

**ANVISNING**

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**Beslutsfattare**

Förvaltningschef

**Gäller från och med**

2018-06-01

**Datum för beslut**

2018-05-31

**Diarienummer**

V-2018-0482

**Ansvarig avdelning**

UF/PA

## Instructions concerning salary level criteria

KTH salary level criteria are based on the overall principles set out in the central framework agreements (RALS/RALS-T) and the KTH Guidelines on Salary Setting.

### ***Points of departure***

Salaries at KTH are to be objectively individual and differentiated. Salary level setting in salary reviews is based on an assessment of employee skills and results related to requirements and to the responsibilities their duties impose, as well as in relation to operational objectives.

KTH salary criteria clarify what is of value to KTH when setting salary levels during salary reviews. These salary criteria provide support for managers and employees in their salary level dialogue and become a tool for managers to use in order to make a proper assessment of employee performance and skills for salary reviews.

Managers with responsibility for setting salary levels must ensure that employees receive information about the aspects KTH values and assesses when it comes to salary level. In order for the individual salary setting to have the intended effect on operations and not to be perceived as arbitrary, it is very important that the salary-setting manager makes objective assessments.

Skills and results are assessed via three salary criteria for all employees (Section 1), with additional criteria for teachers and researchers (Section 1.2), and additional criteria for managers with personnel responsibility (Section 1.3).

Based on the relevant grounds for assessment (Section 2), an overall assessment is made.

## ***1. Salary-setting criteria***

### **Work results and degree of skill**

This concerns the employee's proven ability to:

Achieve planned operational results within scheduled time period. Focus and define work based on operational goals. Improve routines and working methods. Take initiatives and actively drive operations forwards.

### **Interpersonal skills**

This includes the ability to:

Cooperate, provide good service and respond to everyone in a respectful, positive and similar manner based on equal terms. Contribute to a good working environment. Share knowledge and experience.

### **Development**

This includes the ability to:

Adapt to new conditions and situations. Take on new tasks and appointments and develop skills. Contribute to the development of KTH operations.

## ***1.2. Additional criteria for teachers and researchers***

### **Educational skills**

Assessed via proven ability to:

Create, lead and develop teaching in order to promote student learning in the best possible manner. Create commitment and interest in the subject. Pedagogical development and teaching materials production. Supervision. Incorporate equality and inclusion perspectives in teaching.

### **Scientific skills**

Assessed, among other aspects, through:

Ability to apply for and obtain external research funding. Scope of national and international publication, qualitatively and quantitatively measured. Number of citations in national and international articles/publications, qualitatively and quantitatively measured. Assignments as an expert, faculty opponent or as a member of an examination board for thesis assessment. Appointments at, and assignments for, external research organizations.

Guest research at other institutions of higher education nationally and internationally. Proven ability to convey research information, popular science lectures and appearances in the mass media.  
Collaboration with external partners.

### ***1.3. Additional criteria for managers with HR responsibility***

#### **Strategic competence**

This includes the ability to:

Lead operations towards KTH vision and goals. Apply governing documents, policies and collective agreements as well as developing operations based on the KTH Development Plan. Work, lead and make decisions in accordance with the KTH value platform. Attract, develop and retain competent employees.

#### **Leadership abilities**

This includes the ability to:

Delegate and ensure good communication. Continuously provide constructive feedback and create the preconditions for employee development. Generate commitment and provide the preconditions for a good physical, organizational and social work environment. Create a good working environment. Prevent harassment, discrimination and offensive behaviour and resolve conflicts. Respond to employee initiatives and ideas in a sensitive manner.

#### **Financial and administrative responsibility**

This includes the ability to:

Secure the financial management and follow-up of operations. Understand, communicate and apply financial control documents, policies and collective agreements. Develop and ensure structured, efficient and quality-assured internal processes and methods.

## **2. Cumulative assessment of salary criteria**

Cumulative assessment is based on the following assessment bases:

- Exceeds the requirements imposed by the job and makes an outstanding work effort in most respects.
- Complies with the requirements imposed by the job well and makes a very good work effort.
- Complies with the requirements imposed by the job and makes a good work effort.
- Improvement is necessary in one or more respects in order to comply with the demands imposed by the job.