significance and must be put first according to Section 4, paragraph 2 of the Public Employment Act. Merit can be considered only if competence is assessed to be largely equal between applicants. The concept of competence also includes personal qualities such as ability to cooperate and/or performance. Personal qualities are a measure of an individual's potential to meet the demands that the position places on an employee (Government Bill 1985/86:116).

An assessment criterion is a selection technique used to decide between eligible applicants. In addition to scholarly competence and pedagogical aptitude, examples of assessment criteria include the degree of administrative skill and ability to interact

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with the surrounding society. The assessment criteria that will be applied for a specific position depend on the details of the position. In addition to what is stated below, the faculties at Mid Sweden University have supplementary instructions with additional requirements.

### **6.1 Scholarly competence/artistic skill**

Scholarly competence refers to independent research activities, ability to plan and direct research and the ability to communicate with the surrounding society. Scholarly competence is demonstrated through the scholarly publication of an individual's own research, through planning and directing research and postgraduate education, and the ability to obtain research grants. Scholarly competence can additionally be demonstrated by means of an ability to achieve results in research through collaboration with other instructors and through the ability to convey information about research.

Artistic skill refers to outstanding artistic merit from activities and experience in the field, and the ability to conduct art research and development.

### **6.2 Pedagogical aptitude**

Pedagogical aptitude is demonstrated by means of an ability to convey relevant knowledge and skills, being able to activate students to take responsibility for their own learning, generating involvement and interest in the field of study, as well as the ability to structure and organise the content of and working methods used in relation to the objectives of the subject area. In addition to this, pedagogical aptitude must be demonstrated through an ability to contribute to the development and renewal of the education, and the ability to reflect on one's own teaching.

#### **6.2.1 Teaching experience**

- Teaching activities in various areas and on various levels at universities (first, second and third cycle programmes).
- Experience in teaching work within businesses, administrations and other organisations.
- Supervising students.
- Supervising postgraduates.
- Experience with various kinds of examination.
- Responsibility for leading, developing, planning and evaluating courses.
- Producing educational and other teaching materials.
- International experience, and experience with international teacher exchange.

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### **6.2.2 Ability to fulfil the role of instructor**

By giving a personal account, the applicant should exemplify how the instructional role is fulfilled. The instructional role can be described by means of, e.g.:

- Training in teaching and learning in higher education.
- Educational distinctions and diplomas, such as course evaluations, and examples of work using different educational methods.
- The ability to convey research information and popular science to students and the general public, such as by arranging seminars and symposiums.
- Participation in teacher exchange and/or participation as visiting lecturer at a Swedish and/or foreign university.
- Teaching of foreign students at a Swedish university.

### **6.2.3 Ability for educational renewal**

In order to describe their ability regarding educational renewal, the applicant should be able to present what he or she has done regarding:

- Renewal of teaching methods, course content and assessment methods.
- Development of new courses.
- Applications for and receipt of grants for educational development in teaching and assessment methods.
- Participation in educational renewal.

## **6.3 Other abilities**

In addition to pedagogical aptitude, scholarly competence and artistic skills, the degree of ability in other areas must also be assessed by Mid Sweden University. The abilities this primarily relates to are personal qualities, leadership skills, and a capacity to interact with the surrounding society, both nationally and internationally. As is the case with pedagogical aptitude, scholarly competence and artistic skills, these abilities must be documented and presented in such a way that experts can carry out a quality assessment.

Personal qualities are the ability to achieve results in research through collaboration with other instructors, and being able to convey information about research. An ability to convey relevant knowledge and skills, being able to activate students to take responsibility for their own learning, generating involvement and interest in the field of study, as well as the ability to structure and organise the content of and working methods used in relation to the objectives of the subject area. An ability to contribute to the development and renewal of the education, and the ability to reflect on one's own teaching.

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### 6.4 Training in teaching and learning in higher education

According to the Association of Swedish Higher Education Institutions, the overall goal of professional training in teaching and learning in higher education – in addition to the general objectives for second-cycle education in Chapter 1, Section 9 of the Higher Education Act – is that the participant should demonstrate knowledge, abilities and approaches as a basis for working professionally as a university instructor within their field of study, and to participate in the development of higher education. This goal is broken down into seven specific objectives.

The recommendations of the Association of Swedish Higher Education Institutions emphasises the importance of participants having started a teaching qualifications portfolio and having presented an independent project that deals with education and teaching within their own field of study related to relevant research in educational science and/or science education. The scope that is recommended is at least 10 weeks of full-time studies, i.e. 15 academic credits (Recommendations of the Association of Swedish Higher Education Institutions, 2016:1).

To qualify for employment at Mid Sweden University, professors and university lecturers must normally have completed training in teaching and learning in higher education to the equivalent of 15 academic credits or at least 10 weeks of full-time studies. If this is lacking, it must be achieved within two years of the appointment being made. Within two years of being appointed, an instructor must have undergone training in teaching and learning in higher education to the equivalent of 15 academic credits or at least 10 weeks of full-time studies.

Educational qualifications must be documented, such as in a teaching portfolio. For professors and lecturers, pedagogical aptitude must be assessed by experts. An instructor must be assessed to have pedagogical aptitude. Examination of pedagogical aptitude must be given as much attention as assessing other matters that are grounds for qualification.

## 7. The employment process

The employment process at Mid Sweden University must be characterised by transparency, objectivity and legal security. As a government authority, Mid Sweden University has a special responsibility regarding this. Applicants are entitled to an impartial assessment of their qualifications. The processing of applications shall primarily be the responsibility of faculty boards and department heads, and is regulated by the current decision-making and delegation scheme. Appointment decisions are made in accordance with the applicable decision-making and delegation scheme. The faculties at Mid Sweden University have instructions that supplement the employment procedures. Endeavours promoting equal opportunities and active

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diversity efforts must always be sought. In principle, all appointments must be advised in accordance with Section 6 of the Employment Ordinance.

### **7.1 Making appointments**

Nominations for making appointments of professors, including visiting professors and adjunct professors, university lecturers, associate senior lecturers, guest lecturers, university instructors and adjunct instructors, are submitted by the relevant institute to the faculty board, which decides whether to make appointments.

### **7.2 Processing of applications**

Processing matters relating to the appointment of professors (incl. adjunct professors and visiting professors), university lecturers (incl. adjunct lecturers and guest lecturers), associate senior lecturers, university instructors, and the promotion of professors and university lecturers are assignments that lie within the faculty board's area of responsibility. When employing professors, the faculty board must appoint a recruitment group. The faculty board appoints an employment council or working group for the processing work. The employment council considers the matter and provides nominations to the principal. The decision is made by the principal. When employing instructors (incl. guest instructors), the decision is made by the dean. Appointments of less than 12 months are decided by the department head.

According to Chapter 4, Section 5 of the Higher Education Ordinance, women and men must be represented equally in the group of individuals who submit nominations for those who should be considered for an appointment as teacher. However, this does not apply if there are exceptional grounds.

Other kinds of recruitment that are not regulated in these employment procedures follow the regular recruitment process at Mid Sweden University. Employment decisions are made according to Mid Sweden University's decision-making and delegation scheme.

### **7.3 Terms of employment**

At Mid Sweden University, the terms of employment are based on current regulations, applicable collective agreements and Mid Sweden University's salary policy. Decisions regarding terms of employment are made according to Mid Sweden University's decision-making and delegation scheme.

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### 7.4 Applicant profile and advertising

At the start of a recruitment process, an applicant profile is developed. The applicant profile contains a description of the position in terms of the objectives, responsibilities and work assignments. Based on the description of the position, competence requirements are determined, such as experience, education, knowledge and personal qualities. The applicant profile is used as the basis for the entire recruitment process. The competence requirements must be connected with the work that needs to be done and must not discriminate.

The job listing must match the applicant profile so that the requirements that have been determined for the applicant profile can also be found in the listing. The listing must be designed from an inclusive perspective to attract applicants with the appropriate expertise.

As an employer, Mid Sweden University must in an appropriate manner provide information about all vacant positions according to Section 6, paragraph 1 of the Employment Ordinance, so that those who are interested in the position can make an application to the authority within a certain amount of time. Job listings are placed on Mid Sweden University's website and with the Swedish Public Employment Service, and may also be placed on external websites on social media. Advertising should be done internationally for a broader recruitment that encourages internationalisation.

If there are special reasons for avoiding such a procedure according to Section 6 of the Employment Ordinance, there is no obligation to provide notification. Exceptions in accordance with such special grounds must always be checked with the HR department.

As a government authority, Mid Sweden University is obligated to inform the Swedish Public Employment Service of all vacant positions, according to Section 2 of the regulation regarding the advertising of government positions (*förordningen (1984:819) om statliga platsanmälningar*). The Swedish Public Employment Service can grant exceptions to the advertisement obligation if there are special grounds to do so.

The application period during recruitment must be at least three weeks. When employing individuals from third countries, the position must have been announced in Sweden and within the EU/EEA and Switzerland for at least 10 days.

### 7.5 Selection procedure

Selection during the employment process is based on the applicant profile and the quality criteria determined by Mid Sweden University for each position.

According to Chapter 12, Article 5 of the Instrument of Government, when appointing an individual to a government position, only objective factors such as merit and competence may be considered. Competence refers to an applicant's suitability for the position in question. Competence includes factors that are important for assessing the



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applicant's suitability for the position. All relevant experience should be evaluated within the scope of competence. A qualitative overall assessment must be used.

According to Section 6 of the Higher Education Ordinance, when appointing a professor (incl. adjunct professors or visiting professors), referees must assess the applicant's expertise, unless it is clearly unnecessary for the person's competence to be examined.

The faculty board must obtain statements from two or more individuals who are particularly familiar with the position's subject area when appointing professors (including adjunct professors and visiting professors in cases where assessment has not been previously conducted), and two individuals when the position is for a university lecturer (including adjunct lecturers and guest lecturers) or an associate senior lecturer. When appointing experts, the faculty board must ensure that the expert group contains the competence to assess pedagogical aptitude. Experts must be brought in from outside of Mid Sweden University.

Women and men must be equally represented amongst the experts unless there are exceptional grounds (Chapter 4, Section 6 of the Higher Education Ordinance).

The purpose of an interview is to assess whether the applicant meets the requirements that have been set regarding expertise and personal qualities. The purpose of a trial lecture is to assess the applicant's teaching ability based on the requirements that have been set and to enable a comparison between several applicants at a trial lecture under the same circumstances. It is important that the group conducting the interviews is the same as the one that listens to and assesses the trial lecture and that it has a gender distribution that is as equal as possible.

The purpose of taking references is to compare the picture that has been formed of an applicant with the picture that other employers have of the person, and to allow opportunity to answer any questions that have not been asked directly to the applicant.

## 7.6 Employment decisions and employment contracts

Prior to deciding on the appointment of a professor (incl. adjunct professors and visiting professors), lecturers (incl. adjunct lecturers and guest lecturers) or associate senior lecturer, the employment board proposes an employment decision to the one who has the authority to make the decision according to Mid Sweden University's decision-making and delegation scheme. For professors (incl. adjunct professors and visiting professors), the decision is made by the principal. For lecturers (incl. adjunct lecturers and guest lecturers) and associate senior lecturers, the decision is made by the dean. When appointing instructors, an assessment is made by the institute, and the dean makes the decision according to the current decision-making and delegation scheme, with the exception of adjunct positions lasting up to 12 months, which are decided by the department head on delegation from the dean. For other kinds of

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recruitment, decisions are made in accordance with Mid Sweden University's decision-making and delegation scheme.

If, for any reason, Mid Sweden University intends to change its employment decision, Section 37 of the Administrative Procedure Act shows that it may do so only if it is evident that the decision may be repealed due to unavoidable safety reasons or if the applicant has submitted incorrect and/or misleading information.

According to Section 39 of the Administrative Procedure Act, an authority may change a decision that has been appealed only if it is not to the detriment of the individual. If the university has changed its decision prior to or during an ongoing appeal process, the new decision must also be submitted to the Board of Appeal for Education.

### 7.7 Notification of employment decisions

Information about employment decisions must always be posted on Mid Sweden University's physical notice board in accordance with Section 7 of the Employment Ordinance. The information must include details regarding the date that the information was posted on the notice board, what applies in the event of an appeal, and any dissenting opinions noted in the records or other documents, in accordance with Section 7 of the Employment Ordinance. Appointments that are expected to be shorter than six months are excepted from this rule.

If Mid Sweden University has posted an employment decision correctly, it can be appealed by those who have applied for the position, but if the employment decision was not posted correctly – or at all –, essentially anyone can appeal against the decision. According to Section 11 of the Employment Ordinance, the period during which an appeal can be made can be unlimited if Mid Sweden University has not posted its employment decision in a correct manner.

### 7.8 Appeals

According to Chapter 12, Section 2 of the Higher Education Ordinance and Section 42 of the Administrative Procedure Act, a person who has applied for a position is able to appeal against an employment decision if it was not made in their favour. The Administrative Procedure Act explains the basic procedure for how an appeal against and appointment is done. Section 42 of the Administrative Procedure Act states that a decision may be appealed by someone to whom it concerns if the decision was not in their favour. In practice, anyone who has applied for a position can appeal against an employment decision.

According to Chapter 12, Section 2, point 1 of the Higher Education Ordinance, employment decisions may be appealed with the exception of the appointment of

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doctoral students. According to Chapter 4, Section 12c, decisions regarding lecturers are also excepted when it involves a promotion; i.e., when a person is promoted to the position from having served as an associate senior lecturer according to Chapter 4, Section 12a of the Higher Education Ordinance. However, an associate senior lecturer whose application for promotion to lecturer has not been granted has the opportunity to appeal such a decision, since it was not in the person's favour.

The appeal period is three weeks from the date on which a decision has been posted on Mid Sweden University's physical notice board. According to Section 22 of the Employment Ordinance, the period for appealing an employment decision is counted from the date on which the information was posted on the notice board. If the university has posted the employment decision, the decision may be appealed by a person who has applied for the position, but if the authority has not posted the employment decision, essentially anyone can appeal. In accordance with Section 22 of the Employment Ordinance, the period during which an appeal can be made can be unlimited if the University has not posted its employment decision in a correct manner.

When an appeal is received by Mid Sweden University, it is assessed whether the appeal has been received within the proper time frame according to Sections 44–45 of the Administrative Procedure Act. It is then submitted to the Board of Appeal for Education. Documentation must be clear and detailed. When an appeal is lodged, the Board of Appeal for Education examines whether the employment decision is correct based on the requirements that Mid Sweden University has set for the recruitment and the grounds for qualification stated in the listing. An appeal can be upheld if, for example, there are shortcomings in the case, such as a lack of documentation, incorrect handling of the job listing, or incorrect posting of the employment decision or expert statements. The Board of Appeal for Education is authorised to repeal Mid Sweden University's employment decisions. The Board is the first and final instance for handling an appeal.

## 8. Invitations

If there are special reasons for doing so, Mid Sweden University may invite a professor to serve in a position if that placement is of particular importance for a certain activity at the university. If Mid Sweden University invites a person to a position, the reasons why the appointment is of particular importance must be documented according to Chapter 4, Section 7 of the Higher Education Ordinance.

Only those who are eligible for the position according to Chapter 4, Section 3 of the Higher Education Ordinance may be appointed via invitation. A decision to invite an individual to serve in a position is made by the principal and may not be delegated. When making an appointment through invitation, the information referred to in the

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first paragraph of Section 6 of the Employment Ordinance does not need to be submitted. The provisions regarding referee review set down in Chapter 4, Section 6 of the Higher Education Ordinance must be applied.

## **9. Promotion**

Teachers are appointed by decision from the principal. This also applies to decisions relating to applications for the promotion of associate senior lecturers according to Chapter 4, Section 12c of the Higher Education Ordinance. Decisions relating to the appointment of professors may not be delegated according to Chapter 4, Section 13 of the Higher Education Ordinance.

### **9.1 University lecturer to professor**

After an application for promotion is examined, a university lecturer who is employed on an ongoing basis at Mid Sweden University must be offered an ongoing position as a professor if the university lecturer is qualified to serve in that capacity. The subject area for the position must be the same or closely related to the one that applied for the person's position as university lecturer.

An application for promotion to professor must be processed on the same grounds and according to the same quality criteria as for otherwise recruiting professors. Decisions relating to the appointment of professors are made by the principal and may not be delegated (Chapter 4, Section 13 of the Higher Education Ordinance).

For an individual to be promoted from university lecturer to professor, the applicant must have completed training in teaching and learning in higher education to the equivalent of 15 academic credits or at least 10 weeks of full-time studies. The educational qualifications must be documented, such as in a teaching portfolio, and pedagogical aptitude must be assessed by referees.

### **9.2 Instructor to university lecturer**

A university instructor who is employed on an ongoing basis at Mid Sweden University and is eligible to serve as university lecturer must be offered the opportunity to apply to be evaluated for promotion to a position as university lecturer. The position must be on an ongoing basis. The subject area for the position must be the same or closely related to the one that applied for the person's position as university instructor. An application for promotion to university lecturer must be processed on the same grounds and according to the same quality criteria as for otherwise recruiting university lecturers.

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For an individual to be promoted from instructor to university lecturer, the applicant must have completed training in teaching and learning in higher education to the equivalent of 15 academic credits or at least 10 weeks of full-time studies. The educational qualifications must be documented, such as in a teaching portfolio, and pedagogical aptitude must be assessed by referees.

### **9.3 Associate senior lecturer to university lecturer**

No later than six months prior to the end of their period of employment, an associate senior lecturer at Mid Sweden University can apply for promotion to the position of university lecturer. This promotion means a position as university lecturer on an ongoing basis.

The associate senior lecturer must be offered promotion on the condition that the applicant is eligible for appointment as university lecturer and, when examined, is assessed as suitable according to the assessment criteria that Mid Sweden University has determined will apply when promoting an individual to lecturer, in accordance with Chapter 4, Section 12c of the Higher Education Ordinance. An application for promotion to university lecturer must be processed on the same grounds and according to the same quality criteria as for otherwise recruiting university lecturers.

The subject area for the lectureship must be the same or closely related to the one that applied for the person's position as associate senior lecturer.

An application for promotion to university lecturer must be processed by Mid Sweden University in the same way and according to the same quality criteria as for otherwise recruiting university lecturers.

The applicant profile and information provided about a vacancy for an associate senior lecturer must include the eligibility requirements and assessment criteria for promotion to university lecturer.

For an individual to be promoted from associate senior lecturer to university lecturer, the applicant must have completed training in teaching and learning in higher education to the equivalent of 15 academic credits or at least 10 weeks of full-time studies. The educational qualifications must be documented, such as in a teaching portfolio, and pedagogical aptitude must be assessed by referees.