

Date: Date

Reference number:

## Agreement on the content of the position in conjunction with new appointments within tenure track and promotion

**[**Title of position**] in [subject field], School of [name], KTH**

This document is an agreement on the current content of the position as [title of position in subject field], at [unit, department, school] based on Section 4.2 of the *Appointments Procedure KTH* (V-2018-0064) and section 9 in the *Guidelines to the Appointments Procedure (V-2019-0630)*.

Link to the documents: <https://intra.kth.se/en/styrning/regelverk/rekrytering-1.661837>

The applicable employment profile shall be appended to the agreement. A review of the agreement shall be initiated by the employee’s immediate supervisor on a yearly basis or when the need arises (for example in conjunction with the development dialogue each year).

Signature (Head of the school) Signature (employee’s immediate supervisor)

………………………………………………. ……………………………………………….

Typed name: Typed name:

Signature (the employee)

……………………………………………….

Typed name:

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| --- | --- |
|  | Pursuant to Section 4.2 of the Appointments Procedure, an agreement on the content of the position shall always be established in conjunction with any new appointment within the tenure track. It may also be appropriate to establish such an agreement in conjunction with promotion. The agreement may not contain information (e.g., salary) on which the parties have already agreed in the employment contract. The following information should be included in this templates of agreement: |
|  | G*eneral conditions (duties) in accordance with the Appointments Procedure for the level of the appointment*  *[ choose position ]**Link the Appointments Procedure KTH (V-2018-0064)* [*https://intra.kth.se/en/styrning/regelverk/rekrytering-1.661837*](https://intra.kth.se/en/styrning/regelverk/rekrytering-1.661837)  *For information about general conditions, e.g. duties, see the following sections in the Appointments Procedure KTH (V-2018-0064): professor, section 1.1, associate professor, section 1.2, och assistant professor, section 1.3.* |
|  | *Research duties* |
|  | *Teaching duties* |
|  | *University teaching competence – the employee’s current formal training and where necessary plan for supplementing the said training, encompassing up to 15 credits to be earned within three years.* |
|  | *Swedish-language proficiency – the employee’s current proficiency level in Swedish and need for an introduction to or reinforcement of Swedish language skills. Clear goals and a timetable shall be established and resources set aside to support the employee’s acquisition of different levels of Swedish language proficiency, based partly on long-term needs in relation to teaching and research and partly on the employee’s future ability to participate actively in faculty work and academic leadership at KTH.* |
|  | *Leadership – education and research leadership as well as management responsibility – plan for competence development in leadership, based on the planned duties associated with the position.* |
|  | *Gender equality, diversity and equal treatment – plan for competence development in accordance with the Swedish Gender Equality Act, based on the planned duties of the position and KTH’s fundamental values.* |
|  | *Funding conditions for the appointment*   * *General conditions (e.g., resource-distribution principles) at the department and school in question* * *Specially allocated funds (start grant) and boundary conditions of such funds* * *Other resources that may be drawn on in the research operations* |
|  | *Any offer of subsidy to cover moving expenses* |

**Appendix: The applicable employment profile shall be appended to the agreement.**