

### **Instructions for experts for promotions to senior lecturer and professor<sup>1</sup>**

The task of the experts is to provide the Appointments Board with a basis, based on the field of study in question and the requirements for promotion, on which the Board can make an informed decision. The assessment shall be carried out through an assessment of the applicant's scientific and teaching merits as well as of other merits, based on the documents submitted in the application. The applicant sends his or her selected publications directly to the experts; all other communication between applicant and experts shall be administered by the faculty office.

#### **Qualification requirements**

The qualification requirements for teaching positions are stated in the Higher Education Ordinance ch. 4 and in the *Rules of Employment for the Hiring of Teachers at Stockholm University (AOSU)*. In the case of promotion to senior lecturer, requirements regarding teaching and learning in higher education are stated in the attached guidelines. In the case of promotion to professor, the Human Science Academic Area guidelines for promotion to professor apply, as well as the Faculty of Social Sciences additional guidelines for promotion to professor.

When evaluating an applicant, as much consideration shall be given to the assessment of pedagogical expertise as to that of academic expertise. Not only quantitative measures shall be used, but also the scope of the themes applied in teaching, educational levels and pedagogical methods should be considered. The requirements are stated in the attached guidelines.

#### **Purpose and disposition of the assessment**

The assessment should be formulated in a way that provides the members of the Appointments Board with a stable basis on which to form their decision. Please let the Board know if any problems arise.

The experts may co-operate on the purely descriptive part of the assessment, and may deliberate on how to define the field of study, but they must account for the applicant's merits individually.

The assessment shall consist of four parts:

*Part 1: Account of all the applicant's scientific merits.* This part may be written in co-operation.

- A description of the applicant's scientific merits, in general as well as in relation to the qualification requirements and assessment criteria.
- A description and assessment of whether the applicant, in its research, is established in the scientific community, nationally as well as internationally.

The assessment shall take the publication traditions of the field of study into account.

*Part 2: An account of the applicant's teaching merits.* The experts may write this part together.

- A description of the applicant's teaching merits, in general as well as in relation to the qualification requirements and assessment criteria.
- A review and qualitative evaluation of the applicant's teaching merits.

Part 3: *An account of the applicant's other merits.* The experts may write this part together, and shall only be included when reviewing applications for promotion to professor.

- A review of the applicant's leadership merits, board memberships, and development experience.
- A description and assessment of the applicant's ability to interact with the surrounding society and to inform about research and development efforts.
- An assessment of the applicant's ability to cooperate with colleagues as well as their ability and suitability to fulfil tasks as professor.

Part 4: *A summary of the applicant's merits, and a clear decision on whether the applicant meets the promotion criteria or not.* Each expert must write this part individually.

#### **Miscellaneous**

If the expert is aware of circumstances that might constitute a conflict of interest between applicant and expert, then the expert is obliged to bring this to the Faculty's attention immediately. (Public Administration Act 16-18 §§.)

The assessment may be written in Swedish or English. The expert is expected to submit the assessment within three months from receiving the application and selected publications. Once submitted to Stockholm University, the assessment becomes a public document. The Faculty might ask the expert to complement the assessment, once it has been submitted or following an appeal.

Experts are normally not expected to participate in the Appointments Board's deliberations. The final decision on promotion is made by the Dean or the University President, following a proposal by the Appointments Board.

Any selected publications in physical, printed format shall be sent back to the applicant. Stockholm University will pay the postage (please save original receipts as verification). Any other paper documents may be discarded.

Once the assessment is deemed to be complete, the Faculty will pay the remuneration, to private individuals only, according to its tariff. A form will be sent to the expert, who fills it out and emails it back to the administrative officer. If an expert is living abroad, a copy of the expert's passport must be attached to the form, so that the University can apply for special income tax (SINK).

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<sup>i</sup> *In the event of a discrepancy between the English translation and the Swedish original, the Swedish version shall apply.*