



JÖNKÖPING UNIVERSITY

# Administrative Procedure for the Employment of Teachers at Jönköping

Administrative Procedure for Announced Posts  
Administrative Procedure for Direct Recruitment  
Procedure for the Promotion of Associate Senior  
Lecturers and Senior Associate Professors

POLICY

PLAN

REGULATION

ADMINISTRATIVE PROCEDURE

**TITLE:** Administrative Procedure for the Employment of  
Teachers at Jönköping University

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## Purpose

The purpose of this Administrative Procedure is to clarify the various stages and levels of responsibility for the recruitment process in the practical work to recruit teachers on the basis of § 861 *Bestämmelser för anställning av lärare vid Jönköping University* (the Appointment Procedure). The Administrative Procedure is primarily targeted at recruiting managers, recruitment groups and recruitment committees.

## Description

The recruitment process for teachers shall observe the formal requirements and preconditions required for academic legitimacy. The recruitment process shall be open, transparent and qualification-based in accordance with the European Commission's guidelines for the recruitment of researchers, "*The Code of Conduct for the Recruitment of Researchers*". In order to promote equality and diversity and to meet mobility requirements, as a general rule, vacancies should be advertised internationally

Diversity and gender equality must be promoted in all recruitment of teachers, and for posts where there is not an equal gender balance, efforts must be made to attract applicants of the under-represented gender.

## Disqualification

The regulations contained in § 724 *Bestämmelser rörande jäv vid Jönköping University* [§ 724 Rules relating to disqualification at Jönköping University regulate grounds for disqualification at Jönköping University (JU).

## Responsibility

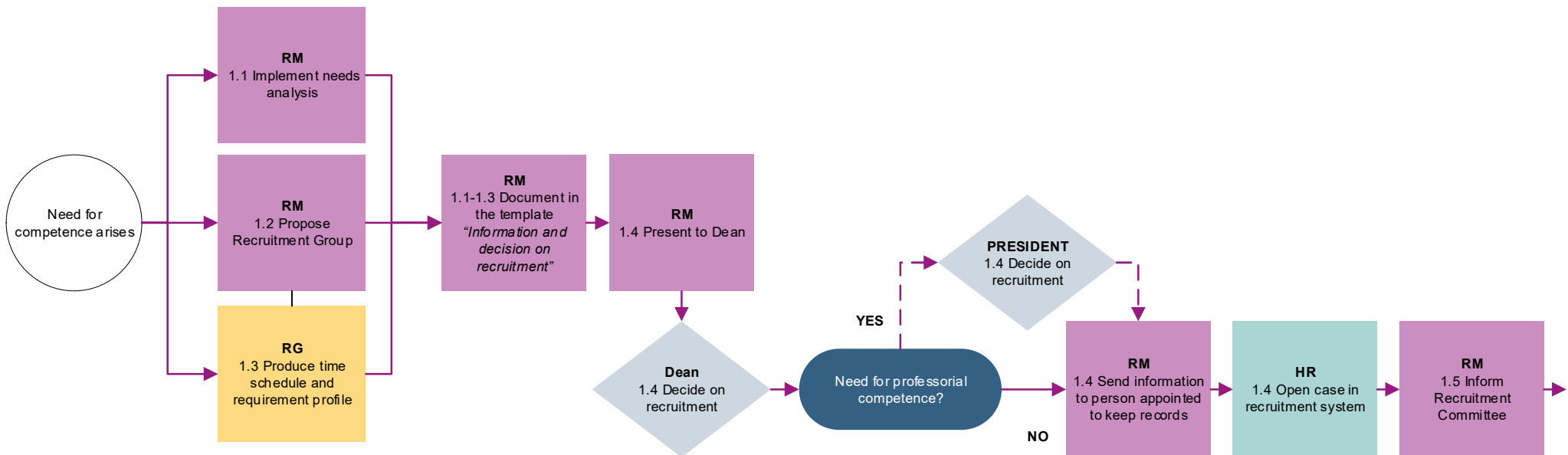
The Dean at each School is the person ultimately responsible for all recruitment and thus for the observance of the recruitment process. The Dean may delegate part of this responsibility; see Appendix 1.

The recruiting manager is operationally responsible for the implementation of the recruitment process. Each recruitment shall be planned with a clear allocation of responsibilities and roles and also a time schedule. On the basis of need, HR assists by providing consultative support together with practical help in the form of tools, templates and system support for all stages of the process. A template, including needs analysis, time schedule and also requirement profile, has been adapted for each category of teaching staff. Checklists have been produced as a supplement to the Administrative Procedure and as support for the recruitment process; see Appendix 2.

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**Administrative Procedure for Recruitment to an Announced Post**



**Process Map 1.1- 1.5**

## 1 Initiating a recruitment case

### 1.1 Establishment of a needs analysis

A needs analysis forms the decision-making basis for a planned recruitment. The needs analysis is documented in the JU-common template *Information and decision on recruitment* in the section *Needs analysis*.

In cases where the need is already indicated in the Workforce Plan, it is sufficient to tick The need exists in the Workforce Plan.

### 1.2 Proposal for recruitment group

The recruiting manager (RM) produces a proposal for the Recruitment Group (RG) and documents this in the *Recruitment information* section of the template.

When appointing the Recruitment Committee and the Recruitment Group, the Dean is responsible for ensuring that their composition and expertise promote gender equality and diversity.

### 1.3 Establishment of a requirement profile together with recruitment information and time schedule

The Recruitment Group is responsible for the *Recruitment Information*, *Time Schedule* and *Requirement Profile* sections being drawn up in the template.

The requirement profile forms the basis for advertising, consideration of qualifications, selection and appointment decisions.

For all categories of teachers the subject of appointment shall be stated in conjunction with recruitment and must be included in the requirement profile. The subject of appointment shall be chosen with regard to the needs of the operations. As a support in selecting, each School shall have a subject matrix\*.

The Recruitment Group is responsible for ensuring that the requirement profile and the advertisement are designed in such a way as to encourage qualified candidates of both genders to apply.

When planning a recruitment, the internal processes at the company should be coordinated, e.g., consideration should be taken of meetings of the Recruitment Committee.

\*Applicable as of 2022-05-25 according to the HO for the subject to be taught in a position (979 President's decision).

### 1.4 Decisions about recruitment, the Recruitment Group, the requirement profile, and the time schedule line

AP Ch. 3-6, 8.3, 8.4.1, 8.4.2

Prior to each recruitment, the recruiting manager presents the Dean with the *Information and decision on recruitment*, including needs analysis, proposal for the Recruitment Group, time schedule line and also requirement profile. The Dean decides that the recruitment may be initiated and signs in the place specified on the template. The Dean decides on and also signs the requirement profile, Recruitment Group and time schedule in the place specified on the template (or alternatively another person nominated in accordance with company-specific delegation; see Appendix 1). When appointing a Full Professor/Senior Associate Professor, the Dean submits the matter to the President (in accordance with the Presentation Procedure), who signs the *Information and decision on recruitment* together with the Dean and decides that recruitment may be initiated.

The adopted *Information and decision on recruitment* is submitted by the recruitment manager or another person appointed by the recruitment manager to HR or another person appointed to keep records.

HR implements a check of preferential rights and allocates access to the JU recruitment system to members of the Recruitment Group.

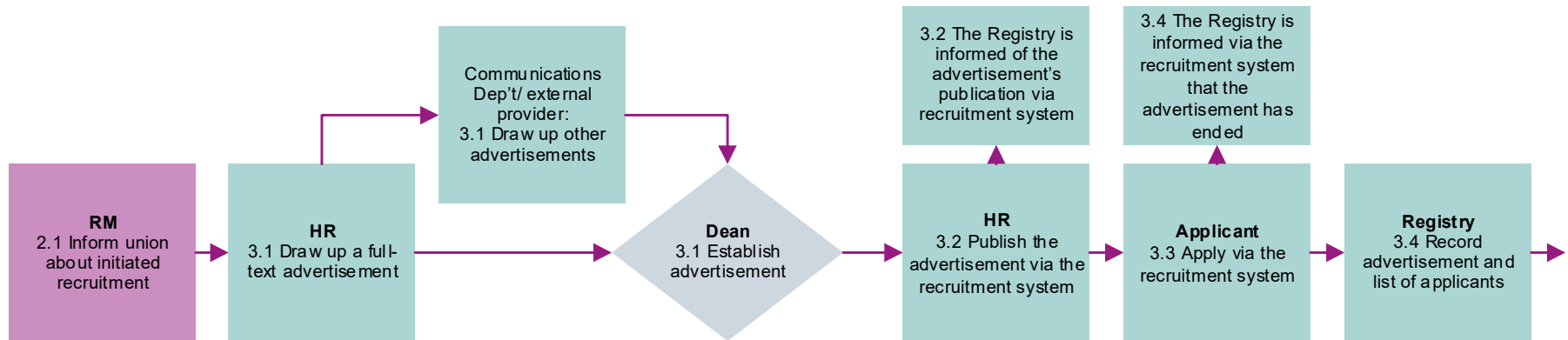
### 1.5 Information for the Recruitment Committee

AP Ch. 8.4

The recruiting manager is responsible for informing the Recruitment Committee (RC) before the recruitment process is started.

How the communication between the recruitment group and the Recruitment Committee takes place is regulated by company-specific procedures.

Process Map 2.1- 3.4



## 2 Information about a vacant post

### 2.1 Information according to the Employment (Co-determination in the Workplace) Act (MBL)

Union organisations are informed about new recruitment in accordance with the Employment (Co-determination in the Workplace) Act (MBL) and company-specific procedures.

## 3 Application phase

### 3.1 Production and establishment of advertisement

*AP Ch. 8.4.2*

A full-text advertisement is produced in dialogue between HR and the recruiting manager. Other advertisements (for example print advertisement) for marketing are produced in collaboration with the Communications Department and any provider procured. HR initiates the contact with the Communications Department and any provider.

The advertisement shall state what is to be included in the application for it to be complete. The advertisement is determined by the Dean (or alternatively by another person nominated in accordance with company-specific delegation; see Appendix 1).

An announcement/advertisement for a post as Senior Associate Professor is normally combined with an advertisement for the post of Full Professor. In the event that an announcement for a Senior Associate Professor is made separately, the advertisement should indicate that the applicant is expected to qualify for a professorship.

### 3.2 Publication of advertisement

An advertisement shall be published via the JU recruitment system which enables a simple and quick advertisement, production of statistics and possibly future archiving of the matter in the system. HR provides consultative and administrative support for advertisements. The Recruitment Group specifies additional channels for marketing in *Information and decision on recruitment*. The advertisement for recruitment announced internationally shall also be published in the *Platsbanken* [Jobs Bank] for at least ten days and also on *Euraxess*.

The Registry is automatically informed about advertisements initiated via the recruitment system.

To promote gender equality, the Recruitment Group must actively work to raise awareness of vacancies among persons of the under-represented gender.

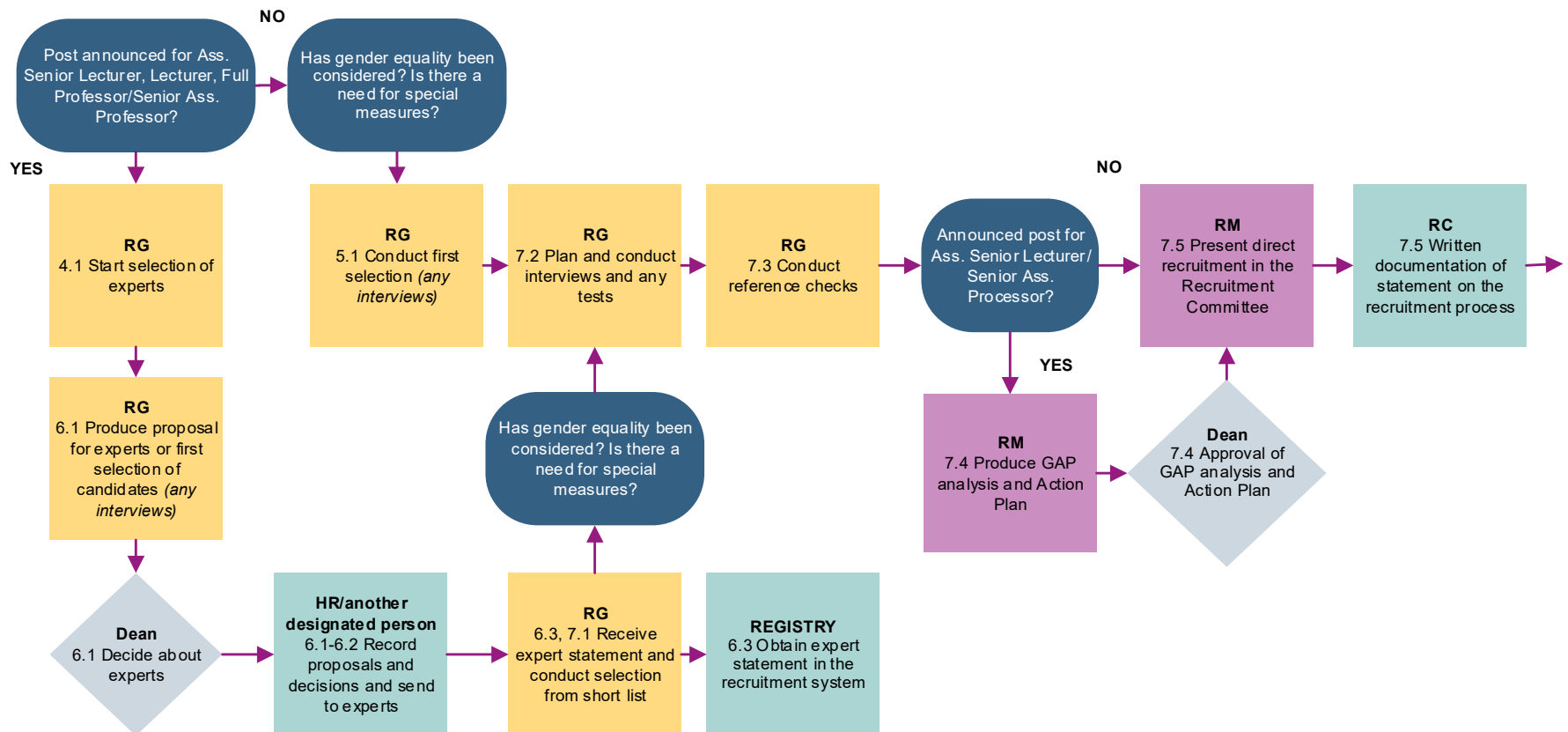
### 3.3 Application period

Applications are submitted through the recruitment system, and all applicants receive an automated acknowledgment of their application's receipt. To ensure transparency and openness in the recruitment process, it's important to keep candidates informed about the process and its progress. The HR department may provide support in communicating with candidates through the recruitment system in dialogue with the recruiting manager.

When the application deadline approaches, the recruiting manager, together with the recruitment team, assesses whether the application period should be extended.

### 3.4 Deadline for applications

The Registry is automatically informed about advertisements that have ended via the recruitment system and records the published advertisement together with a list of names of all applicants.



Process Map 4.1- 7.5

## 4 Preparatory work in respect of external experts

### 4.1 Proposal for external experts

*AP Ch. 8.4.3-8.4.6*

External experts are appointed when Associate Senior Lecturers, Senior Lecturers/Assistant Professors, Full Professors and Senior Associate Professors are recruited.

When appointing experts, the Dean CEO is responsible for ensuring a composition that promotes diversity and gender equality. External experts shall be selected with the aim of ensuring that both genders are represented, unless there are exceptional reasons.

The selection of external experts should have been completed by the application deadline but can only be done on a preliminary basis considering any disqualification situation and also because a proposed external expert may also be interested in the post. A formal inquiry for external experts may therefore only be made after the deadline. The Recruitment Group is responsible for contacting potential external experts.

An expert assessment may be deemed unnecessary in conjunction with an internal assessment if the applicant has been assessed by external experts within the last five years from the decision to recruit and was found qualified for an equivalent post at another higher education institution. However, a precondition for this is that there is only one candidate who is deemed to be qualified and who does not need to be assessed in competition. Other special reasons for exemption from an expert assessment shall be presented to and approved by the President.

In the case of postdoctoral recruitment, the Recruitment Group is responsible for ensuring that the applicant meets the qualification requirements and that the most qualified person is hired. A statement setting out the Recruitment Group's evaluation must be documented in writing and kept on file.

When recruiting a Lecturer, Lecturer of Technology, a Lecturer with industry-specific expertise, or a Lecturer with specific clinical competence, at least two university lecturers competent in subjects relevant to the position are responsible. The review must be documented in a written statement and kept on file. For special posts, it is also necessary that:

- Lecturer of Technology: the university lecturers are well-acquainted with the qualification requirements in Sweden in the relevant field of technology.
- Lecturer with specific industry expertise: the university lecturers are well-versed in JIBS teaching and research in the relevant specialist area.
- Lecturer with specific clinical competence: the university lecturers are well-versed in HHJ's teaching and research in the relevant specialist area.

## 5 Selection 1

### 5.1 Consideration of qualification requirements and selection

*AP Ch. 8.4.8*

The Recruitment Group makes an initial selection. The applicants' application documents are reviewed to identify those candidates who satisfy the qualification requirements referred to in the requirement profile.

In the event that a large number of applicants satisfy the qualification requirements, the Recruitment Group may select those candidates who best satisfy the requirements, for example by means of interviews. These candidates progress to an expert assessment.

The selection of applicants that progresses to the expert assessment shall, if possible, be large enough to enable the external experts to make a grouping based on qualifications.

The Recruitment Group is responsible for ensuring that gender equality is taken into account. In cases where both genders are not represented among the applicants, and in particular in cases where there are no applicants from the under-represented gender, the Recruitment Group may re-advertise and use headhunting to identify candidates of the under-represented gender. In cases where there are no applicants from the under-represented gender and it is decided that no further action will be taken, the decision must be justified to the Recruitment Committee.



Throughout the recruitment process, Jönköping University's Rules on Disqualification must be applied. Among other things, this means that anyone who is aware of circumstances likely to constitute a conflict of interest that could lead to disqualification must raise the issue himself or herself. The Recruitment Committee is responsible for documenting and recording any decision to address a conflict of interest that may lead to disqualification.

Candidates who do not progress in the recruitment process should be notified of this, which is managed by HR, in dialogue with the recruiting manager, via the recruitment system.

## 6 Expert assessment

### 6.1 Decisions about external experts

*AP Ch. 8.4.3, 8.4.5, 8.4.6*

A proposal for external experts, together with their contact details, is provided by the Recruitment Group to the Dean who makes a decision on the external experts (or alternatively another person appointed in accordance with a company-specific delegation; see Appendix 1).

Proposals and decisions concerning external experts, together with their contact details, are submitted to the person appointed to keep records.

### 6.2 Expert assessment

*AP Ch. 8.4.9*

The Recruitment Group shall ensure that all applications are complete prior to being sent to external experts. The documents to be sent to the external experts are: *Instructions for experts, requirement profile, candidates' documents, fee form.*

All documents to and from the external experts shall be processed via the JU recruitment system. Quality assurance of received expert reviews is carried out according to company-specific procedures.

### 6.3 The assignment of the external experts

*AP Ch. 8.4.9*

A JU-common template, including company-specific adaptations for instructions to external experts, will be used. These instructions include a time schedule and description of how the assessment is expected to be implemented. The instructions also include information about making a grouping based on qualifications, with a report on which applicants are included in the shortlist and which others are qualified for the post. The documents required by the external experts are attached together with the instructions.

A fee is paid to the external expert in accordance with the tariffs decided by each School. This fee is personal and paid as a taxable salary.

When the expert reviews have been submitted, the Registry is notified, by the recruitment manager (or the person appointed by the manager of the person appointed). Then, the Registry obtains the expert reviews in the recruitment system for record-keeping purposes.

## 7 Selection 2

### 7.1 Selection

*AP Ch. 8.4.10*

The recruiting manager together with the Recruitment Group selects those from the shortlist who will progress in the process. If the candidates in the shortlist decline, or alternatively the assessment of the Recruitment Group after, for example, interviews, is that none of the candidates in the shortlist are appropriate, the recruitment process can continue in the same thorough way with other qualified applicants.

When recruiting to posts where there is an under-representation of one gender, the Recruitment Group may consider the possibility of undertaking additional efforts to reach the under-represented gender.

**7.2 Planning and conducting interviews and tests****AP Ch. 8.4.10**

The recruiting manager, together with the Recruitment Group, continues the selection process by planning and conducting interviews and any tests. The interviews are prepared using the Interview Guide. Direct procurement may apply for any tests that are conducted. HR will assist if direct procurement is applied. Parts of this step can be done in parallel with the expert assessment.

**7.3 Requesting references****AP Ch. 8.4.10**

Reference checking is carried out by the recruiting manager or alternatively a member of the Recruitment Group who participated in the interviews. Preparations for the reference checking are carried out using the *Reference Guide*.

**7.4 GAP analysis****AP Ch. 5.1-5.4**

The recruiting manager must conduct a GAP analysis, which must include:

1. A confirmation that the candidate meets the requirements for an appointment as Associate Senior Lecturer/Senior Associate Professor (expert assessment is carried out).
2. Identification of what the gap is to become a lecturer/professor.
3. Establishment of a time schedule and activity plan for qualification for a lecturer/professor position at JU.

The GAP analysis and Action Plan are approved by the Dean through signature of these documents.

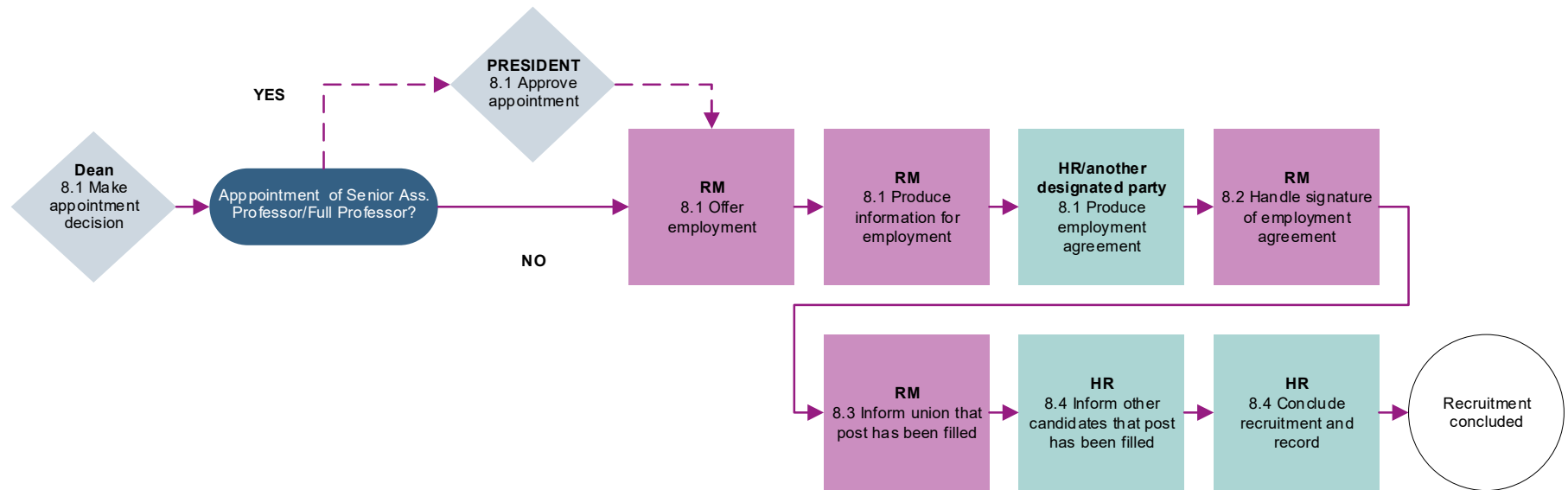
**7.5 Presentation in the Recruitment Committee****AP Ch. 7.2, 7.4.11**

The recruiting manager presents to the Recruitment Committee how the recruitment process has been conducted, including documentation, and also the candidate that the recruiting manager recommends for the post.

The Recruitment Committee reviews whether the recruitment process has been followed and submits a written statement, in accordance with company-specific procedures, to the Dean within one week.

The Recruitment Committee's statement is submitted to the recruiting manager, or the person appointed by the recruiting manager, to keep records.

Process Map 8.1- 8.4



## 8 Terms of employment and signature of contracts

### 8.1 Appointment decisions

AP Ch. 8.4.12

An appointment decision is made by the Dean (or alternatively another person appointed in accordance with a company-specific delegation; see Appendix 1) by signing the employment contract. In cases where the Dean has notified the existence of a disqualifying conflict of interest, the decision on the appointment will be taken by the Chair of the Governing Board of the School\*.

When appointing Full Professors and Senior Associate Professors, the Dean submits the matter to the President (in accordance with the Presentation Procedure). The President approves the appointment by signing the *President's appointment approval* before the Dean signs the employment contract.

The recruiting manager can get support from HR for assessing the salary level and any other terms of employment. The recruiting manager is responsible for contacting the candidate who is intended to be appointed to negotiate and/or provide them with information about the terms, as well as for producing information for employment. The information for employment is sent to HR or another person appointed to produce the employment agreement.

\*8.1 Where the Chair of the Governing Board is the President of JU, the process for the presentation of President's decisions is followed.

### 8.2 Appointment

The recruiting manager or alternatively Dean receives the employment agreement and deals with the signing by both parties.

Supporting information for the appointment and the employment agreement are sent to HR for salary payment and record-keeping purposes.

### 8.3 Information according to the Employment (Co-determination in the Workplace) Act (appointment)

The recruiting manager is responsible for ensuring that union representatives are informed about the appointment of a post in accordance with company-specific procedures.

### 8.4 Conclusion of the recruitment process

Other candidates are notified that an appointment has been made for the post. The recruiting manager or another person from the Recruitment Group who participated in the interview should verbally notify candidates who participated in an interview as well as internal applicants. Others are notified via the recruitment system by HR, in dialogue with the recruiting manager. HR concludes the recruitment matter.

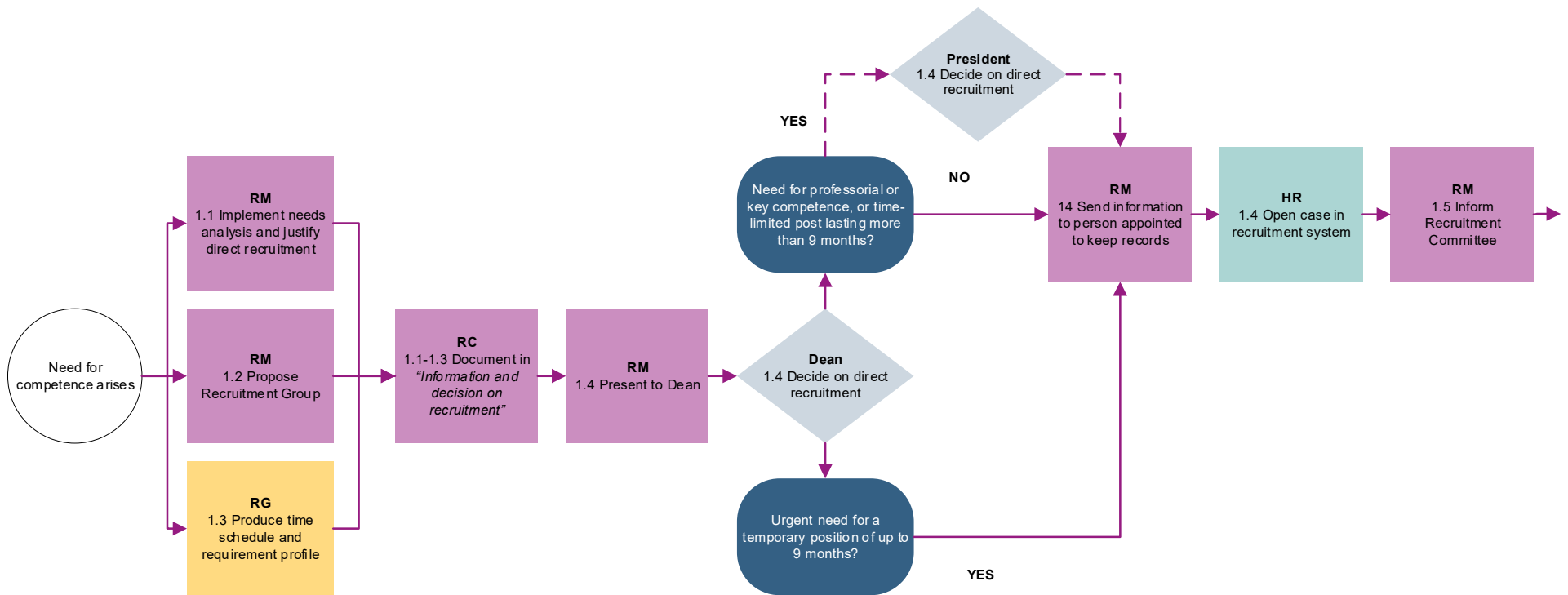
Documentation within the framework of the recruitment is recorded by HR or another person appointed.

Plan the new employee's introduction.

## Administrative Procedure for Direct Recruitment

Direct recruitment may be applied when recruiting

- Adjunct and Visiting Teachers and Postdocs with own funding
- Special key competences
- Fixed-term employment, where there is an urgent need for an appointment.



Process Map 1.1- 1.6

## 1 Initiating a recruitment matter – direct recruitment

### 1.1 Establishment of a needs analysis

A needs analysis constitutes decision guidance information for planned direct recruitment and forms the basis of the continued work throughout the recruitment process. The needs analysis is documented in JU's common template *Information and decision on recruitment* in the *Needs analysis* section.

In cases where the need is already indicated in the Workforce Plan, it is sufficient to tick The need exists in the Workforce Plan. The needs analysis also indicates the proposed person and the justification for direct recruitment.

### 1.2 Proposal for the Recruitment Group

The recruiting manager (RM) produces a proposal for the Recruitment Group (RG) and documents this in the *Recruitment information* section of the template.

When appointing the Recruitment Committee and the Recruitment Group, the Dean is responsible for ensuring that their composition and expertise promote gender equality and diversity.

### 1.3 Establishment of a requirement profile together with recruitment information and time schedule

*AP Ch. 3-6, 8.3, 8.4.1, 8.4.2, 8.4.7*

The Recruitment Group is responsible for the *requirement profile*, *requirement information* and *time schedule* sections being drawn up in the template. The requirement profile forms the basis of consideration of qualifications and decisions about appointments.

For all categories of teachers the subject of appointment shall be stated in conjunction with recruitment and must be included in the requirement profile. The subject of appointment shall be chosen with regard to the needs of the operations. As a support in selecting, each School shall have a subject matrix\*.

The recruiting manager, together with the Recruitment Group, is responsible for ensuring that the requirement profile is designed in such a way as to encourage qualified candidates of both sexes to apply. The Recruitment Group is responsible for ensuring that the requirement profile and the advertisement are designed in such a way as to encourage qualified candidates of both genders to apply.

When planning recruitment, the internal processes at the company should be coordinated, e.g., consideration should be taken of meetings of the Recruitment Committee.

### 1.4 Present to the Dean and decisions regarding direct recruitment

*AO Ch. 8.4.8*

Prior to each direct recruitment, the recruiting manager presents the Dean with the *Information and decision on recruitment*, including needs analysis, proposal for the Recruitment Group, requirement profile and time schedule. The Dean decides that the recruitment may be initiated and signs in the place specified on the template. The Dean decides on and also signs the requirement profile, Recruitment Group and time schedule in the place specified on the template (or alternatively another person nominated in accordance with company-specific delegation; see Appendix 1).

If direct recruitment, when there is an urgent need for appointment, is to be applied and the employment is planned to be shorter than 9 months, the Dean decides on the direct recruitment (in the case of direct recruitment of professor, the president decides).

Needs analysis/justification for the direct recruitment must be prepared and signed by the Dean, a case shall be opened in the registry and in the recruitment system where CV from the candidate shall be uploaded. Otherwise, the Dean decides on the recruitment process.

In cases when there is an urgent need for appointment and direct recruitment is to be applied, but the employment is planned to be for more than 9 months, or alternatively extended to be for more than 9 months, the direct recruitment shall be decided by the President and the recruitment process shall be followed according to item 7.4. in the Appointment Procedure and the process for direct recruitment described in this Administrative Procedure.

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For the direct recruitment of a Full Professor (incl. Senior Associate, Adjunct and Visiting Professors) and key competences and when there is an urgent need for direct recruitment for a fixed-term employment planned to be longer than/extended to more than 9 months, the Dean submits the matter to the President (in accordance with the Presentation Procedure). The President signs *Information and decision on recruitment*, together with the Dean and decides that recruitment may be initiated.

The *Information and decision on recruitment* adopted is submitted by the recruiting manager (or by a person designated by the recruiting manager) to HR or another nominated person for record-keeping purposes.

HR implements a check of preferential rights and allocates access to the JU recruitment system to members of the Recruitment Group.

HR or another designated person within the School creates a new direct recruitment case in the recruitment system, thus enabling candidates to submit their documents in the JU recruitment system.

Please note that direct recruitment is not possible for third country nationals. Such recruitment should be announced in the *Jobs Bank (Swedish Public Employment Service)* for at least ten days.

*\*Applicable as of 20220525, according to the HO for the subject to be taught in a position (979 President's decision).*

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#### 1.5 Information for the Recruitment Group

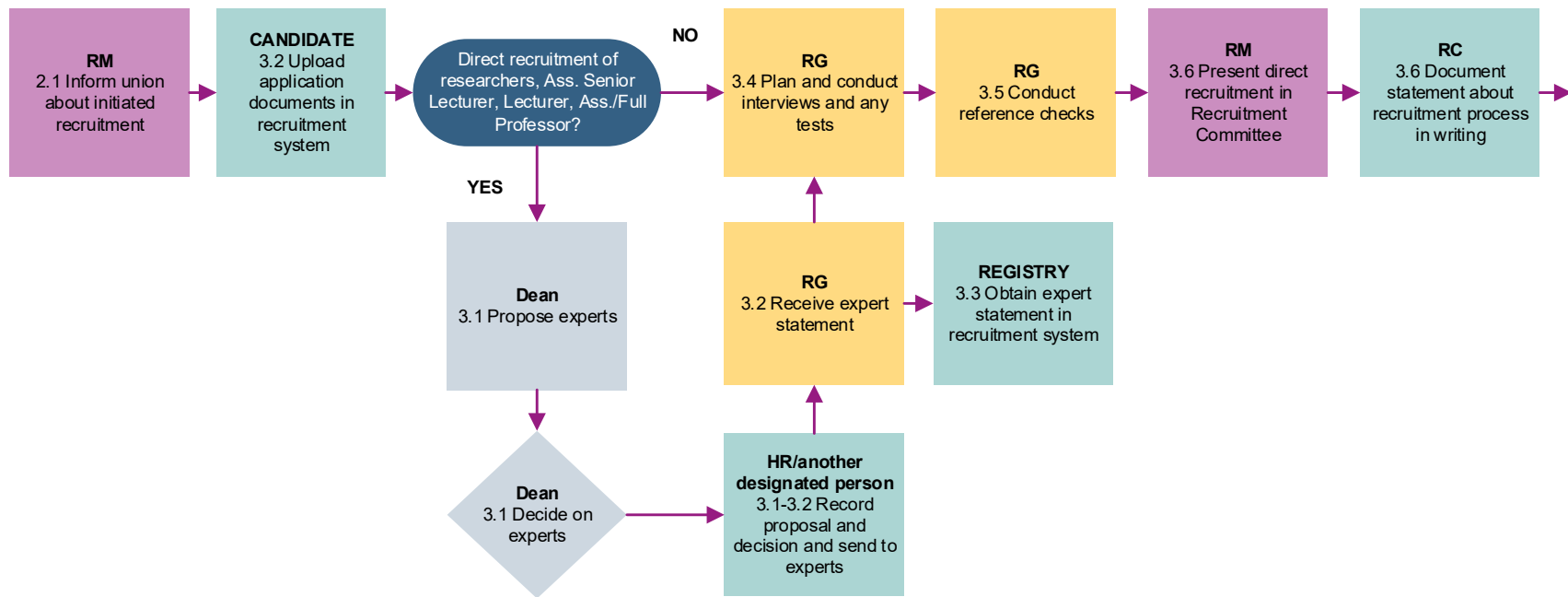
AP Ch. 8.4

The Recruitment Committee (RC) is informed when the recruitment is initiated.

Company-specific procedures regulate how the Recruitment Group and the Recruitment Committee communicate with each other.

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Process Map 2.1- 3.6





## 2 Information about a vacant post – direct recruitment

### 2.1 Information according to the Employment (Co-determination in the Workplace) Act (MBL)

Union organisations are informed about new recruitment in accordance with the Employment (Co-determination in the Workplace) Act (MBL) and company-specific procedures.

## 3 Review – direct recruitment

### 3.1 Appointing and making decisions about external experts

AP Ch. 8.4.3 -8.4.6

External experts are appointed when Associate Senior Lecturers, Senior Lecturers/Assistant Professors and Full Professors (including Adjunct and Visiting Professors) are recruited. When appointing experts, the Dean is responsible for ensuring a composition that promotes diversity and gender equality. Experts shall be selected with the aim of ensuring that both genders are represented, unless there are exceptional reasons to do otherwise.

In the case of postdoctoral recruitment, the Recruitment Group is responsible for ensuring that the applicant meets the qualification requirements and that the most qualified person is hired. A statement setting out the Recruitment Group's evaluation must be documented in writing and kept on file.

When recruiting a Lecturer, Lecturer of Technology, a Lecturer with industry-specific expertise, or a Lecturer with specific clinical competence, at least two university lecturers competent in subjects relevant to the position are responsible. The review must be documented in a written statement and kept on file. For special posts, it is also necessary that:

- Lecturer of Technology: the university lecturers are well-acquainted with the qualification requirements in Sweden in the relevant field of technology.
- Lecturer with specific industry expertise: the university lecturers are well-versed in JIBS teaching and research in the relevant specialist area.
- Lecturer with specific clinical competence: the university lecturers are well-versed in HHJ's teaching and research in the relevant specialist area.

An exemption from an expert assessment may be made if the applicant has been assessed by external experts within the last five years from the decision to recruit and was found qualified for an equivalent post at another higher education institution. Other special reasons for exemption from an expert assessment shall be presented to and approved by the President.

The Recruitment Group is responsible for contacting potential external experts. A proposal for external experts, together with their contact details, is provided by the Recruitment Group to the Dean who makes a decision on the external experts (or alternatively another party appointed in accordance with a company-specific delegation; see Appendix 1).

Decisions concerning external experts, together with their contact details, are submitted to the person appointed to keep records.

### 3.2 Expert assessment

AP Ch. 8.4.9

Candidates upload their application documents to the recruitment system. The Recruitment Group shall ensure that applications are complete prior to being sent to external experts. The documents are sent to external experts via the JU recruitment system in accordance with company-specific procedures.

The documents to be sent to the experts are: *Instructions for experts, requirement profile, candidates' documents, fee form.*

All documents to and from external experts shall be processed via the JU recruitment system. The quality of expert statements is controlled in accordance with company-specific procedures.

**3.3 The assignment of the external experts****AP Ch. 8.4.9**

A JU common template, including company-specific adaptations for instructions to external experts, will be used. The instructions include a time schedule and description of how the evaluation is expected to be carried out. Together with the instructions, the documents necessary for the experts to conduct their assessment are attached.

A fee is paid to the external expert in accordance with the tariffs decided by each School. This fee is personal and paid as a taxable salary.

When the expert statements have been submitted, the Registry is notified of the person appointed and the Registry then obtains the expert statements in the recruitment system for record-keeping purposes.

**3.4 Interviews and tests****AP Ch. 8.4.9**

If relevant, the Recruitment Group conducts interviews and decides on any tests.

The interviews are prepared using the Interview Guide.

Direct procurement may apply for any tests that are conducted. HR will assist if direct procurement is applied.

**3.5 Requesting references****AP Ch. 8.4.10**

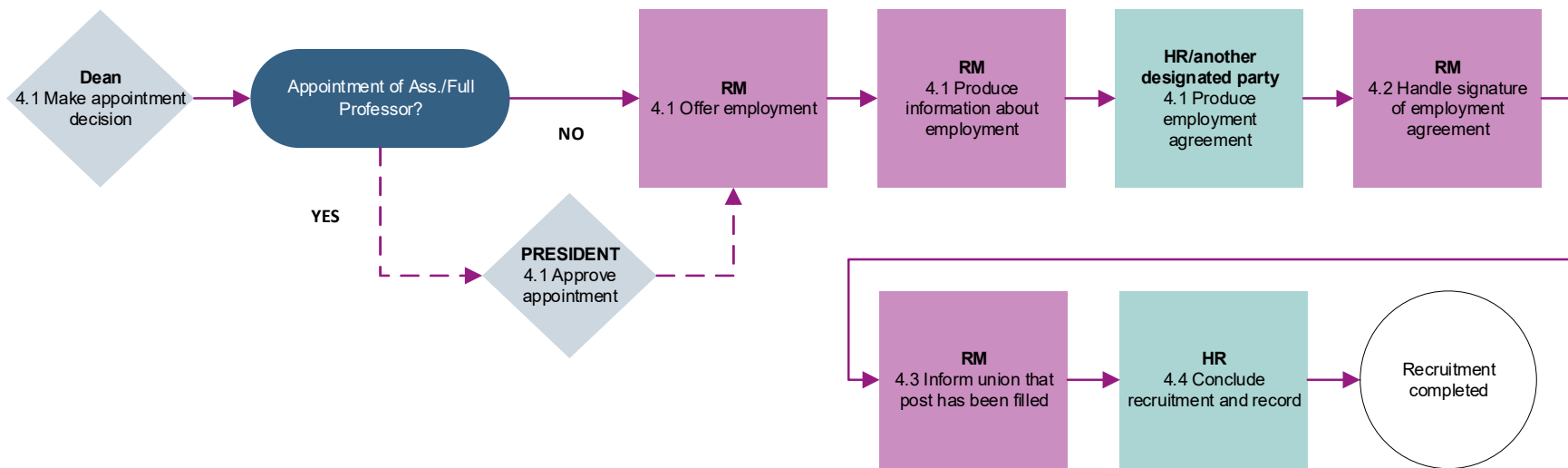
Reference checking is carried out by the recruiting manager or alternatively a member of the Recruitment Group who participated in any interviews. Preparations for the references checking are carried out using the *Reference Guide*.

**3.6 Presentation in the Recruitment Committee****AP Ch. 7.2, 8.4.11**

The recruiting manager presents to the Recruitment Committee how the direct recruitment process has been conducted, including documentation and proposed candidate.

The Recruitment Committee reviews whether the recruitment process has been followed and submits a written statement within a week, in accordance with company-specific procedures, to the Dean.

The statement of the Recruitment Committee is submitted to the person appointed to keep records.



Process Map 4.1- 4.4

## 4 Terms of employment and signature of contracts – direct recruitment

### 4.1. Appointment decisions

AP Ch. 8.4.12

An appointment decision is made by the Dean (or alternatively another person appointed in accordance with a company-specific delegation; see Appendix 1) and is confirmed by signing the employment contract. When appointing a Full Professor (including Senior Associate, Adjunct and Visiting Professors), the Dean submits the matter to the President (in accordance with the Presentation Procedure). The President approves the appointment by signing the *President's appointment approval* before the Dean signs the employment contract.

The recruiting manager can get help from HR for assessing the salary level and any other terms of employment. The recruiting manager is responsible for contacting the candidate to negotiate and/or provide them with information about the terms, and also for producing information for employment. The information for employment is sent to the designated person for the preparation of the employment contract.

### 4.2 Appointment

The recruiting manager or alternatively Dean receives the employment agreement and deals with the signing by both parties.

Information for employment and the employment agreement are sent to HR for salary payment and record-keeping purposes.

### 4.3 Information according to the Employment (Co-determination in the Workplace) Act (appointment)

The recruiting manager is responsible for ensuring that union representatives are informed about the appointment of a post in accordance with company-specific procedures.

### 4.4 Conclusion of the recruitment process

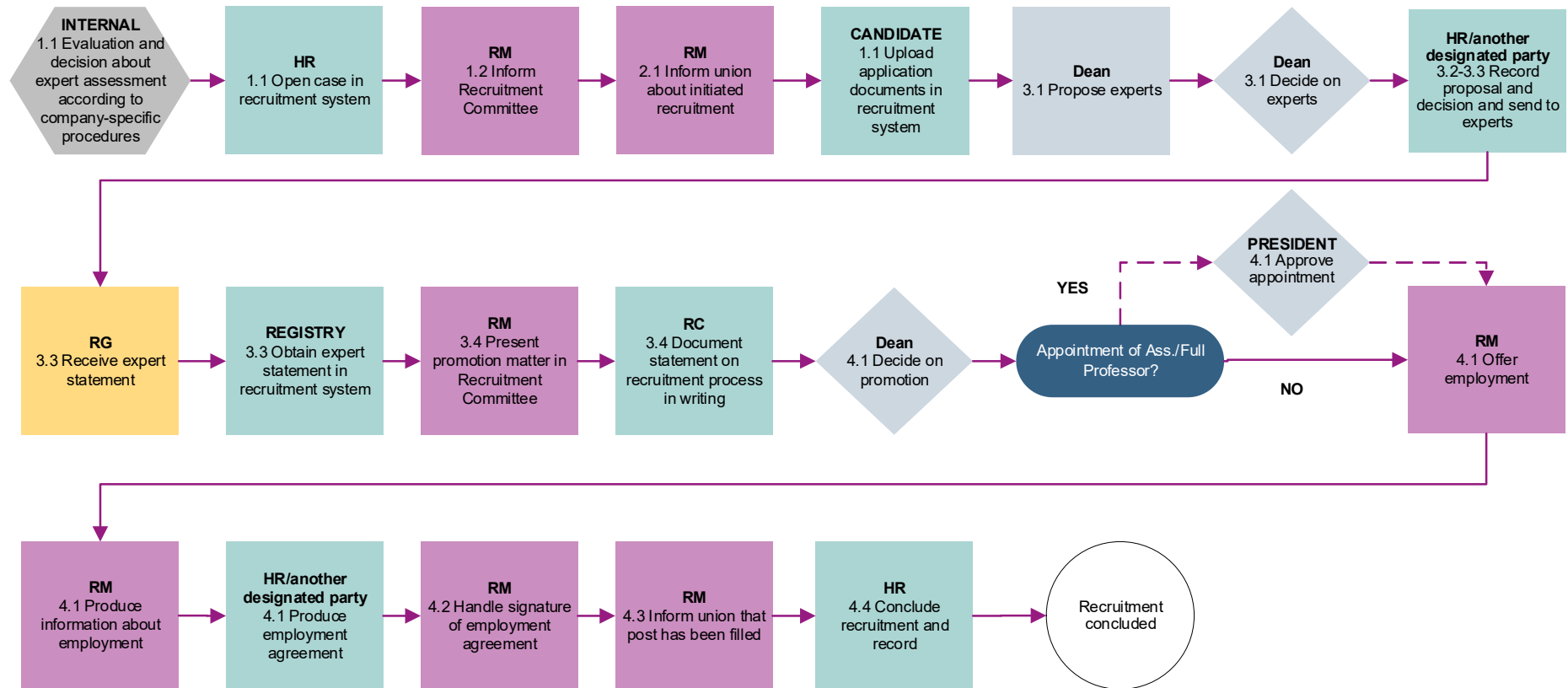
HR concludes the recruitment matter.

Documentation within the framework of the recruitment is recorded by HR or another person appointed.

Plan the new employee's introduction.

### Administrative Procedure for the Promotion\* of Associate Senior Lecturers and Senior Associate Professors

- For the promotion assessment of Associate Senior Lecturers, the eligibility requirements according to 5.3 apply as a minimum.
- For the promotion assessment of Associate Processors, the eligibility requirements according to 5.1 apply as a minimum.



\* In addition to the possibility of promotion from Associate Senior Lecturer/Senior Associate Professor to Senior Lecturer/Full Professor, Jönköping University also offers the possibility to be promoted to Docent/Associate Professor by application. A docentship/associate professorship is an important step in an academic career and a requirement for becoming a principal supervisor at the doctoral level. However, JU does not have docent/associate professor positions; a docentship/associate professorship is only an academic title and not a form of employment. The process for admission as a docent/associate professor is handled according to Rules for Criteria for Admission to Jönköping University.

## 1 Initiating a promotion case

### 1.1 Internal evaluation and decision about expert assessment according to company-specific procedures

The internal evaluation forms the decision-making basis for the planned expert assessment and is the basis for further work in the promotion process. The internal evaluation must indicate the proposed person and the reasons for the promotion.

The internal evaluation is documented and submitted to HR for record-keeping purposes. A case must be opened in the register and in the recruitment system, where the candidate's CV must be uploaded.

### 1.2 Information for the Recruitment Committee

*AP Ch. 8.4*

The recruiting manager is responsible for informing the Recruitment Committee (RC) before the promotion process is started. Communication between the Recruitment Team and the Recruitment Committee is governed by company-specific procedures.

## 2 Information about a vacant post – promotion

### 2.1 Information according to the Employment (Co-determination in the Workplace) Act (MBL)

Union organisations are informed about new recruitment in accordance with the Employment (Co-determination in the Workplace) Act (MBL) and company-specific procedures.

## 3 Review – promotion

### 3.1 Appointing and making decisions about external experts

When appointing experts, the Dean is responsible for ensuring a composition that promotes diversity and gender equality. Experts shall be selected with the aim of ensuring that both genders are represented, unless there are exceptional reasons to do otherwise.

An exemption from an expert assessment may be made if the applicant has been assessed by external experts within the last five years from the decision to recruit and was found qualified for an equivalent post at another higher education institution. Other special reasons for exemption from an expert assessment shall be presented to and approved by the President.

The Recruitment Group is responsible for contacting potential external experts. A proposal for external experts, together with their contact details, is provided by the Recruitment Group to the Dean who makes a decision on the external experts (or alternatively another party appointed in accordance with a company-specific delegation; see Appendix 1).

Decisions concerning external experts, together with their contact details, are submitted to the person appointed to keep records.

### 3.2 Expert assessment

*AP Ch. 8.4.9*

A JU common template, including company-specific adaptations for instructions to external experts, will be used. These instructions include a time schedule and description of how the assessment is expected to be implemented.

The documents to be sent to the experts are: *Instructions for experts, requirement profile, candidates' documents, fee form.*

All documents to and from external experts shall be processed via the JU recruitment system. The quality of expert statements is controlled in accordance with company-specific procedures.

### 3.3 The assignment of the external experts

A JU common template, including company-specific adaptations for instructions to external experts, will be used. These instructions include a time schedule and description of how the assessment is expected to be implemented. The documents required by the external experts are attached together with the instructions.

A fee is paid to the external expert in accordance with the tariffs decided by each School. This fee is personal and paid as a taxable salary.

When the expert statements have been submitted, the Registry is notified of the person appointed and the Registry then obtains the expert statements in the recruitment system for record-keeping purposes.

### 3.4 Presentation in the Recruitment Committee

AP Ch. 7.2, 8.4.11

The recruiting manager presents to the Recruitment Committee how the promotion process has been conducted, including documentation and proposed candidate.

The Recruitment Committee reviews whether the promotion process has been followed and submits a written statement within a week, in accordance with company-specific procedures, to the Dean.

The statement of the Recruitment Committee is submitted to the person appointed to keep records.

## 4 Terms of employment and signature of contracts - promotion

### 4.1 Promotion decision

AP Ch. 8.4.12

Promotion decisions are made by the Dean (or by another designated person according to company-specific delegation; see Appendix 1) through the signature of an employment agreement.

In cases where the Dean has notified the existence of a disqualifying conflict of interest, the decision on the appointment will be taken by the Chair of the Governing Board of the School\*.

When a professor is to be promoted, the Dean presents the matter to the President (in accordance with the Presentation Procedure).

The President approves the appointment by signing the *President's Approval of Employment* before the Dean signs the employment agreement.

The recruiting manager can get help from HR for assessing the salary level and any other terms of employment. The recruiting manager is responsible for contacting the candidate to negotiate and/or provide them with information about the terms, as well as for producing information for employment. The information for employment is sent to the person appointed to produce the employment agreement.

### 4.2 Appointment

The recruiting manager or alternatively Dean receives the employment agreement and deals with the signing by both parties.

The *Information for employment* and the employment agreement are sent to HR for salary payment and record-keeping purposes.

### 4.3 Information according to the Employment (Co-determination in the Workplace) Act (appointment)

The recruiting manager is responsible for ensuring that union representatives are informed about the appointment of a post in accordance with company-specific procedures.

### 4.4 Conclusion of the recruitment process

HR concludes the recruitment matter. Documentation within the framework of the recruitment is recorded by HR or another person appointed.

## Appendix 1 - Steps in the Recruitment Process

The Dean of the School bears ultimate responsibility for recruitment, which is normally managed operationally by the recruiting manager. The Schools are free to delegate preparation, drafting and decision-making in respect of the recruitment matter. The Administrative Procedure therefore describes the levels of preparation and drafting and allocation of responsibilities in general terms, as delegation may be different within the Schools.

Steps in the recruitment process for the announced post*	Decided by	Decision can be delegated
<b>1a. Decision on start of recruitment/needs analysis</b>	1a. Dean	1a. No
<b>1b. Decision on start of recruitment/needs analysis: Full Professors, Senior Associate Professors, Visiting Professors, Adjunct Professors</b>	1b. President (approved by the Dean for presentation to the President)	1b. No
<b>2a. Decision about Recruitment Group</b>	2a. Dean	2a. Yes
<b>2b. Decision about Recruitment Group: Full Professors</b>	2b. Dean	2b. No
<b>3a. Recruitment profile</b>	3a. Dean	3a. Yes
<b>3b. Recruitment profile: Full Professors</b>	3b. Dean	3b. No
<b>4a. Time schedule</b>	4a. Dean	4a. Yes
<b>4b. Time schedule: Full Professors</b>	4b. Dean	4b. No
<b>5a. Advertisement *</b>	5a. Dean	5a. Yes
<b>5b. Advertisement: Full Professors *</b>	5b. Dean	5b. No
<b>6. Inform the Recruitment Committee about the recruitment need</b>	-	-
<b>7. Information union representatives about the recruitment need</b>	-	-
<b>8. Consideration of the gender equality aspect</b>	-	-
<b>9a. Decision about external experts</b>	9a. Dean	9a. Yes
<b>9b. Decision about external experts: Full Professors</b>	9b. Dean	9b. Yes
<b>10a. Appointment decision</b>	10a. Dean	10a. Yes
<b>10b. Decision approving the appointment: Full Professors, Senior Associate Professors, Visiting Professors, Adjunct Professors</b>	10b. Dean/President	10b. No
<b>11. Statement from the Recruitment Committee</b>	-	-
<b>12. Approval of GAP analysis and Action Plan: Full Professors, Senior Associate Professors.</b>	12a. Dean	12b. Yes

Steps 1 to 4 are documented in the template *Recruitment Decision and Documentation*.

\*This step is excluded in case of direct recruitment.

All decisions/approvals and opinions of the Recruitment Committee must be documented and kept on file.



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Responsible for the recruitment / Rekryteringsansvarig	
Reference number / Diarienummer	

## Appendix 2 – Administrative Procedure for Recruitment to an Announced Post

### 1 Initiating a recruitment matter

- Establishment of *Information and decision on recruitment*
  - Needs analysis
  - Requirement profile
  - Recruitment information, time schedule and proposed recruitment group
- Decision about recruitment, recruitment group, requirement profile and time schedule
- Submit matter to President (when recruiting Full Professors/Senior Associate Processors)
- Information to Recruitment Committee

### 2 Information about a vacant post

- Union representatives informed in accordance with MBL and company-specific procedures

### 3 Application phase

- Production and establishment of advertisement
- Take into account the gender equality of the under-represented sex if the post is advertised
- Publication of advertisement
- Any communication with candidates (for example, following deadline or when application period is extended)

### 4 Preparatory work in respect of external experts

- Production of preliminary proposal for external experts
- Composition of experts that promotes diversity and gender equality, with the aim of representing both genders

### 5 Selection 1

- Consideration of qualification requirements and selection
- Consideration of the gender equality aspect
- Planning and conducting any interviews
- Any communication with candidates

### 6 Expert consideration

- Proposal for external experts
- Decision on external experts
- External expert assessment

### 7 Selection 2

- Selection from shortlist
- Consider further efforts regarding the gender equality aspect
- Planning and conducting interviews
- Planning and conducting any tests
- Checking references
- Planning and implementation of any recruitment of a Senior Associate Lecturer/Senior Associate Professor
  - GAP analysis
- Action Plan
- Approval of GAP analysis and Action Plan
- Presentation in the Recruitment Committee

### 8 Terms of employment and signature of contracts

- Submit appointment to President (when recruiting Full Professors)

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- Appointment decision (if the existence of a disqualifying conflict of interest is reported, the decision on the appointment will be taken by the Chair of the Governing Board of the School)
- Information for employment
- Employment agreement
- Inform union representatives about appointment of post
- Communication with other candidates

## Checklist for direct recruitment

### 1 Initiating a recruitment matter

- Establishment of *Information and decision on recruitment*
  - Needs analysis
  - Requirement profile
  - Recruitment information, time schedule and proposed recruitment group *or*
- Decision about recruitment, recruitment group, requirement profile and time schedule
- Submit matter to President (for direct recruitment of Full Professors including Adjunct and Visiting Professors and also for key competences and fixed-term employment for more than 9 months or alternately extended fixed-term employment to more than 9 months)
- Information to Recruitment Committee

OR

- Direct recruitment, when there is an urgent need, max 9 months (excl Full Professors) – written motivation signed by the Dean, open a case in the registry and in the recruitment system, upload CV from the candidate. Continued recruitment process as decided by the Dean.

### 2 Information about a vacant post

- Union representatives informed in accordance with MBL and company-specific procedures

### 3 Review

- Composition of experts that promotes diversity and gender equality, with the aim of representing both genders
- Proposal for external experts
- Decisions about external experts
- External expert analysis
- Planning and conducting interviews
- Planning and conducting any tests
- Checking references
- Presentation in the Recruitment Committee

### 4 Terms of employment and signature of contracts

- Submit the appointment to the President (for direct recruitment of Full Professors)
- Appointment decision
- Information for employment
- Employment agreement
- Inform union representatives about appointment of post

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## Checklist for the Promotion of Associate Senior Lecturers and Senior Associate Professors

### 1 Start of recruitment process

- Internal evaluation and decision about expert assessment according to company-specific procedures
  - Needs analysis
  - Requirement profile
  - GAP analysis
  - Action Plan
  - Recruitment information, time schedule and proposed recruitment group, *or*
- Promotion decision; open the case in the recruitment system
- Information to the Recruitment Committee

### 2 Information about a vacant post

- Union representatives informed in accordance with MBL and company-specific procedures

### 3 Review

- Composition of experts that promotes diversity and gender equality, with the aim of representing both genders
- Proposal for external experts
- Decisions about external experts
- External expert assessment
- Presentation in the Recruitment Committee
- Promotion decision

### 4 Terms of employment and signature of contracts

- Submit the promotion to the President (in case of the promotion of a professor)
- Appointment decision
- Information for employment
- Employment agreement
- Inform union representatives about appointment of post