

**GUIDELINE****Decisionmaker**
The President**Valid from**
2021-11-01**Changed from****Reference number**
V-2021-0642 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 faculty

This governing document has been determined by the President (reg. no. V-2021-0642) and is applicable from 1 November 2021. The document regulates affiliations as affiliated faculty. The HR Department within University Administration (GVS) is responsible for reviews and any questions about it.

1 Affiliation as an affiliated faculty in general

An affiliated faculty is a form of collaboration between KTH and a company or some other organisation outside the university (hereinafter “the Collaboration Party”) that aims to deepen knowledge exchange within a subject area. This means that an individual employed by the collaboration party is affiliated to KTH as an affiliated faculty within the parameters of their employment with the collaboration party. The individual affiliated should contribute with knowledge and experience from their specialist area for a limited time, and with external networks, to strengthen education and research of high quality at KTH. Limiting the period is intended to secure development and renewal. A decision on affiliation does not entail any financial undertakings from KTH.

1.1 Qualification and knowledge requirements

To be qualified as an affiliated faculty a candidate is:

- to have completed education at research level, normally having completed a doctorate degree within the relevant subject area,
- to have specific expertise to be able to contribute with knowledge about research applications in contexts outside an academic environment, and
- to be interested in and have the ability to contribute to first and second cycle education subjects based on his or her specialist field.

1.2 Duties

A person appointed to affiliated faculty is expected to engage in a subject area in which he or she can contribute to research, education and associated collaboration. The activities of the affiliated faculty at KTH will be specified in more detail via a specific agreement on affiliation as an affiliated faculty in accordance with section 2.4 below.

1.3 Term and scope of appointment

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

The scope of the appointment ought normally to be not less than 20% and not more than 50% of a full time equivalent position. In the event employment with their principal employer ends, affiliation as an affiliated faculty at KTH would also be discontinued.

2 How a person is appointed as an affiliated faculty

2.1 The appointment process

Before a formal application to appoint a person as an affiliated faculty, 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 faculty.
- A description from the school of the expected benefits to KTH and the collaboration party 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.
- Information about the willingness of the collaboration party to let the proposed candidate relinquish part of their working hours at the collaboration party for a limited period, in order to pursue activities at KTH in accordance with an agreement as an affiliated faculty.

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 faculty. The application should include the following:

- The subject area for affiliation.

- Description of the expected benefits to KTH and the collaboration party.
- Information about principal duties within research and education.
- Proposed term and scope of appointment.
- Draft agreement on affiliation as an affiliated faculty. If the draft is incomplete, an expression of interest in writing from the collaboration party is sufficient at this stage.
- CV of the proposed candidate (the KTH CV template for an application to appoint an affiliated faculty should be used).

2.3 Preparation

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

2.4 Agreement on affiliation as an affiliated faculty

An agreement on affiliation as an affiliated faculty is to be signed between KTH and the collaboration party. The KTH agreement template is to be used.

The Head of School is the authorised representative of KTH when entering into an agreement on affiliation as an affiliated faculty (signing such agreements may not be further delegated).

2.5 Decision

The President decides on the affiliated faculty appointment. A signed agreement on affiliation as an affiliated faculty must be in place before any such decision.

3 How an appointment is renewed

An application to renew the affiliated faculty 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 affiliation.
- Description of the expected continuing benefits to KTH and the collaboration party.
- Information about principal duties within research and education for the coming period.
- Proposed term and scope of the renewed affiliation.

- Copy of a renewed agreement on affiliation as an affiliated faculty.
- Expression of interest from the affiliated faculty of a continued affiliation.

The submitted application is considered and determined in accordance with sections 2.2, 2.4 and 2.5.