



Kristianstad
University
Sweden

Approved by the Board of Governors on 14/2/2019

Revised 13/2/2020

Revised 15/3/2021

Revised 14/2/2022

Revised 14/9/2023

Kristianstad University

SE-291 88 Kristianstad

Sweden

+46 44 250 30 00

www.hkr.se

Employment regulations

Table of contents

1. Introduction	3
1.1. General requirements for employing teaching staff in the state sector.....	3
1.2. General requirements for teaching staff at Kristianstad University	4
1.3. Assessment grounds.....	5
1.4. Appeals	5
2. Teaching positions at Kristianstad University	6
2.1. Lecturer	6
2.2. Senior Lecturer	7
2.3. Associate Professor	8
2.4. Professors	10
2.5. Post-Doctor.....	13
2.6. Adjuncts.....	14
3. Other academic positions	16
3.1. Teaching assistant, Administrative assistant.....	16
3.2. PhD student	17
3.3. Researcher.....	18
4. Promotion to senior lecturer, associate professor or professor	19
4.1. Promotion to senior lecturer.....	19
4.2. Promotion to associate professor	20
4.3. Promotion to professor	21
5. Promotion to qualified and excellent teacher	22

1. Introduction

Kristianstad University's employment regulations govern what teaching positions exist at the university and what rules and grounds for assessment apply to the employment of teaching staff. The employment regulations are subordinate to the Swedish Higher Education Act (HL) and the Higher Education Ordinance (HF) and are approved by the university's board of governors.

The employment regulations shall form the basis and framework for all recruitment and promotion of teaching staff. In order to support and regulate the application of the employment regulations, a procedural regulation for employment and promotion matters (serial no. 2018-114-696) has been determined. If necessary, additional support material may be determined by the Vice-Chancellor.

1.1. General requirements for employing teaching staff in the state sector

Length of service, proficiency and objective grounds

The Constitution Act (RF) chapter 12 section 5 contains provisions for employment in the state sector. This states that for appointments in state services, weight is attached to objective grounds such as length of service and proficiency. Furthermore, according to the Employment Regulations (AF), in addition to length of service and proficiency, objective grounds shall be taken into account that concur with labour market, equality, social and employment policy goals.

Length of service refers to the length of time that the applicant has previously been employed in the advertised work area, while proficiency relates to suitability for the position in question. Proficiency refers to theoretical background, practical experience and personal suitability. All relevant experience shall be evaluated within the framework for proficiency and an overall assessment shall be made on this basis. Proficiency includes education, knowledge and experience acquired in other employments, leadership experience, as well as experience of interacting within and outside university, as well as personal characteristics such as performance, professional skills, leadership skills and collaborative skills. It is the requirements that are linked to the position that determine the proficiency factors to be considered and how heavily they should weigh. It is the most proficient applicant on balance for the advertised position who shall be offered employment.

According to the Public Employment Act (LOA), employment shall only be determined on objective grounds, such as length of service and proficiency. Proficiency shall be put first, unless special reasons indicate otherwise" (LOA section 4).

Equal opportunity and equal treatment

"Where, in a workplace, there is not a broadly balanced distribution of women and men in a particular type of work or a certain category of workers, the employer shall, in the event of new employment, make a special effort to seek the participation of applicants of the under-represented gender. The employer shall endeavour to ensure that the proportion of workers of the under-represented gender increases." This "shall not, however, apply if special reasons contradict such measures or the measures cannot reasonably be required with regard to the employer's resources and the circumstances in general." (Discrimination Act, chapter 3, section 9)

"The employer shall work to ensure that persons are given the opportunity to apply for vacant positions regardless of gender, ethnicity, religion or other belief." (Discrimination Act, chapter 3, section 7). For example, at Kristianstad University, this means that an advertisement text shall be inclusive and strive for a diversity perspective.

“If a group of persons shall submit proposals for applicants who should be eligible for a job as a teacher, women and men shall be equally represented in the group. This does not however apply if there are special grounds.” (HF Chapter 4, section 5).

1.2. General requirements for teaching staff at Kristianstad University

A teacher's duties may include taking care of education, research or artistic development work, collaboration, as well as administrative work. Duties of teaching staff also include monitoring developments in the subject area and social developments as a whole that are relevant to teaching at the university (HL chapter 3, section 1).

In all teaching positions, the aim is to employ the best possible competence in the management and execution of the tasks to be performed. All teachers are expected to have the potential to develop, social competence and collaborative abilities, responsibility and commitment to the work and willingness to contribute to development.

Employment at Kristianstad University means that the teacher is often expected to teach the entire subject. Broad, genuine and up-to-date knowledge of the subject will therefore be very important factors if the teacher's competence is to be fully usable. Postdoc teachers are expected to teach and supervise the levels of education where there is a need.

For most of the university's educational programmes, teachers' professional experience is of vital importance. With employment and promotion in subject areas with relevance to the university's educational programmes where the professional experience is of such importance, demonstrated professional proficiency in the relevant field must therefore be considered an advantage.

In many cases, there is teaching and research work in English. Proficiency in English is therefore in demand in most positions.

Kristianstad University attaches great importance to employees' pedagogical skills. On employment, the applicant is expected to have completed a course in teaching and learning in higher education of at least 15 credits (at least 10 weeks of full-time studies), or to demonstrate equivalent knowledge. For employees who do not have such education, the competence development plan shall include the completion of such education during the first two years of employment.

A teacher who has been employed until further notice for over two years must meet the requirement for training in teaching and learning in higher education for 15 credits before applying for promotion. If the teacher has been employed for less than two years, their application must state that they have begun training in teaching and learning in higher education, or that the teacher has applied for and been granted validation of equivalent knowledge and that the teacher's continuing professional development plan includes a provision that such training must be completed within their first two years of employment.

The acquired higher pedagogical competence is expected to form the basis for professional work as a teacher in the subject area and promote participation in the development of educational programmes.

Where it is not directly apparent from the application documents that a course contains education in teaching and learning in higher education, the following criteria are used for assessing equivalence. The criteria are based on SUHF's guidelines determined in 2016.

The applicant shall:

- Have knowledge of existing national and local regulations for higher education.

- Be able to discuss and problematise students' learning within their subject area in relation to academic educational research.
- Be able to plan, implement, examine and evaluate teaching on an academic basis.
- Be able to use and contribute to the development of physical and digital learning environments.
- Have a reflective approach to their own teaching in relation to student participation and values such as democracy, internationalisation, gender equality, equal treatment and sustainable development.
- Be able to meet students in an inclusive way and have knowledge of support for students with functional variations.
- Have started a pedagogical qualifications portfolio and carried out independent work within the framework of, for example, higher education conditions, teaching or student learning.

Professors, associate professors and those admitted to become docents shall also have completed training for doctoral supervision. For employees who do not have such education, the competence development plan shall include the completion of such education during the first two years of employment.

1.3. Assessment grounds

Grounds for assessment of eligibility for teaching positions that require doctorate or equivalent are academic and pedagogical proficiency (HF Chapter 4, section 4). In all employment and promotion on an artistic basis, requirements for academic proficiency are replaced by requirements for artistic proficiency. For both employment and promotion, the assessment of academic/artistic and pedagogical proficiency is given equal attention, unless special reasons indicate otherwise. However, equal attention does not imply that the same weight needs to be applied to the two grounds.

Requirements for good academic/artistic and good pedagogical proficiency must be fulfilled in order for the applicant to be considered as competent. Insufficient proficiency in one of the assessment grounds can not be outweighed by excellent proficiency in the other, unless there are exceptional reasons.

Examination of competence shall be made, in the case of both employment and promotion, on the basis of what is stated in the University of Kristianstad's employment regulations as well as the *Instructions to experts* (chapter 5 of the university's procedural regulation for employment and promotion matters, serial no. 2018-114-696). With employment, the requirements profile and priority areas for employment indicate how weighting shall take place (chapter 7 of the university's procedural regulation for employment and promotion matters, serial no. 2018-114-696). If no specific requirements are linked to the employment and with promotion, no weighting shall be given.

In assessment, length of service and proficiency shall be assessed quantitatively and qualitatively. However, quality of performance shall always be considered of particular importance. Internal applicants shall be treated in the same way as external applicants in the assessment.

Applicants promoted to the highest level in the educational career ladder of a higher education institution shall be deemed to comply with the eligibility requirements for pedagogical skills without further examination if this assessment has contained peer review and is not otherwise specified. All promotion within the educational career ladder of a higher education institution shall, unless otherwise specified, be given special merit value in the assessment of pedagogical skills.

1.4. Appeals

The university's decision on employment (except for appointment as a PhD student or as a senior lecturer in case of promotions) and decisions in accordance with chapter 4 section 13 to reject an application for promotion may be appealed by the person affected by

the decision (HF chapter 12 section 2). The appeal shall contain grounds for the appeal, the requested change to the decision and the decision's reference number. An appeal must be received by the university within three weeks from the day when the information about the appointment decision was posted on the authority's bulletin board.

The registrar contacts the HR department, which in turn notifies the relevant dean who gives an opinion to the board of appeal. The HR department and the dean are together responsible for sending the opinion to the board of appeal of the university.

2. Teaching positions at Kristianstad University

2.1. Lecturer

Swedish: Universitetsadjunkt

Qualification

To be eligible to be employed as a lecturer, the applicant is normally required to have completed a master's degree within the relevant subject for the employment. Exceptions can be made if there are special reasons. If a lecturer is to teach in an educational programme where proven experience is very important, demonstrated professional proficiency which is of importance in relation to the subject matter of the employment and the duties to be included in the employment may be considered such a special reason. Exemptions shall be justified.

Assessment grounds

The degree of such proficiency as a requirement for the specific employment shall apply as an assessment criterion for the employment of a lecturer.

When assessing proficiency in the subject, weight shall be given to:

- Good subject knowledge of relevance to the content of the employment and the tasks involved.
- Very good professional skills or other experience of relevance to the employment.

When assessing pedagogical proficiency, weight shall be given to:

- Pedagogical skills, which means a good ability to conduct and develop teaching and other pedagogical activities at different levels and with varied teaching methods.

Preparation

Preparation of employment as a lecturer takes place in the faculty concerned according to the instructions for *recruitment procedure* (chapter 2 of the university's procedural regulation for employment and promotion matters, serial number 2018-114-696).

Form of employment

A lecturer at Kristianstad University is normally employed until further notice, but with an initial probationary period of six months. When there is a defined time limit for the institution's needs, temporary employment is limited to the following reasons: general defined term employment (LAS section 5, point 1), substitutes (LAS section 5, point 2) or fixed-term employment when the employee has reached the age of 67 (LAS section 5, point 4). During the recruitment process, a substitute lecturer can be employed (LAS section 5, point 2).

2.2. Senior Lecturer

Swedish: *Universitetslektor*

Qualification

A candidate who is qualified to be senior lecturer has displayed pedagogical proficiency and has a doctorate or equivalent scholarly competence or other professional proficiency that is relevant to the position's subject matter and the tasks that the position involves (HF chapter 4, section 4).

A candidate who is qualified to be an artistic senior lecturer has displayed pedagogical proficiency and has an artistic doctorate or has demonstrated equivalent artistic proficiency or has some other professional proficiency that is relevant to the position's subject matter and the tasks that the position involves (HF chapter 4, section 4).

Application

The application is formulated according to the *Instructions for applications for the recruitment and promotion of post-doctoral teachers* (chapter 3 of the university's procedural regulation for employment and promotion matters, serial no. 2018-114-696).

Assessment grounds

With recruitment of or promotion to Senior Lecturer, the assessment of academic/artistic and pedagogical proficiency is given equal attention, unless special reasons indicate otherwise. With recruitment, the requirements profile and priority areas for employment indicate how weighting shall take place (see forms in chapter 7 of the university's procedural regulation for employment and promotion matters, serial no. 2018-114-696).

In addition to general requirements for teaching staff at Kristianstad University as described above, the following shall be weighted in the assessment:

Scholarly proficiency:

- The extent and quality of research production.
- Ability to plan, develop and conduct research.
- Ability to publish, present and discuss research in different contexts.
- Participation in quality work relevant to research.
- Experience of responsibility and/or management assignments with relevance to research.
- Experience of working with others in society and/or other higher education institutions with regard to research.

Artistic proficiency:

- The extent and quality of artistic work.
- Ability to plan, develop and conduct artistic activities.
- Ability to publish, present and discuss artistic work in different contexts.
- Participation in quality work of importance for artistic activities.
- Experience of responsibility and/or management assignments with relevance to artistic activities.
- Experience of working with others in society and/or other higher education institutions with regard to artistic activities.

Pedagogical proficiency:

- The scope and quality of the teaching (network, remote and campus teaching, including supervision).
- Participation in higher education pedagogical development work.
- Ability to contribute to the research links of education.
- Ability to reflect on their own teaching from a subject and an educational theory perspective.

- Experience of responsibility and/or management assignments with relevance to higher education.
- Experience of working with others in society and/or other higher education institutions with regard to education.

What is to be weighted in the assessment is detailed in the *Instructions to experts* (chapter 4 of the university's procedural regulation for employment and promotion matters, serial no. 2018-114-696).

Preparation

Preparation of employment as a Senior Lecturer takes place according to the instructions for *recruitment procedure* (chapter 2 of the university's procedural regulation for employment and promotion matters, serial number 2018-114-696).

Form of employment

A senior lecturer is normally employed for an indefinite period with an initial probationary period of 6 months. When there is a defined time limit for the institution's needs, the employment period may be limited for the following reasons: general defined term employment (LAS section 5, point 1), substitutes (LAS section 5, point 2) or fixed-term employment when the employee has reached the age of 67 (LAS section 5, point 4). During the recruitment process, a substitute senior lecturer can be employed (LAS section 5, point 2).

2.3. Associate Professor

Swedish: Biträdande professor

Qualification

To be eligible to be appointed as Associate Professor, the applicant is required to have been admitted as docent in the subject the employment refers to. The University of Kristianstad's guidelines for docents can be found in chapter 5 of the university's procedural regulation for employment and promotion matters (serial no. 2018-114-696). To be eligible, the applicant's proficiency must considerably exceed senior lecturer level.

Application

The application is formulated according to the *Instructions for applications for the recruitment and promotion of post-doctoral teachers* (chapter 3 of the university's procedural regulation for employment and promotion matters, serial no. 2018-114-696). For internal applicants, an application may apply both to admission as docent and appointment as an associate professor.

Assessment grounds

With recruitment of or promotion to Associate Professor, the assessment of academic/artistic and pedagogical proficiency is given equal attention, unless special reasons indicate otherwise. With recruitment, the requirements profile and priority areas for employment indicate how weighting shall take place (see forms in chapter 7 of the university's procedural regulation for employment and promotion matters, serial no. 2018-114-696).

In addition to general requirements for teaching staff at Kristianstad University as described above, the following shall be weighted in the assessment:

Scholarly proficiency:

- The breadth, depth, scope and quality of research production.

- Ability to plan, develop and conduct research independently and in collaboration with others.
- Ability to publish, present and discuss research in an academic and popular context nationally and internationally.
- Participation in quality work with relevance to research.
- Experience of responsibility and/or management assignments with relevance to research.
- Ability to run and/or participate in projects in cooperation with others in society and/or other higher education institutions with regard to research.

Artistic proficiency:

- The breadth, depth, scope, quality and recognition of artistic work.
- Ability to plan, develop and conduct artistic activities independently and in cooperation with others.
- Ability to publish, present and discuss artistic work in different contexts nationally and internationally.
- Participation in quality work with relevance to artistic activities.
- Experience of responsibility and/or management assignments with relevance to artistic activities.
- Ability to run and/or participate in projects in cooperation with others in society and/or other higher education institutions with regard to artistic activities.

Pedagogical proficiency:

- The scope, depth, extent, quality and level of the teaching (network, remote and campus teaching, including supervision).
- Ability to run higher education pedagogical development work.
- Ability to contribute to the research links of education.
- Ability to reflect on their own teaching from a subject and an educational theory perspective.
- Ability to take on responsibility and/or management assignments with relevance to higher education.
- Ability to run and/or participate in projects in cooperation with others in society and/or other higher education institutions with regard to education.

What is to be weighted in the assessment is detailed in the *Instructions to experts* (chapter 4 of the university's procedural regulation for employment and promotion matters, serial no. 2018-114-696).

Preparation

Preparation for permanent employment of associate professors takes place according to the instructions for the *recruitment procedure* (chapter 2 of the university's procedural regulation for employment and promotion matters, serial no. 2018-114-696).

Form of employment

An associate professor at Kristianstad University is normally employed until further notice, but with an initial probationary period of six months. When there is a defined time limit for the institution's need for an associate professor, temporary employment is limited to the following reasons: general defined term employment (LAS section 5, point 1), substitutes (LAS section 5, point 2) or fixed-term employment when the employee has reached the age of 67 (LAS section 5, point 4). During the recruitment process, a substitute associate professor can be employed (LAS section 5, point 2).

2.4. Professors

2.4.1. Professor

Swedish: Professor

Qualification

A candidate who is qualified to be Professor has displayed academic and pedagogical proficiency or has some other professional proficiency that is relevant to the position's subject matter and the tasks that the position involves (HF chapter 4, section 4).

A candidate who is qualified to be an artistic Professor has displayed artistic and pedagogical proficiency or has some other professional proficiency that is relevant to the position's subject matter and the tasks that the position involves (HF chapter 4, section 4).

To be eligible, the applicant's proficiency must considerably exceed docent level.

Application

The application is formulated according to the *Instructions for applications for the recruitment and promotion of post-doctoral teachers* (chapter 2 of the university's procedural regulation for employment and promotion matters, serial no. 2018-114-696).

Assessment grounds

Grounds for employment as a professor are academic/artistic and pedagogical proficiency. The assessment of academic/artistic and pedagogical proficiency is given equal attention, unless special reasons indicate otherwise. With recruitment, the requirements profile and priority areas for employment indicate how weighting shall take place (see forms in chapter 7 of the university's procedural regulation for employment and promotion matters, serial no. 2018-114-696).

In addition to general requirements for teaching staff at Kristianstad University as described above, the following shall be weighted in the assessment:

Scholarly proficiency:

- The breadth, depth, scope and quality of research production.
- Ability to plan, develop and conduct research independently and in collaboration with others.
- Ability to publish, present and discuss research in an academic and popular context nationally and internationally.
- Ability to obtain external research grants in competition.
- Ability to lead quality work with relevance to research.
- Ability to lead employees and/or activities relevant to research.
- Ability to run and/or participate in projects in cooperation with others in society and/or other higher education institutions with regard to research.

Artistic proficiency:

- The breadth, depth, scope, quality and recognition of artistic work.
- Ability to plan, develop and conduct artistic activities independently and in cooperation with others.
- Ability to publish, present and discuss artistic work in different contexts nationally and internationally.
- Ability to obtain external funding for artistic activities in competition.
- Ability to lead quality work with relevance to artistic activities.
- Ability to lead employees and/or activities relevant to artistic activities.
- Ability to run and/or participate in projects in cooperation with others in society and/or other higher education institutions with regard to artistic activities.

Pedagogical proficiency:

- The scope, depth, extent, quality and level of the teaching (network, remote and campus teaching, including supervision).
- Ability to run higher education pedagogical development work.
- Good ability to supervise PhD students.
- Ability to contribute to the research links of education.
- Ability to reflect on their own teaching from a subject and an educational theory perspective.
- Ability to lead activities and/or employees with relevance to higher education.
- Ability to run and/or participate in projects in cooperation with others in society and/or other higher education institutions with regard to education.

What is to be weighted in the assessment is detailed in the *Instructions to experts* (chapter 4 of the university's procedural regulation for employment and promotion matters, serial no. 2018-114-696).

Preparation

Preparation of employment as a Professor takes place according to the instructions for *recruitment procedure* (chapter 2 of the university's procedural regulation for employment and promotion matters, serial number 2018-114-696).

Form of employment

A professor is employed until further notice (LAS sections 4-5, point 2). When there is a defined time limit for the institution's need for professor competence, a visiting professor, adjunct professor or senior professor can be employed.

Nomination as professor

Nomination means that the post is offered to a specific person without advertising. The Vice-Chancellor has the right to nominate a person for appointment as professor if employment of the person is of particular significance for a certain activity at the university. The reasons why the employment is of particular significance shall be documented (HF chapter 4, section 7). Nomination shall be applied restrictively.

Before the Vice-Chancellor offers the person employment, a CV must be sent to the faculty board, which is responsible for examining the eligibility requirements for the position. If the faculty board is unable to determine whether the requirements are fulfilled, for example if the person has not previously had a professor's position or been assessed by professors, the documents shall be sent for an expert opinion.

2.4.2. Senior Professor

Swedish: Senior professor

A professor who has retired may be appointed as a senior professor. Senior professor is not a professor's position under the Higher Education Ordinance but a position that allows for temporary employment after retirement.

This form of employment can be used where the needs exist and financing is available. Needs can be justified by special skills to bridge recruitment for a certain time for ongoing and externally financed research projects, as a resource in collaboration with other stakeholders in society or for affiliation with the university in order to represent it in special contexts. This form of employment can also be used to complete the main supervision of PhD students. A senior professor cannot become the main supervisor for new PhD students.

Financing is primarily with external funding. If such funding does not exist for the employment in question, it may be funded by the university's research or educational funding, depending on the nature of the employment.

Senior professor is a personal appointment that is not advertised as a vacancy, rather the person is asked about his or her interest in the employment.

Qualification

A person who has retired and who, prior to retirement, has been an employee in a similar position at the university, or had an appointment as a professor at another university is qualified to be employed as a senior professor. The appointment as senior professor shall follow closely after the previous employment.

Preparation

The employment case is initiated by the dean of the respective faculty. The faculty shall assess whether there is a specific need and what funding is available for the employment in question. If the faculty finds that these conditions are fulfilled, the faculty board prepares the case.

The dean must have ascertained at an early stage that the vice-chancellor has given consent and that the person is qualified for employment as a senior professor. The dean will also describe the faculty's need for the person, his or her specific duties and the funding for the employment. The request proposes that the vice-chancellor engages the intended person as senior professor.

Form of employment

LAS section 5 point 1 Normal appointment on a temporary basis

LAS section 5 point 4 When the employee has reached the age of 67

A senior professor shall be appointed until further notice, although not for more than one year. The employment can be extended, however, by up to one year at a time. Deviations shall be specifically justified, for example in the case of external funding. The employment shall be for a maximum of 50% of full-time.

2.4.3. Visiting professor

Swedish: Gästprofessor

In employing a visiting professor, the university is given access to complementary skills and opportunities for exchanges in teaching, research and collaboration with other Swedish or foreign universities and colleges and with the surrounding community. The proposed candidate must have his or her main activity outside Kristianstad University.

Visiting professor is a personal appointment that is not advertised as a vacancy, rather the person is asked about his or her interest in the employment.

Qualification

A person who, at another Swedish or foreign university, is employed or has been employed as a professor in the subject area, or is deemed to be qualified for such a service, is qualified to be employed as a visiting professor.

Preparation

Preparation of employment as a visiting professor takes place according to the instructions for *recruitment procedure* (chapter 2 of the university's procedural regulation for employment and promotion matters, serial number 2018-114-696) wherever appropriate. The dean must have ascertained at an early stage that the vice-chancellor has given consent and that the person is qualified and has certification from the main employer of consent to the visiting professor position. The dean shall also describe the faculty's need for the person, his or her specific duties and the funding for the employment. Before the recruitment group offers the person an appointment as a

visiting professor, the person's CV shall be sent to the faculty board, which is responsible for ensuring that the eligibility requirements for the position are met. If the faculty board is unable to determine this, for example if the person has not previously had a professor's position or been assessed by professors, the documents shall be sent for an expert opinion.

Form of employment

A visiting professor shall be employed until further notice, although not beyond a specified point in time. Such a position may be renewed. However the combined employment period may not be more than five years (HF chapter 4, sections 11-12).

2.5. Post-Doctor

Swedish: Postdoktor

A Post-Doctor shall mainly conduct research. Teaching may be included in the duties, however, up to a maximum of 20 per cent of working hours. Kristianstad University College shall preferably employ persons who have spent their PhD student period at other universities.

Qualification

To be eligible to be recruited as Post-Doctor, the applicant must have obtained a doctoral degree no more than five years before the end of the application period. If there are special reasons, the doctoral degree may have been obtained earlier. Special reasons refers to leave due to sickness, parental leave, clinical service, commissions of trust in trade unions or similar circumstances.

Application

The application is formulated according to the *Instructions for applications for the recruitment and promotion of post-doctoral teachers* (chapter 3 of the university's procedural regulation for employment and promotion matters, serial no. 2018-114-696).

Assessment grounds

The degree of such proficiency as a requirement for the specific employment shall apply as an assessment criterion for the employment of a Post-Doctor. The assessment shall be based on the requirements profile and priority areas for the employment. What is otherwise to be weighted in the assessment appears in the general requirements for teachers at Kristianstad University, as described above, and *Instructions to experts* (chapter 4 of the university's procedural regulation for employment and promotion matters, serial no. 2018-114-696).

Preparation

Preparation of employment as a Post-Doctor takes place in the faculty concerned according to the instructions for *recruitment procedure* (chapter 2 of the university's procedural regulation for employment and promotion matters, serial number 2018-114-696).

Form of employment

This employment is governed by a central agreement (Agreement for temporary employment as Post-Doctor 19/11/2021). For employment entered into on the basis of the agreement dated 04/09/2008, that agreement applies. Transitional provisions are contained in the new agreement.

2.6. Adjuncts

In employing an adjunct teacher, the university is given access to complementary skills and opportunities for exchange in teaching, research and collaboration with the surrounding society. The purpose of an adjunct is to provide expertise that is not present in the ordinary course of activities and which is of importance for high quality education and research.

The person must have his or her main activity outside higher education and the employment at the university shall be part-time.

An adjunct means that the position is not advertised as a vacancy, rather the person is asked about his or her interest in the employment.

2.6.1. Adjunct Lecturer

Swedish: Adjungerad universitetsadjunkt

Qualification

To be eligible to be employed as an adjunct lecturer, the applicant is normally required to have completed a master's degree within the relevant subject for the employment. Exceptions can be made if there are special reasons. If an adjunct lecturer is to teach in an educational programme where proven experience is very important, demonstrated professional proficiency which is of importance in relation to the subject matter of the employment and the duties to be included in the employment may be considered such a special reason. Exemptions shall be justified.

Preparation

Before deciding on recruitment of an adjunct lecturer, the department head shall make an assessment of the overall need. This assessment shall be communicated to the dean and be in the negotiation data provided to the personnel organisations.

Preparation and decision on employment as adjunct senior lecturer takes place within the faculty concerned according to the instructions for the *recruitment procedure* (chapter 2 of the university's procedural regulation for employment and promotion matters, serial no.2018-114-696), wherever appropriate.

Form of employment

This employment is governed by a central agreement (Agreement for temporary employment as adjunct teacher 14/12/2011).

An adjunct senior lecturer may be recruited until further notice, although not for longer than two years. The employment may be renewed. The extent of the employment shall be based on requirements and is normally about 20 per cent of a full-time position. If a greater extent is needed, this shall be specifically justified in the preparation basis.

2.6.2. Adjunct Senior Lecturer

Swedish: Adjungerad universitetslektor

Qualification

The eligibility requirements for an adjunct senior lecturer are the same as for a senior lecturer and are regulated according to HF chapter 4, section 4.

With regard to the assessment of competence, it must be taken into account that the results of work and the documentation are generally different from what is usual when the qualifications are from an academic environment. The assessment of competence should particularly take into account if the person has made independent contributions to the development of his or her field.

Preparation

Before deciding on recruitment of an adjunct senior lecturer, the department head shall make an assessment of the overall need. This assessment shall be communicated to the dean and be in the negotiation data provided to the personnel organisations.

Preparation and decision on employment as adjunct senior lecturer takes place within the faculty concerned according to the instructions for the *recruitment procedure* (chapter 2 of the university's procedural regulation for employment and promotion matters, serial no.2018-114-696), wherever appropriate. Before the recruitment group offers the person employment, a CV must be sent to the faculty board, which is responsible for examining the eligibility requirements for the position. If the faculty board is unable to determine whether the requirements are met, the documents are sent for expert opinion.

Form of employment

This employment is governed by a central agreement (Agreement for temporary employment as adjunct teacher 14/12/2011).

An adjunct senior lecturer may be recruited until further notice, although not for longer than two years. The employment may be renewed. The extent of the employment shall be based on requirements and is normally about 20 per cent of a full-time position. If a greater extent is needed, this shall be specifically justified in the preparation basis.

2.6.3. Adjunct Associate Professor

Swedish: Adjungerad biträdande professor

Qualification

The eligibility requirements for an adjunct associate professor are the same as for normal employment as associate professor.

With regard to the assessment of competence, it must be taken into account that the results of work and the documentation are generally different from what is usual when the qualifications are from an academic environment. The assessment of competence should in particular take into account if the person has made independent contributions to the development of his or her field and documented him or herself as a specialist in the field covered by the subject description.

Preparation

Before deciding on recruitment of an adjunct associate professor, the department head shall make an assessment of the overall need. This assessment shall be communicated to the dean and be in the negotiation data provided to the personnel organisations.

Preparation and decision on employment as adjunct senior lecturer takes place within the faculty concerned according to the instructions for the *recruitment procedure* (chapter 2 of the university's procedural regulation for employment and promotion matters, serial no.2018-114-696), wherever appropriate. Before the recruitment group offers the candidate employment, a CV must be sent to the faculty board, which is responsible for examining whether the eligibility requirements are fulfilled. If the faculty board is unable to determine whether the requirements are met, the documents are sent for expert opinion.

Form of employment

This employment is governed by a central agreement (Agreement for temporary employment as adjunct teacher 14/12/2011).

An adjunct associate professor may be recruited until further notice, although not for longer than two years. The employment may be renewed. The extent of the employment

shall be based on needs and is normally about 20 per cent of a full-time position. If a greater extent is needed, this shall be specifically justified in the preparation basis.

2.6.4. Adjunct Professor

Swedish: Adjungerad professor

Qualification

The eligibility requirements for an adjunct professor are the same as for a professor and are regulated according to HF chapter 4, section 4.

With regard to the assessment of competence, it must be taken into account that the results of work and the documentation are generally different from what is usual when the qualifications are from an academic environment. The assessment of competence should in particular take into account if the person has made independent contributions to the development of his or her field and stood out as a specialist in the field covered by the subject description.

Preparation

Preparation and decision on employment as adjunct senior lecturer takes place within the faculty concerned according to the instructions for the *recruitment procedure* (chapter 2 of the university's procedural regulation for employment and promotion matters, serial no.2018-114-696), wherever appropriate. The dean must have ascertained at an early stage that the vice-chancellor has given consent and that the intended person is qualified and has certification from the main employer of consent to the adjunct professor position. Before the recruitment group offers the person employment, a CV must be sent to the faculty board, which is responsible for examining the eligibility requirements for the position. If the faculty board is unable to determine whether the eligibility requirements are fulfilled, for example if the person has not previously had a professor's position or been assessed by professors, the documents shall be sent for an expert opinion.

Form of employment

An adjunct professor shall be employed until further notice, although not beyond a specified point in time. The employment may be renewed. However the combined employment period may not be more than twelve years (HF chapter 4, sections 11-12).

3. Other academic positions

3.1. Teaching assistant, Administrative assistant

Swedish: Amanuens

Teaching/administrative assistant is a form of employment that can be used in both core and support operations.

Qualification

To be eligible to be recruited as a teaching/administrative assistant, the applicant is required to have been admitted to higher education at first or second cycle level (HF chapter 5, section 10).

Assessment grounds

The degree of such proficiency as a requirement for the specific employment shall apply as an assessment criterion for the employment of a teaching/administrative assistant.

Preparation

Preparation of employment as a teaching assistant takes place in the faculty, and administrative assistant takes place in the University Administration and Services, concerned according to the instructions for *recruitment procedure* (chapter 2 of the university's procedural regulation for employment and promotion matters, serial number 2018-114-696).

Form of employment

A teaching/administrative assistant is employed for an indefinite period, but no longer than one year. Employment may be renewed. However the combined employment period may not be more than three years (HF chapter 5, section 12).

The employment may comprise no more than 50 per cent of full working hours. The work shall relate to teaching, administration or participation in research (HF chapter 5, section 9).

3.2. PhD student

Swedish: Doktorand

Third cycle studies at Kristianstad University are normally conducted within the framework of employment as a PhD student. This means that, for example, a lecturer who is employed at Kristianstad University and who has received a PhD student position must apply for leave of absence as a lecturer in order to be employed as a PhD student. If research studies are carried out within the scope of employment as a lecturer, leave of absence shall not be sought.

Teaching and administration may amount to a maximum of 20 per cent during third cycle studies and then the PhD student position is extended to a corresponding extent (HF chapter 5, section 2). All such activities must be documented on an ongoing basis and may not be financed by PhD student funding. At Kristianstad University, such time should preferably be devoted to activities related to the doctoral studies.

See also *Guidelines for PhD students* (chapter 6 in the university's procedural regulation for employment and promotion matters, serial no. 2018-114-696).

Qualification

To be eligible to be employed as a PhD student, the applicant must have been admitted to a third-cycle study at a higher education institution (HF chapter 5, section 3).

Assessment grounds

When a PhD student is to be employed, the applicant shall have the ability to assimilate the education at third cycle level (HF chapter 5, section 5).

Preparation

Preparation of employment as a PhD student takes place in the faculty concerned according to the instructions for *recruitment procedure* (chapter 2 of the university's procedural regulation for employment and promotion matters, serial number 2018-114-696).

Form of employment

Employment as a PhD student is regulated by HF chapter 5, sections 3a, 7.

The university employs the PhD student on the condition that the person is admitted as a PhD student, so-called conditional employment.

The employment shall relate to full-time work. If a PhD student so requests, employment may relate to part-time work, but it must be at least 50 per cent of full-

time. The first employment may not exceed one year. The employment may then be renewed for a maximum of two years at a time.

The employment shall be valid until further notice, but at the most up to a specified point in time and never for more than one year after obtaining a doctorate or an artistic doctorate degree.

A person may be employed as a PhD student for a maximum of eight years in total. However, the combined period of employment may not be longer than that corresponding to full-time third cycle education for four years. For studies to be completed with a licentiate degree or an artistic licentiate degree, the total period of employment may not exceed that corresponding to full-time third cycle education for two years.

However, if there are special reasons, the employment may last longer than the period specified above. Special reasons may include leave due to sickness, clinical service, commissions of trust in trade unions and student organisations or parental leave.

3.3. Researcher

Swedish: Forskare

A researcher shall mainly engage in externally funded research.

Qualification

To be eligible to be recruited as a researcher, a doctoral degree or a corresponding competence is required.

Application

The application is formulated according to the *Instructions for applications for the recruitment and promotion of post-doctoral teachers* (chapter 3 of the university's procedural regulation for employment and promotion matters, serial no. 2018-114-696).

Assessment grounds

The degree of such proficiency as a requirement for the specific employment shall apply as an assessment criterion for the employment of a researcher. The assessment shall be based on the requirements profile and priority areas for the employment. What is otherwise to be weighted in the assessment appears in the general requirements for teachers at Kristianstad University, as described above, and *Instructions to experts* (chapter 4 of the university's procedural regulation for employment and promotion matters, serial no. 2018-114-696).

Preparation

Preparation for permanent and temporary employment of researchers takes place according to the instructions for the *recruitment procedure* (chapter 2 of the university's procedural regulation for employment and promotion matters, serial no. 2018-114-696).

Form of employment

A researcher is employed for a maximum of one year with the possibility of extension for another year. Before the end of the temporary employment, the dean will take a position on whether there is a continued need. If this is the case, the dean will decide if external advertising of permanent employment is relevant (LAS sections 4-6).

If the dean decides that there is a long-term need for a researcher, it can be advertised as a permanent position in the initial stages. Normally, a 6 month probationary period (LAS sections 4-6) is applied.

4. Promotion to senior lecturer, associate professor or professor

The qualification requirements are the same for promotion as for recruitment. However, a teacher who has been employed until further notice for over two years must meet the requirement for training in teaching and learning in higher education for 15 credits before applying for promotion. If the teacher has been employed for less than two years, their application must state that they have begun training in teaching and learning in higher education, or that the teacher has applied for and been granted validation of equivalent knowledge and that the teacher's continuing professional development plan includes a provision that such training must be completed within their first two years of employment.

4.1. Promotion to senior lecturer

An adjunct senior lecturer who is employed at least 50 per cent at Kristianstad University has the right to apply for promotion to senior lecturer. The right to apply for promotion does not imply the right to have an application examined by experts, nor the right to be employed in the promotion area applied for.

Qualification

The eligibility requirements are the same as those applicable to the appointment of a senior lecturer (see above).

Application

The application is formulated according to the *Instructions for applications for the recruitment and promotion of post-doctoral teachers* (chapter 3 of the university's procedural regulation for employment and promotion matters, serial no. 2018-114-696), addressed to the faculty in question and submitted via the university's recruitment tool.

Preparation

The dean decides on the need for a new senior lecturer in the educational and research area after preparation by the faculty board. Exemptions shall be justified. The approved application is then further prepared by the faculty board according to the instructions for *recruitment procedure* (chapter 2 of the university's procedural regulation for employment and promotion matters, serial number 2018-114-696) wherever appropriate. The degree of such proficiency as a requirement for the employment shall apply as an assessment criterion. What is to be weighted in the assessment appears in the employment regulations' general requirements for teachers at Kristianstad University, as described above, and *Instructions to experts* (chapter 4 of the university's procedural regulation for employment and promotion matters, serial no. 2018-114-696).

Expert opinion does not need to be obtained if:

- The subject of the promotion applied for is the same as the subject of the doctorate and the applicant has demonstrated pedagogical proficiency in the subject, or
- The applicant has or has held an equal position at another institution in the subject area to which the application relates, or
- In connection with an application, the applicant has, during the last three years, been assessed to be qualified for an equivalent position in the subject area to which the application relates. This refers to assessments where the eligibility requirements have been at least equivalent to those of Kristianstad University.

Preparation as above shall be based on Statistics Sweden's (SCB') list of research subjects.

Decision

Decisions are taken by the dean. Decisions on refusals shall always be justified in writing to the applicant.

4.2. Promotion to associate professor

A researcher or senior lecturer who is employed at least 50 per cent at Kristianstad University and has received a docentship has the right to apply for promotion to associate professor. The right to apply for promotion does not imply the right to be employed in the promotion area applied for.

Qualification

The eligibility requirements are the same as those applicable to the appointment of an associate professor (see above).

Application

The application is formulated according to the *Instructions for applications for the recruitment and promotion of post-doctoral teachers* (chapter 3 of the university's procedural regulation for employment and promotion matters, serial no. 2018-114-696), addressed to the faculty in question and submitted via the university's recruitment tool. An application for admission as docent and to be promoted to assistant professor may be made in the same application.

Preparation

The dean decides on the need for a new assistant professor in the educational and research area after preparation by the faculty board. Exemptions shall be justified. An unapproved application for employment still allows the possibility of applying for a docentship (see chapter 5, *Guidelines for docentship*, in the university's procedural regulation for employment and promotion matters, serial no. 2018-114-696).

The application is then further prepared by the faculty board according to the instructions for *recruitment procedure* (chapter 2 of the university's procedural regulation for employment and promotion matters, serial number 2018-114-696) wherever appropriate. The degree of such proficiency as a requirement for the employment shall apply as an assessment criterion. What is to be weighted in the assessment appears in the employment regulations' general requirements for teachers at Kristianstad University, as described above, and *Instructions to experts* (chapter 4 of the university's procedural regulation for employment and promotion matters, serial no. 2018-114-696).

Expert opinion does not need to be obtained if:

- The applicant has or has held an equal position at another institution in the subject area to which the application relates, or
- In connection with an application, the applicant has, during the last three years, been assessed to be qualified for an equivalent position in the subject area to which the application relates. This refers to assessments where the eligibility requirements have been at least equivalent to those of Kristianstad University.

Preparation as above shall be based on Statistics Sweden's (SCB') list of research subjects.

Decision

Decisions are taken by the dean. Decisions on refusals shall always be justified in writing to the applicant.

4.3. Promotion to professor

An associate professor or senior lecturer who has obtained a docentship and is employed at least 50 per cent at Kristianstad University has the right to apply for promotion to professor. The right to apply for promotion does not imply the right to have an application examined by experts, nor the right to be employed in the promotion area applied for.

Qualification

The eligibility requirements are the same as those applicable to the appointment of a professor (see above).

Application

The application is formulated according to the *Instructions for applications for the recruitment and promotion of post-doctoral teachers* (chapter 3 of the university's procedural regulation for employment and promotion matters, serial no. 2018-114-696), addressed to the faculty in question and submitted via the university's recruitment tool.

Preparation

The dean is responsible for ensuring that the need for a new professor in the educational and research area is analysed by the faculty board. The dean then makes a proposal to the vice-chancellor who confirms or rejects the application. Exemptions shall be justified. The approved application is then further prepared by the faculty board according to the instructions for *recruitment procedure* (chapter 2 of the university's procedural regulation for employment and promotion matters, serial number 2018-114-696) wherever appropriate. The degree of such proficiency as a requirement for the employment shall apply as an assessment criterion. What is to be weighted in the assessment appears in the employment regulations' general requirements for teachers at Kristianstad University, as described above, and *Instructions to experts* (chapter 4 of the university's procedural regulation for employment and promotion matters, serial no. 2018-114-696).

Expert opinion does not need to be obtained if:

- The applicant has or has held an equal position at another institution in the subject area to which the application relates, or
- In connection with an application, the applicant has, during the last three years, been assessed to be qualified for an equivalent position in the subject area to which the application relates. This refers to assessments where the eligibility requirements have been at least equivalent to those of Kristianstad University.

Preparation as above shall be based on Statistics Sweden's (SCB') list of research subjects. The preparation by the faculty board ends with a proposal for a decision that is submitted to the vice-chancellor.

Decision

Decisions are taken by the vice-chancellor. Decisions on refusals shall always be justified in writing to the applicant.

5. Promotion to qualified and excellent teacher

A teacher who is employed at least 50 per cent at Kristianstad University has the right to apply for promotion to qualified and excellent teacher.

Qualification

To qualify for promotion to qualified and excellent teacher, the applicant shall have:

- Experience equivalent to at least three years of full-time work as a teacher in higher education,
- At least ten weeks (15 credits) higher education pedagogical training at Kristianstad University or equivalent certificate from another institution and
- Completed the workshop series that Kristianstad University organises regarding writing a pedagogical qualifications portfolio.

Application

Application is made to the registrar, according to the vice-chancellor's decision serial no. 2016-1121-306, and submitted via the university's recruitment tool.

Preparation

Preparation occurs according to the vice-chancellor's decision serial no. 2016-1121-306.

Decision

The case is prepared by the preparatory group for pedagogical qualifications. Decisions are taken by the vice-chancellor. The decision may not be appealed (vice-chancellor's decision serial no. 2016-1121-306).