



UNIVERSITY
OF BORÅS

The Regulations for the Recruitment and Promotion of Teaching Staff at the University of Borås

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Summary	The Regulations for the Recruitment and Promotion of Teaching Staff at the University of Borås clarify the appointments procedure adopted by the Governing Board of the University of Borås and aim to contribute to a uniform and efficient recruitment process with high quality. The regulations describe processes and procedures for recruitment and promotion.

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Regulations for the Recruitment and Promotion of Teaching Staff at the University of Borås

1 Introduction

The Regulations for the Recruitment and Promotion of Teaching Staff at the University of Borås clarify the appointments procedure adopted by the Governing Board of the University of Borås and aim to contribute to a uniform and efficient recruitment process with high quality. The regulations describe processes and procedures for recruitment and promotion. Please note that the unpaid academic rank of Docent/Associate Professor (docenture) is not a form of employment and is handled specially; see the document Regulations Governing Appointments to the Unpaid Academic Rank of Docent/Associate Professor (Docenture).

2 Basic principles for recruitment and promotion

As a government agency, the University of Borås has a special responsibility to ensure that objectivity, transparency, merit-based assessment and equal treatment characterise the entire recruitment and promotion process. A starting point in appointing government employees is that importance should only be attached to objective grounds, such as merit and skill. Skills are of the utmost importance, unless there is reason to do otherwise. When working with recruitment and promotion matters, conflicts of interest must be considered in every part of the process. A conflict of interest may exist if the case concerns someone close to you or if there are other circumstances in the case that risk undermining confidence in the impartiality of persons involved in the recruitment process.

Gender aspects should be consistently considered in recruitment and promotion processes. Each preparatory body and decision-making body is to work for a more even gender balance at the university¹. The goal is that all professions at the university should be quantitatively equal, which means that neither gender should be represented with less than 40 percent.

The recruiting manager is responsible for the recruitment process, according to the Vice-Chancellor's Organisational and Decision-Making Ordinance. The board, or a committee appointed by the board, is responsible for the application of the appointments procedure and has special responsibility for ensuring that the university's recruitment of teachers meets the quality requirements that the board considers should be imposed on the organisation, as well as that the appointments procedure are complied with when recruiting and promoting teaching staff. The board/committee makes recommendations for a decision on appointment and promotion. HR is a support to the recruiting manager and board/committee in recruitment and promotion. HR has knowledge of current regulations, internal policy documents, and the university's shared approach to equal treatment and handling of applicants.

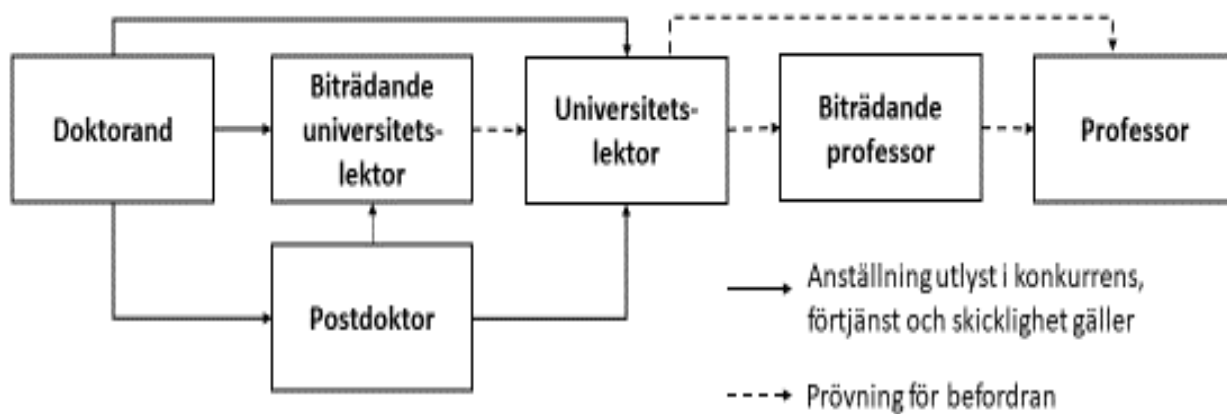
¹ An equal gender distribution is considered to prevail when the proportion of women and men in a group is 40/60 percent or more even (www.jamstalldhetsmyndigheten.se).

3 Career paths at the University of Borås

The appointments procedure regulate which categories of teaching staff are in place at the university. The table gives a simplified overview of the employment types available for each teacher category.

Position	Permanent employment	Probationary employment (LAS)	Higher Education Ordinance	Substitute (LAS)	Special Fixed Term (LAS)	Collective agreement
Professor	YES.	NO	YES	NO	NO	NO
Visiting Professor (<i>Gästprofessor</i> in Swedish)	NO	NO	YES	NO	NO	NO
Adjunct Professor (<i>Adjungerad professor</i> in Swedish)	NO	NO	YES	NO	NO	NO
Associate Professor (<i>Biträdande professor</i> in Swedish)	YES	YES	NO	YES	YES	NO
Senior Lecturer (<i>Universitetslektor</i> in Swedish)	YES	YES	YES	YES	YES	NO
Associate Senior Lecturer (<i>Biträdande universitetslektor</i> in Swedish)	NO	NO	YES	NO	NO	NO
Postdoctoral Appointment (<i>Postdoktor</i> in Swedish)	NO	NO	NO	NO	NO	YES
Lecturer (<i>Universitetsadjunkt</i> in Swedish)	YES	YES	NO	YES	YES	NO
Adjunct Assistant Professor/Senior Lecturer/Lecturer (<i>Adjungerad biträdande professor/lektor/adjunkt</i> in Swedish)	NO	NO	NO	NO	NO	YES
Teaching staff within the arts (<i>Lärare inom konstnärlig verksamhet</i> in Swedish)	NO	NO	YES	NO	NO	NO

An illustration of the university's academic career paths:



4 Employment of teaching staff

This section describes the process of hiring teaching staff. For some positions, parts of the process may have a different application than the one described below. This applies to appointments of visiting professors, adjunct professors, professors by nomination, postdocs, and lecturers, as well as to certain fixed-term positions, see Other processes for appointments to certain teaching positions.

4.1 Preparatory work

A recruitment process is preceded by thorough preparatory work where the need for recruitment is examined and established at the university. Recruitment must be based on long-term planning when it comes to needed competencies.

The recruiting manager is responsible for producing recruitment documentation that describes the background to the recruitment needs, employment profile and tasks, recruitment procedure, and how the employment will be financed. Basic eligibility requirements for teaching positions are regulated in the university's Appointments Procedure. The eligibility requirements can be supplemented with other requirements and merits. It is important to think carefully about the requirements and merits of the position and formulate these clearly. The requirements for the position are to be relevant to the duties. HR provides consultative support for the recruiting manager in the design of employment documentation.

The template for employment documentation is available on the university's website and should always be used.

The recruiting manager can ideally appoint a recruitment group that, together with the recruiting manager, participates in the recruitment process during, for example, the selection procedure and interview at the Faculty. For example, the recruitment group may consist of teachers with relevant subject expertise. It is advisable that participants in the recruitment group participate as teacher representatives when the matter is handled by the committee.

4.2 Starting the recruitment process

When recruiting professors, including visiting professors and adjunct professors, and assistant professors, the Vice-Chancellor decides that the recruitment process should begin and that the employment profile meets the eligibility requirements according to the appointment regulations, following a proposal from the Dean of Faculty. HR presents the matter at the Vice-Chancellor's decision meeting.

When recruiting other teachers, the recruiting manager decides, in accordance with the delegation and decision-making procedures of each Faculty, that the recruitment process is to begin. Before deciding to start recruitment, the chair of the board or, where applicable, the chair of the committee is to decide that the employment profile meets the eligibility requirements of the Appointments Procedure. HR will present the matter to the chair.

4.3 Advertising

The main rule is that teaching positions should be advertised. Vacancies should normally be advertised on the university's website, official bulletin board, and the Swedish Public Employment Service's website. The application period should be at least three weeks.

HR formulates proposals for advertisements based on employment documentation and obtains the recruiting manager's approval before publication.

4.3.1 Other procedure

Another procedure involves informing vacancies on the university's official notice board for seven days and notifying the Public Employment Service. Such a different procedure may be used for recruitments of up to six months. The procedure may also be used in other cases for special reasons, but this is to be applied restrictively. Decisions on other procedures are made by the recruiting manager in consultation with HR.

4.3.2 Exemptions from advertising requirements

Exceptions to requirements for advertising can be made when there are special reasons; decisions on such exceptions are made by the Director of HR. If the derogation concerns teaching appointments, the decision on such derogation shall be taken after consultation with the Chair of the relevant Board/Committee. Without consultation of the committee or special decision of the Director of HR, exceptions can be made in cases of:

- preferential rights to re-employment or to employment with a higher employment rate and redeployment
- promotion to higher employment
- employment as visiting professor, adjunct professor and adjunct teacher
- invitation to employment as professor
- senior employment
- if the length of the employment is judged to be shorter than the expected duration of the recruitment process
- vacancy; employment of a substitute, provided that a recruitment process has begun in parallel

Please note that in order for a person from a third country to be granted a residence and work permit in Sweden, the job vacancy must normally have been advertised at Arbetsförmedlingen for at least 10 days.

Application

The university's recruitment system enables systematic and equivalent handling of application documents and therefore all applicants are encouraged to apply through the system. However, the university has an obligation to also accept applications/documents received in addition to the recruitment system. This is handled by HR. The applicant is responsible for submitting documents of sufficient quality to allow a full assessment of merit. The university has

developed a portfolio of qualifications to assist in the recognition of merits, which is available on the university's website.

Application for employment as a teacher must include:

- portfolio including cover letter/cover sheet and CV
- diplomas and certificates
- cited scientific/artistic publications and documented artistic works

Applicants for teaching positions may only refer to publications published or accepted for publication at the end of the application period. In the event that a publication has been accepted for publication, a certificate to this effect issued by the editor in question must be attached to the application.

4.4.1 Late applications and additions

Application documents must be submitted within a prescribed application period. The general rule is that application documents received after the application deadline are not to be taken into account. If there are special reasons, the late application may also be taken into account. The decision to accept late applications is made by the recruiting manager after reconciliation with HR.

If an application is incomplete, the university shall, to the extent appropriate, guide the applicant by, for example, requesting additional documents (§ 23 FL). A reasonableness assessment may be made by the recruiting manager and HR in cases where an applicant wishes to supplement with documents after the application deadline. Only qualifications obtained before the closing date is considered.

4.5. Selection for external expert assessment

A selection of which of the applicants whose applications are to be sent to external expert reviewers is made before a decision is made to appoint experts. Applicants at this stage of the recruitment process are only screened for candidates who are clearly ineligible for employment because they do not meet the basic requirements for the position. The recruiting manager is responsible for this. The chair of the board or committee are to be involved. HR ensures that the applicants who are culled are informed that they are not considered for the position based on information from the recruiting manager.

4.6. External expert assessment

External expert reviewers refer to persons who are particularly familiar with the field of employment. Normally, the reviewers must assess both scientific/artistic and teaching skills. If there is a need for special pedagogical expertise, a special pedagogical external expert reviewer can also be used. Instructions for external expert reviewers are given in a separate document.

At the University of Borås, two external expert reviewers must assess the applicants. If necessary, additional reviewers may be appointed.

See exceptions below for certain positions.

4.6.1 Suggestions and decisions on external expert reviewers

If an assessment is collected from two or more persons, women and men must be equally represented. However, this does not apply if there are exceptional reasons. (Chapter 4, § 6 HF).

HR handles the external expert review procedure. The Head of Department submits proposals for external expert reviewers to HR. The proposed reviewers must have accepted the task and the timetable and indicated that they have no conflict of interest. The fact that an expert and an applicant have jointly published a work is, for example, a circumstance that may raise the issue of a conflict of interest or another bias. Decisions on external experts are made by the chair of the board, or the committee chair where applicable. External experts receive a fee in accordance with a local collective agreement.

The template for the appointment of an external expert is available on the university's website and must always be used.

4.6.2 Documentation to external experts

HR ensures that external experts are given access to the necessary documentation for the assessment via the website and the recruitment system:

- advertisement
- applicants' application documents
- relevant policy documents such as the Appointments Procedure
- instructions including the proposed timetable for the expert assessment

In the documentation sent out, the external expert is asked to confirm that information about the assignment has been received, including notifying if they have a conflict of interest. HR follows up to ensure that the confirmation and assessments are received within the agreed timeframe. External experts normally have two months to examine the documentation. The Head of Department can agree on a different timetable with external experts.

4.6.3 External expert assessments

The reviewers are to write a summary presentation of all applicants in which they briefly describe each applicant's scientific/artistic, educational and other qualifications relevant to the position. Reviewers can choose whether to write the presentation individually or jointly.

Reviewers are to each report on the skills of the candidates who should be considered for the position. Expertise in the most important eligibility requirements should be presented separately and an overall assessment of all the applicant's qualifications should be included.

The reviewers are to each identify a close group of normally three of the candidates who should be considered for appointment. This group is not to be ranked, unless the expert finds an applicant so superior in relation to the requirements profile of the position in question that they need to be highlighted. The assessment is to be carried out both on each of the main eligibility requirements and as an overall assessment. If a reviewer finds that one of the applicants should not be proposed for appointment, this is to be stated in the assessment.

4.7 Interview, test lecture, and reference review at the Faculty

After consultation with the recruitment group and/or HR, the recruiting manager decides who should be invited to interview at the Faculty and possibly perform a test lecture/work test. Interviews are to be conducted before the matter is brought before the committee.

The purpose of the interview is to evaluate the applicants' abilities and skills, which cannot be evaluated solely through an external expert assessment. The interview is to be structured and conducted in an equivalent manner for those interviewed. This means that the questions are decided in advance and are based on the employment documentation and that all applicants are given the same conditions during the interview procedure, for example that all interviews are either held digitally or on site. A structured interview reduces the risk that the interview session is controlled based on impressions, coincidences and feelings. Furthermore, a structured interview helps to ensure that all applicants are treated equally and can be compared on the same basis.

Other selection methods that can be applied are test lectures and work samples. The purpose of the test lecture/work test is to strengthen the decision-making basis by getting an indication of expected work performance. Test lectures/work tests can be conducted in conjunction with the interview.

For applicants that the recruiting manager intends to continue with in the process, reference should be contacted. Contacting references is carried out in order to obtain additional information as well as to ensure the correctness of the information provided and the impression of the applicant. Contacting references is to be carried out before the matter is brought before the committee. The recruiting manager is responsible for contacting references. The person contacting the references is to have participated in the interview. At least two references should be contacted, at least one of whom should be a former employer/manager. Contacting to references must be carried out in a structured manner, which means that the questions are decided upon in advance and based on the employment documentation. References can be contacted orally or in writing. When done in writing, there is digital support available which is handled through HR.

4.8 Interview with the board and recommendations on employment

The recruiting manager decides, in consultation with the chair of the board or, where applicable, the committee, who may be considered for a position and thus shall be invited to an interview with the board/committee. HR ensures that applicants are summoned to the board/committee following information from the recruiting manager. The recruiting manager is responsible for

ensuring that the interview at the Faculty, contacting references, and any test lectures/work tests have been carried out before the matter is referred to the name/committee.

The committee makes a recommendation for a decision on appointment.

Recommendations are based on:

- application documents
- external expert assessments
- interview and possible test lecture/work test at the Faculty
- references
- board/committee interview

Decisions to recommend an offer of employment are made on the basis of the above considerations. The results of the interview, any test lecture/work test at the Faculty and references are reported by the Head of Department Dean of Faculty for professor recruitments) and weighed together with the results from other elements.

After an interview in the board/committee, the same are to recommend the employment of applicants by ranking those interviewed as first, second, etc. Ranking is done to show that the person/persons not placed first is recommended for employment if the person/persons placed first cannot be employed. If more applicants are interviewed and one of them is not considered for recommendation for employment, this person is not to be ranked in the minutes.

The chair of the board or committee may decide on supplementary investigative measures in employment matters and decide that additional persons are to be invited to participate in the preparation of the matter with the right to be present and to speak.

4.9 Offer and decision on employment

After a recommendation for a decision on employment from the board/committee, the recruiting manager contacts applicants who are to be offered employment to discuss employment conditions. The proposed salary is to be reconciled with HR.

The recruiting manager then ensures that HR is given the basis for creating a proposal for a decision to the decision-making manager according to the organisational and decision-making procedure. Decisions are taken by the Vice-Chancellor in the recruitment of professors and may not be delegated.

Decisions on who has been appointed must be announced as soon as possible by means of notices on the university's official notice board. All applicants to the position are to be notified of the decision. HR is responsible for posting and announcing the decision.

4.9.1 Decision to hire more people within the same recruitment

It is possible to hire more applicants for a advertised position. Decisions on hiring more are made by the Vice-Chancellor/Dean of Faculty.

4.10 Decision to suspend recruitment

The university may decide to cancel a recruitment. 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 discontinue the recruitment procedure for the other teacher categories is made by the head of recruitment responsible according to the organisational and decision-making² order of each Faculty.

The decision to interrupt the recruitment procedure does not need to be justified to candidates and is not subject to appeal. However, a decision to discontinue a recruitment process can be reviewed under the Discrimination Act (2008:567) if the applicant feels that the discontinuation of the recruitment process can be traced to one of the grounds for discrimination.

4.11 Appeals

The appeal period expires three weeks after the appointment decision has been made. An appeal received on time must be sent to the Higher Education Appeals Board (ÖNH) as soon as possible, together with any other required documentation in the employment case. HR is responsible for sending documents to ÖNH, as well as for providing administrative support in the case.

Documents to be submitted to ÖNH³:

- the university's decision on employment profile and vacancy announcement
- application documents for the employee and complainant(s)
- any external expert assessments and opinions/minutes of the board/committee
- employment decision
- original appeal
- university statement
- any other documents that may be relevant to the case
- information about the telephone number and/or email address of the relevant administrator at the university

5 Other procedure for the appointment of certain teaching posts

Visiting Professor (Gästprofessor in Swedish)

This section describes the exceptions to the regular employment process that can be applied when appointing a visiting professor. The purpose of the position is that the university, through

Vice-Chancellor's Organisational and Decision-Making Ordinance, Reg. no. 18-23.

³Information about which documents to submit to the Board of Appeal is available on ÖNH's website, www.onh.se

temporary contact with a person from another university or college, creates space for new impulses in 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.

Preparatory work

The recruiting manager is responsible for producing a recruitment dossier that describes the background to the recruitment needs, presentation of the candidate, employment profile and tasks, recruitment procedure and how the employment is financed.

Exemptions from advertising requirements

Exceptions to advertising requirements can be made without consultation with the committee or special decision by the Director of HR. In order for a person from a nonmember country to be granted a residence and work permit in Sweden, however, the vacancy must normally have been advertised at the Public Employment Service for at least 10 days.

Simplified external expert assessment procedure

A person who has already been assessed as a professor within the last five years may, if they otherwise fulfils the requirements for appointment as a visiting professor, be appointed a visiting professor on the basis of assessments from previous appointments at other higher education institutions, up to five years old, provided that the eligibility requirements are the same.

A person who has already been employed as a professor at another institution for a long time may be appointed a visiting professor by a simplified procedure. This requires that the Faculty at which the visiting professor will be employed submits:

1. application documents and their attachments designed in such a way that the board/committee can make an assessment, e.g. with CV and publication list;
2. documents proving the applicant's current employment as professor
3. if the person has a professorship at a higher education institution outside the Nordic countries, a statement/certificate clearly stating how professorial appointments are made in the country where the applicant has his/her professorship.

Decisions on the simplified procedure are taken by the chair of the board/committee concerned.

Adjunct Professor (Adjungerad professor in Swedish)

This section describes the exceptions to the ordinary employment process that can be applied when appointing an adjunct professor. An adjunct professor should have his/her main occupation outside of higher education and be a leading specialist in the environment he/she has his/her main occupation.

Preparatory work

The recruiting manager is responsible for producing a recruitment dossier that describes the background to the recruitment needs, presentation of the candidate, employment profile and tasks, recruitment procedure and how the employment is financed.

Exemptions from advertising requirements

Exceptions to advertising requirements can be made without consultation with the committee or special decision by the Director of HR. In order for a person from a nonmember country to be granted a residence and work permit in Sweden, however, the vacancy must normally have been advertised at the Public Employment Service for at least 10 days.

Simplified external expert assessment procedure

Persons who within the last five years have been assessed as having professorial competence may, if they otherwise fulfil the requirements for appointment as adjunct professors, i.e. have a significant part of their activities located outside the university, be appointed adjunct professors on the basis of an expert report from a previous appointment at another university, a maximum of five years old, provided that the entry requirements are the same.

Persons who have already been employed as professors for a long time may, if they otherwise meet the requirements for appointment as adjunct professors, be appointed adjunct professors by a simplified procedure. This requires that the Faculty visiting professor will be employed at submits with:

1. application documents and their attachments designed in such a way that the board/committee can make an assessment, e.g. with CV and publication list;
2. documents proving the applicant's current employment as professor
3. if the person has a professorship at a higher education institution outside the Nordic countries, a statement/certificate clearly stating how professorial appointments are made in the country where the applicant has his/her professorship.

Decisions on the simplified procedure are taken by the chair of the board/committee concerned.

5.3 Professor by nomination

This section describes the exceptions to the ordinary employment process that can be applied when appointing a professor by nomination. professors by summons The Vice-Chancellor may decide to call for appointment as a professor without a notice if it is of particular importance for certain activities at the University of Borås. This rule is to be used restrictively.

Preparatory work

The Dean of Faculty can initiate a dialogue with the Vice-Chancellor about a proposal for a call for appointment as a professor. The proposed person is to be eligible as a professor within the profile to which the position relates. The Dean of Faculty prepares employment documentation that includes a justification why this employment is of particular importance for the university and why a nomination procedure is applicable.

Exemptions from advertising requirements

Exceptions to the requirement for advertising are made in the nomination procedure.

5.4 Postdoctoral position

This section describes the exceptions to the regular hiring process that can be applied when hiring a postdoctoral researcher. Postdocs are employed according to a central collective agreement with a fixed-term employment. The main task is research, with the possibility of teaching up to a fifth of the working time.

External expert assessment

When appointing a postdoctoral researcher, the examination is primarily conducted by an internal expert.

Offer and decision on employment

When appointing a postdoctoral researcher, there is no recommendation for appointment to a board/committee.

5.5 Employment of Lecturers

This section describes the exceptions to the ordinary employment process that can be applied when hiring a lecturer.

External expert assessment

No external expert procedure is normally applied to the recruitment of Lecturers.

5.6 Simplified procedure for fixed-term contracts

For appointments of assistant professors, senior lecturers and lecturers with a fixed-term appointment of no more than 12 months, a simplified recruitment procedure may be applied. A simplified procedure means that the board/committee is not involved in the recruitment process and that external expert review can be excluded.

Advertising

Vacancies up to six months can be announced on the university's official notice board for seven days and reported to the Public Employment Service. Decisions on shorter advertising periods are made by the hiring manager in consultation with HR.

6 Promotions

This section describes the teacher promotion process. In some cases of promotion, parts of the process may have a different application than the one described below. This applies to promotion from Associate Senior Lecturer to Senior Lecturer and from Lecturer to Senior Lecturer, see Other procedure for promotion to certain teaching positions.

Teachers who are Associate Senior Lecturers or permanently employed as Associate Professors, Senior Lecturers, or Lecturers or are employed as Associate Senior Lecturers 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 senior position is normally to be the same as for the basic position. If the subject area differs from the basic position, consultation with the Head of Department is to take place. A promotion is a competence assessment and does not automatically entail changes in employment conditions or changes in duties.

The decision-making procedure for promotion is the same as for the recruitment of corresponding categories of externally recruited teachers.

Assessment for promotion 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.

6.1 Starting the promotion process

Teachers who are employed as Lecturers, Associate Senior Lecturers, Senior Lecturers, or Associate Professors and who wish to be considered for promotion to senior positions should contact HR by email to hr@hb.se. HR informs about how to register application documents.

For promotions to Professor and Assistant Professor, the Vice-Chancellor decides that the examination is to begin after a proposal from the Dean of Faculty. HR presents the matter at the Vice-Chancellor's Executive Meeting.

Upon promotion to Senior Lecturer, the relevant manager decides, in accordance with the delegation and decision-making procedures of each Faculty, that the examination should begin

6.2. External expert assessment

External expert reviewers refer to persons who are particularly familiar with the field of employment. Normally, the reviewers must assess both scientific/artistic and teaching skills. If there is a need for special pedagogical expertise, a special pedagogical external expert reviewer can also be used. Instructions for external expert reviewers are given in a separate document.

At the University of Borås, two external experts must assess the applicant for promotion. If necessary, additional reviewers may be appointed. External expert assessment is to be carried out unless it is manifestly unnecessary for the purposes of the competency test.

6.2.1 Proposals and decisions on external experts

If an assessment is collected from two or more persons, women and men must be equally represented. However, this does not apply if there are exceptional reasons. (Chapter 4, § 6 HF).

HR handles the external expert review procedure. The Head of Department submits proposals for external expert reviewers to HR. The proposed reviewers must have accepted the task and the timetable and indicated that they have no conflict of interest. The fact that an expert and an applicant have jointly published a work is, for example, a circumstance that may raise the issue of a conflict of interest or another bias. Decisions on external experts are made by the chair of

the board, or the committee chair where applicable. External experts receive a fee in accordance with a local collective agreement.

The template for the appointment of an external expert is available on the university's website and must always be used.

6.2.2 Documentation to external experts

HR ensures that experts are given access to the necessary documentation for the assessment via the website and recruitment system:

- the applicant's application documents
- relevant policy documents such as the Appointments Procedure
- instructions including the proposed timetable for the expert assessment

In the documentation sent out, the external expert is asked to confirm that information about the assignment has been received, including notifying if they have a conflict of interest. HR follows up to ensure that the confirmation and assessments are received within the agreed timeframe. External experts normally have two months to examine the documentation. The Head of Department can agree on a different timetable with external experts.

6.2.3 External expert assessments

The reviewers are to write a summary presentation of all applicants in which they briefly describe each applicant's scientific/artistic, educational and other qualifications relevant to the position. Reviewers can choose whether to write the presentation individually or jointly.

The reviewers are each to explain the competence of the applicant. Expertise in the most important eligibility requirements should be presented separately and an overall assessment of all the applicant's qualifications should be included. It is to be clear whether the reviewer considers that the applicant meets the requirements for promotion or not.

6.3 Recommendations and decisions on promotion

After external expert assessments have been received, HR ensures that applicants are summoned to the board/committee after discussion with the responsible manager. The board/committee makes a recommendation for a decision on promotion.

Recommendation is based on:

- application documents
- external expert assessments
- board/committee interview

Decisions on recommendations are made on the basis of the above considerations.

6.4 Decisions on promotion

The responsible manager informs the applicant of the outcome of the examination and discusses whether the promotion involves any change in terms of employment and duties. If the responsible manager proposes a change in salary, this should be reconciled with HR.

The responsible manager ensures that HR is given the basis for creating a proposal for a decision-making manager according to the organisational and decision-making procedure. Decisions are made by the Vice-Chancellor upon promotion to Professor and Assistant Professor and may not be delegated.

6.5 Denial

The reasons for the decision to reject the application for promotion is to be stated in the decision. Applicants whose application for promotion has been rejected are recommended to submit a new application at the earliest after three years in order to acquire additional qualifications in the meantime.

7 Other applications for promotion to certain teaching posts

7.1 Promotion from Associate Senior Lecturer to Senior Lecturer

An Associate Senior Lecturer at the university is to, upon application, be promoted to employment as a Senior Lecturer for an indefinite period of time if the Associate Senior Lecturer is qualified for such employment and is also deemed appropriate in an examination in accordance with the assessment criteria set by the university for promotion to Senior Lecturer.

The subject area of the position as Senior Lecturer should normally be the same as for the position as Associate Senior Lecturer. If the subject area differs from the basic position, consultation with the Head of Department is to take place.

7.2 Lecturer to Senior Lecturer

In cases where professional skills other than scientific skills are invoked to support the application for promotion from employment as a Lecturer to employment as a Senior Lecturer, the intended professional skills must be assessed on the basis of the same eligibility requirements as for new employment, see the university's rules of employment.

7.3 Teachers employed in the Fine Arts

A teacher who, with the support of Chapter 4. Section 10 HF (Fine Arts) is a temporary employee, upon application, is to be promoted to a senior position if they have the qualifications for such employment and is also deemed appropriate in an examination according to the assessment criteria set by the university for such a position. However, such a promotion is not to be regarded as a new position in terms of time limits. Processing the promotion case follows the same process as described for each position above.

