



CHECKLIST FOR PROMOTION FROM ASSISTANT PROFESSOR TO SENIOR LECTURER

The applicant contacts the Competence Provision Unit (UF/HRA) via email to academic-appointments@ki.se and announces their interest of applying for promotion. An administrative officer will send the applicant a link to the recruitment system where the applicant submits their application. **Observe that the applicant shall submit their application for promotion at least 9 months before their employment as Assistant Professor lapses.**

Responsible	
Applicant	<p>1. Application. The application shall include the following parts (A-B)</p> <p>A. The application will be submitted by the applicant. The application shall include:</p> <ul style="list-style-type: none">▪ Field of research (including information regarding focus on research or focus on education and research).▪ Department▪ Letter of introduction that describes the applicant's expertise with regards to the assessment criteria for promotion to Senior Lecturer.▪ The applicant's CV and qualifications portfolio for teachers and researchers in accordance with Karolinska Institutet's qualification portfolio▪ Statement from the Head of Department, potentially including a suggestion of two external experts (Professors).
Head of Department	<p>B. Statement from the Head of Department, potentially with suggestion regarding two external experts.</p> <p>The Head of Department should make a statement regarding the applicant's application for promotion.</p> <p>The suggestion of two external experts should also include a description of the expert's research merits as well as these merit's relevance for this recruitment. The proposal should also include the expert's number of publications, publication list and current email addresses. The experts should have declared themselves willing to appear as expert consultants. Both genders should be represented and at least one of them should be international. The applicant him-/herself is not to be involved in the choice or suggestion of external experts. The external experts should be at the level of Professor.</p>



<p>Head of Department/ UF/HRA</p>	<p>Recruitment Committee. The Head of Department is summoned to a meeting with the Recruitment Committee where an assessment of the applicant is made.</p> <p>Decision. The Recruitment Committee makes an initial assessment of the applicant with regards to the assessment criteria for promotion from Assistant Professor to Senior Lecturer. The committee assesses whether the applicant shall proceed to being assessed by the external experts. Decision regarding appointing the external experts can also be made.</p> <p>Send out. The administrative officer contacts the proposed external experts and ask them if a conflict of interest exists. If the external experts declare that no conflict of interest exists, the administrative officer provides them with the assignment. The experts get about 4 weeks to write their assessments. The errand can be discussed with the Chairperson of the Recruitment Committee when the assessments have been submitted.</p> <p>Decision. If the external experts are unanimous, the Chairperson of the Recruitment Committee can decide in accordance with the experts' assessments to either recommend for promotion or advise against. The Chairperson can also decide to return the process to the Recruitment Committee. In case the external experts are dissentient, the process should be returned to the Recruitment Committee and an interview with the applicant can be performed.</p> <p>Decision/Transcript. When a decision has been made by the Chairperson or the transcript from the meeting with the Recruitment Committee has been established, the Head of Department and the applicant are informed about the outcome.</p> <p>CV-examination. Before decision of employment can be made, an examination of the applicant's CV is conducted.</p> <p>Decision. The decision is signed by the Head of Department. The original will thereafter be sent to the applicant.</p>
<p>UF/HRA</p>	<p>Posting, dispatching and filing is conducted by the UF/HRA.</p>



PROMOTION OF ASSISTANT PROFESSORS TO SENIOR LECTURERS

An Assistant Professor can apply for promotion to Senior Lecturer. An application is submitted to the Recruitment Committee. The Assistant Professor may decide to apply for promotion to Senior Lecturer in accordance with one of two promotion tracks: promotion to Senior Lecturer with focus on research or promotion to Senior Lecturer with focus on education and research. In order to be promoted to Senior Lecturer, the Assistant Professor must meet the following criteria. This is assessed by the Recruitment Committee.

PROMOTION OF ASSISTANT PROFESSORS TO SENIOR LECTURERS WITH FOCUS ON RESEARCH

Assessment criteria

1. Senior Lecturer expertise as per the eligibility requirements and assessment criteria for “Senior Lecturer with focus on research”
 2. Appropriation obtained as principal applicant in national or international competition that covers the applicant’s own salary for at least two years from the final date of employment as an Assistant Professor. Project funding obtained in national or international competition (i.e. excellence grant obtained from the Swedish Research Council, European Research Council (ERC), Wallenberg Foundation (WAF) or Swedish Foundation for Strategic Research (SSF) that covers costs for salaries, rent, materials and other project-related expenses for the research organisation for at least two years from the final date of employment as an Assistant Professor.
 3. First- and/or senior author of a number of peer-reviewed scientific articles published in leading international scientific journals over a number of years since disputation, with the emphasis on the qualification period as an Assistant Professor.
 4. An independent research line deemed by independent experts and departmental management to offer excellent future potential for both the individual researcher and the department in question.
 5. A documented good ability to lead their own research group – including staff responsibility and supervision of doctoral and/or postdoctoral students – to successful scientific results in a good working climate, as well as documented collaborative abilities.
 6. All experience of undertaking assignments on behalf of the scientific community – such as board membership, internal assessment committees, departmental duties, organising courses and conferences and editorships – will be considered as merits.
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PROMOTION OF ASSISTANT PROFESSORS TO SENIOR LECTURERS WITH FOCUS ON EDUCATION AND RESEARCH

Assessment criteria

1. Senior Lecturer expertise as per the eligibility requirements and assessment criteria for “Senior Lecturer with focus on education and research”.
2. Teaching in higher education training of 10 weeks or equivalent competence in accordance with Association of Swedish Higher Education Institutions recommendations for qualification as a higher education teacher.
3. Independent responsibility for planning, implementation and evaluation of teaching and examination at first-, second- and third-cycle study programmes and courses – to a significant extent and over a period of at least three years with documented high levels of quality.
4. Pedagogical management assignments as course director at first-, second- and third-cycle level.
5. Extensive pedagogical experience of various forms of teaching and for various groups at first-, second- and third-cycle levels.
6. Completed, nationally and internationally presented pedagogical development work resulting in improved study programmes and/or courses.
7. A clear plan for their own pedagogical activities (including pedagogical development work) that demonstrates a high level of quality and great potential.

If the applicant is deemed to fulfil all of the above criteria, they will be assessed by two experts in their field and must meet the eligibility requirements that apply to appointments as a Senior Lecturer at Karolinska Institutet.
