

Board of the Faculty of Law

Rules of procedure for the Faculty of Law concerning Lund University's appointment rules

The present rules of procedure enter into force on 27 May 2020, replacing the previous rules of procedure dated 18 December 2013 (reg. no STYR 2014/21).

1. Introduction

The rules of procedure for the Faculty of Law are based on legislation, regulations and collective agreements, Lund University's appointment rules and policy on employment and good and clear career paths for teaching staff and researchers, as well as the Faculty of Law's strategic plan with associated action plans, including the talent management plan.

The present rules of procedure concern the processing for appointment and promotion of teaching staff.¹

A simplified recruitment procedure may be applied in cases of appointment of teaching staff for a fixed term up to a maximum of one year in the form of general fixed-term employment and substitution under the Swedish Employment Protection Act (1982:80).²

2. Application

Instructions regarding the application process can be found in the call for applications in question. The person specification for the post must clearly state the eligibility requirements and assessment criteria laid down by Lund University's appointment rules, as well as any additional eligibility requirements and assessment criteria that apply based on the strategic considerations and needs of the organisation.

Applicants are required to use Lund University's academic qualifications portfolio for the Faculty of Law (Reg. no J 2013/333).

¹ Teaching staff at Lund University refers to professors, visiting professors, adjunct professors, post retirement professors, senior lecturers, adjunct senior lecturers, associate senior lecturers, postdocs, lecturers and adjunct lecturers, see section 3.1 of LU's appointment rules.

² See section 5.4 of LU's appointment rules.

The applicant is responsible for submitting a correct and complete application to the Faculty of Law.

The Law faculty office is the coordinator of appointment and promotion matters at the faculty. The coordinator may obtain supplementary information and statements if needed. This applies in case of an incomplete application where the deficiency can easily be remedied.

Additions from the applicant received after the application deadline will only be accepted if the qualifications were obtained before the deadline and are stated in the application. Information about the possibility of making additions shall be stated in the call for applications.

The main rule is that only applications that have been received on time will be considered. However, under special circumstances, the Academic Appointments Board, after a consultation with the dean and the head of department, may consider applications received after the deadline.

Applicants who are clearly ineligible for appointment can be eliminated before the applications are submitted to one or more external experts. A decision on elimination is made by the chair of the Academic Appointments Board after a consultation with the members of the board. The reasons why the eliminated applicants will not be considered for appointment are to be stated in the decision. The eliminated applicants must be informed that they will not be considered for appointment. Applicants who only lack training in higher education teaching and learning, and have not acquired the equivalent knowledge in some other way, cannot be eliminated solely on this basis.

3. Meeting, trial lecture, interview and reference taking

3.1. Introduction

In addition to the application documents, a trial lecture, interview and reference taking are used by the Academic Appointments Board and external experts to assess the applicants. The trial lecture, interview and the Academic Appointments Board meeting should take place in connection with each other. The external experts shall participate in the Academic Appointments Board's meeting and have the right to attend and speak. The external experts can also supplement their statements in writing after the trial lecture, interview and reference taking.

3.2. Trial lectures

The main rule is that trial lectures are to be applied in cases of appointment and promotion to professor and senior lecturer. An exception can be made by the Academic Appointments Board if a trial lecture is clearly unnecessary.

The Academic Appointments Board determines the forms for the trial lecture. The lecture is to be held for students and be open to the public. It must be advertised on the faculty's website.

The Academic Appointments Board and external expert(s) shall attend the trial lecture. The board must be quorate.

3.3. Interviews

As a general rule, interviews shall be conducted. An exception can be made by the Academic Appointments Board if the interview is clearly unnecessary.

The interviews shall be conducted by the Academic Appointments Board. The external expert(s) shall attend the interviews. The board must be quorate.

3.4. Reference taking

References shall be taken before a decision on appointment is made.³

4. External expert assessment

The external experts are appointed by the professors of the Board of the Faculty of Law.

In accordance with Lund University's appointment rules, an assessment of the applicants' skills shall be obtained from at least one external expert in case of:

- appointment to professor (including adjunct professor and visiting professor whose qualifications have not yet been assessed),
- appointment to senior lecturer,
- appointment to associate senior lecturer,
- promotion to professor, as well as
- promotion to senior lecturer.⁴

At the Faculty of Law, external experts are not appointed when assessing applications for postdoc positions. The assessment in these cases is made by the Academic Appointments Board.

An expert assessment is not required if it is clearly unnecessary in order to perform a skills assessment. If the applicant has been assessed before and recently written statements are available, it may be clearly unnecessary to appoint new experts.

If an assessment is to be obtained from two or more people, and if there are no particular reasons to the contrary, women and men are to be equally represented.

Two external experts must always be appointed in case of competition, or when appointing and promoting to the post of professor.

In case of more than one external expert, a joint description and/or assessment of the applicants' skills can be provided. Any disagreement shall be included in the statement. The external expert(s) may be instructed only to propose a shortlist of candidates, with or without ranking. The expert(s) must always assess the applicants' teaching and research qualifications based on the person specification and the appointment rules, but may also be instructed to assess other requirements or criteria stated in the person specification. The chair of the Academic

³ See section 5.3.2 of LU's appointment rules

⁴ See section 5.3.2 of LU's appointment rules.

Appointments Board, in consultation with the dean, shall provide specific instructions to the external experts.

5. Higher education teaching and learning

Lund University's appointment rules state that applicants for the post of professor, adjunct professor, senior lecturer, adjunct senior lecturer, lecturer and adjunct lecturer, as part of teaching expertise, must have completed training in higher education teaching and learning of at least five weeks.⁵ The training must be related to the national recommendations⁶ of the Association of Swedish Higher Education Institutions (SUHF) and the main objective with the training is that the participant, on completion of their training, shall demonstrate the knowledge, skills and approaches required to teach professionally at university within their field of study and to participate in the development of higher education.

If an applicant lacks such training, an assessment shall be made of their corresponding knowledge and skills obtained in some other way and reported in the supporting documentation for the appointment.

If there are special reasons, e.g. if the applicant in their previous employment did not have the conditions necessary to obtain such knowledge, appointment may still take place. The employee must then undergo training in higher education teaching and learning during the first two years of employment, in order to fulfil this requirement.

For adjunct professors, adjunct senior lecturers and adjunct lecturers, training in higher education teaching and learning of at least five weeks is not necessarily required if the employment period is short (maximum one year) or the scope of employment is limited (maximum 20 per cent of full time). In such cases, the employee shall instead undergo training in higher education teaching and learning that is tailored to the duties of the post. Under these circumstances, there are further conditions for the extension of employment requiring that the employee has completed the tailored training in higher education teaching and learning.

Teaching staff who are employed for an indefinite term and have undergone training in higher education teaching and learning of five weeks shall be given the opportunity to undergo further teacher training of at least five weeks within the scope of their employment.

Instructions for applicants regarding required teaching qualifications can be found in Lund University's academic qualifications portfolio for the Faculty of Law.

⁵ See section 4.2 of LU's appointment rules.

⁶ SUHF, *Rekommendationer om mål för behörighetsgivande högskolepedagogisk utbildning samt ömsesidigt erkännande* (Recommended outcomes for qualifying training in higher education teaching and learning and mutual recognition, REK 2016:1).

6. Promotion

6.1. Promotion to professor

Lund University's appointment rules state that decisions concerning the assessment for promotion from the post of senior lecturer to the post of professor are to be based on a strategic consideration. The consideration must include an assessment of whether the employee has made documented contributions to the development of the organisation and is deemed suitable for promotion.

A senior lecturer who is employed for an indefinite term may, upon application, be promoted to professor if qualified for such a post.

The employee must have shown progress in terms of teaching and research skills, from an overall and long-term perspective.⁷

At Lund University and the Faculty of Law, it is possible to be appointed to professor after an open call for applications in competition, be promoted to professor and be directly appointed as professor. The Faculty of Law's talent management plan states that open calls for applications in competition is the starting point, and required e.g. when the need for a new professorship has been identified and there is either no or several potential and qualified candidates for the post at the faculty. In other cases, the faculty may choose – if there is a need within the organisation – to assess a senior lecturer who is employed for an indefinite term for promotion to the post of professor.⁸

6.2. Promotion to senior lecturer

6.2.1. Promotion from the post of associate senior lecturer

Lund University's policy on employment and good and clear career paths for teaching staff and researchers, and the Faculty of Law's talent management plan state that career-development posts – especially the post of associate senior lecturer, but also postdoc positions – shall be used extensively, and as a clear step in a cohesive academic career system.

(Applies to associate senior lecturers employed through calls for applications issued after 1 April 2018.)

Lund University's appointment rules state that the person specification and the information about a vacant post of associate senior lecturer must also include the eligibility requirements and the assessment criteria for promotion to senior lecturer.

The work and qualifications of an associate senior lecturer should be evaluated after half of the employment period. The employee shall be given instructions concerning which areas they need to develop in order to be promoted to employment for an indefinite term as a senior lecturer.

Upon application, an associate senior lecturer shall be promoted to employment for an indefinite term as a senior lecturer if obtained the qualifications for such a post

⁷ See section 6.1 of LU's appointments rules.

⁸ See the Faculty of Law's talent management plan 2020-2022, section *Strategiska utgångspunkter: Allmänna utgångspunkter för Juridiska fakultetens kompetensförsörjning* (Strategic starting points: General starting points for talent management at the Faculty of Law).

and in other respects are deemed suitable after an assessment, in accordance with the eligibility requirements and assessment criteria laid down in the appointment rules and the person specification.

The employee is to have shown progress in their teaching and research skills, from an overall and long-term perspective.⁹

In addition, the applicant must meet the criteria for progress specified by the faculty in the person specification and the call for applications for the post of associate senior lecturer. An assessment of whether the applicant has achieved progress in terms of research skills during the time of employment as an associate senior lecturer shall be related to the research plan and timeframe, etc. submitted by the applicant in connection with their application to the associate senior lectureship in question.

(Applies to associate senior lecturers employed through calls for applications issued before 1 April 2018.)

In accordance with a collective agreement¹⁰ and Lund University's appointment rules, an associate senior lecturer shall have the right to apply for promotion to employment for an indefinite term as a senior lecturer.

An appointment as an associate senior lecturer (employed as of 1 July 2013) should be evaluated after half the employment period. The employee must be given written instructions about the areas in which they need to specialise in order to be promoted to employment for an indefinite term as a senior lecturer.

An associate senior lecturer (employed as of 1 July 2013) shall, upon application, be promoted to employment for an indefinite term as a senior lecturer if eligible for such a post and deemed suitable after an assessment, in accordance with the eligibility requirements and assessment criteria stated in the call for applications/person specification.¹¹

In addition, the applicant must meet the criteria for progress specified by the faculty in the person specification and the call for applications for the post as associate senior lecturer. An assessment of whether the applicant has achieved progress during the time of employment as an associate senior lecturer shall be related to the research plan and timeframe submitted by the applicant in connection with their application to the associate senior lectureship in question.

6.2.2. Promotion from the post of lecturer

Lund University's appointment rules state that decisions concerning the assessment for promotion from a post of lecturer to the post of senior lecturer are to be based on a strategic consideration. The consideration shall include an assessment of whether the employee has made a documented contribution to the development of the organisation and is deemed suitable for promotion.

⁹ See section 6.2.1 of LU's appointments rules.

¹⁰ LU collective agreement on career-development posts – associate senior lecturer, Collective agreement between Lund University, OFR/S, Saco-S, and SEKO, 26 June 2013 (Reg. no PE 2013/365).

¹¹ See section 6.2.1 of LU's appointment rules.

A lecturer who is employed for an indefinite term may, upon application, be promoted to senior lecturer if qualified for such a post.

The employee must have shown progress in terms of teaching or research skills, from an overall and long-term perspective.¹²

6.3. Application and decision concerning promotion to professor, and promotion to senior lecturer from a post as a lecturer

Senior lecturers and lecturers who wish to apply for promotion to a higher post – professor or senior lecturer – must first apply for an assessment for promotion to the Faculty Board. A skills assessment application must be submitted to the board no later than 31 October the year before the applicant intends to submit an application for promotion. The application must state in which subject the applicant wishes to be promoted. The strategic plan for the Faculty of Law and the subjects approved by the Faculty Board within which third-cycle education is to be conducted at the faculty should be taken into account when choosing a subject.

An application for assessment can only be submitted by teaching staff who are employed for an indefinite term at the Faculty of Law.

A skills assessment application is to include:

- a CV
- a brief account of the applicant's research experience (max. two pages)
- a brief account of the applicant's teaching experience (max. two pages)

A skills assessment application cannot include any appendices.

In the accounts of research and teaching experience, the applicant shall state the reasons why they should be approved for a skills assessment. The reasons should focus on the conditions covered by the three criteria stated in Lund University's appointment rules:

- strategic considerations (1),
- documented contributions to the organisation (2) and
- the applicant's suitability for a promotion (3)

The decision on the assessment for promotion to professor, and promotion of a lecturer to senior lecturer (assessment decision), is made by the Faculty Board once a year, in December.

The decision shall specify which of the applicants will receive an assessment of their application for promotion to a higher post in the coming year. The dean processes the matter in consultation with the head of department.

The assessment decision must be based on the strategic starting points concerning professorships that are highlighted in the Faculty of Law's talent management plan (see above section 6.1) and the three criteria: strategic considerations (1), documented contributions to the organisation (2) and suitability for promotion (3). Below is an example of what these three criteria entail.

¹² See section 6.2.2 of LU's appointment rules.

The strategic considerations (1) criterion may include assessments of the faculty's need for teaching staff in the subjects covered by applications for an assessment for promotion (subject-oriented needs assessment), and the ability of the faculty to finance a long-term promotion (financial assessment). The subject-specific needs assessment should primarily be based on the standpoints that the faculty has expressed in the current strategic plan and the talent management plan. The faculty's talent management is mainly determined by the needs within education and research. Education and research are closely linked, and it is important to find synergies and a good balance between these two activities, as well as to promote external engagement with wider society. Strong research environments must be safeguarded and further developed, while the breadth of research and a research-related education, including research supervision, must be ensured in all key subject areas that are part of the law degree programme.

The documented contributions to the organisation (2) criterion can be interpreted as the contributions made by the applicant in the organisation in which they have participated, e.g. contributions to the general development of education and research programmes, to planned faculty collaboration within and outside the University and to creating exposure for the activities conducted at the faculty.

The suitability for promotion (3) criterion includes a forecast of the applicant's ability to contribute in an active and engaged way to building and strengthening the faculty's research and learning environments. The assessment of this criterion is made by the dean and head of department.

Senior lecturers and lecturers, whose skills assessment applications have been approved by the Faculty Board, may at any time during the coming year submit an application for promotion to the Faculty of Law. Instructions for applicants regarding the application can be found in Lund University's qualifications portfolio for the Faculty of Law.

The application for promotion is assessed by the Faculty of Law's Academic Appointments Board following an assessment of the applicant's qualifications by the appointed external expert(s).

The decision on promotion to the post of professor is made by the vice-chancellor. The Academic Appointments Board submits a proposal to the Faculty Board, which, with its own statement, submits the proposal to the vice-chancellor. The Faculty Board has delegated to the dean – provided that there is consensus among the board members – to submit proposals to the vice-chancellor.

The decision on promotion to the post of senior lecturer is made by the dean following the proposal from the Academic Appointments Board.

6.4. Application and decision concerning promotion to senior lecturer from a post as an associate senior lecturer

(Applies to associate senior lecturers employed through calls for applications issued after 1 April 2018.)

In accordance with Lund University's appointment rules, an associate senior lecturer can only apply for a promotion once. The human resources manager is responsible for informing the applicant of when an application for promotion should be submitted to the faculty. The application must be submitted to the faculty concerned no later than six months before the termination of employment. A

decision on promotion or rejection of the application for promotion must be made before the termination of employment.

Instructions for applicants regarding the application can be found in Lund University's academic qualifications portfolio for the Faculty of Law.

Decisions on promotion or rejection of an application for promotion shall be made by the dean. The matter is processed by the Academic Appointments Board in accordance with these rules of procedure.

(Applies to associate senior lecturers employed through calls for applications issued before 1 April 2018.)

In accordance with Lund University's appointment rules, an associate senior lecturer can only apply for a promotion once. The human resources manager is responsible for informing the applicant of when an application for promotion should be submitted to the faculty. The application must be submitted to the faculty no later than three years and six months after the start of employment. Decisions on promotion or rejection of an application for promotion must have been made no later than three months after the application. In the event of an extended employment period due to special reasons, the application must be submitted no later than after three years and six months of actual work, taking into account that the employment period may not exceed six years and that the application must be submitted no later than six months before the termination of employment.

Instructions for applicants regarding the application can be found in Lund University's academic qualifications portfolio for the Faculty of Law.

Decisions on promotion or rejection of an application for promotion must be made by the dean before the end of the employment period. A decision on the promotion of an associate senior lecturer must be made within three months of receiving the application for promotion, provided that the application has been submitted in accordance with the faculty's instructions. The matter is processed by the Academic Appointments Board in accordance with these rules of procedure.