

University appointment regulations for teaching and research faculty at Chalmers

1. Chalmers' objectives

Chalmers has been a private university since 1994, with Chalmers Foundation as the owner. Research and teaching are regulated by an agreement with the Swedish government, which means that Chalmers has appointment regulations for the teaching and research faculty instead of the *Higher education ordinance*. Chalmers operates as a limited company and the President has the authority of a managing director to make decisions, for example, a decision to appoint a person cannot be appealed.

The appointment regulations are crucial in the implementation of Chalmers' strategy. The following three quotations are taken from the publication *Chalmers' Strategies 2004-2007*.

“Chalmers will be a leading university of technology, with a strong foundation in natural science, mathematics and architecture. Research and education at Chalmers will contribute to sustainable growth in society. High quality research on an international level will create the conditions for providing education of the highest quality. Regional and national interaction will contribute to a strong, internationally competitive operating base.”

“Showing basic respect for each other within Chalmers is the responsibility of all individuals. Each person is also responsible for being aware of the internal working procedures and to work to promote good behaviour and attitudes.”

“Chalmers will strive to ensure that women's and men's knowledge, views, experience and expertise are utilised and that everyone feels a sense of security and confidence without being abused or subjected to prejudice.”

2. Policy and guidelines for teaching and research faculty

The university appointment regulations for teaching and research faculty at Chalmers are not the same as the *Higher education ordinance's* regulatory system. Chalmers has its own academic career appointments to a certain extent, see Section 4.1. Chalmers has for instance the appointment of Professor (not holding a chair). Also, a Senior Lecturer who has qualified as “oavlönad docent” will be appointed Associate Professor. However, Chalmers is a university of technology and consequently part of the Swedish university world, which is why many sections of the regulatory system still resemble those of the *Higher education ordinance*.

In order to realize its objectives, Chalmers' personnel policy rewards teachers and researchers who take responsibility for both teaching and research, as well as Chalmers' relations with society. This responsibility shall permeate tasks, qualification requirements and overall assessment in both recruitment and promotion. Career advancement is an important aspect of rewarding and encouraging worthwhile contributions.

Preferential treatment may be used in making all appointments at Chalmers in order to achieve a better balance between male and female teachers and researchers.

3. Collaborating departments at Chalmers and the University of Göteborg

The forms of the collaboration between Chalmers and the University of Göteborg (GU) are regulated in a special agreement. Teachers and doctoral students shall be employed by the university that provides the major financing for a position.

Departmental representatives on the Faculty Appointment Committee may come from either university in connection with matters affecting collaborating departments.

4. Academic career structure and interaction with society

4.1 Academic positions

The basic outline of Chalmers' academic career structure is set out in Figure 1. A number of alternatives are available that offer individual paths to reach most academic positions. Chalmers' aim is greater mobility between universities, research institutes and industry both inside and outside Sweden.

The qualifications required for external recruitment and internal promotion shall be basically the same. However, for recruitment in general, potential development may also be taken into consideration.

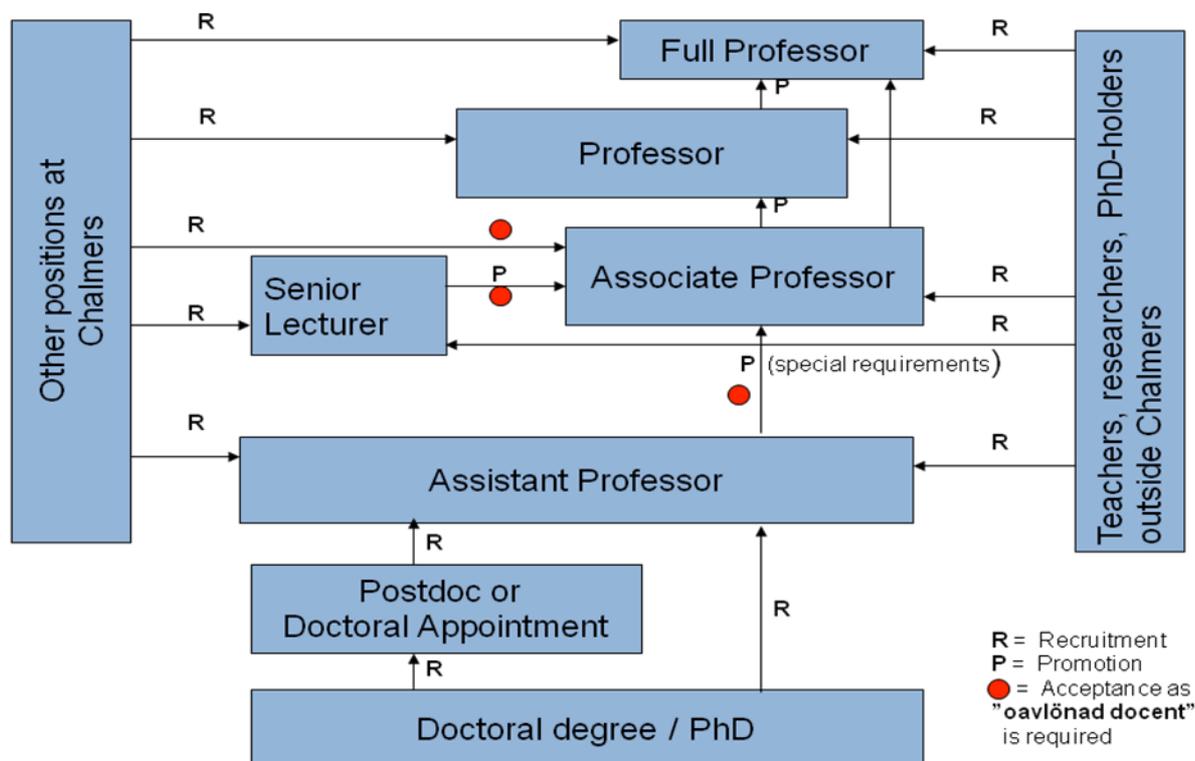


Figure 1 Chalmers' academic career structure (primary paths).

4.2 Fundamental qualification requirements

Scientific and pedagogical expertise is required for each academic position at Chalmers. Other experience and abilities are also required, depending on the needs of each department with regard to the subject content and responsibilities of the position. For some positions, the requirement for scientific expertise may be replaced by other specific alternative professional skills, for example artistic, pedagogical or leadership abilities, see Section 4.2.1 and Sections 6.1 and 6.2.

In addition to fulfilling the formal scientific and pedagogical qualifications, promotion requires compliance with *Chalmers' Strategies* with regard to responsibility and involvement, respect for others and equality of treatment.

4.2.1 Scientific expertise

Scientific expertise shall be demonstrated through one's own research and the planning and leadership of research. It can also be shown by the ability to achieve results through cooperation with other researchers inside or outside Chalmers. The leading international level of research in a specialist field shall be the reference point for assessment of scientific expertise.

In architecture and design, artistic expertise can be equivalent to scientific expertise.

4.2.2 Pedagogical expertise

Pedagogical expertise should be shown through one's own teaching and the ability to generate commitment and interest in the subject, to organise knowledge in well-structured and highly esteemed courses, to motivate students in their learning, and to communicate with students and other teachers. The abilities to hold a comprehensive view and to engage in renewal are valuable assets. Pedagogical expertise is founded on sound and extensive knowledge of the subject in question and a reflective attitude both towards one's own pedagogical work and student learning. Links with research in the subject are also important in relation to pedagogical expertise. Pedagogical qualifications should be documented in a Pedagogical Portfolio.

4.2.3 Other bases for promotion or recruitment

In addition to scientific and pedagogical expertise, other experiences and abilities, relevant to an appointment are evaluated. This may include the ability to cooperate, skilful leadership, a well-established international network, experience of industrial development work (or equivalent), proven ability to innovate, demonstrated ability to promote the application of research results, the capacity to cooperate with the international community, the ability to convey information about research and education in a way that is understandable and arouses interest. These qualifications must also be well-documented to facilitate assessment.

4.3 Appointments for teaching and research faculty

4.3.1 Teachers with tenure

Full Professor	Section 6.1
Professor	Section 6.2
Associate Professor (must have an "oavlönad docent" degree, or equivalent for external applicants)	Section 6.3
Senior Lecturer	Section 6.4
Lecturer	Section 6.5
Instructor	Section 6.6

4.3.2 Teachers and researchers with non-tenured appointments

Artistic Professor (3-year appointment with possibility of renewal)	Section 7.1
Artistic Senior Lecturer (3-year appointment with possibility of renewal)	Section 7.1
Adjunct Professor (3-year appointment with possibility of renewal)	Section 7.2
Other adjunct teachers (3-year appointment with possibility of renewal)	Section 7.2
Visiting Professor (3-year appointment with possibility of renewal)	Section 7.3
Visiting teachers and visiting researchers (shorter appointments with possibility of renewal)	Section 7.3
Assistant Professor (appointments for 2 + 2 years, limited to four years in total)	Section 7.4
Post-doctoral appointment (appointment limited to 2 years only)	Section 7.5
Associate Lecturer (appointment limited to 2 years only)	Section 7.6

There are special conditions for non-tenured positions.

If financing or other circumstances change so that there is lack of work or financial resources, this can be grounds for giving notice of termination to non-tenured personnel.

4.4 Promotion

The Head of Department is responsible for organising contributions from teachers and researchers and their work allocation so as to stimulate personal development and raise the level of qualifications. One of the ideas underlying these university appointment regulations is that the designation of the appointment shall reflect the holder's qualifications and duties. Hence, regular departmental assessments shall be carried out to identify teachers who have qualified themselves for promotion to a higher post. Teachers may also take the initiative to apply for evaluation for promotion. Promotions of more than one step up are made only as an exception.

The department's management group shall first deal with every application for promotion. The management group shall take a position on whether assessing the

individual for promotion is suitable in relation to *Chalmers' Strategies* with regard to responsibility and involvement, respect for others and equality of treatment. If this is the case, the group shall decide whether it can recommend an assessment to be made based on the following points of view: scientific, pedagogical, strategic (shall be in accordance with the strategic plans of both Chalmers and the department) and economic (there shall be sufficient financing on a long-term basis). If the management group recommends an evaluation, the Head of Department gives written consent and suggests suitable external experts to the Faculty Appointment Committee, which then prepares the matter. See Section 5.1 on the Faculty Appointment Committee. Promotion to Full Professor or Professor requires that an appropriate professorship first be established. The Head of Department applies to establish a professorship or Full Professorship on behalf of the management group. The application, which is sent to the Faculty Appointment Committee, shall include a thorough description of both the strategic need and the resources that can be provided in both the short and long-term. It is particularly important that there be reasonable long term financing from faculty grants. The person who is expected to apply for the position that has been established shall be named. The Faculty Appointment Committee prepares the matter for the President.

4.5 Other appointments

Individuals active in teaching and research can also be employed on a project basis. From 1 July 2007 this is regulated as general time-limited employment (in Swedish: allmän visstidsanställning), at a maximum of 2 years.

4.6 Doctoral students

Doctoral students follow a programme of study and participate in one or more research projects.

Most Chalmers doctoral students have a time-limited term of employment. The maximum period is four years of full-time study, which can entail a longer period of employment if other assignments, teaching for example, are a part of the employment agreement.

Industrial doctoral students are doctoral students who are employed in industry, but who also pursue graduate study as part of their employment.

4.7 Stipends

In exceptional cases foreign doctoral students may finance their studies with scholarships, that is, without being employed by Chalmers. Scholarship awards are restricted.

Chalmers can also establish fellowships for foreign researchers. This is primarily intended for the post-doctoral level and the duration is a maximum of two years. For more senior researchers the time limit is six months and specific requirements must be fulfilled.

5. Recruitment and appointment

The President of Chalmers makes decisions on the establishment of Professorships and Full Professorships. The President also appoints the holders of all kinds of professorships, which includes Artistic Professor, Adjunct Professor and Visiting Professor. Other posts are established by decision of the Head of Department at the department involved. The

Head of Department also appoints the holder. Faculty appointments at Chalmers cannot be appealed.

The research and teaching specialisation for each new appointment shall accord with the strategic plans of Chalmers and the department. There shall also be sufficient long-term funding for the appointment.

All appointments shall be announced on Chalmers' website in both Swedish and English. An exception is made for direct recruitments, as per Section 5.2. All announcements shall appear on the website for at least 30 days, along with supplementary announcements, for example those sent to appropriate research groups around the world, to daily newspapers, to professional journals, or sent to professional or other networks. International announcements will normally be made.

5.1 The Faculty Appointment Committee

All tenured appointments shall be prepared by the Faculty Appointment Committee. Moreover, appointments as Assistant Professor, Artistic Professor, adjunct teachers at all levels, as well as Visiting Professors, shall also be prepared by the Faculty Appointment Committee. For administrative reasons, the committee consists of two groups of members under one and the same chairperson. Each group meets regularly once every four weeks, but the meetings of the two groups are alternated to make sure one meeting of the Faculty Appointment Committee takes place approximately every fortnight. Although new matters are to be dealt with at the next meeting, irrespective of which group, a matter can subsequently be dealt with either by following the meeting schedule of the original group or by dealing with it as quickly as possible, independently of the group. Aspects such as the nature of a matter or time limits may influence the choice. The chairperson decides how to proceed.

5.1.1 The Faculty Appointment Committee

The Faculty Appointment Committee consists of the following members (the same for both groups).

Member	Appointed by	Time limit
One permanent chairperson (the same person for both groups)	President of Chalmers	
3 additional permanent members (researchers/teachers, at least one of each gender) + 3 reserves	President (in consultation with the Faculty Senate chairperson and all Heads of Departments)	3 years
1 trade union representative + 1 reserve	The trade unions	at least 1 year
1 doctoral student + 1 reserve	Doctoral Student Section	at least 1 year
1 engineering student + 1 reserve	Student Union	at least 1 year
Head of Department concerned		
Personnel officer at the Department concerned (or other contributor at the Personnel Department qualified to carry out personality assessments)		

Other participants at Faculty Appointment Committee meetings:		
The meeting coordinator	Personnel Department	
The administrator of the case concerned	Personnel Department	

Others who may participate in Faculty Appointment Committee meetings:		
Scientific experts (assessors)	FAC (proposal from Head of Department)	
Pedagogical expert (assessor)	FAC (proposal from FAC or Head of Department)	
One to two representatives from the Department concerned	Head of Department (after consultation with the FAC chairperson)	
Other appropriate experts	FAC (proposal from Head of Department)	

5.1.2 Requirements for external experts

A person chosen as an expert for a given appointment shall normally have a position above or at the same level as the position to be assessed. Experts shall be chosen from outside Chalmers and no favouritism or undue influence shall be exercised between the expert and the applicant. Experts shall be completely impartial and of high personal integrity. The expert's report shall contain a review of the applicant's work, a judgment of its quality and significance in the field of specialisation, a thorough evaluation of whether or not the applicant has sufficient qualification for the appointment, and an assessment of whether or not the duties can be carried out according to these regulations.

Experts may be present at the Faculty Appointment Committee's meeting for recruitment and participate in discussions, but not in decisions. The same applies to promotions if needed.

5.2 Direct recruitment

Chalmers may implement direct recruitment to all academic appointments. Direct recruitment means that a position is not announced and is offered to a specific person. The Head of Department may apply to the Faculty Appointment Committee for permission to implement direct recruitment if there is a special reason. Proposals to recruit directly shall be justified in writing and include a description of the strategic significance to the department and Chalmers. There must also be a statement of the source of funding, its scope, and the period of time covered. The decision on whether or not the direct recruitment is to be accepted is made by the Head of Department or the President of Chalmers on the recommendation of the Faculty Appointment Committee.

5.2.1 Direct recruitment of tenured faculty members

Direct recruitment for tenured faculty positions is highly restricted.

Direct recruitment may be implemented in order to rapidly engage exceptional individuals of great strategic importance to Chalmers. Direct recruitment can also be instituted if long-term funding has been granted to a specific person by an external organisation. If this is the case an expert assessment must be carried out. If the financing institution has already conducted an impartial expert evaluation to which Chalmers has access, it is possible that only a supplementary assessment will be necessary. If Chalmers does not have access to the expert evaluation then a complete expert assessment must be carried out, according to the requirements for the appointment.

It is also possible to institute a direct recruitment (promotion) to Associate Professor from Assistant Professor (see Section 6.3.3). This has a strategic purpose. Chalmers makes every effort to acquire exceptionally outstanding Assistant Professors.

5.2.2 *Direct recruitment of faculty for non-tenured appointments*

Direct recruitment is normal procedure for adjunct teachers and visiting teachers. See Sections 7.2 and 7.3.

Direct recruitment to Assistant Professor is implemented primarily when funding for four years is awarded to a designated individual by an external source. Further evaluation is unnecessary if the resources have been granted in severe competition and an expert assessment has been carried out as a basis for the award. When funding has been granted to a specific person based on a project or research assignment, there shall be an expert assessment as usual.

6. Qualifications and duties of teachers and researchers with tenure

6.1 Full Professor (holding a chair)

6.1.1 Qualifications of a Full Professor

- The scientific qualifications of a Full Professor must be very highly rated by the external assessors. They should be among the best internationally in the specific scientific field.
- The pedagogical expertise required in undergraduate and graduate education should be of good quality and well-documented.
- Courses completed in pedagogy for higher education (15 ECTS points, ECTS = European Credit Transfer System, equivalent to 10 Swedish credit points in the previous credit system), or other equivalent courses, or proven equivalent pedagogical expertise.
- Proven ability as a successful supervisor. An applicant will normally have been the principal supervisor for at least three PhD students who have completed doctoral degrees.
- The Chalmers course in research supervision, or an equivalent course, should be part of the background.
- Good leadership qualities and the ability to lead high quality teaching and research should have been demonstrated.
- First-rate abilities in networking and cooperation at both national and international levels should be demonstrated.
- A good record of obtaining external funding for research projects should be demonstrated.

An overall assessment of qualifications and skills shall be made from a professional perspective. Additional qualifications or excellence in some of the abilities specified may partly compensate for any possible deficiency in the fulfilment of other requirements. Examples may include documented experience of R&D work in industry, ability to innovate, approved patents, or proven outstanding ability to communicate information about research and teaching.

6.1.2 Direct recruitment to Full Professor

In exceptional circumstances the President of Chalmers may decide that a person with excellent research qualifications as judged by external assessors should be appointed Full Professor. This can be undertaken even if not all the qualification requirements according

to Section 6.1.1 are completely fulfilled, and the complete preparation normally conducted by the Faculty Appointment Committee has not been carried out.

6.1.3 Duties of a Full Professor

- Actively lead and develop teaching and research at both the departmental and research group levels.
- Teach courses at all levels.
- Act as the principal supervisor for doctoral students and also be prepared to act as examiner.
- Actively conduct and lead research, either as a member of a large group or as the leader of one's own research group.
- Effectively seek external research funding from multiple sources.
- Participation in and promotion of exchange of knowledge with the international professional community.
- Act as a mentor and provide younger faculty members with support and feedback in teaching, research, research funding and outreach activities.
- Participation in the leadership of the department and of Chalmers, including beneficial innovation, as well as internal and external committee work.
- Active participation in the scientific community by acting as a peer reviewer, assessor or, for example, examiner at doctoral defences.
- Advance interdisciplinary cooperation, both internally and outside Chalmers.

6.1.4 Expert assessment for appointment to Full Professor

To evaluate an applicant's qualifications for recruitment or promotion to Full Professor there shall be (at least) three scientific experts in the field and (at least) one pedagogical expert.

The same pedagogical expertise is required for both a Professor and a Full Professor. This is why the pedagogical expert assessment required for promotion from Professor to Full Professor is omitted when an external pedagogical expert has already given an opinion on the promotion or recruitment to Professor. In exceptional circumstances, promotion can be made directly from Associate Professor to Full Professor. This always requires a full expert assessment.

6.2 Professor (not holding a chair)

Professor is an appointment that was reinstated when Chalmers became a private university.

In normal cases the scientific and pedagogical requirements must be fulfilled according to Section 6.2.1. Nevertheless, it is also possible to be promoted to Professor based primarily on pedagogical qualification, provided the requirements are met according to Section 6.2.3. An individual who has been promoted to Professor with the emphasis on pedagogical qualification cannot be promoted to Full Professor on that basis.

6.2.1 *Qualifications for Professor*

An Associate Professor who fulfils the following requirements may be promoted or recruited to Professor.

- Scientific qualifications held shall be considered by external assessors to be satisfactory in an international context and significantly above those required for acceptance as “oavlönad docent” (a special Swedish designation – cf. section 6.3.2).
- The pedagogical expertise required in undergraduate and graduate education should be of good quality and well-documented.
- Courses completed in pedagogy for higher education (15 ECTS points, 10 Swedish credit points in the previous credit system), or other equivalent courses, or proven equivalent pedagogical expertise.
- Proven first-rate ability to supervise doctoral students is necessary. The normal requirement is principal supervision of at least one doctoral student to completion of a PhD degree or at least two students to completion of a Licentiate degree.
- The Chalmers course in research supervision or an equivalent course should be part of the background.
- First-rate abilities in networking and cooperation should be demonstrated.
- Proven ability to gain approval of applications for external funding.

A global assessment of qualifications and skills shall be made from a professional perspective. For an appointment or promotion to Professor, skill shown in the development and leadership of work in a research group, as well as contributions to committee work and to the university as a whole, are also taken into account. The ability to promote cooperation, proven capacity to innovate, community spirit and other experience of value to Chalmers are considered additional qualifications.

6.2.2 *Duties of a Professor*

The duties of a Professor include the following:

- Responsibility for part of the teaching and research in a field.
- Teach courses at all levels.
- Conduct one's own research, either as a member of a research group or as the leader of one's own group.
- Supervision of doctoral students, normally as the principal supervisor.
- Support and provide feedback to younger teachers in teaching and research.
- Participation in internal and external committee work.
- Actively seek external funding.
- Participation in exchange of knowledge with the international professional community.
- Should participate actively in the scientific community by acting as peer reviewer, assessor, or, for example, examiner at doctoral defences.
- Should advance interdisciplinary cooperation both internally and outside Chalmers.

6.2.3 *Qualifications for promotion to Professor with emphasis on pedagogical expertise*

An Associate Professor or Senior Lecturer who meets the following requirements may be appointed Professor.

- Pedagogical expertise in undergraduate and/or graduate education must be exceptional and very well-documented. This shall be evaluated by external assessors (see Section 6.2.4).
- Courses completed in pedagogy for higher education (15 ECTS points, 10 Swedish credit points in the previous credit system), or other equivalent courses, or proven equivalent pedagogical expertise.
- Have external publications on pedagogical work.
- Participate actively in a pedagogical network.
- Very high ability to inform others about teaching and research at the university is necessary.
- Active participation must be demonstrated in the development of undergraduate education, e.g. in work with courses, programmes of study, teaching methods and examination forms. This work must have been conducted at least partly in cooperation with pedagogical experts. Participation in the development of graduate level education is normally included.
- Knowledge and research skills must be current in the field of the professorship. (To have current knowledge and research skill in the field means, in this context, that applicants for promotion must be active in planning or conducting research and have scientific qualifications significantly above PhD level.)
- It is necessary to have participated in research projects.
- Good ability to cooperate with the international community must be demonstrated.
- Good ability to supervise doctoral students must be demonstrated.
- The Chalmers course in research supervision, or an equivalent course, should be part of the background.

In the assessment for promotion with emphasis on pedagogical expertise, the following qualities are also valued:

- Skill shown by leadership or other contributions to the department.
- Contributions to committee work and other joint university work.
- Ability to promote cooperation.
- Demonstrated social commitment.
- Other experience of value to Chalmers.

Responsibilities and duties are the same, in principle, as for other professors. The emphasis, however, is normally placed on the practice and advancement of pedagogy.

6.2.4 *Expert assessment for appointment to Professor*

Recruitment or promotion to Professor requires (at least) three scientific assessors and (at least) one pedagogical expert to assess the applicant's qualifications.

For promotion to Professor with emphasis on pedagogical expertise, the external assessment of the pedagogical qualifications shall be conducted by (at least) three pedagogical experts.

6.3 Associate Professor

A Senior Lecturer who has been accepted as “oavlönad docent” is appointed Associate Professor (for external applicants without the degree of “oavlönad docent”, an equivalent level of expertise must be proven). The scientific and pedagogical requirements, according to Section 6.3.1, shall be fulfilled.

6.3.1 *Qualifications for an Associate Professor*

An Associate Professor shall have the following qualifications:

- Documented ability to independently formulate and select research problems.
- Publications in recognised scientific journals or anthologies in accordance with existing publishing tradition in the field.
- A good overview of the appointment’s scientific field, ability to lead research.
- Pedagogical expertise in undergraduate and graduate education should be of good quality and well-documented.
- Potential to lead and develop research and teaching.
- Proven first-class ability to supervise doctoral students.
- Courses completed in pedagogy for higher education (15 ECTS points, 10 Swedish credit points in the previous credit system), or other equivalent courses, or proven equivalent pedagogical expertise.
- The Chalmers course in research supervision, or an equivalent course, should be part of the background.
- First-rate ability in networking and cooperation.

A global assessment of qualifications and skills shall be made. See Section 4.2.3 for further details.

6.3.2 *Duties of an Associate Professor*

An Associate Professor’s duties include the following:

- Teach and participate in improvement of courses at both undergraduate and graduate levels, as well as continuing education.
- Conduct one’s own research, either as a member of a research group or as the leader of one’s own group.
- Supervision of doctoral students, normally as the principal supervisor.
- Provide younger teachers with support and feedback in teaching and research.
- Participation in both internal and external committee work.
- Actively seek external funding.
- Participation in exchange of knowledge with the international professional community.

NOTE: Explanation of the Swedish designation/degree “oavlönad docent”

Chalmers can accept people from inside or outside the university as “oavlönad docent”. The requirement is that the person shall have qualifications significantly higher than those required for a doctoral degree and shall also have demonstrated that he or she is an independent researcher. It must also be in the interest of Chalmers that the person becomes accepted as “oavlönad docent”. This academic qualification must not be confused with the faculty position of Associate Professor, see Section 6.3, which in Swedish is called “docent”.

6.3.3 *Promotion to Associate Professor from Assistant Professor*

Assistant professors who were appointed in open competition (externally announced post) may request the Head of Department in writing (with a copy to the Faculty Appointment Committee) to assess them for tenure as Associate Professor (according to Section 6.3.1). This can be done, provided the following conditions are met, before their current term of appointment ends:

- a. The requirements are met for acceptance as “oavlönad docent”.
- b. Teaching qualifications are satisfactory.
- c. Courses completed in pedagogy for higher education (15 ECTS points, 10 Swedish credit points in the previous credit system), or other equivalent courses, or proven equivalent pedagogical expertise.

The following conditions must be fulfilled before the Head of Department (after discussion with the departmental steering group) can approve an assessment for promotion and forward the matter to be prepared by the Faculty Appointment Committee:

1. The research shall be well aligned with the strategy of Chalmers and the department.
2. There shall be sufficient funding for a tenured post as Associate Professor.

In accordance with Chalmers' strategy of increasing the proportion of women in faculty with tenure, an effort should be made to promote assessment for tenure when the Assistant Professor is a woman and meets the three conditions (a - c) stated above.

6.3.4 *Expert assessment for Associate Professor*

For recruitment to Associate Professor there shall be (at least) two scientific assessors and (at least) one pedagogical expert to assess the applicant's qualifications.

The pedagogical level required is generally the same for Senior Lecturer and Associate Professor. The pedagogical expert assessment can therefore be omitted for promotion from Senior Lecturer to Associate Professor, provided an external pedagogical expert has made an assessment for the appointment to Senior Lecturer.

A complete assessment shall always be made when considering promotions from Assistant Professor to Associate Professor.

6.4 Senior Lecturer

The scientific and pedagogical requirements as detailed in Section 6.4.1 shall be fulfilled.

After completing a doctoral degree and being assessed by a pedagogical expert, a Lecturer or an Instructor can be promoted to Senior Lecturer. It is also possible to be promoted to Senior Lecturer based on special qualifications, provided the requirements in Section 6.4.3 are fulfilled. An individual who has been promoted to Senior Lecturer based on special qualifications cannot be promoted to Associate Professor without first being accepted as “oavlönad docent”.

6.4.1 *Qualifications of a Senior Lecturer**

- A PhD degree.

- Scientific skills and an overview of the appointment's field (specialisation).
- Pedagogical expertise in undergraduate and graduate education should be of good quality and well-documented.
- Potential to lead and develop research and teaching.
- Courses completed in pedagogy for higher education (15 ECTS points, 10 Swedish credit points in the previous credit system), or other equivalent courses, or proven equivalent pedagogical expertise.
- Proven first-rate ability to cooperate with the scientific community and society as a whole.

* Under specified circumstances it is possible to be promoted on the basis of special qualifications, see Section 6.4.3.

A Senior Lecturer who is accepted as "oavlönad docent" is appointed Associate Professor.

6.4.2 Duties of a Senior Lecturer

- Teach and participate actively in the development of both undergraduate and graduate courses, as well as continuing education.
- Conduct research, usually as a member of a research group.
- Supervise doctoral students, normally as assistant supervisor.
- Provide younger teachers with support and feedback in teaching and research.
- Participation in both internal and external committee work.
- Participation in exchange of knowledge with the international professional community.
- Actively seek external funding.

6.4.3 Requirements for promotion to Senior Lecturer based on special qualifications

Lecturers and Instructors at Chalmers may be promoted to Senior Lecturer without having completed a PhD degree or other equivalent degree. For this the Lecturer/Instructor is required to demonstrate that he or she has:

- Exceptional pedagogical skills, or
- Exceptional managerial skills at the university, or
- Exceptional ability to cooperate with the general public.

Promotion on these grounds is only made in exceptional cases. Extremely high requirements are placed on the special skill, ability, or both, which must be well-documented.

Any individual proposed for promotion on pedagogical grounds shall have completed courses in pedagogy for higher education (15 ECTS points, 10 Swedish credit points in the previous credit system), or other equivalent courses. At least one external pedagogical expert shall also assess the candidate's qualifications.

The duties of a Senior Lecturer appointed by special qualification are the same in principle as those of other Senior Lecturers. However, emphasis is usually placed on the implementation and development of pedagogical, leadership or outreach expertise.

6.4.4 Expert assessment for Senior Lecturer

For recruitment as Senior Lecturer (at least) two scientific assessors and (at least) one pedagogical expert shall assess the qualifications of applicants.

6.5 Lecturer

Individuals are only recruited to this post in order to fulfil a specific need. An Associate Lecturer can be promoted to Lecturer when the criteria in 6.5.1, an academic degree of at least 240 ECTS, is fulfilled.

6.5.1 Qualifications for Lecturer

- An academic background of at least 240 ECTS points (equivalent to 160 Swedish credit points in the previous credit system) or equivalent qualification, e.g. one year beyond B.Sc. level.
- Several years of industrial, or other equivalent, experience in a specialisation.
- Well-documented teaching skills.
- Good ability to lead the teaching and planning of new courses.

6.5.2 Duties of a Lecturer

- Responsibility for teaching, coordination of courses, and planning of courses in the specialisation.
- Participation in internal development work, as well as internal and external committee work.
- Keeping up to date with the field or specialisation (industrial or equivalent).
- Participation in exchange of knowledge with the professional community.
- Potential participation in research.
- Potentially pursuing doctoral studies at the same time.

6.5.3 Expert assessment for Lecturer

For recruitment to Lecturer at least one expert shall assess the qualifications of the applicant; this also includes the applicant's professional experience in the branch of technology in question.

6.6 Instructor

Recruitment is allowed only in exceptional cases. Assessment of the decision to recruit must be made by the Faculty Appointment Committee.

6.6.1 Qualifications for Instructor

- An academic background of at least 240 ECTS points (equivalent to 160 Swedish credit points in the previous credit system) or equivalent qualification, e.g. one year beyond the B.Sc. level.
- Well documented teaching skills.
- First-rate ability to lead in the teaching and planning of new courses.

6.6.2 *Duties of an Instructor*

- Teaching and responsibility for courses.
- Participation in the planning of coursework in the field.
- Participation in internal and external committee work.
- Participation in exchange of knowledge with the professional community.
- Potential participation in research.
- Potentially pursuing doctoral studies at the same time

7. Qualifications and duties of teachers and researchers with non-tenure appointments

7.1 Artistic Professor and Artistic Senior Lecturer

The appointment of Artistic Professor and Artistic Senior Lecturer is intended to attract persons with a high level of artistic expertise and up-to-date experience in their profession to the fields of architecture, design and engineering design at Chalmers. An applicant should be a respected practitioner who should work part-time outside the university. Artistic Professors and Artistic Senior Lecturers are appointed to part-time positions, normally $\leq 50\%$, at Chalmers for a limited period, generally six years. Artistic expertise for this appointment shall be assessed in a way comparable to that for scientific expertise. This should be considered when choosing external evaluators. The duties for an Artistic Professor are equivalent to those of a Full Professor (according to Section 6.1.3), but with the emphasis on development of the subject area and undergraduate education. The duties for an Artistic Senior Lecturer are equivalent to those of a Senior Lecturer (according to Section 6.4.2), with the emphasis on education, continuing education and participation in subject area development.

7.1.1 Qualifications for an Artistic Professor

- Documented or recognised high level of artistic professional expertise in architecture, design or engineering design.
- Well documented pedagogical expertise.
- Courses completed in pedagogy for higher education (15 ECTS points, 10 Swedish credit points in the previous credit system), or other equivalent courses, or proven equivalent pedagogical expertise.
- Good ability to interact with the outside world.
- Reflective approach to one's professional work (demonstrated through, for example, debate articles, lectures, and exhibitions).

7.1.2 Duties of an Artistic Professor

- Active contribution to the advancement of the subject area and an increased exchange of knowledge between Chalmers and the general public.
- Teaching, with course responsibility, and participation in the development of the educational programme in the subject area.
- Participation in research and doctoral studies.

7.1.3 Expert assessment for appointment to Artistic Professor

For recruitment to Artistic Professor there shall be (at least) three artistic assessors and (at least) one pedagogical expert responsible for assessing the applicant's qualifications.

7.1.4 Qualifications for an Artistic Senior Lecturer

- Documented professional artistic expertise in architecture, industrial design engineering or engineering design.
- Well documented pedagogical expertise
- Courses completed in pedagogy for higher education (15 ECTS points, 10 Swedish credit points in the previous credit system), or other equivalent courses, or proven equivalent pedagogical expertise.
- Good ability to interact with the outside world.
- Reflective approach to one's professional work (shown for example by debate articles, lectures, and exhibitions).

7.1.5 Duties of an Artistic Senior Lecturer

- Teaching, with course responsibility, and participation in the development of the educational programme in the subject area.
- Active contribution to the advancement of one's specialisation and to greater exchange of knowledge between Chalmers and the general public.
- Participation in research and doctoral studies.

7.1.6 Expert assessment for appointment to Artistic Senior Lecturer

For recruitment to Artistic Senior Lecturer there shall be (at least) two scientific assessors and (at least) one pedagogical expert responsible for assessing the applicant's qualifications.

7.2 Adjunct Professor and other adjunct teachers

7.2.1 Qualifications of adjunct teachers

In principle, the same qualification requirements apply to the appointment of an adjunct teacher as for other teachers at the same level. An adjunct teacher shall always be able to contribute to teaching, research and increased exchange of knowledge in his or her field of specialisation. Outstanding achievements in engineering technology or artistic production may replace the requirement for documented scientific work, however an adjunct teacher should normally hold a doctoral degree. An adjunct teacher shall normally also have demonstrated pedagogical skills. This, however, can be documented in alternative ways than with a pedagogical portfolio.

The following applies in particular for Adjunct Professor:

Although a PhD is not an absolute requirement, an Adjunct Professor must be able to show that she or he is a leading specialist in the field and has international respect in industry and academia. An Adjunct Professor might have proven his/her expertise through the capacity for industrial advancement, for example to have put new ideas or products (or both) into production, or to have improved the organisation of work.

7.2.2 *Duties of an adjunct teacher*

- Active contribution to the development of a specialisation and to increased exchange of knowledge and skills between Chalmers and the professional community.
- Participation in research, graduate teaching, and preferably also undergraduate teaching.
- Should participate actively in the supervision of one or more graduate students.

To be the principal supervisor for a graduate student requires that the adjunct teacher has been accepted as an “oavlönad docent” (or has the equivalent competence, if the person has a foreign educational background).

Appointments are renewed every three years by the Head of Department. For re-appointment, a report on work carried out, plan for the next period, and a contract with the company that is the main employer of the adjunct teacher shall be sent to the Recruitment Unit and shall also be filed.

7.2.3 *Expert assessment for Adjunct Professor or teacher*

At least two scientific assessors shall be engaged in assessing the applicant for an adjunct professorship. The aim of the assessment is to evaluate:

- Ability to initiate, lead and administrate research and development work
- Quality, relevance and outreach of the work both nationally and internationally
- Communicate and bring about ideas and results.

7.3 **Visiting teachers, visiting researchers and Visiting Professors**

Visiting teachers, visiting researchers, and Visiting Professors can be appointed for a limited period of time in order to establish a strategic collaboration with researchers outside Chalmers. The appointment shall be at least 20% and last for at least two months.

The appointment of a visiting teacher or visiting researcher to Visiting Professor must be treated by the Faculty Appointment Committee. An appointment as Visiting Professor can only be made if the visiting researcher holds a Full Professorship at another university.

7.4 **Assistant Professor**

Assistant Professor is an appointment that offers an opportunity to qualify for higher positions. The appointment is preparatory to advancement to a higher academic post or a higher research position in industry, at an independent research institute or other research entity. An Assistant Professor is expected to improve his or her ability to formulate and solve scientific problems, to publish scientific papers, and to develop abilities in teaching and supervision, by means of both practical training and independent study. An Assistant Professor should acquire enough qualifications to be accepted as “oavlönad docent” by the end of the term of appointment. (N.B. The Chalmers course in research supervision (3 ECTS points, 2 Swedish credit points in the previous credit system), or an equivalent course, is required for acceptance as “oavlönad docent”, and completed courses in pedagogy for higher education (15 ECTS points, 10 Swedish credit points in the previous credit system) are required for appointment to Associate Professor.)

Assistant Professors who are appointed in open competition may, under certain circumstances, be promoted to Associate Professor, see Section 6.3.3.

The appointment of Assistant Professor is limited to a maximum of four years (two contracts of two years each). Parental leave or leave due to illness or military service will automatically prolong the period by the length of the leave. The total time (excluding the leave defined above) for post-doctoral positions and possible stipends after completion of a doctoral degree should not exceed six years.

7.4.1 Qualifications of an Assistant Professor

- A PhD degree or equivalent competence.
- An interest in pedagogy and some teaching skills.
- Demonstrated potential for teaching and research.

The PhD degree should have been completed no more than five years prior to the application deadline. Exceptions can be made if they can be justified. Post-doctoral period spent at another university or institute, or a post-doctoral appointment, count as qualifications for appointment to Assistant Professor.

7.4.2 Duties of an Assistant Professor

- Conduct one's own research, normally as a member of a research group.
- Teach courses at both undergraduate and graduate levels.
- Supervise doctoral students as co-supervisor.
- Actively seek external funding.
- Should lead one's own research project.

An Assistant Professor shall report in writing the progress of his or her work, including results achieved and publications, to the Head of Department at least two months before the first two-year appointment ends. The Head of Department, together with the management steering group at the department, will then make a decision on whether or not the Assistant Professor can be expected to meet the requirements for acceptance as "oavlönad docent" within the next two years. The Head of Department shall inform the Assistant Professor, as part of the personal development discussion or in some other way, about how the current qualifications are assessed and what measures should be taken.

The appointment can only be terminated after two years if the Assistant Professor has not fulfilled his or her duties. If this should occur, the Assistant Professor must be notified as soon as possible.

7.4.3 Expert assessment for Assistant Professor

For recruitment to Assistant Professor at least one expert shall assess the qualifications of the applicants, both scientific and pedagogical.

7.5 Post-doctoral appointment

The objective of a post-doctoral appointment is primarily for the holder, in close association with (normally no longer than three years after) having taken a doctoral degree, to gain research experience from an international, industrial or other similar

environment. The appointment can also apply to a Swedish environment, however it should be one in which international and industrial contacts, or both, are stimulated. A post-doctoral appointment can be a part of qualification for a continued academic career. Post-doctoral appointments are not dealt with by the Faculty Appointment Committee.

7.5.1 Qualifications for a post-doctoral appointment

- A doctoral degree.
- Teaching experience.
- Demonstrated potential for teaching and research.

7.5.2 Duties of a post-doctoral appointment

- Participation in research, normally as a member of a research group.
- Should take an active part in both undergraduate and graduate level teaching.
- Should supervise graduate students as assistant supervisor.

7.6 Associate Lecturer

The aim of the position is for the holder to be given the opportunity to complete a first cycle programme up to the level of Lecturer, see Section 6.5, and to participate in undergraduate teaching at the department. The period for employment as Associate Lecturer is limited to two years.

7.6.1 Qualifications for an Associate Lecturer

- Degree from a first cycle programme of at least 180 ECTS points or equivalent qualification
- Several years of industrial, or other equivalent, experience in a field of specialisation.
- Well documented teaching skills.
- Good ability to lead in teaching and planning of courses.

7.6.2 Duties for an Associate Lecturer

- Responsibility for teaching, coordination of courses, and planning of courses in the specialisation.
- Participation in internal development work, as well as internal and external committee work.
- Keeping up-to-date with the field or specialisation (industrial or equivalent).
- Participation in exchange of knowledge with the professional community.

7.6.3 Expert assessment for Associate Lecturer

For recruitment to Associate Lecturer at least one expert shall assess the qualifications of the applicant; this also includes the applicant's professional experience in the branch of technology in question.