

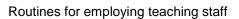
Updated 2019-09-19

CHECKLIST FOR **RENEWED ADJUNCTSHIP** (at the same level)

The application is sent by e-mail to the appropriate administrative officer at the Recruitment committee's secretariat (RS)

To process an application takes about 6 weeks

	A. Application. The application must include the following five parts (A-E):
Responsible	The proposal must be from two professors. (The Head of Department can be one of the proposers.) The proposal must detail the following:
Head of Department/ Professor	■ The benefit of the adjunctship for KI, including:
	 A specification of the specialist expertise that is of importance to KI and a comparative analysis of existing expertise.
	2. A report for activities during the previous period as an adjunct.3. A detailed plan for activities regarding planned tasks for the proposed candidate in relation to:
	3a. Planned research activity, detailing leadership and/or participation of/in research projects and their sources of financing, as well as the results that are expected to be achieved.
	3b. Planned responsibility for and/or participation in education at third-cycle level, e.g. doctoral supervision, arranging third-cycle education courses, participation in third-cycle education courses and other education activities.
	3c. Planned responsibility for and/or teaching undertakings in education at first- and/or second-cycle levels, and other management functions within study programmes and courses that are planned, detailing study programmes, courses and times.
	3d. Management, development and collaboration assignments within the department and/or KI.
	 An account of how employment at KI will be organised in practical terms.
	 Subject area (same as before) Department Length of employment (adjunct professor, may be employed 4 +4 +4 years and senior lecturer may be employed two years at a time) The extent of the employment at KI (%) Financing
	B. Letter of consent from the Head of Department if he or she is not one of the





Updated 2019-09-19

Head of Department	proposers
Head of Department/ Professor	 C. Consent from the principal employer (if the employer is Stockholm County Council, the certificate should be signed by Operation Manager and Division Manager (verksamhetschef och divisionschef) including details of: The length of the employment (years). (An adjunct professor can be employed for 4+4+4 years, and an adjunct lecturer can be employed for 2 years at a time.) The extent of the employment at KI (20-50% of full time) Financing
	D. Declaration of intent from the proposed candidate The proposed candidate's CV and list of publications
RS	Decision. The Vice Chairman of the Recruitment Committee assesses if a reemployment is beneficial to KI. The Chairman of the Recruitment Committee approves or rejects a re-employment. Final decision. The decision is signed by the Head of the Department in the case of a lectureship and by the President in the case of a professorship. The original copy is sent to the applicant after being signed.
	Appeals, expeditions, possible appeal and filing is handled by RK.