



## **GUIDELINES FOR APPOINTMENT TO AN ASSOCIATE PROFESSORSHIP AT SÖDERTÖRN UNIVERSITY**

Decided by the Vice-Chancellor on 16 May 2017, applicable from 1 June 2017

### **Introduction**

Södertörn University has decided to appoint associate professors if they benefit the university's education, research and third stream activities. The applicant must have some type of link to Södertörn University or have lasting educational or research partnerships with lecturers and researchers in a subject relevant to the application. However, an applicant who does not work at the university has no unconditional right to be appointed as an associate professor even if he/she has the required expertise. The following regulations and routines are applied when appointing associate professors at Södertörn University.

### **1. Regulations**

The Recruitment Committee prepares the case, which is then decided by the Faculty Board.

An applicant will be appointed associate professor in the subject in which he or she is employed, has been awarded his or her doctoral degree or in a specific subject that is closely related to the subject area in which he/she is employed.

### **2. Associate professor: level of competence**

#### 2.1 Qualifications

A person is qualified for appointment as an associate professor if he/she holds a doctoral degree or has the equivalent competence and, additionally, can demonstrate the required scholarly expertise and educational skills.

#### 2.2 Scholarly expertise

In addition to a doctoral thesis, the applicant should have deepened or broadened his/her scholarly register. An exceptional doctoral thesis reduces the demands for additional merits, while a more ordinary thesis increases the demands on the scope and quality of the additional qualifications. In general, the quantity and quality of the additional qualifications should be equivalent to that required for a good doctoral thesis, whether the results are presented in the form of papers or as a monograph. These additional works can have a different content to the thesis, but they may also comprise in-depth development of the

thesis. Apart from the thesis, the scholarly work must display a deepening or broadening of empirics, methodology or the theories used.

Scholarly expertise should be expressed through theoretical and methodological awareness, presentation skills, analytical ingenuity and innovation. Large volumes cannot compensate for low quality. It is a priority that, over time, the applicant has displayed increasing autonomy in his or her scholarly work. For co-authored works, the applicant must describe his/her contribution. Different forms of scholarly activities are beneficial, such as project funding, project management, reviewing, academic positions of trust, organising conferences, and editorial work.

When evaluating additional qualifications, published works or works accepted for publication shall be the primary focus of consideration. International publication and/or publication in peer-review journals should be taken into account in the areas in which such publication is possible and are part of scholarly tradition.

### 2.3 Teaching skills

For appointment as an associate professor, the applicant shall be qualified through:

- documented and extensive experience of teaching in higher education or, for applicants outside academia, the equivalent qualifications
- having completed a course in teaching and learning in higher education worth at least 7.5 credits, or in some other way acquiring the equivalent skills

## **3. Application procedure**

### 3.1 Application

After consulting with a colleague who is an associate professor or professor in the subject (or Head of School if there are no associate professors or professors in the subject) at Södertörn University, an e-mail is sent to the registrar ([registrator@sh.se](mailto:registrator@sh.se)) stating that the person is applying for an associate professorship and the subject in which the application is being made. The applicant is subsequently contacted by the relevant administrator with instructions about the rest of the application procedure. Södertörn University's "Template for application for employment as a teacher at Södertörn University" also applies to applications for associate professorships and can be used as guidance in addition to these guidelines.

An assessment from the Head of School stating that the applicant's appointment as an associate professor is beneficial for the university's education, research and third stream activities, and that the applicant should be appointed as associate professor at Södertörn University, is only necessary when the applicant is not already an employee at the university. If there is no Swedish doctoral thesis, material that has been previously assessed as equivalent to one during an evaluation must be clearly stated. A maximum of ten publications, including the doctoral thesis, may be referred to.

### 3.2 External experts

After the application has been received, an associate professor or professor in the subject (or Head of School where the subject has no associate professors or professors) at Södertörn University is asked to propose two external experts that will be appointed by the Faculty Board. One of the external experts must have professor's competence and the other external expert must be of at least associate professor level. Both genders must be represented unless there are specific reasons otherwise. The external experts must carefully consider whether the applicant fulfils the abovementioned requirements for scholarly and educational expertise. The external experts must clearly state their opinion in a written statement. The external experts may, if they deem it appropriate, draw up a common

descriptive presentation of the applicants' merits, but the assessment of the applicant's merits must be done individually.

#### **4. Decision**

After the external experts' statements have been submitted, the Recruitment Committee evaluates the case, making its decision on the basis of the application and the external experts' recommendation that the applicant is awarded an associate professorship. The Recruitment Committee's proposed decision is sent to the Faculty Board, which decides whether the applicant receives an associate professorship.

#### **5. Associate Professorship Lecture**

If the decision is positive, the applicant must give an "Associate Professorship Lecture" within three months of the Faculty Board's decision on the associate professorship. The applicant organises this in partnership with the academic school and, after consultation with the Chair or Vice-Chair of the Faculty Board, publicly announces it at least two weeks in advance. The lecture should be a public 20-minute presentation of the applicant's research and target the general public (be popular science-based). In association with the lecture, the Chair, Vice-Chair or other representative of the Faculty Board will award a certificate of appointment as associate professor.

#### **6. Process when applying for an associate professorship**

##### 6.1 Applicants who are employed at Södertörn University and are applying for an associate professorship at Södertörn University

- After consulting with an associate professor or professor in the subject (or Head of School if there are no associate professors or professors in the subject) at Södertörn University, an e-mail is sent to the registrar ([registrator@sh.se](mailto:registrator@sh.se)) stating that the person is applying for an associate professorship.
- The application is submitted to an administrator who checks that the application is complete.
- The Faculty Board decides to appoint external experts.
- When the external experts' statements have been received, the Recruitment Committee decides whether to send a recommendation to the Faculty Board for appointment as an associate professor.
- The Faculty Board decides, on the basis of the Recruitment Committee's decision, whether the employee will receive an associate professorship.
- The "Associate Professorship Lecture" takes place, as above.
- Certificate of appointment as associate professor is issued

##### 6.2 Applicants who are employed at Södertörn University and have received an associate professorship at another higher education institution (HEI)

- After consulting with an associate professor or professor in the subject (or Head of School if there are no associate professors or professors in the subject) at Södertörn University, an application is sent to the registrar ([registrator@sh.se](mailto:registrator@sh.se)), addressed to the Faculty Board, requesting to have the associate professorship recognised at Södertörn University.

- The case is administered by the Recruitment Committee which evaluates whether the requirements for an associate professorship at the other HEI correspond to the requirements for an associate professorship at Södertörn University.
- If the Recruitment Committee finds that the appointing HEI's requirements are no less than those at Södertörn University, the Recruitment Committee decides that the applicant may assume responsibilities for which associate professor competence is required.

### 6.3 Applicants who are not employed at Södertörn University but who are applying for an associate professorship at Södertörn University

- After consulting with an associate professor or professor in the subject (or Head of School if there are no associate professors or professors in the subject) at Södertörn University, an e-mail is sent to the registrar (registrator@sh.se) stating that the person is applying for an associate professorship. The application must include an assessment from the Head of School stating that the applicant's appointment as an associate professor is beneficial for the university's education, research and third stream activities, and that the applicant should be awarded an associate professorship at Södertörn University.
- The application is submitted to an administrator who checks that the application is complete.
- The Faculty Board decides to appoint external experts.
- When the external experts' statements have been received, the Recruitment Committee decides whether to send a recommendation to the Faculty Board regarding appointment as an associate professor.
- The Faculty Board decides, on the basis of the Recruitment Committee's decision, whether the employee will receive an associate professorship.
- The "Associate Professorship Lecture" takes place, as above.
- Certificate of appointment as associate professor is issued