UNIVERSITY OF BORÅS

Reg. no. 333-24

Appointments Procedure at the University of Borås

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Summary

The Appointments Procedure is a university policy document that sets out the rules that apply to the employment and promotion of teaching staff. The Appointments Procedure describes the teaching staff categories at the university as well as the eligibility requirements and assessment criteria applied in recruitment and promotion.

The purpose of the university's Appointments Procedure is to create and maintain a common approach to the forms of employment and working methods when recruiting teaching staff and to safeguard the requirements for public transparency, legal certainty, and transparency.

Applicable regulations

Employment Ordinance (1994:373) (AF)
Discrimination Act (2008:567) (DL)
Higher Education Ordinance (1993:100) (HF)
Higher Education Act (1992:1434) (HL)
Employment Protection Act (1982:80)
Public Employment Act (1994:260)
Instrument of Government (1974:152) (RF)

Established by the University Board 2003-06-05, Reg. no. 192-03-10
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1 Appointments Procedure

The Appointments Procedure is a university policy document that sets out the rules that apply to the employment of teaching staff (also referred to as teachers). The Appointments Procedure describes the teaching staff categories at the university as well as the eligibility requirements and assessment criteria applied in recruitment and promotion.

The purpose of the university's Appointments Procedure is to create and maintain a common approach to the forms of employment and working methods when recruiting teaching staff and to safeguard the requirements for public transparency, legal certainty, and transparency.

The Appointments Procedure is adopted by the Governing Board of the University of Borås (Chapter 2, § 2 HF) following a proposal from the Research and Education Board and the Arts Research and Education Board. The Vice-Chancellor may decide on changes to the Appointments Procedure as a result of changes to laws or ordinances as well as amendments that are not of fundamental importance. The Appointments Procedure is supplemented by more detailed information in the document "Rules for the recruitment and promotion of teachers". It provides information on the handling of recruitment and promotion matters and the practical application of the Appointments Procedure in individual parts.

2.0 Strategic human capital management

In the competitive and changing academic environment, strategic competence provision is crucial to ensure a high-quality research and education environment. The university strives to be an attractive employer by recruiting, retaining and securing existing skills, motivating and developing employees and renewing operations. Recruitment is to be based on the strategic human capital management plan.

A fundamental starting point in the recruitment work is that the university should seek those with the best possible skills in each recruitment. In employment, consideration is to be given only to objective grounds, such as merit and skill (Chapter 12, Section 5(2) RF). Skills must be prioritised, unless there are special reasons to do otherwise (4 § 2 LOA).

In recruitment, the University of Borås follows the following strategies:

- Where there is a need to recruit new teachers, priority will be given to recruiting teachers who hold a doctorate.
- The university strives for secure and long-term employment conditions and the primary principle is for employment to be until further notice (no planned end date).
- The main rule is that all positions must be advertised externally so that those who are interested have the opportunity to apply to the university to get the best possible competence.
- The university works for an even gender distribution when it comes to employment.

The University of Borås works strategically for increased diversity, gender equality, and accessibility and has as its overall goal that all individuals; applicants, students and employees, should have equal conditions and opportunities regardless of gender, gender identity or expression, ethnicity, religion or other beliefs, disability, sexual orientation or age. The university is to promote equal opportunities, gender equality, and diversity in all recruitments. The university is to ensure equal rights and opportunities through transparent processes and procedures based on the university's vision, goals, and strategies as well as work on gender mainstreaming.

3 Teaching positions at the University of Borås

For education and research, there must be Professors (*professorer* in Swedish) and Senior Lecturers (*lektorer* in Swedish) employed as teaching staff at the higher education institutions. The position of Professor is the highest teaching position. The Swedish Government issues regulations on the eligibility requirements and assessment criteria for the appointment of Professors and Senior Lecturers. (Chapter 3, § 2 HL)

Subject to regulations issued by the Government, each higher education institution decides for itself which categories of teachers, in addition to Professor and Senior Lecturer, are to be employed there, as well as the eligibility requirements and assessment criteria to apply to the employment of such teachers. (Chapter 3, § 6 HL)

At the University of Borås, there are the following teaching positions:

- Professor (*Professor* in Swedish)
- Visiting Professor (*Gästprofessor* in Swedish)
- Adjunct Professor (*Adjungerad professor* in Swedish)
- Associate Professor (*Biträdande professor* in Swedish)
- Senior Lecturer (*Universitetslektor* in Swedish)
- Associate Senior Lecturer (*Biträdande universitetslekto*r in Swedish)

- Postdoctoral Appointment (*Postdoktor* in Swedish)
- Lecturer (*Universitetsadjunkt* in Swedish)
- Adjunct teacher (adjunct associate professor, adjunct senior lecturer, adjunct lecturer) (*Adjungerad lärare (adjungerad biträdande professor, adjungerad universitetslektor, adjungerad universitetsadjunkt* in Swedish)
- Teaching staff within the arts (*Lärare inom konstnärlig verksamhet* in Swedish)
- Post Retirement Professor/Associate Professor/Senior Lecturer/Lecturer (*Senior professor/biträdande professor/universitetslektor/universitetsadjunkt* in Swedish)

The agreed position structure for teaching staff is intended to meet the diverse needs of staff required for the University of Borås to be able to complete its various assignments and to guarantee the highest quality operations. Through continuous professional development and a transparent promotion system, the employee should be given good opportunities to develop their teaching skills.

> Teachers' duties may include education, research,[1] and administrative work. A teacher's duties also include following developments in their own field of study and the development of society in general that are important for the teacher's work at the university. (Chapter 3, § 1 HL)
>
> Part of the work of higher education institutions is to collaborate with the surrounding society and inform about their activities and promote the results of research at the university. (Chapter 1, § 2 HL)

It is the responsibility of the university as an employer to decide to what extent teachers, regardless of their position, should be responsible for education, research and/or development work and administration[2]. Furthermore, the university is also to make determinations on teachers' participation in the university's task of collaborating with the surrounding society and informing about its activities and working to ensure that research results obtained at the university.

3.1 Other teaching staff

In addition to teaching positions, other staff may also participate in teaching at the university. However, these positions should not be seen as teaching positions, teaching is carried out within the framework of the employment. Those who regularly participate in teaching must have good teaching skills and can be given the opportunity to undergo higher education pedagogical training.

[1] What is said about research in these employment regulations also refers to artistic research unless otherwise specified.
[2] Working time agreement for teachers, Reg. no. 663-16

4 Eligibility and bases for assessment

4.1 Professor (*Professor* in Swedish)

Eligibility

Eligibility for appointment as a Professor in other than artistic activities is the person who has demonstrated both scientific and teaching skills. Qualifications for appointment as a Professor in artistic activities are those who have demonstrated both artistic and pedagogical skills. (Chapter 4, § 3 HF).

For appointment as a Professor, the applicant should be able to present research at a high international level. The applicant must be internationally published in recognised research journals and/or monographs/books/exhibitions or equivalent. Applicants must also be able to lead, develop and administer educational and research activities.

Applicants must have a good ability to supervise doctoral students to a doctoral degree and have completed doctoral supervisor training or otherwise acquired equivalent knowledge.

Applicants are to meet the other requirements relevant to the nature of the position and other circumstances and are to demonstrate such personal characteristics as are required to perform the duties of the position well. When recruiting a Professor in applied subjects, it must be clear in the employment profile whether experience of advanced research and development in industry or other external activities can be factored into the assessment of research skills.

A general eligibility requirement for permanent employment as a teacher is completion of training in teaching and learning in higher education equivalent to 10 weeks of full-time studies. An employee who does not have higher education pedagogical training and who is not deemed to have acquired equivalent knowledge in any other way should undergo such training during the first two years of employment.

Bases for assessment

The assessment criteria for the appointment of a professor is to be the degree of competence required for eligibility for appointment. The assessment of teaching skills must be given as much care as the assessment of scientific or artistic skills. (Chapter 4, § 3 HF).

Assessment in recruitment and promotion of Professors is based on:

- Breadth and depth of research
- Originality of research/research and artistic work
- Contribution to the international development of the subject
- Contribution to the international scientific community
- Experience in managing and developing educational and research activities, such as research projects, research groups, and educational and research environments
- Research funding received
- Received awards, grants, or similar
- Experience of supervising, normally, at least one doctoral student from the start of the doctoral programme to the public defence.

- Scientific/artistic subject knowledge and subject didactic knowledge
- Breadth and depth in educational activities
- A scientifically well-established approach to teaching and learning in higher education
- Experience in pedagogical professional development and pedagogical development work
- Educational management and organisation skills
- Experience of collaboration within academia and with the surrounding society in education, research, and artistic activities
- Administrative competence and leadership ability

Other grounds for assessment that are relevant to the nature of the employment and other circumstances are also to be taken into account.

4.2 Visiting Professor (*Gästprofessor* in Swedish)

A Visiting Professor is be appointed until further notice, but not after a certain date. Such employment may be renewed. However, the total length of employment may not exceed five years. (Chapter 5, § 12 HF).

The purpose of an appointment as a Visiting Professor is that the university, by temporarily establishing a closer contact with a person primarily from another university or college, creates space for new impulses regarding pedagogical and/or research activities. The Visiting Professor should normally have their main activity located in another Swedish or foreign university or in another sector of society of importance to the university.

For recruitment of Visiting Professors, simplified procedures may be applied, see Rules for recruitment and promotion of teachers Reg. no. 760-18.

Eligibility and bases for assessment
The same requirements and assessment criteria apply for appointment as a Visiting Professor.

4.3 Adjunct Professor (*Adjungerad professor* in Swedish)

An Adjunct Professor is appointed until further notice, but not after a certain date. Such employment may be renewed. However, the total duration of employment is not to exceed 12 years. (Chapter 4, § 11 HF).

Anyone who holds an employment as an Adjunct Professor must have their main occupation outside the university system. An Adjunct Professor should be the leading specialist in the environment they have as their main occupation. An Adjunct Professor is to conduct activities of high quality in their field of study.

When recruiting an Adjunct Professor, a simplified procedure can be applied, see Rules for recruitment and promotion of teachers Reg. no. 760-18.

Eligibility and bases for assessment
For appointment as an Adjunct Professor the same eligibility requirements and assessment criteria apply as for appointment of a Professor. However, it is in the nature of the employment that the area of expertise may be more limited. When assessing the competence of the proposed

candidate, emphasis may be placed on skills other than scientific and teaching skills. Such skills may consist of qualified artistic, technical or other professional skills relevant to the subject matter and the duties to be included in the position.

In cases where particular attention is paid to artistic, technical or other professional skills, special consideration should be given to whether the proposed person has made an independent contribution to the development of their professional field and has documented themself as a leading specialist in the field covered by the subject description in the employment profile.

Qualified experience from industry or other activities outside the university is given great importance in recruiting Adjunct Professors.

4.4 Associate Professor (*Biträdande professor* in Swedish)

Eligibility

Eligibility for appointment as an Associate Professor is for those who have demonstrated both scientific/artistic and teaching skills. The scientific/artistic and pedagogical skills correspond to the docent competence according to the Rules for Acceptance Regarding the Academic Rank of Unpaid Docent (Associate Professor /US/), or Docenture, at the University of Borås, Reg. no. 028-19.

In addition, applicants must have the ability to lead, develop and administer educational and research activities. Applicants should also have a good ability to supervise doctoral students all the way to their defence as principal supervisor.

Applicants are to meet the other requirements relevant to the nature of the position and other circumstances and are to demonstrate such personal characteristics as are required to perform the duties of the position well.

A general eligibility requirement for permanent employment as a teacher is completion of training in teaching and learning in higher education equivalent to 10 weeks of full-time studies. An employee who does not have higher education pedagogical training and who is not deemed to have acquired equivalent knowledge in any other way is to undergo such training during the first two years of employment.

Bases for assessment

Assessment criteria for the appointment of an Associate Professor is to be the degree of competence required for eligibility for appointment. The assessment of teaching skills must be given as much care as the assessment of scientific or artistic skills.

Assessment criteria for scientific/artistic and pedagogical skills are referred to the Rules for Acceptance Regarding the Academic Rank of Unpaid Docent (Associate Professor /US/), or Docenture, at the University of Borås, Reg. no. 028-19.

Otherwise, evaluation in recruitment and promotion of Associate Professors is based on:

- Experience in leading and developing research activities such as research projects.

- Experience of supervision at both advanced and doctoral level, for normally all parts of the doctoral education process from start to public defence.
- Experience of collaboration within academia and with the surrounding society in education, research, and artistic activities
- Administrative competence and leadership ability

Other grounds for assessment that are relevant to the nature of the employment and other circumstances are also to be taken into account.

4.5 Senior Lecturer (*Universitetslektor* in Swedish)

Eligibility

Eligibility to be employed as a Senior Lecturer is:
1. in other than artistic activities, the person who has demonstrated teaching skills, and who has obtained a doctorate or equivalent scientific competence or other professional skills that are relevant to the subject matter of the position and the duties to be included in the position; and
2. in artistic activities, the person who has demonstrated teaching skills, and who has obtained an artistic doctorate, demonstrated artistic skills or has other professional skills that are of importance with regard to the subject matter of the position and the duties to be included in the position. (Chapter 4, § 4 HF).

"Equivalent scientific competence" refers to foreign research education or scientific qualifications without a doctorate, such as industrial research.

The eligibility criteria "other professional skills" may apply to a Senior Lecturer who is to teach in a programme where proven experience is essential. The university must have solid and highly qualified relevant professional experience outside the teaching and research sector.

Applicants are to meet the other requirements relevant to the nature of the position and other circumstances and are to demonstrate such personal characteristics as are required to perform the duties of the position well.

A general eligibility requirement for permanent employment as a teacher is completion of training in teaching and learning in higher education equivalent to 10 weeks of full-time studies. An employee who does not have higher education pedagogical training and who is not deemed to have acquired equivalent knowledge in any other way is to undergo such training during the first two years of employment.

Bases for assessment

The assessment criteria for the appointment of a Senior Lecturer is to be the degree of skill required for eligibility for employment. The assessment of teaching skills is to all be given as much care as the assessment of other eligibility criteria. (Chapter 4, § 4 HF).

Assessment of recruitment and promotion of Senior Lecturers is based on:

- Breadth and/or depth of research
- Originality of research/research and artistic work

- Contribution to the international scientific community
- Prerequisites for obtain research funding
- Received awards, grants, or similar
- Scientific/artistic subject knowledge and subject didactic knowledge
- Breadth and depth in educational activities
- Knowledge of student learning and prerequisites for learning in higher education
- A scientifically well-established approach to teaching and learning in higher education
- Experience in pedagogical professional development and pedagogical development work
- Educational management and organisation skills
- Experience of collaboration within academia and with the surrounding society in education, research, and artistic activities
- Administrative competence and leadership ability
- If the eligibility requirement professional competence has been used, the basis for assessment is qualified professional experience related to the subject area in question, taking into account the scope, breadth, depth and importance for the professional field.

Other grounds for assessment that are relevant to the nature of the employment and other circumstances are also to be taken into account.

4.6 Associate Senior Lecturer (*Biträdande universitetslektor* in Swedish)

An Associate Senior Lecturer may be employed for an indefinite period, but no longer than a period of at least four and no more than six years as determined by the university before the appointment. The purpose of the position is to give teachers the opportunity to develop their independence as a researcher and to gain both scientific and pedagogical qualifications in order to meet the requirements for a position as Senior Lecturer.
An appointment as referred to in the first subparagraph may be renewed, but not for a total of two years, if additional time is required to achieve the purpose of the appointment due to sick leave, parental leave or other special reasons. (Chapter 4, Section 12 a § HF)

Associate Senior Lecturers have the right to apply for promotion to Senior Lecturer at the University of Borås. See section 6 on Promotion.

Eligibility

Qualifications for appointment as an Associate Senior Lecturer are those who have completed a doctoral degree or have equivalent scientific competence. Priority should be given to applicants who have completed a doctoral degree or have achieved equivalent competence no more than five years before the application period for the position as Associate Senior Lecturer has expired. However, those who have completed a doctoral degree or who have previously achieved equivalent competence may also be considered if there are special reasons. Special reasons include leave due to illness, parental leave or other similar circumstances. (Chapter 4, § 4 a HF)

“Equivalent scientific competence” refers to foreign research education or scientific qualifications without a doctorate, such as industrial research.

Applicants are to meet the other requirements relevant to the nature of the position and other circumstances and are to demonstrate such personal characteristics as are required to perform the duties of the position well.

Bases for assessment
The assessment criteria for the appointment of an Associate Senior Lecturer is to be the degree of competence required for eligibility for employment.

Assessment of recruitment and promotion of Associate Senior Lecturers is based on:

- Breadth and/or depth of research
- Originality of research/research and artistic work
- Contribution to the international scientific community
- Experience of collaboration within academia and with the surrounding society in education, research, and artistic activities

Other grounds for assessment that are relevant to the nature of the employment and other circumstances are also to be taken into account.

4.7 Postdoctoral Appointment (*Postdoktor* in Swedish)

Postdoctoral Appointments are conducted in accordance with a central collective agreement on fixed-term employment as postdocs[3]. Postdocs will mainly conduct research. Teaching may be included in the work tasks, but no more than one-fifth of the working time.

Postdocs may be employed until further notice, but no longer than at least two years and no more than three years. The employment may be extended if necessary to achieve the purpose of the employment. However, the total period of employment is not to exceed three years. The starting point is that employment as a postdoctoral researcher refers to full-time work.

In addition to the above, the employment may be extended if there are special reasons. Special reasons include leave due to illness, positions of trust within trade unions, service in the Swedish Defence Forces, or similar circumstances, and clinical service or assignments relevant to the subject area. Special reasons also include parental leave during employment. In the case of such parental leave, the employee is to be offered the possibility of an extension corresponding to at least the extent of the leave.

Eligibility
Eligibility to be employed as a postdoctoral researcher is for those who have completed a doctoral degree or have a foreign degree deemed equivalent to a doctoral degree. Priority will be given to those who have obtained their degree no more than three years before the application deadline. If there are special reasons, the doctorate may have been awarded earlier. Special reasons refer to leave due to illness, parental leave, clinical service, union assignments, or other similar circumstances.

Applicants are to meet the other requirements relevant to the nature of the position and other

[3,4] Central collective agreement signed 2021-11-19.

circumstances and are to demonstrate such personal characteristics as are required to perform the duties of the position well.

Bases for assessment
The assessment criteria for a Postdoctoral Appointment are to be the degree of skill required for eligibility for employment.

Assessment when recruiting for a Postdoctoral Appointment is based on:

- Breadth and/or depth of research
- Originality of research/research and artistic work
- Contribution to the international scientific community
- Experience of collaboration within academia and with the surrounding society in education, research, and artistic activities

Other grounds for assessment that are relevant to the nature of the employment and other circumstances are also to be taken into account.

4.8 Lecturer (*Universitetsadjunkt* in Swedish)

Eligibility
Qualifications for appointment as a Lecturer are those who have demonstrated teaching skills and have completed a Master's degree or have equivalent scientific/artistic competence.

"Equivalent research/artistic competence" refers to a foreign degree corresponding to the Master's level.

The main rule for permanent employment as a Lecturer is a Master's degree. For exceptional reasons, this requirement may instead be met through professional skills of importance with regard to the subject matter of the position and the duties to be included in the position.

Applicants are to meet the other requirements relevant to the nature of the position and other circumstances and are to demonstrate such personal characteristics as are required to perform the duties of the position well.

A general eligibility requirement for permanent employment as a teacher is completion of training in teaching and learning in higher education equivalent to 10 weeks of full-time studies. An employee who does not have higher education pedagogical training and who is not deemed to have acquired equivalent knowledge in any other way is to undergo such training during the first two years of employment.

Bases for assessment
The assessment criteria for the appointment of a Lecturer is to be the degree of competence required for eligibility for employment.

Assessment of recruitment and promotion of Lecturers is based on:

- Current subject matter knowledge
- Professional skills in the relevant subject area

- Breadth and depth in educational activities
- A scientifically grounded approach to teaching and learning
- Knowledge of student learning and prerequisites for learning in higher education
- Experience of interaction with the surrounding community
- Administrative competence and leadership ability
- If the eligibility requirement professional competence has been used, the basis for assessment is qualified professional experience related to the subject area in question, taking into account the scope, breadth, depth and importance for the professional field.

Other grounds for assessment that are relevant to the nature of the employment and other circumstances are also to be taken into account.

4.9 Adjunct teaching staff (Adjunct Associate Professor, Adjunct Senior Lecturer, Adjunct Lecturer)

The purpose of adjunct positions is to add skills that are not normally found at the university and to strengthen the university's competence in a prioritised subject area. Employment of adjunct teachers can in many cases lead to increased collaboration between the university and the surrounding society.

An Adjunct Associate Professor, Adjunct Senior Lecturer, or Adjunct Lecturer is appointed for an indefinite period of time, but no longer than two years. Such employment may be renewed. Currently, the scope of such employment is normally around 20% of a full-time position. It is required that the teacher their main employment outside the university sector.[4]

Eligibility and bases for assessment
Adjunct teaching staff are normally subject to the same eligibility requirements and assessment criteria as for each category of teacher. However, it is in the nature of the employment that the adjunct teacher's area of expertise may be more limited.

When assessing the competence of the proposed candidate, emphasis may be placed on skills other than scientific and teaching skills. Such skills may consist of qualified artistic, technical or other professional skills relevant to the subject matter and the duties to be included in the position.

Where particular attention is paid to artistic, technical or other professional skills, particular attention should be paid to whether the proposed person has made an independent contribution to the development of their professional field.

Qualified experience from industry or other activities outside the university is given great importance in the recruitment of adjunct teaching staff.

4.10 Teaching staff within the arts

[4] Central collective agreement signed 14 December 2011.

Teaching staff within the arts may be employed for an indefinite period of time, up to a maximum of five years. Such employment may be renewed. However, the total duration of employment may not exceed 10 years. (Chapter 4, § 10 HF).

The main alternative at the University of Borås is permanent employment.

Eligibility and bases for assessment
For the appointment of teaching staff in the arts, the eligibility requirements and assessment criteria normally apply as for the appointment of each teacher category.

4.11 Senior teaching staff

A person who is employed as a Post Retirement Professor, Post Retirement Associate Professor, Post Retirement Senior Lecturer, and Post Retirement Lecturer is for those who have been employed as a Professor, Associate Professor, Senior Lecturer, and Lecturer prior to their retirement.

The period of employment is normally not to exceed six months and may subsequently be extended if there are special reasons for this.

The employment of Professors and other teachers after retirement is not to be based on the Higher Education Ordinance.

Eligibility and bases for assessment
The eligibility requirements and assessment criteria for employment as a senior teacher are the same as for the corresponding category of teacher with indefinite duration, with the exception of the requirement for higher education pedagogical education.

5 Promotion – Academic career path

Teachers who are permanently employed as Associate Professor, Senior Lecturers, or Lecturers or are employed as Associate Senior Lecturers in accordance with Chapter 4, Section 12 of the Higher Education Act are to, on application by the teacher or on the initiative of the employer, be given the opportunity to be assessed for promotion to a higher position within the framework of their employment. The assessment is to be carried out with equal care and accuracy, taking into account the same eligibility requirements and assessment criteria as are applied to new recruitment. The subject area of the more senior position is to be the same or in close proximity as the basic position. The opportunity for promotion means that teachers with a doctorate can develop research, teaching, and collaboration in the long term.

Assessing promotion applications cannot normally take place until at least six months after obtaining a permanent position. However, this does not apply when applying to be promoted from Associate Senior Lecturer to Senior Lecturer.

For a description of the preparation of promotion cases, see Rules for recruitment and promotion, Reg. no. 760-18.

5.1 Promotion from Associate Senior Lecturer to Senior Lecturer

An Associate Senior Lecturer employed in accordance with Chapter 4, Section 12 a, at a university is to, upon application, be promoted to Senior Lecturer at that university given the applicant:
1. is eligible for employment as a Senior Lecturer, and
2. in an assessment, is deemed suitable for such a position in accordance with the assessment criteria that the university has decided in accordance with Chapter 4, Section 4 a, second paragraph, to apply in a case for promotion to Senior Lecturer.
Such a promotion means a permanent position as a Senior Lecturer. (Chapter 4, Section 12 c § HF)

6 Administrative procedure

The recruitment process is to be characterised by objectivity, fairness and legal certainty, and transparency. As a government agency, the university has a special responsibility for this. Conflicts of interest must not occur.

For further description of the process, see Rules for recruitment and promotion of teachers at the University of Borås, Reg. no.760-18.

6.1 Employment documentation and employment profile

Successful recruitment requires clear employment documentation with a profile based on the name of the subject, subject content/description, duties, eligibility, and other qualification requirements. The employment documentation is the basis for the advertisement and thus affects fairness and legal certainty as well as efficiency in the continued process. The employment documentation describes the necessary eligibility requirements for the specific position based on defined tasks and the needs of the university.

6.2 Subject or area name

The subject area of a teaching position is formulated in light of the university's overall planning. Great care is to be taken with regard to the title and content of the position and whether or not a specific subject description should be formulated.

The subject name should normally consist of “subject” or a field of study/main field[5] of teaching. In order for the university to meet its long-term needs in terms of skills and competencies, as well as increased diversity, the starting point is that the subject name of the position should be formulated broadly. However, if there are specific reasons, a specialisation may be specified.

If there are special reasons at the university, after an assessment, a subject or area name may be changed during the course of employment. The application for a change of subject or area name can be made no earlier than three years after receiving a permanent position. Normally, an expert review will be employed. The Vice-Chancellor/Head of Department decides on a change of subject or area name after determination by a board or a committee named by a board.

[5] Swedish Higher Education Authority, Standard for Swedish classification of research subjects

6.3 Advertising

The main rule is that teaching positions must be advertised by advertisement or notified by equivalent procedure. Vacancies should normally be advertised on the university's website, official bulletin board, and the Swedish Public Employment Service's website. In addition, each specific recruitment process assesses which advertising channels are relevant. In order to promote internationalisation and broaden recruitment, advertising should take place internationally if the position does not have requirements for the Swedish language. The application period should normally be at least three weeks. Information about vacancies need not be provided if there are special reasons.

6.4 Review panel

Teaching positions that require scientific, artistic, or professional competence are addressed by the relevant board or committee appointed by the board.

6.5 External Expert Reviewers

At the University of Borås, two External Expert Reviewers must assess the applicant's skills when appointing Professors (including temporary positions as Adjunct Professors and Visiting Professors), Associate Professors and Senior Lecturers and when appointing Associate Senior Lecturers. When recruiting for a Postdoctoral Appointment, the assessment is normally carried out by an internal expert reviewer. Expert reviews need not be obtained if it is clearly unnecessary for the assessment of skills.

When appointing experts, the university must ensure that the expert group has the competence to assess teaching skills.

Where assessment is sought from two or more persons, both men and women are to be represented unless there are exceptional reasons.

6.6 Simplified procedure

A simplified procedure may be used in the recruitment of fixed-term teaching positions. A simplified procedure means that preparation by the board or a committee appointed by the board and expert review may be excluded in certain cases.

6.7 Nomination procedure

In accordance with Chapter 4, Section 7 of the Higher Education Ordinance, the university may nominate a person to be appointed as a Professor if the appointment of the person is of particular importance for a particular activity at the university. If so, the reasons for the particular importance of the employment must be documented. The nomination procedure is to be used restrictively.

6.8 Decisions on employment and promotion

Decisions on the appointment and promotion of Professors, Adjunct Professors, Visiting Professors, and Associate Professors are made by the Vice-Chancellor and may not be delegated.

Appointment and promotion decisions for teaching positions other than Professors, Adjunct Professors, Visiting Professors, and Associate Professors are made by the Dean of Faculty[6].

The decision maker decides whether a presentation should be made before a decision is made.

Decisions on who has been appointed must be announced as soon as possible by means of notices on the university's notice board, together with information about how to appeal.

6.9 Interruption of the recruitment procedure

Recruitment may be interrupted if, for example, the recruitment documentation is insufficient or if new circumstances have arisen that prevent employment from taking place.

Decisions on the interruption of the recruitment procedure for Professors, Adjunct Professors, Visiting Professors, and Associate Professors are made by the Vice-Chancellor. The decision to interrupt the recruitment procedure for other teacher categories is made by the Dean of Faculty[7].

The decision to interrupt the recruitment procedure does not need to be justified to candidates and is not subject to appeal.

7 Appeals

The university's decisions on employment may be appealed to the Higher Education Appeals Board (*Överklagandenämnden för högskolan* in Swedish, or ÖNH) in accordance with Chapter 12, § 2 HF). Otherwise, an appeal may be lodged only if it is authorised by a statute other than the Administrative Procedure Act.

Disclaimer: This document has been translated from Swedish into English. If the English version differs from the original, the Swedish version takes precedence.

Vice-Chancellor's Organisational and Decision-Making Ordinance, Reg. no. 080-23.