



Policy and guidance document

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Malmö University

Appointment rules

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1 Introduction

Malmö University is an active hub for education, research and innovation that benefit society. Our vision is to contribute to a world where the combination of diversity, knowledge and creativity is converted into action for sustainable development. Our employees' skills are crucial for us to succeed in realising our mission and thereby contribute to a development in accordance with our vision. The Malmö University Appointment Rules describe the teaching positions that exist within the university as well as the qualification requirements and assessment criteria for each post. Staff at Malmö University are to be encouraged to continue to develop their personal and professional skills. The right to be considered for promotion, once the person has attained the qualifications for higher employment, aims to provide opportunity for a career within the university, while creating incentives for employees to advance their research and teaching expertise, which in turn makes them attractive to other employers as well.

2 Complementary documents

The Appointment Rules are part of the *Rules of procedure for Malmö University*. Preparations and decisions concerning appointments are regulated in the university's delegation rules.

Malmö University considers the diversity of its students and staff a major asset and necessary in order to face societal challenges. The university's recruitment process is outlined in *Malmö University's guidelines for recruitment*, which aim to establish university-wide practices and procedures to ensure that all new recruitments are based on an assessment of qualifications.

For every appointment, assessment criteria are to be established and weighed against the performed work analysis for the post concerned. The *Malmö University qualifications portfolio* is a complement to the Appointment Rules, specifying the assessment criteria in order to provide guidance concerning their application.

The Appointment Rules provide a general description of the duties that can be expected from employees within each position, but do not specify what the work entails for individual staff members. Such specifications are governed by the needs of the organisation and can change over time. The working hours for teaching staff are regulated in *Malmö University's agreement on working hours*.

Unless the appointment involves special regulations, such as the Higher Education Ordinance or central collective agreements, teaching staff are appointed in accordance with the Swedish Employment Protection Act (LAS).

3 Teaching staff appointments

Malmö University's courses and programmes develop the students' abilities to lead and act in various processes for change, which requires our teaching staff to be well versed in change management. Therefore, in every recruitment, the degree of such knowledge is to be taken into account, to various extent depending on the appointment. All teaching staff at Malmö University are expected to have completed, or be about to undergo, training in higher education teaching and learning of at least 15 credits.

3.1 Lecturer

The duties of a lecturer normally involve teaching and course management, planning of courses, duties as an examiner at the undergraduate level, educational development work, active collaboration with wider society, and participation in research to various degrees.

Qualifications

A person is qualified to be appointed a lecturer if her or she

- has obtained a one-year Master's degree (60 credits) or, under special circumstances, a Bachelor's degree, *or* has acquired the equivalent qualifications relevant to the position, *or* demonstrated artistic skills
- has demonstrated teaching expertise
- meets the other requirements that apply for the position advertised

Assessment criteria

The assessment criteria for appointments as lecturer shall be the degree of expertise and ability required as qualifications for the position. In relation to the duties involved in the post, other relevant criteria are to be determined and weighed in order to rank all qualified applicants. For a lecturer, the assessment criteria may involve the applicant's demonstrated ability to develop, conduct and manage education, ability to interact with wider society and to communicate their activities within their area of responsibility, the applicant's professional qualifications, language proficiency, international experience, personal characteristics or other aspects of significance to the position. Further guidance is available in the *qualifications portfolio*.

For appointments to lecturer, special attention is to be paid the applicant's teaching expertise.

3.2 Lecturer II

The duties of a lecturer II are normally the same as those of a lecturer, but are focused on educational development based on the more extensive experience and qualifications of the holder. The position can only be filled through promotion. For qualifications, see section 4.

3.3 Postdoc

A postdoc position is a fixed-term career development post¹, primarily intended to provide recent PhDs with an opportunity to establish and continue to develop their research expertise. The main duty of the postdoc is to conduct research, but teaching may also be included.

Qualifications

A person is qualified to appointed a postdoc if he or she

- has obtained a PhD in Sweden or abroad
- meets the other requirements that apply for the position advertised, e.g. clinical expertise

Assessment criteria

¹ The post is fixed-term in accordance with the Employment Protection Act or, if it meets the relevant criteria, by central collective agreements.

The assessment criteria for appointments as postdoc shall be the degree of expertise and ability required as qualifications for the position. The appointment is mainly intended as a career development position for recent PhDs, so the applicant is preferably to have obtained his or her PhD in the last few years prior to the application. Other relevant criteria are to be determined and weighed in relation to duties in order to rank all qualified applicants. Such criteria may include professional skills, language proficiency, international experience, personal characteristics or other aspects of significance to the position. Further guidance is available in the *qualifications portfolio*.

3.4 Associate senior lecturer

A fixed-term² position as associate senior lecturer is intended to provide teachers with an opportunity to develop their independence as researchers and advance their research and teaching expertise for the purpose of enabling them to fulfil the requirements for appointments as senior lecturers.

Qualifications

A person is qualified to be appointed as an associate senior lecturer if they:

- have obtained a PhD in Sweden or abroad no more than 5 years prior to the application deadline for the appointment³
- meet all the requirements that apply for the position advertised, e.g. clinical expertise

Assessment criteria:

The assessment criteria for appointment as associate senior lecturer shall be the degree of expertise and ability required as qualifications for the position. Assessment criteria in the case of promotion to senior lecturer are to be determined prior to the appointment of an associate senior lecturer. Other relevant criteria are to be determined and assessed in relation to duties in order to rank all qualified applicants. Such criteria may include professional skills, language proficiency, international experience, personal characteristics or other aspects of significance to the position. Further guidance is available in the *qualifications portfolio*.

² The post is fixed-term in accordance with the Higher Education Ordinance. The purpose is career development as explained above. To ensure the purpose of career development, a person may not be appointed to a post which is fixed-term in accordance with the Employment Protection Act (1982:80) and the Malmö University Appointment Rules within six months of appointment to a post as research fellow.

³ Applicants who obtained their PhDs more than 5 years prior to the application deadline may be considered under special circumstances, including sick leave, parental leave, clinical work, duties as a union representative or other similar circumstances.

3.5 Senior lecturer

The duties of a senior lecturer normally involve independent teaching and course/programme management, duties as an examiner at the undergraduate and Master's level, educational development work, independent research, and collaboration in various ways with wider society.

Qualifications

A person is qualified for appointment as senior lecturer if he or she

- has obtained a PhD in Sweden or abroad or has demonstrated artistic skills
- has demonstrated teaching expertise through their ability to develop, conduct and manage education
- has demonstrated an ability to engage with wider society and communicate their activities within their area of responsibility
- meets the other requirements that apply for the position advertised, e.g. clinical expertise

Assessment criteria

The assessment criteria for appointment as a senior lecturer shall be the degree of expertise and ability required as qualifications for the position. Other relevant criteria are to be determined and weighed in relation to duties in order to rank all qualified applicants. Such criteria may include professional skills, language proficiency, international experience, personal characteristics or other aspects of significance to the position. Further guidance is available in the *qualifications portfolio*.

3.6 Associate professor

The duties of an associate professor involve independent teaching, course/programme management and duties as an examiner at all levels of study, educational development work, supervision of doctoral students, independent research, and collaboration in various ways with wider society.

Qualifications

A person is qualified for appointment as associate professor if he or she

- has attained the qualifications of an associate professor⁴)
- has demonstrated teaching and research expertise through their ability to develop, conduct and manage education and research
- has demonstrated experience as a principal supervisor for doctoral students
- has demonstrated an ability to engage with wider society and communicate their activities within their area of responsibility
- meets the other requirements that apply for the position advertised, e.g. clinical expertise

⁴ In accordance with the guidelines for appointments of associate professors at Malmö University, reg. no Mahr 15-2013/61

Assessment criteria

The assessment criteria for appointment as associate professor shall be the degree of expertise and ability required as qualifications for the position. Other relevant criteria are to be determined and weighed in relation to duties in order to rank all qualified applicants. Such criteria may include professional skills, language proficiency, international experience, personal characteristics or other aspects of significance to the position. Further guidance is available in the *qualifications portfolio*.

3.7 Professor

The duties of a professor involve independent teaching, course/programme management and duties as an examiner at all levels of study, educational development work, independent research, supervision of doctoral students, management of research groups and research environments, leading collaborative projects, external review assignments, and duties as an expert within the research community.

Qualifications

A person is qualified for appointment as professor if he or she

- has demonstrated research or artistic expertise
- has demonstrated teaching expertise
- has demonstrated considerable ability to develop, conduct and manage education and research
- has demonstrated an ability to attract external research funding
- has demonstrated significant experience as a supervisor for doctoral students who have obtained a PhD
- has demonstrated an ability to engage with wider society and communicate their activities within their area of responsibility
- meets the other requirements that apply for the position advertised, e.g. clinical expertise

Assessment criteria

The assessment criteria for appointment as a professor shall be the degree of expertise and ability required as qualifications for the position. Other relevant criteria are to be determined and weighed in relation to duties of the post in order to rank all qualified applicants. Such criteria may include international impact as researcher or teacher, professional skills, language proficiency, international experience, personal characteristics or other aspects of significance to the position. Further guidance is available in the *qualifications portfolio*.

3.8 Researcher

A person who works within one or several mainly externally funded research projects can be appointed researcher. The main duty is to conduct research within the scope of the project/s, but a certain amount of teaching may also be included.

Qualifications

A person is qualified for appointment as researcher if he or she

- has obtained a PhD in Sweden or abroad
- meets the other requirements that apply for the position advertised, e.g. clinical expertise

3.9 Adjunct lecturer and senior lecturer

Appointments as adjunct lecturer or adjunct senior lecturer aim to affiliate significant expertise to Malmö University, and to achieve mutual exchange of knowledge between the university and wider society. The appointed adjunct (senior) lecturer is primarily to be employed outside the university. Therefore, the appointment may not exceed 49% of full-time working hours.

Qualifications

See under 'Lecturer' and 'Senior lecturer'.

3.10 Adjunct professor

Appointments as adjunct professor aim to affiliate significant expertise to Malmö University, and to achieve mutual exchange of knowledge between the university and wider society. The appointed adjunct professor is primarily to be employed outside the university.

Qualifications

See under 'Professor'.

3.11 Visiting professor

A visiting professor is to bring new expertise and new inspiration with regard to teaching and/or research skills or artistic activity. The visiting professor is to be primarily employed at another higher education institution in Sweden or abroad.

Qualifications

See under 'Professor'.

3.12 Clinical assistant

A clinical assistant shall work with clinical training and research (Chapter 5 Section 9 of the Higher Education Ordinance).

Qualifications

Only those who have been awarded the degree of Master of Science in Dental Surgery or are admitted or have been admitted to third cycle studies in odontology may be employed as clinical assistants (Chapter 5 Section 10 of the Higher Education Ordinance).

3.13 Resident dentist

A resident dentist undergoes specialist training in accordance with the regulations and general advice from the Swedish National Board of Health and Welfare (SOSFS 1993:4).

Within fields that are not specialties according to the definition of the National Board of Health and Welfare, a resident dentist can undertake internal specialist training with qualifications similar to a specialty and according to a study plan approved by the Faculty of Odontology.

This position is a fixed-term appointment of 3 years⁵ in accordance with the Swedish Employment Ordinance (Section 9 point 3).⁶

3.14 Teaching assistant

The duties of a teaching assistant involve teaching, administration or participation in research or artistic development work. The appointment may not correspond to more than 50% of full-time working hours (Chapter 5 Section 9 of the Higher Education Ordinance,).

Qualifications

Only those admitted to first or second cycle courses and study programmes may be employed as teaching assistants (Chapter 5 Section 10 of the Higher Education Ordinance).

3.15 Doctoral student

Those appointed to doctoral studentships shall primarily devote themselves to their studies. A doctoral student may, however, work to a limited extent with educational tasks, other research or artistic development work and administration. Duties of this kind may not comprise more than 20% of full-time working hours (Chapter 5 Section 2 of the Higher Education Ordinance).

Qualifications

Only those who are or have been admitted to third cycle courses and study programmes at a higher education institution may be appointed to a doctoral studentship (Chapter 5 Section 3 of the Higher Education Ordinance).

⁵ 4 years in case of oral surgery

⁶ Applied in accordance with local agreement

4 Promotion

A person who is permanently employed at Malmö University and who meets the qualification requirements for higher employment has the right, upon application, to be considered for promotion. Promotion means that an employee is deemed to have attained the skills required to perform the duties that are normally involved in the position, in accordance with these Appointment Rules. It does not involve an automatic change of duties.

4.1 Lecturer II

A permanently employed lecturer who meets the qualification requirements for employment as lecturer II has the right, upon application, to be considered for promotion to a position as lecturer II.

A person is qualified for promotion to lecturer II if he or she

- has obtained a Master's degree
- has demonstrated extensive teaching expertise through advanced teaching development
- has undergone training in higher education teaching and learning of at least 30 credits *or* has obtained a Licentiate degree and undergone training in higher education teaching and learning of at least 15 credits specialising in the organisation of higher education and educational leadership
- has demonstrated exceptionally good ability to develop, conduct and manage education
- has demonstrated exceptionally good ability to engage with wider society and communicate activities within his or her area of responsibility

4.2 Senior lecturer

A permanently employed researcher, lecturer or lecturer II who meets the qualification requirements for employment as senior lecturer has the right, upon application, to be considered for promotion to senior lecturer.

4.3 Associate professor

A permanently employed researcher or senior lecturer who meets the requirements for employment as associate professor has the right, upon application, to be considered for promotion to associate professor. Senior lecturers who do not hold the title of docent and who are promoted to associate professor will also be appointed to docent at Malmö University, following a special proposal from the Academic Appointments Board and a separate decision by the vice-chancellor. The requirements for appointment to docent at Malmö University are stipulated in special guidelines.⁷

4.4 Professor

A permanently employed researcher, senior lecturer or associate professor who meets the qualification requirements for employment as professor has the right, upon application, to be considered for a promotion to professor.

5 Direct appointment to professor

In accordance with Chapter 4 Section 7 of the Higher Education Ordinance, Malmö University may appoint an individual without a call for applications if the appointment is of exceptional importance for a specific activity at the university. However, direct appointments are only to be applied under special circumstances.

⁷ Guidelines for the appointment of docents at Malmö University, reg. no Mahr 15-2013/61