Appointments procedure for teachers at the Royal Institute of Technology

Effective as of 1 January 2014
Introduction

The board of the Royal Institute of Technology has on 10 December 2013, in accordance with Chapter 2, Section 2, point 9 of the Higher Education Ordinance (1993:100) confirmed the appointment procedure for teachers at the Royal Institute of Technology (the appointment procedure). The appointment procedure includes the Royal Institute of Technology’s (KTH) regulations for appointing and promoting teachers. The appointment procedure shall be supplemented with guidelines for preparing teacher appointments, decided by the Faculty Council.

In addition the appointment procedure, KTH also has a Decision making and Delegation Policy (UF-2011-0162) and the Work Regulations for the Royal Institute of Technology (internal instruction no. 2/2013), regarding appointment and promotion of teachers.

Legal regulation

Teachers at KTH are public sector employees and the appointment of teachers constitutes the exercise of public authority. Basic provisions regarding appointment of teachers are included in the public-law regulations for government employment and in the general labour law legislation. The Swedish constitution 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 appointing government employees, a person shall only be considered based on 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 (1994:737). There are also special provisions for government-owned higher education institution in the Higher Education Act (1994:1434) and the Higher Education Ordinance. In addition, the Discrimination Act (2008:567) applies. KTH is an administrative authority and is therefore also subject to provisions in the Administrative Procedure Act (1986:223) 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 rules regarding the public status of documents.

Recruitment goals

KTH aims to create an excellent institution by investing in the development of strong research environments within important areas. To achieve success, KTH must recruit teachers within the established areas of strength in which reinforcement is required, but it must also develop new areas and areas of strategic significance for society. KTH has created a career system in order to attract prominent figures. In order to realize these intentions, KTH has adopted a staff policy that rewards teachers who take responsibility for education and research as well as KTH's relationships with the outside world. This responsibility shall permeate the employee’s role, his/her qualifications and expertise requirements and shall also be an important part of the overall assessment for recruitment and promotion.

Academic career path (Tenure Track)

KTH has an academic career path which aims to recruit persons to academic positions and allow the long-term development of their excellence in research and teaching. The career path normally starts with an appointment as assistant professor. Teachers may be promoted up to the level of professor within the academic career model. For more information see Tenure Track, the academic career path (internal instruction no. 1/2010).

Equality

The goals, guidelines and measures that shall be taken into account when appointing teachers are specified in the KTH Equality and Diversity Policy (Policy no. 2/04), the action plan for equality, diversity and equal treatment of students and employees 2010-2012 (V-2009-0541) and in the KTH development plan 2013-2016. Observing the provisions of the Discrimination Act and what is otherwise expressed in KTH's policy, every preparatory body and decision-making authority shall strive to reach a more even gender balance at KTH. When handling appointment matters, women and men shall therefore be equally represented unless there are special reasons to the contrary.
I. Teachers at KTH

Teacher categories
Section 1. The following teacher categories are represented at KTH: professors (including visiting professors and adjunct professors), associate professors, assistant professors and lecturers. All teacher categories, apart from assistant professor, are also represented in the artistic field.

The eligibility requirements and grounds of assessment when appointing teachers are established in special appendices. General rules for the recruitment of teachers are specified in part 2. In addition, the Faculty Council's guidelines apply to the preparation of each specific appointment.

Appointments within the academic career path

Professor
Section 2. Eligibility requirements and grounds of assessment when appointing professors are specified in Appendix 1.

KTH may initiate a call to a professorship if the appointing of this person is especially important for a given activity at the University. This procedure should however be used sparingly and is regulated in Chapter 4, Section 7 of the Higher Education Ordinance. Only individuals qualified for the position in accordance with Appendix 1 may be appointed via a call to a chair. The Faculty Council determined the guidelines for preparation of the call procedure.

Associate professor
Section 3. Eligibility requirements and grounds of assessment when appointing associate professors are specified in Appendix 2.

An associate professor with an indefinite-term employment may upon application be promoted to an appointment as professor, if the associate professor meets the requirements in Appendix 1 for such a promotion.

Assistant professor
Section 4. Eligibility requirements and grounds of assessment when appointing assistant professors are specified in Appendix 3.

An assistant professor shall upon application be promoted to an indefinite-term appointment as associate professor, if the assistant professor meets the requirements in Appendix 2 for such a promotion. Applications shall be submitted in good enough time that KTH may examine the application and make a decision in the matter before the end of their current employment.

Other appointments of teachers at KTH

Adjunct professor
Section 5. Eligibility requirements and grounds of assessment when appointing adjunct professors are specified in Appendix 4.

Only persons with their main activities located outside of the university may be appointed. An adjunct professor shall be offered permanent employment, though for a limited period of time. A position such as this can be renewed. The total employment term may not, however, exceed twelve years. In matters of employment, the Employment Protection Act (1982:80) applies, among others. (See Chapter 4, Section 11 of the Higher Education Ordinance.)

The appointment shall be part time and correspond to at least 20 per cent but not more than 50 per cent of full time employment at KTH.

Visiting professor
Section 6. Eligibility for appointment as a visiting professor at KTH is reserved for those who have a professorship at a well-reputed higher education institution in Sweden or abroad, or who have been deemed to have the equivalent expertise. This shall be well documented. Under normal circumstances, the proposed candidate should be an appointed professor. If the candidate's expertise has not been previously examined, this shall be done in accordance with the same guidelines as for a professorship (see Appendix 1).
A visiting professor shall be offered permanent employment, though for a limited period of time. A position such as this can be renewed. The total employment term may not, however, exceed five years. In matters of employment, the Employment Protection Act applies, among others. (See Chapter 4, Section 12 of the Higher Education Ordinance.)

The appointment shall be part time and correspond to at least 20 per cent of full-time employment at KTH.

Lecturer
Section 7. Eligibility requirements and grounds of assessment when appointing associate lecturers are specified in Appendix 5.

The employment contract shall be effective until further notice, or be limited in accordance with the provisions of the Employment Protection Act.

Teachers appointed on artistic merit
Section 8. For certain elements of education at KTH, the University has decided to facilitate the appointing of teachers based on artistic merit. The teacher categories which may be attained based on artistic merit are professor (including visiting professor and adjunct professor), associate professor, and lecturers. Assistant professors cannot be appointed based on artistic merit.

Eligibility requirements and grounds of assessment when appointing professors, assistant professors and lecturers are specified in Appendix 6. General rules for the recruitment of teachers can be found in part II. For assessment of an applicant's artistic merit, experts shall be elected based on artistic and pedagogical merit. Otherwise, the same preparation procedure is used as for teacher appointments in the academic career path, with the exception of artistic lecturers who have a special preparation procedure.

Appointment as a teacher in the artistic field shall be for a limited period in accordance with Chapter 4, Section 10 of the Higher Education Ordinance. There is no promotion option for teachers appointed on artistic merits.

II. Recruitment of teachers (general rules)

Division of responsibility in the recruitment procedure
Section 9. According to the KTH Work Regulations, the schools are responsible for both recruitment and appointment procedures in their respective operational fields, and the Faculty Council is responsible for preparing appointment matters. According to the KTH Decision making and Delegation Policy, decision regarding the appointment of President or Dean of School are made on delegation from the President.

Normally, each appointment application is prepared by the Faculty Council, or the body designated by the Faculty Council, and the Human Resource department in collaboration with the school in which the appointment is to be made.

Equal representation in the recruitment procedure
Section 10. When a group of people are to submit suggestions for applicants that should be considered for appointment as a teacher, or when a group of people participate in other parts of the handling of such a matter, women and men should have equal representation in this group. This does not apply, however, if there are reasonable grounds for an exception.

Bias
Section 11. Existing rules regarding bias shall always be taken into consideration when handling each matter. The rules regarding bias are specified in Sections 11-12 of the Administrative Procedure Act. The President decides on guidelines regarding bias.

Establishment of position
Section 12. In accordance with the Decision and Delegation Policy, the President decides on the establishment of new positions as professor, associate professor, assistant professor and lecturer. The Dean of School submits a suggestion for the establishment to the Faculty Council, which prepares the matter. The Faculty Council provides guidelines for the preparation.
The appointment of a visiting professor, adjunct professor, artistic lecturer, or calling to a chair is not preceded by this establishment procedure.

**Employment profile**
Section 13. Each employment shall have an employment profile. In accordance with the Decision and Delegation Policy, the Faculty Council decides on the establishment profile for positions of professor, associate professor, assistant professor and lecturer. In addition to the subject field, eligibility requirements and grounds of assessment, the contents of the employment profile shall be determined by the Faculty Council.

**Advertisement**
Section 14. All appointments as teachers shall be advertised, with the exception of adjunct professors, visiting professors and calls to chairs.
   The President decides on guidelines for advertising.

**Matters regarding expert assessment**
Section 15. Expert assessments shall always be acquired, unless they are clearly unneeded. According to the Decision and Delegation Policy, the Faculty Council, in addition to what is stated in Chapter 4 of the Higher Education Ordinance, decides on matters regarding expert assessment.

**Suggestions for appointments**
Section 16. The Faculty Council shall, in accordance with the Decision and Delegation Policy, suggest who to appoint in matters concerning professors (including adjunct professors, visiting professors and calls to chairs), associate professors and assistant professors.

**Decisions regarding appointments**
Section 17. The President decides on appointments of professors (including adjunct professors, visiting professors and calls to chairs). When appointing professors, the President shall consult with the Dean of School before making a decision. If the matter requires it, the candidate for a position as adjunct professor or visiting professor may be called to an interview before a decision is made.
   In accordance with the Decision and Delegation Policy, the Dean of School decides on appointments of associate professors, assistant professors and lecturers. If the Dean of School's position differs from that of the preparatory body, the matter shall be given to the President for a decision. This does not apply, however, to the appointment of lecturers.

**Decision to terminate appointment procedures**
Section 18. Decisions to terminate appointment procedures are made by those who were to decide on making the appointment. If the President has established the position, they are to be informed of the decision. A decision to terminate an appointment procedure may not be appealed (Section 21, second paragraph of the Employment Ordinance).

**Announcement of appointment decision**
Section 19. For rules regarding the announcement of decisions, see special procedures decided on by the President.

**Appeal of appointment decision**
Section 20. The possibility of appealing an appointment decision is specified in Chapter 12, Section 2 of the Higher Education Ordinance. For rules regarding the handling of an appeal, see special procedures decided on by the President.

**Archiving of application documents**
Section 21. According to the provisions of the National Archive, application documents excluding publications shall be archived for two years after the decision has entered into legal force (RS-FS 2004:1).
III. Promotion of associate professors and assistant professors

Application
Section 22. Application for promotion is submitted within the time period and according to the guidelines decided on by the Faculty Council.

Subject field
Section 23. The subject field for the promotion shall be identical to that of the current position. The Faculty Council is to determine that the applicant has an established subject field. If this is not the case, the Faculty Council shall determine the subject field.

A set subject field can be changed if there are special grounds for this, such as the subject field’s topicality having changed. The President decides on changes. The decision-making authority cannot be delegated. The Faculty Council provides guidelines for the preparation.

Grounds of assessment of assistant professors
Section 24. In addition to the general grounds of assessment specified in Appendix 2, the assistant professor’s employment profile should also include special assessment grounds for promotion. If such grounds of assessment are missing, the Faculty Council shall decide on which grounds are to be applied.

Matters regarding expert assessment
Section 25. Expert assessments shall always be acquired, unless they are clearly unneeded. According to the Decision and Delegation Policy, the Faculty Council, in addition to what is stated in Chapter 4 of the Higher Education Ordinance, decides on matters regarding expert assessment.

Suggestions for decisions regarding promotion applications
Section 26. In accordance with the Decision and Delegation Policy, the Faculty Council shall submit suggestions for decisions regarding applications for promotion to professor and associate professor.

Decisions regarding promotion
Section 27. In accordance with the Decision and Delegation Policy, the President decides on promotions to professor after consulting with the Dean of School.

In accordance with the Decision and Delegation Policy, the Dean of School decides on promotions to assistant professor. If the Dean of School’s position differs from that of the preparatory body, the matter shall be given to the President for a decision.

IV. General information on employment conditions

Open and fixed-term employment as teacher
Section 28. The general rule is that employment contracts apply indefinitely. Fixed-term employments are subject to Chapter 4, Sections 9-12b of the Higher Education Ordinance and otherwise what is stated in the Employment Protection Act.

Employment contracts
Section 29. Employment contracts should be entered into after KTH’s public law decision to appoint the applicant has entered into legal force, i.e. when the decision may no longer be appealed. The employment contract should specify the subject field of the appointment and the matter’s reference number. The employment profile should be included with the contract.

Agreement regarding the contents of the employment
Section 30. The President decides on guidelines for written agreements regarding the contents of the employment.
Salary and information about emoluments
Section 31. Following individual negotiations in connection with the appointment, the President shall
determine the wage of the professor. Information on emoluments and fringe benefits are provided by the
Head of Personnel.

For associate professors, assistant professors and lecturers, wages are determined by the Dean of
School, or person to whom the decision is delegated by the Dean of School, following individual
negotiations in connection with the appointment by the school.

V. Other provisions

Deviations from the appointment procedure
Section 32. The eligibility requirements and grounds of assessment detailed in this appointments
procedure may in individual cases be based on or replaced by other requirements and grounds according
to the specific requirements as outlined in the job description. Such exceptions are decided on when
establishing the employment profile and may not deviate from what is specified in the Higher Education
Act and Higher Education Ordinance.

In addition, the President may consent to deviations from this appointments procedure if there is
reason to do so.

The grounds for each exception shall be documented and the University Board shall be informed after
the fact.

Reviews and changes
Section 33. The Faculty Council shall continuously review this appointment procedure and, when needed
submit suggestions for changes to the University Board. If changes are done to a section, decisions
regarding this change shall be presented at the end of the section with the designation "Changed by
decision (decision number)".

Regulations regarding this procedure's entry into force and interim provisions
1. This appointment procedure enters into force on 1 January 2014 and thereby replaces the appointment
procedure for teachers at KTH, internal instruction 1/2012.
2. For appointment and promotion applications received before 1 January 2014, the appointment
procedure for teachers at KTH, internal instruction 1/2012 applies.
3. Lecturers appointed at KTH before 01/01/2012 shall still have the right to apply for promotion to
associate professor up to and including 31/12/2014. Lecturers who wish to apply for promotion to
associate professor shall do so in accordance with the criteria and guidelines that are specified in the 2012
edition of the appointment procedure for teachers (internal instruction 1/12).
Appendix 1 – Eligibility and grounds of assessment for appointment as professor

Eligibility
To be eligible to be appointed as professor, a person shall have displayed research and teaching expertise (Chapter 4, Section 2 of the Higher Education Ordinance).

Criteria for research expertise
- The person's research expertise shall be of such a level that the person is regarded as being among the leading experts in the country and recognized internationally within the subject field relevant to the position. This can be evidenced through, e.g., invited lectures, examination and opponent tasks of a not inconsequential scope.
- The applicant's scholarly publications must be of a high standard and have been published in respected international journals or other relevant publications in the specific subject field.
- The applicant must have built up a research history with his/her own direct funding for research received in national or international competition from research councils, foundations, businesses, etc. The research activities should also include Ph.D. students.
- The applicant must present documentation of relevant research activities.
- The applicant must have documented experience with administering research.
- The applicant must have demonstrated academic leadership.

Criteria for teaching expertise
- Teaching expertise must be demonstrated through a high standard of teaching in a considerable scope in first, second or third-cycle studies. The teaching shall be evaluated and analysed.
- The applicant shall be familiar with current academic developments in the position's subject field as well as with related research methodology and learning-focused teaching methods.
- The applicant shall present documented responsibility for and independent establishing of courses or modules, as well as the development of teaching at university level.
- The applicant must have documented experience of third-cycle education. By this, it is normally meant that the applicant has been the de facto main supervisor for at least one Ph.D. student who has obtained his/her doctorate degree. The definition of “de facto main supervisor” in this context involves taking responsibility for the entire process, i.e., that the applicant independently initiated the research project and actively supervised both in third-cycle studies and in the actual thesis work.
- The applicant must have documented experience of individual supervision over and above the supervision of Ph.D. students, e.g., supervision of students working on their degree projects or of post-doctors.
- Teaching expertise shall be shown through documented knowledge of types of instruction, methodical efforts and forms of examination and assessment of students. This can be done through e.g., a course in teaching and learning in higher education.
- The applicant must have documented experience with administering education.
- The applicant must have demonstrated pedagogical leadership.

These skills may have been displayed in ways other than those described above. The assessment of teaching expertise shall be given equal consideration as the assessment of research expertise.

Grounds of assessment for appointments
The grounds of assessment for appointments shall be constituted by the level of skill which is required for eligibility for the position. Merit is also accorded for the level of administrative expertise and other expertise which is relevant to the subject content decided on for the position and its related duties.

Ability to collaborate with the surrounding society and to disseminate information regarding research and development work shall also be included as grounds for the appointment. In addition, the applicant's expertise in developing and leading activities and personnel shall be taken into account. This includes having knowledge about matters of diversity and equal treatment, with particular focus on gender equality.
Promotion from associate professor to professor

An associate professor with an indefinite-term employment at KTH may be promoted to a position as professor if the associate professor
(1) is eligible for such an appointment,
(2) meets the general grounds of assessment for promotion specified below, and
(3) has completed a course in teaching and learning in higher education of at least 15 credits, or has acquired the equivalent knowledge in some other way. Equivalent knowledge refers to, for example, other pedagogical education with a focus on higher education.

KTH's application assessment includes the Faculty Council instructing the Dean of School and the head of department/division to give a statement on whether the promotion is desirable, taking into consideration the position's duties, the focus of the operations, the applicant's ability to lead educational and research activities and their ability to collaborate with the surrounding society and disseminate information about research and development work. This statement is then included in the overall assessment.

General grounds of assessment for promotions

Grounds of assessment for promotions include the ability to collaborate with the surrounding society and to disseminate information regarding research and development work. In addition, the applicant's expertise in developing and leading activities and personnel shall be taken into account. This includes having knowledge about matters of diversity and equal treatment, with particular focus on gender equality.
Appendix 2 – Eligibility and grounds of assessment for appointment as associate professor

**Eligibility**

Eligibility for appointment as an associate professor in activities not related to the arts is reserved for persons who have:

1. obtained their doctorate degree or have the equivalent academic expertise, or have other professional skills that are relevant to the subject field concerned by the position and the required duties,
2. shown teaching expertise,
3. shown the capacity to find, obtain funds for and conduct research projects, and
4. shown the capacity to lead education or research activities.

**Criteria for obtained Degree of Doctor**

Degree of Doctor refers to a Degree of Doctor granted by a Swedish higher education institution.

**Criteria for equivalent academic expertise**

The definition of “equivalent academic expertise” in this context includes (1.) third-cycle studies completed abroad or (2.) research expertise defined in accordance with the following:

- Research expertise shall be evidenced through publication in internationally recognized publications, and through lectures or assignments such as scholarly reviews.
- The applicant’s independence as a researcher shall be documented.
- The applicant must present documentation of relevant research activities.

**Criteria for other professional skills**

Extensive industrial experience or other relevant professional experience with at least three years in a qualified position which has a connection with the subject field which the associate professorship concerns. Special consideration should be shown with regard to expertise in research and development. Professional skills shall be well documented.

With regard to appointment as an associate professor at KTH's School of Architecture, special consideration should also be accorded to the matter of whether the applicant has made significant and independent contributions to the subject development of the architectural sphere.

**Criteria for teaching expertise**

- Teaching expertise must be demonstrated through a high standard of teaching in a considerable scope within higher education. The teaching shall be evaluated and analysed.
- The applicant shall be familiar with current academic developments in the position’s subject field as well as with related research methodology and learning-focused teaching methods.
- The applicant must have documented experience of establishing courses or modules at university level.
- The applicant must documented experience of individual supervision, e.g., of degree projects or within third-cycle studies.
- The applicant’s experience of organizing courses should be accorded special consideration and shall be documented.

Teaching expertise may have been displayed in other ways than those described above. The assessment of teaching expertise be given equal consideration as the other eligibility requirements.

**Criteria for capacity to find, obtain funds for and conduct research projects**

These capacities may be shown through, for example, publications reports and copies of approved grant decisions.
Criteria for capacity to lead education or research activities
These capacities can be demonstrated via e.g., documented experience of supervision on a first, second and third-cycle level, experience as director of studies or programme director etc.

Grounds of assessment for appointments
The grounds of assessment for appointments shall be constituted by the level of skill which is required for eligibility for the position. Merit is also accorded for the level of administrative expertise and other expertise which is relevant to the subject content decided on for the position and its related duties.

Ability to collaborate with the surrounding society and to disseminate information regarding research and development work shall also be included as grounds for the appointment. In addition, the applicant's expertise in developing and leading activities and personnel shall be taken into account. This includes having knowledge about matters of diversity and equal treatment, with particular focus on gender equality.

Promotion from assistant professor to associate professor
An assistant professor at KTH shall after applying be promoted to an indefinite-term appointment as associate professor if the assistant professor
(1) is eligible for such an appointment,
(2) meets the general grounds of assessment for promotion specified below and the special grounds of assessment for promotion specified in the applicant's employment profile, and
(3) has completed a course in teaching and learning in higher education of at least 15 credits, or has acquired the equivalent knowledge in some other way. Equivalent knowledge refers to, for example, other pedagogical education with a focus on higher education.

KTH's application assessment involves the Faculty Council instructing the Dean of School and the head of department/division to provide a statement regarding applicant's ability to lead educational and research activities and their ability to collaborate with the surrounding society and disseminate information about research and development work. This statement is then included in the overall assessment.

General grounds of assessment for promotions
Grounds of assessment for promotions include the ability to collaborate with the surrounding society and to disseminate information regarding research and development work. In addition, the applicant's expertise in developing and leading activities and personnel shall be taken into account. This includes having knowledge about matters of diversity and equal treatment, with particular focus on gender equality.

For applicants at the KTH School of Architecture, the applicant's ability to provide essential and independent contributions to the development of the architectural field shall be taken into special consideration.
Appendix 3 – Eligibility and grounds of assessment for appointment as assistant professor

Eligibility
A person is eligible for appointment if they have attained a Degree of Doctor or have the equivalent academic expertise. Primarily, persons should have attained a Degree of Doctor or have acquired the equivalent expertise no more than seven years before the end of the application period. (Chapter 4, Section 12 a of the Higher Education Ordinance.)

Grounds of assessment for appointments
The assessment of applicants for this position should take into consideration the applicant’s long-term development potential.

Research expertise is essential in the assessment and can be shown, for example, though international publication and establishment of collaborations. One of the assessment grounds is the applicant’s ability to establish and develop cooperation within research and education.

For KTH, it is of vital importance to continually change and renew its research areas. This is achieved not least by recruiting people who can lead such development. Experience from other environments is, therefore, a clear asset. The newly appointed person should be given an independent position and his/her own responsibilities early on. One of the grounds of assessment is whether the applicant will be able to take on such responsibility and establish independent research activities.

It is desirable that a person who is appointed as assistant professor at KTH has experience from research environments other than KTH, equivalent to a post-doctorate period or doctorate degree from another institution. In more practical areas, experience from industry can be just as valuable as a traditional post-doctoral residency at another university.

The grounds of assessment for appointments shall be constituted by the level of skill which is required for eligibility for the position. Merit is also accorded for the level of administrative expertise and other expertise which is relevant to the subject content decided on for the position and its related duties.

Ability to collaborate with the surrounding society and to disseminate information regarding research and development work shall also be included as grounds for the appointment. In addition, the level of skill with regard to developing and leading activities and personnel shall be taken into account. This includes having knowledge about matters of diversity and equal treatment, with particular focus on gender equality.
Appendix 4 – Eligibility and grounds of assessment for appointment as adjunct professor

Eligibility
To be eligible to be appointed as adjunct professor, a person shall have demonstrated research and teaching expertise.

Criteria for research expertise

- Expertise is shown through traditional research accreditation in accordance with the demands for research expertise in Appendix 1 to the appointment procedure, and a through completed Degree of Doctor or equivalent accreditation.
- The expertise can also be shown in the following ways:
  1. The candidate should have a doctorate degree or qualification of a corresponding nature.
  2. The candidate should be among the leading experts in research and development in the field of the position, demonstrated through the forming of and participation in international, professional networks and/or the leading of important research and development projects.
  3. The applicant shall give an account of their current work in connection with research and development. This shall be well documented.
  4. The applicant's achievements in research and development should have been crucial to the development of the activity/activities in which they were involved.
  5. The applicant should present documentation evidencing active participation in national and international networks or projects within research and development, for example through lectures at seminars or conferences, participation in various types of assessment committee or through commissions of trust as a member of national and international boards, research councils, standardization committees or other groups of experts.

Criteria for teaching expertise

- The teaching expertise shall be equivalent to that of a regular professor in the subject field. It can be attained in accordance with the requirements for teaching expertise in Appendix 1 to the appointment procedure, or in some other way. "Some other way" refers to work outside of the university, which can be demonstrated for example through industry courses or supervision of colleagues.
- The applicant must have shown some form of experience of individual supervision. This may be in the form of mentoring within industry or other organisations, or supervision of Ph.D. students or degree projects.
- The applicant must have demonstrated teaching leadership.

The assessment of teaching expertise shall be given equal consideration as the assessment of research expertise.

Grounds of assessment for appointments
The grounds of assessment for appointments shall be constituted by the level of skill which is required for eligibility for the position. Merit is also accorded for the level of administrative expertise and other expertise which is relevant to the subject content decided on for the position and its related duties.

An ability to collaborate with the surrounding society and the academic community constitutes further grounds of assessment when appointing adjunct professors at KTH. In addition, the applicant’s expertise in developing and leading activities and personnel shall be taken into account. This includes having knowledge about matters of diversity and equal treatment, with particular focus on gender equality. Academic publication and possession of patents or participation in obtaining patents which have led to business development is meritorious.

Concerning leadership, the applicant should be familiar with current developments regarding direction and management of research and development within the subject field relevant to the position. Recruitment
work with a strategic alignment within both research and education in the applicant's own company or organization is meritorious, as is equivalent experience at higher education level. The applicant should have documented experience of leadership in the context of research and development work within companies or organizations in which the applicant has been active. The applicant's leadership skills in the context of work in coordination with academic environments is meritorious.
Appendix 5 – Eligibility and grounds of assessment for appointment as lecturer

Eligibility
A person is eligible to be appointed as lecturer in a non-artistic field if they have:
1. attained a degree from first and second cycle-education in position's subject or has the equivalent expertise,
2. professional skills that are relevant with regards to the employment's subject content and the duties that it entails, and
3. shown teaching expertise.

Grounds of assessment for appointments
The grounds of assessment for appointments shall be constituted by the level of skill which is required for eligibility for the position. Merit is also accorded for the level of administrative expertise and other expertise which is relevant to the subject content decided on for the position and its related duties.

Ability to collaborate with the surrounding society shall also be included as grounds for the appointment. In addition, the applicant's expertise in developing and leading activities and personnel shall be taken into account. This includes having knowledge about matters of diversity and equal treatment, with particular focus on gender equality.

The subject expertise and professional skill should be well documented and relevant to what the employment entails. Appointment as lecturer requires industry experience or other relevant professional experience, normally consisting of at least four years in a qualified position with relevance to the subject field in question, with special consideration shown to development work in the particular field.

Teaching expertise carries a great deal of importance in the application process. For KTH, it is of vital importance to continually develop and improve its education. One way in which this is done is through recruitment of persons who can establish and develop collaborations in education, in order to promote such development.

The assessment of teaching expertise shall also include the person's capacity for long-term development as a teacher.
Appendix 6 – Eligibility and grounds of assessment for appointment as teacher on artistic merit

**Eligibility for appointment as professor on artistic merit**
A person is eligible for appointment as a professor based on artistic merit if they have demonstrated both artistic and teaching expertise on an international level within the relevant subject field.

Assessment of teaching expertise must be carried out with the same level of care as for artistic expertise.

**Eligibility for appointment as associate professor on artistic merit**
A person is eligible for appointment as associate professor based on artistic merit if they have demonstrated both artistic and teaching expertise or have other professional skills which are relevant to the contents of the employment and the duties entailed by it.

The assessment of teaching expertise shall be given equal consideration as the assessment of artistic expertise or other professional skill.

**Eligibility for appointment as assistant professor on artistic merit**
A person is eligible for appointment as assistant professor based on artistic merit if they have demonstrated both artistic and teaching expertise or have other professional skills which are relevant to the contents of the employment and the duties entailed by it.

The assessment of teaching expertise shall be given equal consideration as the assessment of artistic expertise or other professional skill.

**Grounds of assessment for appointment of professor, associate professor and lecturer on artistic merit**
The grounds of assessment for appointments shall be constituted by the level of skill which is required for eligibility for the position. Merit is also accorded for the level of administrative and other skills which are relevant to the subject content decided on by the University for the position and the related duties.

Ability to collaborate with the surrounding society and to disseminate information regarding artistic development work shall also be included as grounds for the appointment. In addition, the applicant’s expertise in developing and leading activities and personnel shall be taken into account. This includes having knowledge about matters of diversity and equal treatment, with particular focus on gender equality.