**Dear [NAME SURNAME reciever]**

[NAME SURNAME applicant] at [SCHOOL], KTH has applied for promotion from [TITLE to TITLE] within the subject [SUBJECT]. [TITLE NAME SURNAME suggester] has suggested you as an expert evaluator to review [NAME SURNAME applicant]´s scientific and pedagogical merits.

If you accept to be nominated as an expert evaluator, please let us know whether or not there are any conflicts of interest between you and the applicant and if you have previously been an expert evaluator for this applicant. In addition, please send us a copy of your CV including your pedagogical merits (teaching merits) and your full publication list (with the newest publications listed first).

***Being expert in at KTH Royal Institute of Technology***

If you accept this nomination, the school will suggest that the KTH Employment Board appoints you as an expert evaluator for this matter. The KTH Employment Board has meetings a number of times every semester. Your assignment will start when you have been appointed.

KTH handles applications for promotion only in digital format and uses the recruitment system "VARBI“.  Login details will be sent to you in an e-mail from the recruitment system. Once you have logged into the system you will be able to reach a special page with the all the documents.

KTH expects you to write a statement of 2-3 pages about the applicant’s scientific and pedagogical skills with regard to KTH:s requirements and assessment criteria. Normally you will need to finalize your statement within 3 weeks from the day the assignment was sent to you, but this time limit can be prolonged if needed. The expert evaluation should be sent as an email attached PDF to the KTH central administration for promotions.

As an expert evaluator, you are a full, voting member of the Promotion Board. The Board will recommend the decisionmaker whether the application for promotion should be approved or not. The recommendation will be stated in a protocol. In the case of application for promotion to professor, the protocol and the expert evaluations will be sent to the president of KTH. In the case of application for promotion to associate professor, the protocol and the expert evaluations will be sent to the head of school at one of KTH: s five schools.

Please note that at KTH the task as expert evaluator includes your participation at a board meeting, usually remotely by video or by phone. After the board meeting, you will have the opportunity to revise your evaluation document. When the meeting is finished and you have submitted your final written evaluation, your assignment will end. Your remuneration of 6000 Swedish Crowns (SEK) will then be disbursed.

With Best Regards

[NAME SURNAME]

[SCHOOL], KTH Royal Institute of Technology