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Guidelines for employment of teachers and appointment to docent at Blekinge Institute of Technology

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Guidelines for employment of teachers and appointment to docent at Blekinge Institute of Technology, BTH

I About the guidelines

These guidelines supplement the *Employment procedure for teachers at BTH* (“Anställningsordning”). The guidelines include the following teacher categories at BTH:

- professor
- adjunct professor
- guest professor
- associate professor
- senior lecturer
- associate senior lecturer
- postdoctor
- first lecturer
- lecturer
- adjunct senior lecturer and adjunct lecturer
- guest senior lecturer and guest lecturer
- teachers in the fine, applied and performing arts

The guidelines also comprise the following appointment:

- docent

2 Subject of employment and promotion

Employment, promotion and appointment to unsalaried docent should, in the first place, be done in subjects where BTH either has a main field of study (at first- and second cycle) or an active third-cycle subject area. If this is not applicable, appointment and promotion should, in the second place, be done in established subjects within the higher education sector in Sweden, e.g., in subjects where BTH only provides courses. In the case of exceptional reasons, another subject may be considered, e.g., at the build-up of a new subject field at BTH.

3 Change of subject

A change of subject at a promotion and an appointment to unsalaried docent is to take place on reasoned grounds. The applicant should be able to motivate the change of subject from a perspective that is essential to BTH. Further, the applicant should demonstrate that the change of direction has also taken place in practice. The latter can, e.g., be done through extensive teaching in the new subject, or by demonstration of substantial and comprehensive research and publication in the new subject. The publications should be in forums of high quality in the new subject, i.e. it should be clear that the applicant has changed focus to the new subject.

For a change of subject without promotion, exceptional reasons are required.

4 About assessment and assessment criteria

According to the Swedish Employers' Agency, when assessing an applicant's suitability for an employment, the skills must be given priority unless there are special reasons for something else. Of fundamental importance for the evaluation of merits are the requirements that have been set out in the position profile and the assessment criteria described in these guidelines.

Together, they determine which skills to consider and how these should be weighed. All relevant experience should be evaluated within the framework of the skills and it should be a qualitative overall assessment.

Factors of importance for the assessment in relation to the work tasks described in the position profile are:

- theoretical and practical education and training,
- professional experience (knowledge and experience acquired in other employments or in self-employments) and
- personal characteristics (e.g., performance, leadership, collaboration skills, etc.).

As stated above, personal characteristics are considered in the merit evaluation. It is therefore important that the position profile indicates which personal characteristics shall be met.

5 Eligibility requirements and assessment criteria for teacher employments, promotions and appointments as docent

Teacher employments, promotions and appointments as docent in other than artistic activities are dealt with in sections 5.1–5.13. Teacher employments in artistic activities are dealt with in sections 5.14–5.16.

5.1 Employment as professor

5.1.1 Eligibility requirements

Eligible to be employed as a professor except in disciplines in the fine, applied and performing arts is a person who has demonstrated both scientific and pedagogical skills. Eligible to be employed as a professor in the fine, applied and performing arts is a person who has demonstrated both artistic and pedagogical skills. (Higher Education Ordinance (HF) Chap. 4, § 3).

5.1.2 Assessment criteria

Criteria for scientific skills

- The applicant has been awarded a doctoral degree.
- The applicant has demonstrated the ability to, after a doctorate, independently produce research results at a high international level that have been published to a significant extent in renowned international journals or other recognized publication forums.
Independence can be demonstrated, for example, by the applicant being the sole author or the most experienced researcher among the co-authors of a not insignificant number of publications in recognized publication forums or that the applicant has received her/his own research grants in national or international competition.
- The applicant demonstrates the ability to independently lead and develop research of high international quality.
- The applicant is well established nationally and internationally recognized in the area of the employment. This is shown, for example, through assignments as an invited speaker, external expert and opponent or through other expert assignments of no small extent.
- The applicant has, as the main responsible, applied for and received research funding in national or international competition from research councils, foundations, the industry, etc.

- The applicant demonstrates the ability to lead (plan, organize and implement) collaboration with the surrounding society to utilize relevant research results in educational and/or research contexts.
- The applicant has demonstrated academic leadership, for example through participation as main responsible in committees at department-, faculty- or university level.
- The applicant has completed research supervisor training, which includes legal frameworks and supervision pedagogy.¹
- The applicant has had both the formal and real responsibility for at least one doctoral student's progress from recruitment to a completed doctoral degree.

Weakness in any point above can to a certain extent be compensated by excellence in other points. Persons who are or have been active outside academia (e.g., in industry, research institutes and public agencies) shall have skills and experience that can be placed on a level with BTH's assessment criteria; they may, however, have been attained in other ways.

Criteria for education in higher education pedagogy

The applicant has completed courses in teaching and learning in higher education corresponding to 10 weeks of full-time studies (15 credits).

If the applicant in previous employments has not had the prerequisites to complete courses in teaching and learning in higher education, an appointment can still take place. The employee must then complete courses in teaching and learning in higher education during the first two years of the appointment so that the requirements are met. The requirement of 15 credits is in line with the recommendations issued by The Association of Swedish Higher Education (SUHF) on basic eligibility for all teachers employed in higher education.

Criteria for pedagogical skills

The applicant shall demonstrate good teaching skills, good knowledge of students' learning, very good collaboration with students, colleagues and society and very good contributions to pedagogical activities.

To meet the requirements for pedagogical skills, all four assessment criteria must be met. The assessment criteria are described in more detail in section 6.

Persons who are or have been active outside academia (e.g., in industry, research institutes and public agencies) shall have skills and experience that can be placed on a level with BTH's assessment criteria; they may, however, have been attained in other ways.

Additional criteria

The applicant shall demonstrate very good research activities and very good pedagogical activities during the last five-year period and potential for further development. Consideration shall be given to illness and parental leave. Some consideration may also be given to other special reasons that during the past five-year period have affected the time available for research and educational activities. These reasons can, e.g., be appointment as head of department or dean, teaching administration or other similar circumstances.

¹ The requirement applies if there has been an opportunity for research supervisor training. If the applicant in previous employments has not had the prerequisites to undergo research supervisor training, employment can still take place. The employee must then undergo research supervisor training during the first two years of employment so that the requirements are met.

When recruiting, the position profile may describe additional criteria and prioritized areas as well as how criteria should be weighed.

5.1.3 Adjunct professor

The Higher Education Ordinance (HF): An adjunct professor shall be employed until further notice, but for no longer than until a specified date. Such an appointment may be extended. The total period of employment may not, however, exceed twelve years (HF Chap. 4, § 11).

To link individuals with special competence to BTH, persons with their main professional activities located outside the higher education system may be co-opted as professors at BTH. An adjunct professor at BTH shall conduct high-quality work and have skills and experience that can be placed on a level with BTH's criteria for scientific and pedagogical skills for professors, however, they may have been achieved in other ways. In the expert evaluation, special consideration shall be given to other professional skills and established experience.

5.1.4 Guest professor

The Higher Education Ordinance (HF): A guest professor shall be employed until further notice, but for no longer than until a specified date. Such an appointment may be extended. The total period of employment may not, however, exceed five years (HF Chap. 4, § 12).

The purpose of an employment as a guest professor is for BTH to create space for new impulses regarding pedagogical and/or scientific development by temporarily establishing contact with a person from primarily another higher education institution. A guest professor at BTH shall conduct high-quality work and have skills and experience that can be placed on a level with BTH's criteria for scientific and pedagogical skills for professors.

A guest professor shall normally have her/his professional activities located in a Swedish or foreign university or in another societal sector of importance to BTH. A guest professor is not to have any career-based connection to BTH. Exceptions can be made if special circumstances exist.

5.1.5 Expert evaluation procedure

The Higher Education Ordinance (HF): When employing a professor (including adjunct professor), expert evaluations of the applicants' skills shall be obtained, unless it is obviously unnecessary for appraisal of their skills.

If evaluations are obtained from two or more persons, women and men shall be represented equally. This does not apply, however, if there are extraordinary reasons to the contrary (HF Chap. 4, § 6).

Expert evaluations shall be obtained from at least three experts, of which at least one shall focus on assessing the pedagogical skills, i.e. carry out a pedagogical expert evaluation of primarily the pedagogical portfolio. Of the other experts, at least two shall carry out an evaluation of the scientific skills and other relevant experiences based on a subject perspective for the employment.

When hiring a guest professor, an expert evaluation shall be made if it is not obviously unnecessary for the examination of the skills, e.g., if the person in question already holds a position corresponding to a professor at another university. Even in the case of the employment of an

adjunct professor, an expert evaluation shall be made unless it is obviously unnecessary for the examination of the skills. A special pedagogical expert evaluation is not required for adjunct professors.

5.1.6 Promotion to professor

For promotion to professor, the same assessment criteria (see section 5.1.2) and rules for expert evaluation (see section 5.1.5) apply as for employment, with the exception of the modifications and additions described below:

- The applicant has an employment for an indefinite period of at least 50% as a senior lecturer or associate professor at BTH.
- The applicant has completed research supervisor training, which includes legal frameworks and supervision pedagogy.
Weakness in this point cannot be compensated by excellence in other points.
- The applicant has had both formal and real responsibility for at least one doctoral student's progress from recruitment to a completed doctoral degree.
Exceptions can be made if circumstances have made it impossible for the applicant to have been a formal main supervisor, but in practice was responsible and acted as the main supervisor. In that case, the applicant shall have had de-facto responsibility as the main supervisor for at least one doctoral student's progress from recruitment to a completed doctoral degree. Alternatively, the applicant shall have had de-facto responsibility as the main supervisor for the progress of two doctoral students, which together show supervision from recruitment to a completed doctoral degree.
Weakness in this point cannot be compensated by excellence in other points.
- The applicant has completed courses in teaching and learning in higher education corresponding to 10 weeks of full-time studies (15 credits).
Weakness in this point cannot be compensated by excellence in other points.

5.2 Employment as associate professor – qualification based on scientific skills

5.2.1 Assessment criteria

Criteria for scientific skills

- The applicant has been awarded a doctoral degree.
- The applicant is qualified to an extent equivalent to at least three doctoral dissertations.
- The applicant has demonstrated the ability to, after a doctorate, independently produce research results at a high international level.
Independence can be demonstrated, for example, by the applicant being the sole author or the most experienced researcher among the co-authors of several publications in recognized publication forums or that the applicant has received her/his own research grants in national or international competition.
- The applicant demonstrates the ability to independently lead and develop research of high international quality.
- The applicant has applied for and received research funding in national or international competition from research councils, foundations, industry, etc.
- The applicant demonstrates the ability to collaborate with the surrounding society to utilize relevant research results in educational and/or research contexts.
- The applicant has demonstrated academic leadership, for example through participation in committees at department-, faculty- or university level.

- The applicant has completed research supervisor training, which includes legal frameworks and supervision pedagogy.²
- The applicant demonstrates the ability to take responsibility as the main supervisor. This is shown by the fact that the applicant has formally been a supervisor and taken the real responsibility for at least one research student's progress, for at least two years. The time shall include recruitment and/or a completed degree.

Weakness in any point above can to a certain extent be compensated by excellence in other points. Persons who are or have been active outside academia (e.g., in industry, research institutes and public agencies) shall have skills and experience that can be placed on a level with BTH's assessment criteria; they may, however, have been attained in other ways.

Criteria for education in higher education pedagogy

The applicant has completed courses in teaching and learning in higher education corresponding to 10 weeks of full-time studies (15 credits).

If the applicant in previous employments has not had the prerequisites to complete courses in teaching and learning in higher education, an appointment can still take place. The employee must then complete courses in teaching and learning in higher education during the first two years of the appointment so that the requirements are met. The requirement of 15 credits is in line with the recommendations issued by The Association of Swedish Higher Education (SUHF) on basic eligibility for all teachers employed in higher education.

Criteria for pedagogical skills

The applicant shall demonstrate good teaching skills, good knowledge of students' learning, good collaboration with students, colleagues and society and good contributions to pedagogical activities.

To meet the requirements for pedagogical skills, all four assessment criteria must be met. The assessment criteria are described in more detail in section 6.

Persons who are or have been active outside academia (e.g., in industry, research institutes and public agencies) shall have skills and experience that can be placed on a level with BTH's assessment criteria; they may, however, have been attained in other ways.

Additional criteria

The applicant shall demonstrate very good research activities and good pedagogical activities during the last five-year period and potential for further development. Consideration shall be given to illness and parental leave. Some consideration may also be given to other special reasons that during the past five-year period have affected the time available for research and educational activities. These reasons can, e.g., be appointment as head of department or dean, teaching administration or other similar circumstances.

When recruiting, the position profile may describe additional criteria and prioritized areas as well as how criteria should be weighed.

² The requirement applies if there has been an opportunity for research supervisor training. If the applicant in previous employments has not had the prerequisites to undergo research supervisor training, employment can still take place. The employee must then undergo research supervisor training during the first two years of employment so that the requirements are met.

5.2.2 Expert evaluation procedure

Expert evaluations shall be obtained from at least two experts, of which at least one shall focus on assessing the pedagogical skills, i.e. carry out a pedagogical expert evaluation of primarily the pedagogical portfolio. Of the other experts, at least one shall carry out an evaluation of the scientific skills and other relevant experiences based on a subject perspective for the employment.

If evaluations are obtained from two or more persons, women and men shall be represented equally. This does not apply, however, if there are extraordinary reasons to the contrary.

5.2.3 Promotion to associate professor – qualification based on scientific skills

For promotion to associate professor – qualification based on scientific skills, the same assessment criteria (see section 5.2.1) and rules for expert evaluation (see section 5.2.2) apply as for employment, with the exception of the modifications and additions described below:

- The applicant has an employment for an indefinite period as a senior lecturer at BTH of at least 50%.
- The applicant has completed research supervisor training, which includes legal frameworks and supervision pedagogy.
Weakness in this point cannot be compensated by excellence in other points.
- The applicant demonstrates the ability to take responsibility as the main supervisor. This is shown by the fact that the applicant has formally been a supervisor and taken the real responsibility for at least one research student's progress, for at least two years. The time shall include recruitment and/or a completed degree.
Weakness in this point cannot be compensated by excellence in other points.
- The applicant has completed courses in teaching and learning in higher education corresponding to 10 weeks of full-time studies (15 credits).
Weakness in this point cannot be compensated by excellence in other points.

5.3 Employment as associate professor – qualification based on pedagogical skills

5.3.1 Assessment criteria

Criteria for scientific skills

- The applicant has been awarded a doctoral degree.
- The applicant has demonstrated the ability to, after a doctoral degree, independently publish research results of high quality.
Independence can be demonstrated, for example, by the applicant being the sole author or the most experienced researcher among the co-authors of publications in recognized publication forums or that the applicant has received her/his own research grants in national or international competition.
- The applicant has completed research supervisor training, which includes legal frameworks and supervision pedagogy.³

³ The requirement applies if there has been an opportunity for research supervisor training. If the applicant in previous employments has not had the prerequisites to undergo research supervisor training, employment can still take place. The employee must then undergo research supervisor training during the first two years of employment so that the requirements are met.

Criteria for education in higher education pedagogy

The applicant has completed courses in teaching and learning in higher education corresponding to 10 weeks of full-time studies (15 credits).

Criteria for pedagogical skills

The applicant shall demonstrate very good teaching skills, very good knowledge of students' learning, very good collaboration with students, colleagues and society and very good contributions to pedagogical activities.

To meet the requirements for pedagogical skills, all four assessment criteria must be met. The assessment criteria are described in more detail in section 6.

Persons who are or have been active outside academia (e.g., in industry, research institutes and public agencies) shall have skills and experience that can be placed on a level with BTH's assessment criteria; they may, however, have been attained in other ways.

Additional criteria

The applicant shall demonstrate basic research activities and very good pedagogical activities during the last five-year period and potential for further development. Consideration shall be given to illness and parental leave. Some consideration may also be given to other special reasons that during the past five-year period have affected the time available for research and educational activities. These reasons can, e.g., be appointment as head of department or dean, teaching administration or other similar circumstances.

When recruiting, the position profile may describe additional criteria and prioritized areas as well as how criteria should be weighed.

5.3.2 Expert evaluation procedure

Expert evaluations shall be obtained from at least three experts, of which at least two shall focus on assessing the pedagogical skills, i.e. carry out a pedagogical expert evaluation of primarily the pedagogical portfolio. Of the other experts, at least one shall carry out an evaluation of the scientific skills and other relevant experiences.

If evaluations are obtained from two or more persons, women and men shall be represented equally. This does not apply, however, if there are extraordinary reasons to the contrary.

5.3.3 Promotion to associate professor – qualification based on pedagogical skills

Guidelines for promotion to associate professor – qualification based on pedagogical skills are described in the document *Process and case management for promotion to associate professor – qualification based on pedagogical skills*.

5.4 Appointment to docent

5.4.1 Eligibility requirements

A person who has been awarded a doctoral degree and has an employment for an indefinite period at BTH of at least 50% and considers her-/himself to meet BTH's criteria for docent can apply to be appointed to unsalaried docent in a specific subject (see sections 2 and 3 on page

3). On condition that an appointment to unsalaried docent is assessed as being of service to research and education at BTH, the applicant can be appointed upon successful examination.

5.4.2 Assessment criteria

Criteria for scientific skills

- The applicant has been awarded a doctoral degree.
- The applicant is qualified to an extent equivalent to at least two doctoral dissertations.
- The applicant has demonstrated the ability to, after a doctorate, independently produce research results at a high international level.

Independence can be demonstrated, for example, by the applicant being the sole author or the most experienced researcher among the co-authors of some publications in recognized publication forums or that the applicant has received her/his own re-search grants in national or international competition.

- The applicant demonstrates the ability to independently lead and develop research of high international quality.
- The applicant has applied for research funding in national or international competition from research councils, foundations, industry, etc.
- The applicant demonstrates the ability to collaborate with the surrounding society to utilize relevant research results in educational and/or research contexts.
- The applicant has completed research supervisor training, which includes legal frameworks and supervision pedagogy.
- The applicant demonstrates the ability to take responsibility as the main supervisor. This is shown by the fact that the applicant has had both formal and real responsibility as a supervisor for at least one doctoral student's progress, for at least one year.

Criteria for education in higher education pedagogy

The applicant has completed courses in teaching and learning in higher education corresponding to 10 weeks of full-time studies (15 credits).

Criteria for pedagogical skills

The applicant demonstrates pedagogical skills, especially with a focus on supervision at different levels in higher education.

Additional criteria

The applicant shall demonstrate very good research activities during the last five-year period and potential for further development. Consideration shall be given to illness and parental leave. Some consideration may also be given to other special reasons that during the past five-year period have affected the time available for research and educational activities. These reasons can, e.g., be appointment as head of department or dean, teaching administration or other similar circumstances.

5.4.3 Expert evaluation procedure

Expert evaluations shall be obtained from at least two experts who shall carry out evaluations of the scientific skills and other relevant experiences.

If evaluations are obtained from two or more persons, women and men shall be represented equally. This does not apply, however, if there are extraordinary reasons to the contrary.

5.5 Employment as senior lecturer

5.5.1 Eligibility requirements

The Higher Education Ordinance (HF): Eligible to be employed as a senior lecturer except in disciplines in the fine, applied and performing arts is a person who has:

- *been awarded a doctoral degree or has equivalent scientific competence or other professional skills that are of significance regarding the subject content of the employment and the work tasks it will involve,*
- *demonstrated pedagogical skills.*

(HF Chap. 4, § 4).

5.5.2 Assessment criteria

Criteria for scientific skills

- The applicant has been awarded a doctoral degree or has equivalent scientific competence or other professional skills that are of significance regarding the subject content of the employment and the work tasks it will involve.
- The applicant demonstrates the ability to produce high quality research results that have been published in renowned international journals or other recognized publication forums.
- The applicant demonstrates the ability to conduct and develop research of high quality.

Criteria for education in higher education pedagogy

The applicant has completed courses in teaching and learning in higher education corresponding to 10 weeks of full-time studies (15 credits).

If the applicant in previous employments has not had the prerequisites to complete courses in teaching and learning in higher education, an appointment can still take place. The employee must then complete courses in teaching and learning in higher education during the first two years of the appointment so that the requirements are met. The requirement of 15 credits is in line with the recommendations issued by The Association of Swedish Higher Education (SUHF) on basic eligibility for all teachers employed in higher education.

Criteria for pedagogical skills

The applicant shall demonstrate good teaching skills, good knowledge of students' learning, good collaboration with students, colleagues and society and basic contributions to pedagogical activities.

To meet the requirements for pedagogical skills, all four assessment criteria must be met. The assessment criteria are described in more detail in section 6.

Persons who are or have been active outside academia (e.g., in industry, research institutes and public agencies) shall have skills and experience that can be placed on a level with BTH's assessment criteria; they may, however, have been attained in other ways.

Additional criteria

The applicant shall demonstrate good research activity and good pedagogical activity during the last three-year period and potential for further development. Consideration shall be given to illness and parental leave. Some consideration may also be given to other special reasons that during the past five-year period have affected the time available for research and educational

activities. These reasons can, e.g., be appointment as head of department or dean, teaching administration or other similar circumstances.

When recruiting, the position profile may describe additional criteria and prioritized areas as well as how criteria should be weighed.

5.5.3 Expert evaluation procedure

Expert evaluations shall be obtained from at least two experts, of which at least one shall focus on assessing the pedagogical skills, i.e. carry out a pedagogical expert evaluation of primarily the pedagogical portfolio. Of the other experts, at least one shall carry out an evaluation of the scientific skills and other relevant experiences based on a subject perspective for the employment.

If evaluations are obtained from two or more persons, women and men shall be represented equally. This does not apply, however, if there are extraordinary reasons to the contrary.

5.5.4 Promotion to senior lecturer

5.5.4.1 Promotion from lecturer or first lecturer

For promotion to senior lecturer, the same assessment criteria (see section 5.5.2) and rules for expert evaluation (see section 5.5.3) apply as for employment, with the exception of the modifications and additions described below:

- The applicant has an employment for an indefinite period as a lecturer or a first lecturer at BTH of at least 50%.
- The applicant has been awarded a doctoral degree.
- The applicant has completed courses in teaching and learning in higher education corresponding to 10 weeks of full-time studies (15 credits). Weakness in this point cannot be compensated by excellence in other points.

5.5.4.2 Promotion from associate senior lecturer

For promotion to senior lecturer, the same assessment criteria (see section 5.5.2) and rules for expert evaluation (see section 5.5.3) apply as for employment, with the exception of the modifications and additions described below:

- The applicant has shown continued scientific publication after completing her/his doctoral degree.
- The applicant has completed courses in teaching and learning in higher education corresponding to 10 weeks of full-time studies (15 credits). Weakness in this point cannot be compensated by excellence in other points.

5.6 Employment as adjunct senior lecturer

Through the employment as an adjunct senior lecturer, important competence is linked to BTH at the same time as a mutual exchange of knowledge can take place between BTH and the surrounding society. A person employed as an adjunct senior lecturer shall have her/his main professional activities located outside the higher education system. The employment as an adjunct senior lecturer is supported by the *Agreement on time-limited employment of adjunct teachers*⁴. Such an employment should normally comprise about 20% of a full-time employment but may be higher in certain cases. An adjunct senior lecturer may be employed until

⁴ According to the collective agreement concluded between the Swedish Employers' Agency and OFR/S, Saco-S and Seko 2011-12-14, *Agreement on time-limited employment of adjunct teachers*.

further notice, however, for a maximum of two years. Such an employment may be renewed without further ado.

An adjunct senior lecturer at BTH shall conduct high-quality work and have skills and experience that can be placed on a level with BTH's criteria for scientific and pedagogical skills for senior lecturers, however, they may have been achieved in other ways. In the expert evaluation, special consideration shall be given to other professional skills and established experience.

Expert evaluation procedure

Expert evaluation shall be made unless it is obviously unnecessary for the examination of the skills. Expert evaluations shall be obtained from at least one expert who shall carry out an evaluation of the scientific skills, pedagogic experience and other relevant experiences based on a subject perspective for the employment.

If evaluations are obtained from two or more persons, women and men shall be represented equally. This does not apply, however, if there are extraordinary reasons to the contrary.

5.7 Employment as guest senior lecturer

The purpose of an employment as a guest senior lecturer is for BTH to create room for new impulses regarding pedagogical and/or scientific activities by temporarily establishing contact with a person from primarily another higher education institution. A guest senior lecturer shall normally have her/his professional activities located in a Swedish or foreign university or in another societal sector of importance to BTH. An employment as a guest senior lecturer can be limited in time to two years with the support of LAS, § 5.

A guest senior lecturer at BTH shall carry out work of high quality in her/his subject field and in accordance with BTH's criteria for senior lecturers.

A guest senior lecturer is not to have any career-based connection to BTH. Exceptions can be made if special circumstances exist.

Expert evaluation procedure

Expert evaluation shall be made unless it is obviously unnecessary for the examination of the skills. Expert evaluations shall be obtained from at least two experts, of which at least one shall focus on assessing the pedagogical skills, i.e. carry out a pedagogical expert evaluation of primarily the pedagogical portfolio. Of the other experts, at least one shall carry out an evaluation of the scientific skills and other relevant experiences based on a subject perspective for the employment.

If evaluations are obtained from two or more persons, women and men shall be represented equally. This does not apply, however, if there are extraordinary reasons to the contrary.

5.8 Employment as associate senior lecturer

The Higher Education Ordinance (HF): An associate senior lecturer may be employed until further notice but for no longer than four years; the total period of employment may not, however, exceed six years which will be determined by the higher education institution before the appointment. The purpose of the appointment is to give the teacher the possibility to develop her/his independence as a researcher and acquire both the scientific and the pedagogical skills required for employment as senior lecturer.

An appointment according the first paragraph may be extended for a maximum of two years in total, if due to the associate senior lecturer's illness, parental leave or other exceptional reasons additional time is needed to attain the purpose of the appointment. (HF Chap. 4 § 12a).

5.8.1 Eligibility requirements

Eligible to be employed as an associate senior lecture is a person who has been awarded a doctoral degree or have attained equivalent research competence. Preference should be given to those who were awarded a doctoral degree or attained equivalent research competence no more than five years prior to the application deadline for the employment as associate senior lecturer. Persons who have been awarded a doctoral degree or attained equivalent competence earlier can be considered for the employment if special reasons exist. Special reasons refer to leave due to illness, parental leave or other similar circumstances (HF Chap. 4 § 12a).

Additional criteria

When recruiting, the position profile may describe additional criteria and prioritized areas as well as how criteria should be weighed.

5.8.2 Expert evaluation procedure

Expert evaluations shall be obtained from at least one expert who shall carry out an evaluation of the scientific skills and other relevant experiences based on a subject perspective for the employment.

If evaluations are obtained from two or more persons, women and men shall be represented equally. This does not apply, however, if there are extraordinary reasons to the contrary.

5.8.3 Examination for eligibility for senior lecturer

An associate senior lecturer must have applied for promotion to senior lecturer in accordance with section 5.5.4.2, no later than six months before the end of her/his employment as an associate senior lecturer.

5.9 Employment as postdoctor

An employment as a postdoctor aims to give new doctors the opportunity to consolidate and further develop, in the first hand, their scientific skills. A person who is employed as a postdoctor shall mainly conduct research. Teaching can be included in the work tasks up to a maximum of one-fifth of the working hours. Employments as postdoctors are supported by the *Agreement on fixed-term employment as a postdoctor*.⁵ A postdoctor may be employed until further notice up to a maximum of two years. Such an employment may be extended if there are special reasons. Special reasons refer to leave due to illness, parental leave, clinical service, positions of trust within trade unions or other similar circumstances.

5.9.1 Eligibility requirements

Eligible to be employed as a postdoctor is a person who has been awarded a doctoral degree or has a foreign degree assessed to be equivalent to a doctoral degree. Preference should be given to applicants who have been awarded their doctoral degree at most three years before the application deadline for the employment. Applicants who have been awarded their degree earlier can

⁵ According to the collective agreement concluded between the Swedish Employers' Agency and OFS/S, Saco-S and Seko 2008-09-04, *Agreement on fixed-term employment as a postdoctor*.

be considered for the employment if special reasons exist. Special reasons refer to leave due to illness, parental leave or other similar circumstances.

Additional criteria

When recruiting, the position profile may describe additional criteria and prioritized areas as well as how criteria should be weighed.

5.9.2 Expert evaluation procedure

Expert evaluation is not applied.

5.10 Employment as first lecturer

5.10.1 Eligibility requirements

Eligible to be employed as a first lecturer is a person who has an employment as a lecturer at BTH of at least 50% and current and multi-year work experience of teaching in higher education corresponding to at least three years of full-time work.

Criteria for scientific skills

- The applicant has been awarded a degree at graduate level.
- The applicant demonstrates the ability to link current research to the subject area of her/his employment.

Criteria for education in higher education pedagogy

The applicant has completed courses in teaching and learning in higher education corresponding to 10 weeks of full-time studies (15 credits).

Criteria for pedagogical skills

The applicant shall demonstrate very good teaching skills, very good knowledge of students' learning, very good collaboration with students, colleagues and society and good contributions to pedagogical activities.

To meet the requirements for pedagogical skills, all four assessment criteria must be met. The assessment criteria are described in more detail in section 6.

Persons who are or have been active outside academia (e.g., in industry, research institutes and public agencies) shall have skills and experience that can be placed on a level with BTH's assessment criteria; they may, however, have been attained in other ways.

Additional criteria

The applicant shall demonstrate very good pedagogical activity during the last three-year period and potential for further development. Consideration shall be given to illness and parental leave during the last three-year period.

When recruiting, the position profile may describe additional criteria and prioritized areas as well as how criteria should be weighed.

5.10.2 Expert evaluation procedure

Expert evaluations shall be obtained from at least one expert who shall carry out a pedagogical expert evaluation of primarily the pedagogical skills and other relevant experiences based on a subject perspective for the employment.

If evaluations are obtained from two or more persons, women and men shall be represented equally. This does not apply, however, if there are extraordinary reasons to the contrary.

5.10.3 Promotion to first lecturer

Guidelines for promotion to first lecturer are described in the document *Process and case management for promotion to first lecturer*.

5.11 Employment as lecturer

5.11.1 Eligibility requirements

Criteria for scientific skills

The applicant has been awarded a higher education degree of at least 180 higher education credits or has equivalent competence or other skills that are important regarding the subject content of the employment and the work tasks it will involve.

Criteria for education in higher education pedagogy

The applicant has completed courses in teaching and learning in higher education corresponding to 10 weeks of full-time studies (15 credits).

If the applicant in previous employments has not had the prerequisites to complete courses in teaching and learning in higher education, an appointment can still take place. The employee must then complete courses in teaching and learning in higher education during the first two years of the appointment so that the requirements are met. The requirement of 15 credits is in line with the recommendations issued by The Association of Swedish Higher Education (SUHF) on basic eligibility for all teachers employed in higher education.

Criteria for pedagogical skills

The applicant shall demonstrate good teaching skills and basic knowledge of students' learning.

To meet the requirements for pedagogical skills both assessment criteria must be met. The assessment criteria are described in more detail in section 6.

Persons who are or have been active outside academia (e.g., in industry, research institutes and public agencies) shall have skills and experience that can be placed on a level with BTH's assessment criteria; they may, however, have been attained in other ways.

Additional criteria

When recruiting, the position profile may describe additional criteria and prioritized areas as well as how criteria should be weighed.

5.11.2 Expert evaluation procedure

Expert evaluations shall be obtained from at least one expert who shall carry out an expert evaluation of the scientific- and pedagogical skills and other relevant experiences based on a subject perspective for the employment.

If evaluations are obtained from two or more persons, women and men shall be represented equally. This does not apply, however, if there are extraordinary reasons to the contrary.

5.12 Employment as adjunct lecturer

Through the employment as an adjunct lecturer, important competence is linked to BTH at the same time as a mutual exchange of knowledge can take place between BTH and the surrounding society. A person employed as an adjunct lecturer shall have her/his main professional activities located outside the higher education system. The employment as an adjunct lecturer is supported by the *Agreement on time-limited employment of adjunct teachers*⁶. Such an employment should normally comprise about 20% of a full-time employment but may be higher in certain cases. An adjunct lecturer may be employed until further notice, however, for a maximum of two years. Such an employment may be renewed without further ado.

An adjunct lecturer at BTH shall conduct high-quality work and have skills and experience that can be placed on a level with BTH's criteria for scientific and pedagogical skills for lecturers, however, they may have been achieved in other ways. In the expert evaluation, special consideration shall be given to other professional skills and established experience.

Expert evaluation procedure

Expert evaluation shall be made unless it is obviously unnecessary for the examination of the skills. Expert evaluations shall be obtained from at least one expert who shall carry out an evaluation of the scientific- and pedagogic skills and other relevant experiences based on a subject perspective for the employment.

If evaluations are obtained from two or more persons, women and men shall be represented equally. This does not apply, however, if there are extraordinary reasons to the contrary.

5.13 Employment as guest lecturer

The purpose of an employment as a guest lecturer is for BTH to create room for new impulses regarding pedagogical and/or scientific activities by temporarily establishing contact with a person from primarily another higher education institution. A guest lecturer shall normally have her/his professional activities located in a Swedish or foreign university or in another societal sector of importance to BTH. An employment as a guest lecturer can be limited in time to two years with the support of LAS, § 5.

A guest senior lecturer at BTH shall conduct work of high quality in her/his subject field and in accordance with BTH's criteria for senior lecturers.

A guest senior lecturer is not to have any career-based connection to BTH. Exceptions can be made if special circumstances exist.

⁶ According to the collective agreement concluded between the Swedish Employers' Agency and OFR/S, Saco-S and Seko 2011-12-14, *Agreement on time-limited employment of adjunct teachers*.

Expert evaluation procedure

Expert evaluation shall be made unless it is obviously unnecessary for the examination of the skills. Expert evaluations shall be obtained from at least one expert who shall carry out an evaluation of the scientific- and pedagogic skills and other relevant experiences based on a subject perspective for the employment.

If evaluations are obtained from two or more persons, women and men shall be represented equally. This does not apply, however, if there are extraordinary reasons to the contrary.

5.14 Employment as professor on artistic basis

5.14.1 Eligibility requirements

The Higher Education Ordinance (HF): A teacher in artistic activities may be employed until further notice, however, for a maximum of five years. Such an employment may be renewed. However, the total period of employment may not exceed ten years (HF Chap. 4, § 10).

Eligible to be employed as a professor in the fine, applied and performing arts is a person who has demonstrated both artistic and pedagogical skills. (HF Chap. 4, § 3).

5.14.2 Assessment criteria

The applicant should be leading in her/his field of the fine, applied and performing arts. The quality of the work should be at the highest international level and, furthermore, the applicant shall possess both broad and deep knowledge in her/his artistic field. Artistic expertise also involves good skills in building, leading and developing the artistic field in question and good skills in communicating knowledge within this field.

The applicant shall have demonstrated pedagogical skills in artistic contexts within or outside the higher education sector as well as the ability to develop, lead and conduct education of high quality at all levels. Furthermore, the applicant shall demonstrate experience of relating research to education at the undergraduate and graduate level, or equivalent skills demonstrated in artistic contexts outside the higher education sector. The applicant shall also demonstrate pedagogical commitment and a teaching philosophy that is well developed and presented in writing.

At the examination of artistic skill and pedagogical skill, an assessment is conducted corresponding to the criteria for scientific skill and pedagogical skill for a professor.

5.14.3 Expert evaluation procedure

The Higher Education Ordinance (HF): When employing a professor (including adjunct professor), expert evaluations of the applicants' skills shall be obtained, unless it is obviously unnecessary for appraisal of their skills.

If evaluations are obtained from two or more persons, women and men shall be represented equally. This does not apply, however, if there are extraordinary reasons to the contrary (HF Chap. 4, § 6).

Expert evaluations shall be obtained from at least three experts, of which at least one shall focus on assessing the pedagogical skills, i.e. carry out a pedagogical expert evaluation of primarily the pedagogical portfolio. Of the other experts, at least two shall carry out an evaluation of the artistic skills and other relevant experiences based on a subject perspective for the employment.

5.15 Employment as senior lecturer on artistic basis

5.15.1 Eligibility requirements

The Higher Education Ordinance (HF): A teacher in artistic activities may be employed until further notice, however, for a maximum of five years. Such an employment may be renewed. However, the total period of employment may not exceed ten years (HF Chap. 4, § 10).

The Higher Education Ordinance (HF): Eligible to be employed as a senior lecturer in disciplines in the fine, applied and performing arts is a person who has:

- *completed a doctoral degree in the fine, applied and performing arts or has equivalent artistic competence or other professional skills that are of significance regarding the subject content of the employment and the work tasks it will involve,*
- *demonstrated pedagogical skills.*

(HF Chap. 4, § 4).

5.15.2 Assessment criteria

The applicant shall possess both broad and deep knowledge in her/his artistic field. Artistic skill means a good ability to develop and carry out research and/or development of good quality and a good ability to communicate knowledge about the area.

Eligible to be employed as a senior lecturer in the fine, applied and performing arts is a person who has:

- *been awarded a doctoral degree in the fine, applied and performing arts,*
- *demonstrated artistic skill or some other professional expertise which is of significance regarding the subject content of the employment and the work tasks it will involve,*
- *demonstrated pedagogical skill.*

At the examination of artistic skill and pedagogical skill, an assessment is conducted corresponding to the criteria for scientific skill and pedagogical skill for a senior lecturer.

5.15.3 Expert evaluation procedure

Expert evaluations shall be obtained from at least two experts, of which at least one shall focus on assessing the pedagogical skills, i.e. carry out a pedagogical expert evaluation of primarily the pedagogical portfolio. Of the other experts, at least one shall carry out an evaluation of the artistic skills and other relevant experiences based on a subject perspective for the employment.

If evaluations are obtained from two or more persons, women and men shall be represented equally. This does not apply, however, if there are extraordinary reasons to the contrary.

5.16 Employment as lecturer on artistic basis

A lecturer on artistic basis shall primarily conduct teaching.

The Higher Education Ordinance (HF): A teacher in artistic activities may be employed until further notice, however, for a maximum of five years. Such an employment may be renewed. However, the total period of employment may not exceed ten years (HF Chap. 4, § 10).

5.16.1 Eligibility requirements

Eligible to be employed as a lecturer in the fine, applied and performing arts is a person who has:

- been awarded a higher education degree in the fine, applied and performing arts of at least 180 higher education credits or has equivalent competence or other skills that are important regarding the subject content of the employment and the work tasks it will involve,
- demonstrated pedagogical skills.

5.16.2 Assessment criteria

At the examination of artistic skill and pedagogical skill, an assessment is conducted corresponding to the criteria for scientific skill and pedagogical skill for a lecturer.

5.16.3 Expert evaluation procedure

Expert evaluations shall be obtained from at least one expert who shall carry out an evaluation of the artistic skills and other relevant experiences based on a subject perspective for the employment.

If evaluations are obtained from two or more persons, women and men shall be represented equally. This does not apply, however, if there are extraordinary reasons to the contrary.

6 Assessment criteria for pedagogical skills

For the assessment of pedagogical skills, four assessment criteria are defined that must be met. How well they shall be met for a specific teaching position is described for each teaching position.

Each of these four assessment criteria is exemplified below with a number of indicators of their fulfilment. For an assessment criterion to be considered met, not all indicators need to be met. These should rather be seen as examples and there may be other ways in which the assessment criterion can be met that are not found among the indicators.

6.1 Teaching skills

The criterion *Teaching skills* refers to the applicant's teaching and supervision experience, didactic skills, professional development and her/his ability to collaborate and communicate with students and to promote their learning. Teaching skills can be demonstrated by the following indicators:

- The applicant designs her/his teaching to support students' learning and to train their critical thinking.
- The applicant demonstrates a holistic approach to teaching methods and examinations in relation to learning objectives and other prerequisites, for example through constructive alignment.
- The applicant demonstrates a variation in teaching-, learning- and examination approaches.
- The applicant develops teaching materials for her/his own courses/ programs based on conscious pedagogical choices.
- The applicant demonstrates breadth and depth in teaching and supervision experience, regarding levels, subjects and target groups.

- The applicant demonstrates a strong responsibility for the development of courses and programs.⁷
- The applicant has received awards for her/his teaching.

6.2 Knowledge of students' learning

The criterion *Knowledge of students' learning* refers to the applicant's knowledge about learning and her/his ability to reflect on her/his teaching and subject-specific didactic development in an evidence-based manner. Knowledge of student learning can be demonstrated by the following indicators:

- The applicant works consciously from different pedagogical perspectives and theories and can motivate his choices.
- The applicant does actively and over time systematically follow-up and develop her/his teaching in relation to the courses and programs in which the teaching is included.
- The applicant further develops her/his knowledge of students' learning, for example through further education and discussions with colleagues and students.
- The applicant reflects on pedagogical alternatives and motivates the design of her/his teaching based on evidence, scientific results and established experience.

6.3 Collaboration with students, colleagues and society

The criterion *Collaboration with students, colleagues and society* refers to the applicant's professional development and ability to collaborate with students, colleagues and other actors within and outside their own university. Collaboration can be shown by the following indicators:

- The applicant contributes to her/his colleagues' pedagogical development.
- The applicant actively participates in education-related projects in collaboration with actors within and outside their own units.
- The applicant initiates and participates in national and/or international pedagogical/ subject-specific didactical discussions, seminars and conferences.
- The applicant publishes in recognized national or international subject-specific didactical forums.

6.4 Contributions to pedagogical activities

The criterion *Contributions to pedagogical activities* refers to the applicant's development in higher education pedagogy and/or subject-specific didactics as well as pedagogical leadership. Contributions to pedagogical activities can be shown by the following indicators:

- The applicant initiates and drives the development of courses and programs.
- The applicant promotes higher education pedagogical development, collaboration and participation within the organization.
- The applicant has academic assignments for the development and management of educational issues at local, national and/or international level.
- The applicant demonstrates commitment to the development of higher- education pedagogy and promotes a good teaching/learning environment.
- The applicant develops and publishes teaching materials for usage outside her/his courses/ programs/ school.

⁷ Responsibility does not necessarily mean a contribution to pedagogical activities according to subsection 6.4.