

**GUIDELINE****Decisionmaker**  
The President**Valid from**  
2021-11-01**Changed from****Reference number**  
V-2021-0643 1.2**Responsible for review and questions**  
Human Resources Department  
within the University Administration

This document is a translation. In case of a discrepancy between the Swedish original and the English version of the decision, the Swedish original will prevail.

## **Guideline on affiliations as affiliated professor**

This governing document has been determined by the President (reg. no. V-2021-0643) and is applicable from 1 November 2021. The document regulates affiliations as affiliated professor. The HR Department within University Administration (GVS) is responsible for reviews and any questions about it.

### **1 Affiliation as an affiliated professor in general**

A key part of scientific exchange is that it enables opportunities for leading researchers with professorial expertise from other universities to be affiliated to KTH as an affiliated professor. Such affiliations are intended to strengthen and broaden scientific collaboration of high international quality at KTH.

An affiliation is a form of collaboration, not a form of employment. A decision on affiliation does not entail any financial undertakings from KTH.

#### **1.1 Qualification requirements**

The qualification requirements to be appointed to affiliated professor at KTH is to be a leading researcher with professorial expertise at an internationally renowned university, usually with an employment as professor there.

#### **1.2 Duties**

A person appointed to affiliated professor at KTH should contribute with knowledge and experience from their subject area with the aim of strengthening research of high international quality at KTH in the long-term.

#### **1.3 Term of appointment**

A person is appointed an affiliated professor for a specific period, normally from one to three years. The appointment can be renewed. The combined term should not extend beyond 12 years.

## **2 How a person is appointed as an affiliated professor**

### **2.1 The appointment process**

Before a formal application to appoint a person as an affiliated professor, informal contact should be made between the school's faculty innovation director and the Dean.

This informal contact is to include the following (in draft):

- CV including list of publications for the individual proposed, containing information showing that he/she has the expertise required to be appointed as an affiliated professor.
- A description from the school of the expected benefits to KTH including linking this to the identified need of the school for such sought after expertise in the subject area. State the principal duties within the parameters of affiliation together with a description of how the candidate would complement existing faculty in the unit and at school level. Here, both the subject area, planned duties within research and education, plus gender equality are to be considered.

If this informal contact leads to an application being made, please see section 2.2 below.

### **2.2 Appointment application**

The Head of School applies to appoint a person as an affiliated professor. The application should include the following:

- The subject area for affiliation.
- Description of the expected benefits to KTH
- Description of the planned collaboration between the candidate proposed and KTH during the period intended.
- Proposed term of appointment.
- CV plus list of publications for the candidate proposed.
- Expression of interest from the candidate proposed.

### **2.3 Preparation**

The Dean prepares the matter for a decision with the support of the HR Department within University Administration.

### **2.4 Decision**

The President decides on the affiliated professor appointment.

### **3 How an appointment is renewed**

An application to renew the affiliated professor appointment is to be submitted no later than three months before the appointment expires. The Head of School applies to renew the appointment. The application should include the following:

- Description of what has been achieved during the term of the appointment.
- Description of the expected continuing benefits to KTH.
- Description of the planned collaboration between the affiliated professor and KTH during the coming period.
- Proposed term of the renewed appointment.
- Expression of interest from the affiliated professor of a continued affiliation.

The submitted application is prepared and decided upon in accordance with sections 2.3 and 2.4.