

Information for applicants and assessment committees on appointments to academic posts as professor, associate professor, and promotion from post as associate professor to professor on qualification

Revised fall 2011

This document provides a brief overview of the key components in the appointment process, but it is not exhaustive. For further information, please see the relevant regulations; cf. the attachment with a list of links to the relevant web pages.

1. The assessment process

Applications to academic posts will be assessed by a committee of experts. An assessment committee has no formal, independent status in the appointment process, but will give an advisory assessment by virtue of its academic expertise. This assessment will be used as the foundation for further processing by selection and appointment committees.

The use of special assessment by a group of experts is based on the need for independent, academic-based quality assurance, while emphasising that academic autonomy is the foundation of research and education. The assessment committee will identify at least three applicants (if that many are qualified) who will undergo a more thorough assessment and ranking. The committee will provide a justification for the ranking of the candidates. It is not possible to recommend more than one candidate for the same ranking. The other applicants will not be assessed in depth, but the committee will explain what distinguishes these applicants from the candidates selected.

The expert assessment will normally be completed within a three-month period after the committee members have received the applications if there are four or more applications, and within a two-month period if there are three or less applications.

Assessment criteria for the assessment committee

Academic qualifications

Professor-level expertise involves considerably greater academic production than that required at the PhD-degree level.

Main emphasis will be put on scientific works, as well as on research leadership and participation in research groups.*) The applicant's research activity must be of high quality and demonstrate both breadth and depth. The academic production must reflect an independent research profile and show the applicant's ability to address new research questions. Those appointed to professorships are expected to be engaged in ongoing research activity.

The academic qualification requirements for professor competence are identical whether the post concerned is a full-time position, part-time position, or a subsidiary post at the University combined with a principal post at the hospital.

The required qualification for an associate professorship is a doctoral degree in the academic field concerned or equivalent expertise.

**) As a guiding norm for the assessment committee, a minimum requirement of academic production is 15 publications in international peer reviewed journals. The applicant should be first or last author in at least half of the publications, of which at least five as first author, and at least two as last author. The number of publications will depend upon the size and quality of the individual publication. If some of them are published in one of the most prestigious journals in the field and are of a very high quality, the number of publications required may be lowered.*

If the applicant's contribution to a work done by a group is unclear, the applicant's contribution should be documented by written statements from the group's participants, or by referring to an acknowledged contact person who is well acquainted with the work or works in question, and the group.

Other scientific qualifications

Other scientific qualifications that have been mentioned in the announcement of the position will also be assessed.

Pedagogical qualifications

The expert assessment is expected to assess whether each of the applicants fulfil the requirements for basic pedagogical competence. Basic pedagogical competence is defined as one course of 3-4 weeks' duration on the topic of teaching at the university/university college level, or the equivalent. If the person appointed does not meet the requirement for basic pedagogical competence, as a general rule he or she must document such competence within a two-year period following appointment to the post.

Documented experience of supervision of research recruits on different levels of education is expected. Normally, it is also a requirement that the applicant has been the main supervisor for a Ph.D.-candidate who in the course of this supervision has achieved his/hers doctoral degree.

Emphasis will also be laid on the applicant's experience in teaching and examination of students, planning, development and evaluation work of a pedagogical nature, production of learning materials, the pedagogical qualities of the scientific works submitted, and other pedagogical background.

Qualifications within dissemination activity

Emphasis will be laid on documented activity within dissemination of scientific knowledge and research, as well as efforts to spread knowledge about scientific methods and research results, including popular science articles and other information materials.

Qualifications within management and administration

Documented education in the area of management and administration and relevant experience within this field will be emphasised. Administrative experience from educational and research institutions is desired. These qualifications also include administration of a research group, establishment of an academic milieu and work on assessment committees for academic positions.

Weighting of qualifications

Competent applicants will be ranked on the basis of the entire breadth of the aforementioned qualifications. Special emphasis will be put on qualifications mentioned in the announcement and description of position. Priority will be given to academic qualifications over professional and other qualifications. Should an applicant have an especially high level of expertise in

teaching, clinical or other professional activity, or administration, this will normally not lessen the emphasis on academic qualifications.

2. Final recommendation

The body with the power of recommendation is tasked with identifying the applicant who after an objective overall assessment is best qualified for the position, and to recommend this person to the body with the power of appointment. The body with the power of recommendation is responsible for conducting interviews and decides whether trial lectures or other tests will be held. As a main rule, minimum three applicants should be recommended in prioritised order. It is not possible to recommend two applicants in the same place. If the body with the power of recommendation finds that only one applicant can be recommended, this should be given a specific justification. This justification will normally be that there are no other qualified candidates.

Assessment criteria for recommendation

- Qualifications related to description of position and announcement
- The report from the assessment committee
- Personal suitability for the position, based on interviews and references
- Research plans and ambitions for own teaching activity
- Pedagogical and professional dissemination qualifications, among other things based on any trial lectures

Interview

As a supplement to the academic assessment, the most promising applicants will be interviewed in order to gain an overall impression of the candidates. When appointing to subsidiary posts at the University combined with principal posts at the hospitals, the interviews are conducted in cooperation with the principal employer. The interviews will usually be conducted by an academically representative group of three to five persons, among which will normally be the academic leader for the position. The group is appointed by the body with the power of recommendation. When appointing to subsidiary posts at the University combined with principal posts at the hospitals, the group shall consist of a minimum of 3 academic staff, of which at least shall represent the University of Oslo.

The purpose of the interview is to ascertain the applicant's personal suitability, research plans, ambitions for own teaching activity, motivation and potential for development. The interview group's recommendation with an explanation of its reasoning will be presented by the body with the power of recommendation along with the assessment committee's expert assessment.

3. Appointment

Appointments to professorships and associate professorships are carried out by the appointment committee at the faculty level. The exception to this general rule is an appointment without a prior vacancy announcement for a professorship and an appointment to professor SKO 1404 (professor for academic leadership), which are handled by the UiO board's appointment committee.

Appointments to subsidiary posts at the university combined with other principal posts

When appointing to subsidiary posts at the University combined with principal posts at the hospitals, each of the two employers carry out their own recruitment procedures separately. In regard to the academic duties of the subsidiary post, the applicants are assessed by the qualification requirements decided by the University in regard to the specific post in question, while for the principal post they are assessed by the qualification requirements as

decided by the principal employer. Final assessment is based upon a combined evaluation of the applicant's competence in its totality in regard to the post's dual function. In the eventuality that the two employers are in disagreement, the recommendation of the main employer will be the result. In case one of the employers wish to appoint a candidate that is not found qualified by the other employer, the position must be announced anew.

4. The applicant's right of access

A copy of the expert assessment by the assessment committee is sent to the applicants before the matter comes before the body with the power of recommendation. The applicants have the right to make written comments to the assessment. However, this does not entail a right to file a formal complaint of decisions taken in appointment matters, but represents an expanded right of access and the opportunity to correct any misunderstandings. The body with the power of recommendation decides whether any comments will be forwarded to the assessment committee for its consideration. The deadline for applicants to submit comments is usually about 14 days. In this connection, both the applicants and those involved in the appointment process are subject to a duty of confidentiality, and may only use the information to ensure that a fair assessment has been conducted. Any comments from the applicants will be included in the further handling of the case until a final decision on the appointment is taken.

5. Application and expert assessment

The faculty of medicine has developed tools including standardised outlines for both the application and the report from the expert assessment committee.

Tools for the application can be found online at this address:

<http://www.med.uio.no/om/jobb/veiledninger/index.html>

Tools for the expert assessment can be found online at this address:

<http://www.med.uio.no/om/jobb/veiledninger/index.html>

ATTACHMENT: Index of relevant rules and regulations

Rules and regulations governing appointments to academic posts and promotion on the basis of qualification

The documents can be accessed online, see address under each headline:

Regulations concerning appointment and promotion to teaching and research posts
<http://www.uio.no/admhb/reglhb/personal/tilsettingvitenskapelig/rulesappointprofessor.xml>

Rules for Appointments to Professorships and Associate Professorships
<http://www.uio.no/admhb/reglhb/personal/tilsettingvitenskapelig/rulesappointprofessor-backup-20080314.xml>

Guidance for applicants and members of selection committees concerning documentation, evaluation and weighting of qualifications for appointment to/promotion in permanent academic posts at the University of Oslo
<http://www.uio.no/admhb/reglhb/personal/tilsettingvitenskapelig/guidanceacademicposts.xml>

Rules for the assessment and weighting of pedagogical competence for appointments to permanent academic posts which include teaching duties
<http://www.uio.no/admhb/reglhb/personal/tilsettingvitenskapelig/rulesassessmentweight.xml>