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## **INSTRUCTIONS for assessing applicants for academic positions**

Appointment of a professor, associate professor or assistant professor is handled by one of the academic Appointment Committees of the Faculty of Science. The decision to appoint a candidate is made in accordance with the decision-making and delegation policy of the University and the Faculty. The task of the external experts is to review, assess and rank the applicants prior to the meetings of the academic appointment committee, which in turn prepares the appointment matter for the faculty board. Each of the experts should submit an evaluation report according to the timetable agreed upon.

### **Competence based recruitment free from discrimination**

Stockholm University strives to be a workplace free from discrimination and with equal opportunities for all. Men and women shall be examined and assessed equally and on the same grounds, and our recruitment process shall be transparent and competence based. Everyone who participates in the assessment must therefore have undergone basic training on unconscious biases. In order to make the evaluations of the applicants as objective as possible, the advertisement and the documents submitted by the applicants should be the basis of the experts' evaluation reports.

### **Qualification requirements**

The qualification requirements for the position are described in the advertisement and in the criteria for appointment at the Faculty of Science.

### **Assessment criteria**

The assessment criteria for the position are all described in the advertisement. The candidates should be assessed and ranked on the basis of their research skills within the subject area of the position. The subject description, when included, provides a clarification of the subject area. In cases when the subject area is described as having a focus on a particular field of the subject, for example, *biochemistry with a focus on protein folding*, the candidates should primarily be ranked on the basis of their research skills in *protein folding*, and secondarily on their research skills in *biochemistry*. The candidates should also be assessed and ranked on the basis of their teaching skills and other specified assessment criteria. Finally, the experts should provide an overall assessment of the most qualified candidates.



### **Assessment of applicants for a tenure track position as assistant professor**

For a position as assistant professor, *preference* should be given to those who were awarded a PhD or attained equivalent research competence no more than *five years* prior to the expiry of the application period. The candidates who meet this requirement should be assessed and ranked in relation to the subject area following the procedures described above. Other candidates should be similarly assessed without being ranked.

### **Individual report**

Each expert should carry out an independent assessment and submit an individually written report. All candidates should be reviewed and described. Applicants who are less qualified for the position may be described more briefly. It is, however, necessary to clearly motivate why these applicants would be less suitable for the position. In case of a large number of applicants, a shorter list of 10–15 people may be selected for thorough review and assessment, provided that it is clearly motivated why the rest of the applicants are not included in this group. Details on how to structure the report are given below.

### **Recommended structure of the report**

- A short introduction referring to the qualification and assessment criteria of Stockholm University and the Science Faculty for the position. Please also describe the criteria and other considerations (if any) that you have used for your assessment.
- General comments on the quality of the full group of applicants.
- Description of the applicants' qualifications relevant to the advertised position.
- Possible categorisation of applicants as qualified or less qualified, with motivation.
- Assessment of each qualified applicant in relation to the subject area, subject description and assessment criteria described in the advertisement.
- Assessment and ranking of the most qualified candidates in relation to the subject area, subject description and assessment criteria as described in the advertisement.
- A suggestion of which candidates to invite for a trial lecture and interview. Normally 3–5 candidates are invited.

### **Application documents**

The applicants have been instructed to structure their application as specified in the Stockholm University template for applications for employment and to attach a maximum of ten selected publications. The applicants cannot include qualifications that were achieved after the deadline for application.

### **Procedure in the Faculty**

Once the reports of the external experts are received by the University, they will become public documents according to the Swedish Public Access to Information and Secrecy Act and the Freedom of the Press Act. This means that anyone, including the applicants, is entitled to read the report. The reports will, together with the minutes, be distributed to the applicants after the first appointment committee meeting.

#### Disclaimer:

In case of discrepancy between the Swedish original and the English translation of this document, the Swedish version takes precedence.



The external experts participate via video conference in both the meetings with the appointment committee. During the first meeting, the committee selects the candidates to invite for interviews and trial lectures and/or research presentations. The second meeting includes the trial lectures, the research presentations and interviews. At the end of this second committee meeting, the committee recommends a candidate for the position. The external experts contribute with recommendations at the appointment committee's meetings, but do not have formal voting rights.

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