



UNIVERSITY
OF BORÅS

Guidelines for External Expert Reviewers at the University of Borås

Thank you for accepting an assignment as External Expert Reviewer at the University of Borås. As such, you are an important part of the process of hiring, promotion, and qualification of teaching staff. Your external expert assessment, together with interviews, references, and other selection methods, forms the basis for the qualitative overall assessment upon which decisions are made.

While you may have experience performing similar assignments, please follow these guidelines specific to our university.

Important to know beforehand

- The assessment must be **dated and signed**.
- Upon submission, it will become an **official (public) document**.
- It should **not contain sensitive data or personal data meriting extra protection**, such as Swedish personal identification numbers, addresses, or health information.

Scope and language

- When assessing one **applicant**, the assessment should be **at least two pages long**.
- **When assessing multiple applicants**, the assessment should be **at least four pages long**.
- The assessment can be written in Swedish or English.

Conflicts of interest and access to application documents

Before accepting the assignment, any potential **conflicts of interest** should be considered. A request to consider potential conflicts of interest will be sent to you by HR, together with:

- **Login details to the recruitment system** and thereby access to application documents, and in the case of recruitments, the vacancy notice and the employment profile, as well.
- **Information about the time frame** for the submission of the assessment, which is normally two months from the date you were given access to the application documents.

Access to university policy documents, fee forms and submission process

University policy documents, instructions, and forms for fees and the submission of assessments can be found on the University of Borås's webpage for External Expert Reviewers: [For External Expert Reviewers — University of Borås](#)

External expert assessments in recruitments

a) **Overview of the applicants**

A general presentation with a brief account of each applicant's scholarly/fine arts, teaching, and other qualifications of importance for the position.

The applicant's eligibility for the position must be determined and justified on the basis of the requirements for the employment. If an applicant is not considered eligible, this must be clearly stated.

External Expert Reviewers can choose to write the presentation together or separately.

b) **Assessment of the applicants' qualifications and skills**

External Expert Reviewers must each make an assessment of those applicants who are qualified for the position. Scholarly/fine arts expertise and teaching expertise as well as other requirements for the position are to be described separately. Any aspect that the applicant fulfils that is meritorious for the position is also to be described separately. A comprehensive assessment of all the applicant's merits is to conclude the assessment.

The assessment must be made on the basis of eligibility requirements and assessment criteria in the University of Borås's Appointments Procedure and the employment profile for the vacancy notice. The assessment should cover both the strengths and weaknesses of the applicant's skills.

c) **Summary assessment in a lead group without ranking**

Experts must each conclude their assessment with a brief summary of their position and, in normal cases, select three applicants who are considered most suitable for the position based on a weighing of each applicant's merits. Within this group, no ranking should be made, unless an applicant is so superior to the requirements for the position and other applicants' merits that this needs to be highlighted.

External expert assessments in promotions

a) **Brief presentation of the applicant**

A general presentation with a brief account of each applicant's scholarly/fine arts, teaching, and other qualifications of importance for the position.

External Expert Reviewers can choose to write the presentation together or separately.

b) **Assessment of the applicant's merits and skills**

External Expert Reviewers must individually assess the applicant's scholarly/fine arts and pedagogical expertise as well as other qualifications. Scholarly/fine arts expertise and teaching expertise as well as other requirements for the position are to be described separately.

The assessment must be made on the basis of eligibility requirements and assessment criteria in the University of Borås's Appointments Procedure. The assessment should cover both the strengths and weaknesses of the applicant's skills.

c) **Overall assessment**

External Expert Reviewers must each conclude their assessment with a brief summary of their position. It must be clearly stated whether the applicant is deemed to meet the

requirements for promotion or not, based on a comprehensive assessment of their overall skills.

External expert assessments in associate professorship/docenture cases

Specific instructions can be found in *Regulations Governing Appointments to the Unpaid Academic Rank of Docent/Associate Professor (Docenture)*. This university policy document is available on the University of Borås's webpage for External Expert Reviewers: [For External Expert Reviewers — University of Borås](#)