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## Appointments procedure at KTH

This steering document has been decided on by the University Board (reference number V-2018-0064) in accordance with Chapter 2, Section 2, Item 9 of the Higher Education Ordinance (1993:100). The steering document is valid from 1 April 2018 and was last updated on 19 February 2025 (reference number HS-2025-0065). The steering document contains rules that KTH applies when appointing teachers and researchers and when promoting certain teachers. Human Resources, Management Office and Faculty Council are responsible for reviewing the steering document and for questions related to it.

The president makes decisions on the *Guideline to the appointments procedure*, which describes the procedure in more detail when appointing teachers and researchers and the promotion procedure.

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## **Introduction**

### **Teaching positions and research positions**

Chapter 3, Section 2 of the Higher Education Act states that for education and research, there shall be professors and associate professors employed as teachers at higher education institutions. The Higher Education Act and Higher Education Ordinance state that there shall also be assistant professors and that the higher education institutions may decide which other teaching positions there will be (cf. Chapter 3, Section 6 of the Higher Education Act and Chapter 4 of the Higher Education Ordinance).

At KTH there are the following teaching positions: professor; associate professor; assistant professor; lecturer; teacher employed in the fine, applied and performing arts; adjunct professor; and visiting professor. All the teaching positions are described in more detail in Section 1 below.

Research positions at KTH are researcher, postdoc and researchengineer. All the research positions are described in more detail in Section 2 below.

### **A tenure track for teachers**

The purpose of the KTH tenure track is to recruit candidates for academic positions and provide them with the means to develop excellence in teaching and research in the long term. The tenure track includes positions as professor, associate professor and assistant professor. An assistant professor is entitled to apply for promotion to associate professor (see Section 1.2.4) and an associate professor may under certain conditions (see Section 1.1.6) apply for promotion to professor.

Outside the tenure track, there are teaching positions such as lecturer, teacher employed in the fine, applied and performing arts, adjunct professor and visiting professor.

### **Teacher and researcher duties**

Chapter 3, Section 1 of the Higher Education Act states that the duties of a teacher may include dealing with education or research and administrative work. A teacher's duties also include following development within their own subject field and general social developments of significance to the teacher's work at the higher education institution.

Under each teaching appointment in Section 1 and research appointment in Section 2 there are general descriptions of duties that may be included in the appointments.

### **Eligibility and assessment criteria**

Eligibility refers to requirements that must be met in order for a person to be considered for the appointment at all. The assessment criteria are used to assess how well an applicant meets an eligibility requirement. The assessment criteria can also refer to knowledge and skills that are not part of eligibility but are necessary or useful for the appointment.

Chapter 4 of the Higher Education Ordinance prescribes eligibility and assessment criteria for employment as a professor, associate professor and assistant professor. These regulations are reproduced in the KTH appointments procedure in addition to the establishment of KTH's own assessment criteria, which shall be used in each appointment case. In cases of individual appointment, eligibility requirements in addition to those specified in Chapter 4 of the Higher Education Ordinance may be stipulated if this is objectively justified for the appointment (cf. the

Board of Appeal's decision of 18/12/2009, reg. no. 22-588-09 and 22-589-09). Additional assessment criteria may also be set in individual appointment cases.

The KTH appointments procedure establishes the eligibility requirements for appointing lecturers and employment requirements for researchers, postdocs and research engineers.

### **Recruitment strategy**

KTH needs to constantly develop strong research and learning environments in important areas. KTH therefore needs to appoint teachers and researchers in established areas of excellence that require reinforcement, as well as focusing on areas that are new or of strategic importance to the larger community.

KTH can maintain and raise its status as a leading international university of technology only if its level of research remains high and evolves in line with other regions and countries. Effective, organic collaboration with the research community is vital to ensuring top-notch teaching. For that reason, recruitment of teachers needs to stress tenure track positions that are based on integration between research and education. Teachers on the tenure track are in the vanguard of the university's education and research efforts. The tenure track level is to be considered based on the potential for renewal, needs of the business and the existing recruitment base. KTH also needs staff who supplement the tenure track when it comes to both research and education. Recruitment of KTH researchers is to be based primarily on needs that have been identified for current projects. Researchers are recruited for both temporary and permanent appointments when large volumes of externally financed research require the recruitment of highly specialised staff for ongoing research projects. New PhD researchers are recruited as postdocs for temporary appointments. This promotes mobility in particular and provides qualifications for an independent research career. Lecturers are recruited to strengthen the teaching capacity in preparatory courses and study programmes or in subjects with large volumes of basic-level teaching, as well as when experienced professionals and/or bachelors of arts in education are needed.

### **Gender equality**

In order to renew the faculty and attract and retain excellent teachers and researchers, KTH develops a uniform and clear leadership at all levels. An active and conscious equality and equal conditions work is part of this process. The purpose of the equality and equal conditions work is to create an attractive and inclusive work and study environment characterized by equal and equal career conditions for all employees. Lack of equality as well as unequal conditions leads to a risk that KTH does not make use of the full competence and potential that exists in the faculty.

In the *personnel policy* and in *KTH's development plan 2018-2023*, goals and measures that must be observed during recruitment are stated. Observing what the provisions of the Discrimination Act and what KTH's policies otherwise express, every preparatory body and decision-making body must seek to achieve a more even gender distribution at KTH.

### **Legal regulation**

KTH is an administrative authority. Basic regulations regarding the appointment of staff are included in the public-law regulations for government employment and in the general labour law legislation. The Swedish constitution (1974:152) states that the operations of administrative authorities shall be based on everyone's equality before the law and that the authorities shall act objectively and impartially. It also states that when government employees are being appointed, a person shall be considered on the basis only of factual circumstances, such as merit and ability. Supplementary regulations can be found, inter alia, in the Public Employment Act

(1994:260) and in the application provisions of the Employment Ordinance (1994:373). There are also special provisions for government-owned higher education institutions in the Higher Education Act (1994:1434) and the Higher Education Ordinance (1993:100) when teachers are being appointed. In addition, there are also regulations in the Discrimination Act (2008:567), the Administrative Procedure Act (2017:900) and the Language Act (2009:600), among others. Transparency in the appointment procedure is guaranteed by the principle of public access to official records, which is expressed, for example, in Chapter 2 of the Freedom of the Press Act through the regulations regarding the public status of documents.

# 1 Teaching positions

## 1.1 Professor

### 1.1.1 General information about appointment as a professor

A professor at KTH forms part of the faculty and is a leading representative within an area of research in which responsibility is assumed for both research and education.

A professor at KTH has undergone courses in teaching and learning in higher education comprising at least 15 credits or has acquired equivalent knowledge through other pedagogical courses or study programmes with specialisation in education in higher education institutions. If such a course has not been taken at the time of appointment, the professor should complete the course within three years within the framework of the employment.

Duties within research include academic leadership and development of research within the school, leading research activities in a research group, and independent responsibility for research funding, as well as active participation in the scientific community through undertakings as a reviewer, expert, external reviewer or lecturer.

Duties within education include academic leadership and development and implementation of first-cycle, second-cycle and third-cycle courses.

Duties within leadership include support and feedback to colleagues within education and research, participation in leadership management at KTH, change management and internal and external faculty work.

Duties within cooperation include cross-disciplinary collaboration within and outside KTH and participation in and development of knowledge exchange and communication with the outside world.

### 1.1.2 Position

The position is prescribed by Chapter 3, Section 3 of the Higher Education Act:

Section 3 A professor shall be appointed until further notice without a time limit, unless otherwise specified in the second paragraph.

A professor may be appointed for a specified time, if this concerns

1. artistic activities,
2. affiliation to a higher education institution of someone whose primary activities are outside the higher education system (adjunct professor), or
3. appointment as visiting professor of a person who meets the eligibility requirements for professor (visiting professor). Act (2010:701).

Chapter 4 of the Higher Education Ordinance states the specific time for which a professor within an artistic activity, an adjunct professor or a visiting professor may be appointed.

### 1.1.3 Eligibility and assessment criteria

Regulations concerning eligibility and assessment criteria are found in Chapter 4, Section 3 of the Higher Education Ordinance:

Section 3 Those who have demonstrated both scientific and pedagogical expertise are eligible to be appointed as a professor in a capacity other than an artistic activity. Those who have demonstrated both artistic and pedagogical expertise are eligible to be appointed as a professor within an artistic activity.

The assessment criteria for appointing a professor shall be the degree of expertise required as a qualification for appointment. The assessment of pedagogical expertise shall be given as much consideration as the assessment of scientific or artistic expertise. Each higher education institution decides for itself which assessment criteria will be applied when appointing a professor. Ordinance (2010:1064).

At KTH, Sections 1.1.3.1, 1.1.3.2 and 1.1.3.3 also apply.

#### 1.1.3.1 *KTH's assessment criteria for scientific expertise*

The applicant must demonstrate scientific expertise by

- being internationally recognised within the area of employment, e.g. through invitations to hold lectures and examination and external review assignments of a not insignificant scope.
- having a significant scope of high-quality research publications, demonstrating currency and having published in respected international journals or other forms of publication that are current within the specific subject field.
- having built up their own research activities. This should be funded by their own research grants obtained in national or international competition from research councils, foundations, trade and industry, etc. The activity should, among other things, include doctoral students.
- having demonstrated their academic leadership in scientific activities. This means, for example, building up and leading a research group at their own university, establishing research collaboration within or outside their own university, and likewise meaningful initiatives for research development within the subject field.

During the assessment, applicants shall demonstrate expertise in all assessment criteria and the degree of expertise within each assessment criterion shall be evaluated. An overall assessment shall be performed of how well the applicants meet the scientific expertise eligibility requirement. An equivalence assessment shall be conducted if the scientific expertise has been demonstrated in ways other than as established above. In terms of the academic leadership assessment criterion, applicants shall demonstrate a high degree of expertise in either scientific or pedagogical activities.

In the appointment profile of the appointment case in question, it shall be stated what value scientific expertise shall be attached to in relation to pedagogical expertise.

#### 1.1.3.2 *KTH's assessment criteria for pedagogical expertise*

The applicant must demonstrate pedagogical expertise by

- having carried out high-quality third-cycle teaching to an appreciable extent as well as first- or second-cycle teaching. The teaching initiatives shall be current, evaluated and analysed.
- demonstrating documented responsibility for and independent organisation of courses or course components, development of teaching and also experience of administering education within the university.
- demonstrating documented experience of individual third-cycle supervision. By this it is meant that the applicant shall normally have been the principal supervisor for at least one doctoral student from recruitment and award of a doctoral degree. The *Guideline on education at postgraduate level* stipulates requirements for the appointment of a principal supervisor and the principal supervisor's responsibilities and duties.
- demonstrating documented experience of individual supervision in addition to doctoral supervision, e.g. supervision of students working on degree projects or supervision of postdoctoral students.
- being very familiar with current pedagogical development relevant to the appointment as well as related research methodology, learning-focused teaching methods and examination formats and evaluation methods.
- having demonstrated their academic leadership in pedagogical activities. This refers for example to leading, building up or developing degree programmes and establishing educational activities and pedagogical initiatives within or outside the university.

During the assessment, applicants shall demonstrate expertise in all assessment criteria and the degree of expertise within each assessment criterion shall be evaluated. An overall assessment shall be performed of how well the applicants meet the pedagogical expertise eligibility requirement. An equivalence assessment shall be conducted if the pedagogical expertise has been demonstrated in ways other than as established above. In terms of the academic leadership assessment criterion, applicants shall demonstrate a high degree of expertise in either pedagogical or scientific expertise.

In the appointment profile of the appointment case in question, it shall be stated what weighting pedagogical expertise shall be attributed in relation to scientific expertise.

#### 1.1.3.3 KTH's additional assessment criteria for employment as a professor

The applicant must demonstrate

- documented experience of cooperation with the outside community for mutual exchange and having acted to ensure the knowledge and skills at the university benefit society.
- expertise in promoting the development of, and leading, activities and staff. For that purpose, the individual is to be knowledgeable about diversity and equal opportunity issues, particularly gender equality.
- administrative expertise.
- ability to collaborate.

In the appointment profile of the appointment case in question, it must be stated what significance each assessment criterion has in relation to the others. Additional assessment criteria for the appointment may be established in the appointment profile.

#### 1.1.4 Nominating for an appointment as professor

Regulations for nominating for an appointment as professor are found in Chapter 4, Section 7 of the Swedish Higher Education Ordinance:

Section 7 A university may nominate a person as professor if appointment of that person is of special importance to a particular operation at the university. If a university nominates a person for an appointment, the reasons for the appointment's particular importance to the university must be documented.

Only those who are eligible for appointment according to Section 3 may be appointed by nomination.

Decisions to nominate a person for an appointment will be made by the president and may not be delegated.

When making an appointment by nomination, there is no need to submit such information as referred to in Section 6, first paragraph of the Swedish Employment Ordinance (1994:373). The regulations concerning expert assessment in Section 6 must be applied. Ordinance (2010:1064).

Therefore at KTH it also applies that the procedure for nominating a professor may be used only for people of very high international stature, and only if the standard recruitment procedures might obstruct or significantly complicate recruitment. Furthermore, the procedure for nominating a professor may be used only for recruiting someone not already permanently employed at KTH. Only those who meet the requirements for employment as professor according to Section 1.1.3 may be appointed by nomination.

The nomination procedure should be used restrictively.

#### 1.1.5 Visiting professor (non-tenure track position)

The position is prescribed by Chapter 4, Section 12 of the Higher Education Ordinance:

Section 12 A visiting professor shall be employed until further notice, however, only for a certain time. Such an appointment may be renewed. However, the total appointment duration may not exceed five years. The Swedish Employment Protection Act (1982:80) applies to employment matters. Ordinance (2010:1064).

The position at KTH is also to be for at least 20% of full time, and the candidate should normally be employed as professor at another university.

#### 1.1.6 Promotion from associate professor to professor

An associate professor has the ability to apply for promotion to professor if the organisation deems that such a promotion satisfies the organisation's long-term needs and is important to KTH.

A permanent associate professor can, following application, be promoted to the position of professor if the associate professor

- satisfies the eligibility and assessment criteria for employment as professor according to Section 1.1.3.
- has successfully completed a programme of teaching and learning in higher education for at least 15 higher education credits or another educational programme of corresponding scope and content.

## **1.2 Associate professor**

### **1.2.1 General information about appointment as an associate professor**

An associate professor at KTH is part of the faculty and works within an area of research in which responsibility is assumed for both research and education.

An associate professor at KTH has undergone courses in teaching and learning in higher education comprising at least 15 credits or other teaching courses or study programmes of corresponding scope and content. If such a course has not been taken at the time of appointment, the associate professor should complete such a course within three years within the framework of employment.

Duties within research include independent research activities in a research group, certain responsibility for research funding and also active participation in the scientific community through undertakings as a reviewer, expert, external reviewer or lecturer.

Duties within education include active participation in the development and implementation of first-cycle, second-cycle and third-cycle courses and study programmes, together with supervision of doctoral students.

Duties within leadership include support and feedback to colleagues within education and research, participation in change management and internal and external faculty work.

Duties within cooperation include cross-disciplinary collaboration within and outside KTH and participation in and development of knowledge exchange and communication with the outside world.

### **1.2.2 Position**

An associate professor shall be employed for an indefinite period.

### **1.2.3 Eligibility and assessment criteria**

Regulations concerning eligibility and assessment criteria are found in Chapter 4, Section 4 of the Higher Education Ordinance:

Section 4 Those eligible to be employed as associate professor are

1. involved in activities other than artistic activities, those who have demonstrated pedagogical expertise, and have also completed a doctorate or possess equivalent scientific expertise or some other professional expertise that is of significance with regard to the subject content of the employment and the duties that are required of the employment, and

2. involved in artistic activities, those who have shown pedagogical expertise, and have also completed an artistic doctorate, demonstrated artistic expertise or some other professional expertise that is of significance with regard to the subject content of the employment and the duties that are required of the employment.

The assessment criteria for appointment as an associate professor shall be the degree of expertise required as a qualification for employment. The assessment of pedagogical expertise shall be given as much attention as the assessment of other qualifying criteria according to the first paragraph. Each higher education institution decides for itself which assessment criteria will be applied when appointing an associate professor. Ordinance (2010:1064).

At KTH, sections 1.2.3.1, 1.2.3.2 and 1.2.3.3 also apply.

#### *1.2.3.1 KTH's assessment criteria for pedagogical expertise*

The applicant must demonstrate pedagogical expertise by

- having carried out high-quality first- or second-cycle teaching to an appreciable extent. The teaching initiatives shall be current, evaluated and analysed. The applicant should be able to demonstrate some experience at all levels of education.
- demonstrating documented experience of organising a course or course component at university level.
- demonstrating documented experience of individual supervision, e.g. of degree projects or within third-cycle studies.
- being familiar with current research and pedagogical developments that are relevant to the appointment as well as related research methodology and learning-focused teaching methods.
- demonstrating some experience of leading and organising study programmes.

During the assessment, applicants shall demonstrate expertise in all assessment criteria and the degree of expertise within each assessment criterion shall be evaluated. An overall assessment shall be performed of how well the applicants meet the pedagogical expertise eligibility requirement. An equivalence assessment shall be conducted if the pedagogical expertise has been demonstrated in ways other than as established above.

#### *1.2.3.2 KTH's assessment of the doctorate, equivalent scientific expertise or equivalent professional expertise*

The applicant shall, according to the regulations of the Higher Education Ordinance, have completed a doctorate or possess equivalent scientific expertise or some other professional expertise that is of significance with regard to the subject content of the employment and the duties that are required of the employment.

‘Doctorate awarded’ means a degree of doctor awarded at a Swedish university.

‘Equivalent scientific expertise’ refers either to (1.) completed foreign third-cycle education, or (2.) scientific work corresponding to a doctoral thesis within the subject field and documented experience of research projects that meets KTH’s learning outcomes for third-cycle programmes in the subject field.

‘Other professional expertise’ that is of significance to the subject content of the employment and the duties that are required of the employment means extensive industrial experience or other relevant professional or vocational experience of at least three years in a qualified post linked to the relevant subject field for the associate professor. During the assessment, special consideration should be given to expertise in respect of research and development. The professional expertise should be well documented.

For appointment as an associate professor within the area of architecture, special consideration should also be given to whether the applicant made significant and independent contributions to the subject development.

#### *1.2.3.3 KTH's additional assessment criteria for employment as an associate professor*

The applicant should demonstrate scientific expertise by

- demonstrating the ability to independently formulate and solve research problems.
- being active within, or having close links to, the international research front.
- having published high-quality research works to a not insignificant extent in internationally recognised scientific journals or other publication forms that are relevant to the specific subject field.
- having demonstrated the ability to lead research activities. Such ability may be demonstrated through, for example, documented experience of project management in research projects, supervision of third-cycle courses or study programmes, supervision of postdocs or other relevant management assignments.
- demonstrating the ability to search for, receive funds for and run research projects based on, for example, publications, reports and decisions concerning research grants awarded.

During the assessment, applicants should demonstrate expertise in all assessment criteria and the degree of expertise within each assessment criterion shall be evaluated. An overall assessment shall be performed of the applicant's scientific expertise.

Furthermore the applicant shall demonstrate

- the ability to cooperate with the outside community for mutual exchange and having acted to ensure that the knowledge and skills found at the university benefit society.
- expertise in developing and leading activities and staff. For that purpose, the individual is to be knowledgeable about diversity and equal opportunity issues, particularly gender equality.
- administrative expertise.
- ability to collaborate.

In the appointment profile of the appointment case in question, it must be stated what significance each assessment criterion has in relation to the others. Additional assessment criteria for the appointment may be established in the appointment profile.

#### 1.2.4 Promotion from assistant professor to associate professor

Regulations concerning promotion are found in Chapter 4, Section 12 c of the Swedish Higher Education Ordinance:

Section 12 c An assistant professor who is employed according to Section 12 c at a university shall after application be promoted to associate professor at the university, if he or she

1. is eligible for the position as associate professor, and
2. during an evaluation, eligibility for such an employment shall be determined according to the assessment criteria that the university has determined will be applied in the case of promotion to associate professor according to Section 4 a, second paragraph.

Such a promotion means permanent employment as an associate professor. Ordinance (2017:844)

At KTH, the following also applies.

Eligibility for employment as associate professor and KTH's assessment criteria for eligibility appear in Sections 1.2.3.1 and 1.2.3.2.

The applicant shall also be assessed based on KTH's assessment criteria for promotion as established below.

The applicant must

- demonstrate a high degree of scientific expertise according to the assessment criteria in Section 1.2.3.3 and satisfy the additional assessment criteria in the same section.
- have successfully completed a programme of teaching and learning in higher education for at least 15 higher education credits or another educational programme of corresponding scope and content.
- meet the specific assessment criteria for promotion stipulated in the applicant's appointment profile.

### 1.3 Assistant professor

#### 1.3.1 General information about appointment as an assistant professor

An assistant professor at KTH is part of the faculty and works within an area of research in which responsibility is assumed for both research and education.

An assistant professor shall be given the conditions to quality before applying for promotion to associate professor.

An assistant professor shall undergo courses in teaching and learning in higher education comprising at least 15 credits within the framework of the employment.

Duties within research include development of independent research activities within a research group, certain responsibility for research funding and also active participation in the scientific community through undertakings as a reviewer, expert, external reviewer or lecturer.

Duties within education include active participation in the development and implementation of first- or second-cycle courses and study programmes. Development and implementation of education at third-cycle level, including supervision of doctoral students, may be included.

Duties within leadership include support and feedback to younger colleagues within education and research and also participation in knowledge exchange with the outside world. Furthermore, duties within leadership include participation in change management and also internal and external faculty work.

Duties within cooperation include cross-disciplinary collaboration within and outside KTH and participation in and development of knowledge exchange and communication with the outside world.

#### 1.3.2 Position

The position is prescribed by Chapter 4, Section 12 a of the Swedish Higher Education Ordinance:

Section 12 a An assistant professor may be employed permanently, however, not less than four and no more than six years, as determined by the university before the appointment. The purpose of the appointment is for the teacher to be given the opportunity to develop their independence as a researcher and qualify both scientifically and pedagogically in order to meet the eligibility requirements for appointment as an associate professor.

An appointment according to the first paragraph may be renewed, however, for a maximum of two years, if additional time is required to fulfil the purpose of employment due to the assistant professor's absence due to illness, parental leave or other special reasons.

The Swedish Employment Protection Act (1982:80) applies to appointments according to the first and second paragraphs.

Exceptions to the first and second paragraphs may be made through collective agreements that have been reached or approved by a central trade union. Ordinance (2017:844)

At KTH the period of employment is set as six years (through the Board's decision V-2018-0064, effective from 1 April 2018).

### 1.3.3 Eligibility and assessment criteria

Regulations concerning eligibility and assessment criteria are found in Chapter 4, Section 4 a of the Swedish Higher Education Ordinance:

Section 4 a A person shall be eligible for appointment as an assistant professor if they have completed a doctorate or have equivalent scientific competence. Consideration should primarily be given to those who have completed a doctorate or achieved equivalent competence a maximum of five years or seven years before the deadline for applying for the appointment as an assistant professor has expired. However, those who have completed a doctorate or achieved equivalent competence previously may also be considered if there are special reasons. 'Special reasons' refers to absence due to illness, parental leave or other similar circumstances.

Each higher education institution decides for itself which of the time limits referred to in the first paragraph shall apply in different subject areas and which assessment criteria will be applied when appointing an assistant professor. Prior to such an appointment, the university must also set the assessment criteria that will be applied in cases of promotion to associate professor according to Section 12 c. (Ordinance 2017:844)

At KTH, the time limit is set at seven years (through the Board's decision HS-2025-0065, effective from 19 February 2025). The assessment criteria to be applied are set out in sections 1.3.3.1 and 1.3.3.2.

#### 1.3.3.1 *KTH's assessment of the doctorate or equivalent scientific expertise*

'Doctorate awarded' means a degree of doctor awarded at a Swedish university.

'Equivalent scientific expertise' refers either to (1.) completed foreign third-cycle education, or (2.) scientific work corresponding to a doctoral thesis within the subject field and documented experience of research projects that meets KTH's learning outcomes for third-cycle programmes in the subject field.

#### 1.3.3.2 *KTH's assessment criteria for appointment as an assistant professor*

The applicant must demonstrate

- scientific expertise demonstrated through scientific publications, conference attendance, attendance of research cooperation and also other undertakings in the scientific community such as assignments as a reviewer or expert.
- potential to qualify for a higher teaching post. This includes the potential for independent development as a researcher and teacher within the subject field in question and also the ability to establish, review and develop the research area in question.
- experience from a postdoctoral visit in a research environment other than the university at which the applicant defended their doctoral thesis. In application-oriented areas, experience from research and development work within the industry or other organisations is considered to correspond to a traditional postdoc visit to another university.

- an interest in and understanding of pedagogical development within the subject field in question.
- interest in and insights concerning leadership in academia, collaboration with the outside community, and awareness of diversity and equal opportunity issues with a particular focus on gender equality.
- administrative expertise.

In the appointment profile of the appointment case in question, it must be stated what significance each assessment criterion has in relation to the others. Additional assessment criteria for the appointment may be established in the appointment profile.

## 1.4 Adjunct professor

### 1.4.1 General information about the position of adjunct professor

An adjunct professor is part of the KTH adjunct faculty and works within an area of research in which the professor contributes to research and education.

Duties for an adjunct professor are determined in consultation with an external collaborating party. This may to a reasonable extent correspond to duties within education, research, leadership and cooperation for professors as described in Section 1.1.

Chapter 3, Section 3 of the Higher Education Act states that only those whose primary activities are outside the higher education system may be appointed as adjunct professors.

### 1.4.2 Position

The position is prescribed by Chapter 4, Section 11 of the Higher Education Ordinance:

Section 11 An adjunct professor shall be employed until further notice, however, only for a certain time. Such an appointment may be renewed. However, the total employment time may not exceed twelve years. The Swedish Employment Protection Act (1982:80) applies to employment matters. Ordinance (2010:1064).

Appointments at KTH shall comprise at least 20% and at most 49% of full time.

### 1.4.3 Eligibility and assessment criteria

Regulations concerning eligibility and eligibility criteria are found in Chapter 4, Section 3 of the Higher Education Ordinance:

Section 3 Those who have demonstrated both scientific and pedagogical expertise are eligible to be appointed as a professor in a capacity other than an artistic activity. Those who have demonstrated both artistic and pedagogical expertise are eligible to be appointed as a professor within an artistic activity.

The assessment criteria for appointing a professor shall be the degree of expertise required as a qualification for appointment. The assessment of pedagogical expertise shall be given as much consideration as the assessment of scientific or artistic expertise. Each higher education institution decides for itself which assessment criteria will be applied when appointing a professor. Ordinance (2010:1064).

At KTH, Sections 1.4.3.1, 1.4.3.2 and 1.4.3.3 also apply.

For assessment of artistic expertise, see Section 1.6.

#### 1.4.3.1 KTH's assessment criteria for scientific expertise

The assessment criteria of scientific expertise laid down in Section 1.1. can also be applied. Alternatively, the scientific expertise shall also be such that the applicant:

- has been awarded a degree of doctor or has achieved corresponding scientific competence.

- is among the leaders within research and development in the area of the employment. This should be demonstrated through building up and participating in national and international professional networks and/or the leadership of important research and development projects. Furthermore, this can be demonstrated through participation in seminars, holding lectures and administrative and representative duties in the context of assessment and investigation.
- has had a leading role through their own initiatives in the development of the activity or activities within which the applicant has been active.

During the assessment, applicants shall demonstrate expertise in all assessment criteria and the degree of expertise within each assessment criterion shall be evaluated. An overall assessment shall be performed of how well the applicants meet the scientific expertise eligibility requirement. An equivalence assessment shall be conducted if the scientific expertise has been demonstrated in ways other than as established above.

#### *1.4.3.2 KTH's assessment criteria for pedagogical expertise*

The assessment criteria for pedagogical expertise laid down in Section 1.1 can be applied. Alternatively, the pedagogical expertise shall be such that the applicant:

- can demonstrate pedagogical experience of activities within their own company or organisation, or through equivalent experience at the university.
- can demonstrate experience of individual supervision, such as research projects and development work within their own company or organisation or through other mentoring or supervision of doctoral students and students working on degree projects at the university.
- demonstrates an interest in current pedagogical developments within the subject field for the employment and for related research methodology.
- has demonstrated pedagogical leadership, such as through documented responsibility for degree or course programmes, or through roles of responsibility in competence-developing cooperation projects.

During the assessment, applicants shall demonstrate expertise in all assessment criteria and the degree of expertise within each assessment criterion shall be evaluated. An overall assessment shall be performed of how well the applicants meet the pedagogical expertise eligibility requirement. An equivalence assessment shall be conducted if the pedagogical expertise has been demonstrated in ways other than as established above.

#### *1.4.3.3 KTH's additional assessment criteria for appointment as an adjunct professor*

The applicant must demonstrate

- an ability to cooperate with the outside community and the scientific community for mutual exchange and an ability to cooperate so that knowledge and competence within the subject area can benefit society.
- experience of leadership within research and development activities within their own company or organisation or equivalent experience within the university. This includes experience in diversity and equal opportunities issues with a particular focus on equality.

- familiarity with current development in terms of control and management of research and development within the subject field of the employment.
- the holding of patents, contribution to patents or other documented contributions to innovation processes or concept and product development that have resulted in business and operational development.
- administrative expertise.

## 1.5 Lecturer

### 1.5.1 General information about appointment as a lecturer

A lecturer at KTH contributes to developing and implementing mainly preparatory courses and study programmes for university level and first-cycle courses and study programmes.

A lecturer at KTH has undergone courses in teaching and learning in higher education comprising at least 15 credits or has acquired equivalent knowledge through other pedagogical courses or study programmes for teaching in higher education institutions. If such a course has not been taken at the time of appointment, the lecturer should complete such a course within two years within the framework of employment.

Duties within research and development work may include research within a research group and also pedagogical and subject development work.

Duties within education include active participation in the development and implementation of courses and study programmes, mainly preparatory and first-cycle courses and study programmes, and also contributing to pedagogical development broadly within the educational field. Furthermore, duties within education include providing special competence within applied subject fields.

Duties within leadership and third-stream activities include support and feedback to colleagues within education, participation in change management and also participation in knowledge exchange with the outside world. Furthermore, duties within leadership may include participation in management work relating to courses and study programmes.

### 1.5.2 Position

An appointment as a lecturer applies for an indefinite period or is limited in accordance with the regulations of the Employment Protection Act.

### 1.5.3 Eligibility and assessment criteria

#### 1.5.3.1 Eligibility

Those qualified for appointment as a lecturer, except in disciplines in the fine, applied or performing arts, are persons who have

- completed a first- or second-cycle degree in the subject to which the position is related or have equivalent expertise.
- professional expertise that is of value in view of the subject matter of the post and the duties it will involve.
- demonstrated pedagogical expertise.

#### 1.5.3.2 Assessment criteria

The assessment criteria shall be the degree of expertise required as a qualification for employment. In addition, the degree of administrative and other expertise of value in relation to the appointment profile determined applies.

The subject and professional expertise shall be well documented and relevant to the content of the employment. A least four years' professional expertise in a qualified post outside the university linked to the subject field in question is normally required for employment as a

lecturer. Particular consideration should be taken of expertise in respect of development work within the area.

The pedagogic competence shall be well documented and attributed great importance for the employment. The assessment of pedagogical expertise shall also relate to the person's long-term ability to develop as a teacher. Pedagogical experience may be obtained through activities both at university and in other activities. Courses in teaching and learning in higher education shall be of merit.

The ability to pursue third-stream activities applies as an additional assessment criterion for the employment. Furthermore, the degree of expertise in developing and leading activities and staff should be considered and interpersonal skills likewise. This includes possessing knowledge of diversity and equal opportunity issues, with a particular focus on gender equality.

## **1.6 Teacher employed in the fine, applied and performing arts**

The teaching categories for employment in the fine, applied and performing arts are professor (comprising adjunct professor and visiting professor), associate professor and lecturer.

### **1.6.1 General information about appointment as teacher employed in the fine, applied and performing arts**

Duties for a professor, associate professor or lecturer employed in the fine, applied and performing arts generally correspond to duties within education, leadership and third-stream activities as specified for the corresponding teacher category in Sections 1.1, 1.2 and 1.5. Duties in third-cycle research and education may be included, usually within the framework of artistically oriented research and development work.

### **1.6.2 Position**

The position is described by Chapter 4, Section 10 of the Higher Education Ordinance:

Section 10 A teacher employed in the fine, applied and performing arts may be appointed until further notice, however, for a maximum of five years. Such an appointment may be renewed. However, the total employment time may not exceed ten years. Ordinance (2010:1064)

When appointing a teacher in disciplines in the fine, applied or performing arts, the employment term is limited in accordance with Chapter 4, Section 11, and when appointing a visiting professor in disciplines in the fine, applied or performing arts, see Chapter 4, Section 12 of the same ordinance.

### **1.6.3 Eligibility requirements and assessment criteria for the appointment of professors in the fine, applied and performing arts**

Regulations concerning eligibility and assessment criteria are found in Chapter 4, Section 3 of the Higher Education Ordinance:

Section 3 Those who have demonstrated both scientific and pedagogical expertise are eligible to be appointed as a professor in a capacity other than an artistic activity. Those who have demonstrated both artistic and pedagogical expertise are eligible to be appointed as a professor within an artistic activity.

The assessment criteria for appointing a professor shall be the degree of expertise required as a qualification for appointment. The assessment of pedagogical expertise shall be given as much consideration as the assessment of scientific or artistic expertise. Each higher education institution decides for itself which assessment criteria will be applied when appointing a professor. Ordinance (2010:1064).

The criteria laid down in Section 1.1.3. are applied when pedagogical expertise is being assessed. Artistic expertise is assessed, in correspondence with the criteria applied for scientific expertise in Section 1.1.3, in terms of its importance to the specialisation in the fine, applied and performing arts in question. If the pedagogical or artistic expertise has been demonstrated in other ways, an assessment will be performed of the equivalent qualifications. During the assessment, the degree of expertise will be evaluated and the merits will be considered.

The assessment criteria for appointments shall be the degree of expertise required as a qualification for employment. In addition, the following assessment criteria apply in relation to the established appointment profile:

- Ability to collaborate with the outside community and disseminate information about artistic development work.
- The degree of expertise in developing and leading activities and staff. This includes possessing knowledge of diversity and equal opportunity issues, with a particular focus on gender equality.
- The degree of administrative expertise.
- Ability to collaborate.

1.6.4 Eligibility and assessment criteria for appointment of associate professors in the fine, applied and performing arts

Regulations concerning eligibility and assessment criteria are found in Chapter 4, Section 4 of the Higher Education Ordinance:

Section 4 Those eligible to be employed as associate professor are

1. involved in activities other than artistic activities, those who have demonstrated pedagogical expertise, and have also completed a doctorate or possess equivalent scientific expertise or some other professional expertise that is of significance with regard to the subject content of the employment and the duties that are required of the employment, and

2. involved in artistic activities, those who have shown pedagogical expertise, and have also completed an artistic doctorate, demonstrated artistic expertise or some other professional expertise that is of significance with regard to the subject content of the employment and the duties that are required of the employment.

The assessment criteria for appointment as an associate professor shall be the degree of expertise required as a qualification for employment. The assessment of pedagogical expertise shall be given as much attention as the assessment of other qualifying criteria according to the first paragraph. Each higher education institution decides for itself which assessment criteria will be applied when appointing an associate professor.  
Ordinance (2010:1064)

When pedagogical expertise is being assessed, the criteria laid down in Section 1.2.3 are applied. Other eligibility conditions are assessed, in correspondence with the criteria applied in Section 1.2.3, with regard to their importance to the specialisation in the fine, applied and performing arts in question. If the pedagogical or artistic expertise has been demonstrated in another way, an equivalent assessment will be made. During the assessment, the degree of expertise will be assessed and consideration given to the combined merits.

The assessment criteria for appointments shall be the degree of expertise required as a qualification for employment. In addition, the following assessment criteria apply in relation to the established appointment profile:

- The degree of artistic expertise.
- Ability to collaborate with the outside community and disseminate information about artistic development work.
- The degree of expertise in developing and leading activities and staff. This includes possessing knowledge of diversity and equal opportunity issues, with a particular focus on gender equality.
- The degree of administrative expertise.
- Ability to collaborate.

1.6.5 Eligibility and assessment criteria for appointment of lecturers in the fine, applied and performing arts

A person shall be qualified for employment as a lecturer in the fine, applied or performing arts if they have

- completed a first- or second-cycle degree in the subject to which the position is related or have equivalent expertise.
- professional artistic expertise that is of value in view of the subject matter of the post and the duties it will involve.
- demonstrated pedagogical expertise.

The assessment criteria for appointments shall be the degree of expertise required as a qualification for employment. The assessment criteria that appear in Section 1.5.4 also apply.

## 2 Research positions

### 2.1 Researcher

#### 2.1.1 General information about appointment as a researcher

A researcher at KTH contributes to research in a scientific field that has one or more established research environments at KTH. A researcher at KTH primarily has research duties.

Research duties may include independent efforts, as well as the direction of or participation in research projects or research teams. Duties may also include various types of specialist knowledge, such as the development and handling of complex equipment, development initiatives or sophisticated administrative research support.

Educational duties may include the supervision of students and doctoral students and teaching of course modules, as well as principal supervision of doctoral students where applicable.

Leadership and collaboration duties may include the direction or coordination of research teams, laboratory work centres or the equivalent.

#### 2.1.2 Position

A position as a researcher is either permanent or temporary pursuant to the regulations of the Swedish Employment Protection Act.

#### 2.1.3 Qualifications

*Requirements (must be met)*

PhD or a foreign degree deemed to be equivalent.

Additional requirements may be incorporated into the appointment profile.

*Useful (should be met)*

The following knowledge and skills are to be stipulated in the appointment profile as either required or useful. Useful knowledge and skills may be ranked in accordance with their relevance to the position.

- Scientific expertise.
- Pedagogical ability.
- Ability to work to derive benefits from research results.
- Ability to disseminate information and research and development work.
- Experience of developing and leading activities and staff.
- Knowledge of diversity and equal opportunity issues, particularly gender equality.
- Ability to collaborate.
- Independence.

Additional knowledge and skills that are useful for the position may be incorporated into the appointment profile.

## 2.2 Postdoc

The appointment of postdocs is made according to a central collective agreement on temporary employment as a postdoc (agreement between the Swedish Agency for Government Employers and the Public Employees Negotiation Council's association areas within the national negotiation area and Saco-S of 19 November 2021) (hereinafter referred to as 'the collective agreement').

An appointment as a postdoc is a temporary career-development position that focuses mainly on research and is intended as a first career step following the defence of a doctoral thesis.

### 2.2.1 General information about the appointment of a postdoc

A postdoc at KTH contributes to research in a scientific field that has one or more established research environments at KTH.

Research duties include participation in research work in, for example, a research team, building up research networks and refining one's own scientific skills and independence.

Educational duties may include proactive participation at all levels. Supervision of doctoral students may be included. Educational duties may not exceed 20% of the postdoc's time (according to the central collective agreement).

### 2.2.2 Position

Section 3, first paragraph of the collective agreement contains the following regulation:

Section 3 In addition to what is stipulated in the regulations in the Swedish Employment Protection Act (1982:80), a postdoc may be employed until further notice, however, for no less than two and no more than three years.

[...]

### 2.2.3 Qualifications

*Requirements (must be met)*

Section 2 of the collective agreement contains the following regulation

Section 2 In order to be appointed pursuant to this agreement, a completed doctoral degree or a foreign degree deemed equivalent to a doctoral degree is required. This eligibility requirement must be met by the time the appointment decision is made.

In order to be appointed pursuant to this agreement, the candidate should primarily have completed a doctoral degree according to the first section of this paragraph no more than three years earlier. In calculating the framework period of three years, the starting point is the application deadline.

Where there are special reasons, such a degree may have been awarded earlier than what is stipulated in the second paragraph. 'Special reasons' refers to absence due to illness, parental leave, positions of trust within trade unions, service in the Swedish Armed Forces, or other similar circumstances, as well as clinical service or services/assignments relevant to the subject area.

Additional requirements may be incorporated into the appointment profile.

*Useful (should be met)*

The following knowledge and skills are to be stipulated in the appointment profile as either required or useful. Useful knowledge and skills may be ranked in accordance with their relevance to the position.

- Scientific expertise.
- Pedagogical ability.
- Familiarity with diversity and equal opportunity issues, particularly gender equality.
- Ability to collaborate.
- Independence.

Additional knowledge and skills that are useful for the position may be incorporated into the appointment profile.

## 2.3 Research engineer

### 2.3.1 General information about the appointment of a research engineer

A research engineer at KTH has not normally obtained a PhD and may serve as a technician or equivalent.

Recruitment of research engineers is to be based primarily on needs that have been identified for current research projects.

### 2.3.2 Position

A position as a research engineer is either permanent or temporary, pursuant to the regulations of the Swedish Employment Protection Act.

### 2.3.3 Qualifications

*Requirements (must be met)*

Completed first- or second-cycle degree in the subject to which the position is related or equivalent expertise.

Additional requirements may be incorporated into the appointment profile.

*Useful (should be met)*

The following knowledge and skills are to be stipulated in the appointment profile as either required or useful. Useful knowledge and skills may be ranked in accordance with their relevance to the position.

- Expertise in the subject.
- Professional expertise.
- Familiarity with diversity and equal opportunity issues, particularly gender equality.
- Ability to collaborate.
- Independence.

Additional knowledge and skills that are useful for the position may be incorporated into the appointment profile.

### 3 Appointment procedure

#### 3.1 Administering appointment cases

Appointment cases are administered according to the *Guideline to the appointments procedure*, which is based on the sections below.

#### 3.2 Application to start an appointment procedure

An appointment case is initiated through the application to start an appointment procedure. How the application proceeds appears in the *Guideline to the appointments procedure*.

#### 3.3 Appointment profile

An appointment profile will be created for each appointment procedure, unless the president decides otherwise.

The appointment profile for a teaching position shall contain the subject area, subject description, duties, the qualifications required for the appointment, the assessment criteria, the degree to which the various assessment criteria will be attributed and the value each assessment criteria has in relation to the others. An appointment profile for an appointment as assistant professor shall also contain the assessment criteria that will be used when evaluating promotion to associate professor. The president decides what additional content the appointment profiles may have.

The appointment profile for a research position shall contain the duties and qualification requirements.

#### 3.4 Information about vacancies

Section 6 of the Swedish Employment Ordinance contains regulations concerning information about vacancies:

Section 6 An authority that intends to appoint an employee shall in a suitable manner provide information about this so that those who are interested in the appointment can apply to the authority within a certain time.

In the case of an appointment that the government shall decide on following a proposal or report from an authority or its head, the authority must provide information about the vacant position.

Information does not need to be provided if there are special reasons for not doing so.

The *Guideline on announcements* describes how KTH provides information on vacant positions.

#### 3.5 Expert assessments when appointing professors and other teachers

Chapter 4, Section 6 of the Higher Education Ordinance contains regulations concerning expert assessments:

Section 6 When appointing a professor (including an adjunct professor), an expert assessment of the applicants' expertise shall be obtained, unless it is clearly unnecessary for the evaluation of expertise.

If an assessment is obtained from two or more people, women and men shall be equally represented. However, this does not apply if there are special reasons. Ordinance (2010:1064).

Unless clearly unnecessary to evaluate expertise, an expert assessment is also to be obtained when teachers other than professors are being appointed at KTH. KTH's expert assessment rules are described in the *Guideline to the appointments procedure*.

### **3.6 Equal representation in teams that propose appointment of teachers**

Chapter 4, Section 5 of the Higher Education Ordinance contains regulations concerning equal representation:

Section 5 A team that proposes candidates for a teaching position is to have equal representation of women and men. However, this does not apply if there are special reasons. Ordinance (2010:1064).

The *Guideline to the appointments procedure* (V-2019-0442) explains how to produce proposals for who should be appointed.

### **3.7 Equal representation in teams that propose appointment of researchers, postdocs or research engineers**

If a team of people are to submit a proposal for applicants who should be considered for appointment as researcher, postdoc or research engineer, women and men should be equally represented in the team. However, this does not apply if there are special reasons.

### **3.8 Decisions concerning appointment**

Chapter 4, Section 13 of the Higher Education Ordinance contains regulations concerning the officials who are to appoint teachers:

Section 13 Teachers are appointed by decision of the president. This also applies in the case of decisions on applying for promotion referred to in Section 12 c. Decisions concerning the appointment of professors may not be delegated. Ordinance (2017:844).

Chapter 2, Section 13 of the Higher Education Ordinance states that the president may delegate their duties, unless otherwise prescribed in writing. The president's further delegations appear in the current valid delegation procedure.

### **3.9 Decisions to terminate an appointment process**

Decisions to terminate an appointment process are to comply with the current valid delegation procedure.

### **3.10 Announcing appointment decisions**

Sections 7–8 of the Swedish Employment Ordinance contain regulations concerning the way in which appointment decisions are to be announced.

Section 7 Information on the authority's appointment decision shall be posted on the authority's notice board.

The first paragraph does not need to be applied in the event of

- an appointment that is estimated to last for a maximum of six months,
- the appointment of those who are already candidates with the authority.

Section 8 A notice according to Section 7 must contain the following information:

1. the date on which it was posted on the notice board,
2. what applies in terms of appeals,
3. the deviating sentences that have been recorded in the minutes or in some other document.

At KTH, the following also applies. When an appointment decision has been made, all applicants who have not been offered employment, as well as those who have unsuccessfully submitted claims for re-employment or preferential rights to employment at a higher employment rate, shall be notified in writing of the decision. This shall take place on the same date as the details on the decision is posted on KTH's notice board. Information concerning the appointment decision shall be posted on KTH's notice board within a week of the date when the decision is approved.

### **3.11 Appealing an appointment decision**

Chapter 12, Section 2 of the Higher Education Ordinance contains the following regulations:

Section 2 The following decisions by a higher education institution may be appealed to the Swedish Higher Education Appeals Board:

1. appointment decisions at a higher education institution, with the exception of appointment decisions on doctoral students or promotion to associate professors according to Chapter 4, Section 12 c,
  2. decisions according to Chapter 4, Section 13 to reject an application for promotion,
- [...] (Ordinance (2017:844))

Appeals shall be dealt with according to the *procedures for received appeals* (V-2019-0862).

### **3.12 Thinning of application documents**

See the National Archives of Sweden's regulations and general advice on returning or thinning documents in payroll and HR administration activities (RA-FS 2019:1).

## **4 Promotion to associate professor and professor**

### **4.1 Application**

An application for promotion is to be filed sufficiently in advance for KTH to evaluate it and reach a decision before the application period expires. How the application proceeds appears in the *Guideline to the appointments procedure*.

### **4.2 Subject field**

The subject field of the promotion shall be the same as the applicant's current appointment, unless the president decides otherwise. The *Guideline to the appointments procedure* describes the handling of the subject field when a promotion is applied for.

### **4.3 Assessment criteria**

The assessment criteria for promotion from assistant professor to associate professor can be found in Section 1.2.4 and in Section 1.1.6 for promotion from associate professor to professor.

### **4.4 Expert assessment**

Chapter 4, Section 6 of the Higher Education Ordinance contains the following regulation:

Section 6 When appointing a professor (including an adjunct professor), an expert assessment of the applicants' expertise shall be obtained, unless it is clearly unnecessary for the evaluation of expertise.

If an assessment is obtained from two or more people, women and men shall be equally represented. However, this does not apply if there are special reasons. Ordinance (2010:1064).

At KTH an expert assessment shall be obtained for promotion from assistant professor to associate professor and for promotion from associate professor to professor, unless this is clearly unnecessary to evaluate expertise. KTH's expert assessment rules are described in the *Guideline to the appointments procedure*.

### **4.5 Suggestions for decisions regarding promotion applications**

Suggestions for decisions are prepared in the manner described in the *Guideline to the appointments procedure*.

### **4.6 Decisions regarding promotion**

Chapter 4, Section 13 of the Higher Education Ordinance contains regulations concerning the officials who are to appoint teachers:

Section 13 Teachers are appointed by decision of the president. This also applies in the case of decisions on applying for promotion referred to in Section 12 c. Decisions concerning the appointment of professors may not be delegated. Ordinance (2017:844).

Chapter 2, Section 13 of the Higher Education Ordinance states that the president may delegate their duties, unless otherwise prescribed in writing. The president's further delegations appear in the current valid delegation procedure.

#### **4.7 Appeals regarding decisions on promotion from assistant professor to associate professor**

According to Chapter 12, Section 2, Item 2 of the Higher Education Ordinance, decisions to reject an application for promotion according to Chapter 4, Section 13 of the same ordinance may be appealed. This applies to those who were appointed assistant professor in an appointment procedure that started after 1 April 2018.

## **5 Other regulations**

### **5.1 Regular review**

The president shall ensure that the appointments procedure is reviewed regularly.

### **5.2 Regulations regarding this procedure's entry into force and interim regulations**

This appointment procedure enters into force on 1 April 2018 and thereby replaces the appointment procedure for teachers at KTH – the Royal Institute of Technology (V-2016-0106).

The appointments procedure was revised on 1 July 2019 (V-2019-0560), 1 March 2022 (V-2022-0053), 24 March 2023 (V-2023-0185), 1 July 2023 (V-2023-0426) and 19 February 2025 (HS-2025-0065).

The former regulations in Chapter 4, Section 12 a apply for assistant professors appointed prior to 1 April 2018 (see transitional regulations SFS 2017:844).