

Faculty Board

Head of department  
Applicant  
External expert  
HR administrator

## **Guidelines for application and appointment to associate professor at Lund University School of Economics and Management**

(Original version in Swedish)

After being awarded a doctoral degree there is an opportunity to apply and be appointed as an associate professor at the School of Economics and Management. Appointed associate professors are expected to benefit research and education at the faculty. Those applying to be appointed as an associate professor are to be active in research and teaching at the faculty. The applicant has to be able to demonstrate research as well as teaching expertise within their subject.

An associate professorship is only a title and is not in itself linked to an employment. The title is associated with both rights and obligations. Among the rights are the entitlement to conduct independent research as well as eligibility to teach and examine at all levels and, if required, to be a member of an examining committee. However, specific resources for this are not granted automatically. Among the obligations associated with an associate professorship are participation in teaching and a willingness to be a supervisor, being prepared to be an examining committee member and taking on assignments as an external expert.

Submitted applications for appointment as an associate professor are assessed by the School of Economics and Management's Academic Appointments Board. The board requests a statement from an external expert, who is appointed to make an assessment of the applicant's qualifications based on the set assessment criteria presented below. Decisions on the appointment of associate professors are subsequently made by the dean of the School of Economics and Management. Due to the requirements for research output, documented research independence and teaching experience and expertise, it is unusual to be appointed as an associate professor earlier than three years after being awarded a doctoral degree.

### **Eligibility**

A person is eligible for appointment as associated professor if the following requirements are fulfilled:

- Research expertise and independence
- Subject expertise
- Teaching experience and expertise
- Affiliation with the School of Economics and Management

### **Research experience, expertise and independence**

The person applying to be appointed as associated professor is to have been awarded a doctoral degree. In addition, the applicant is to demonstrate research expertise and an ability for independent research in their overall output.

Documented independent research includes:

- The applicant being a first author and has started their own consistent line of research after their doctoral thesis
- Research responsibility as, for example, assistant supervisor for a doctoral student
- Publications without previous supervisors as co-author
- Awarded research grants, with the applicant as principal or active co-applicant
- Peer-review assignments for international journals, conferences etc.

The applicant is to have specialised and broadened their research experience in excess of that required for the doctoral thesis and overall is to have demonstrated substantial research work, both qualitatively and quantitatively. An often used volume indicator is the scope of an additional thesis, but this must be seen in relation to the subject and the fact that the scope of a thesis varies between subject areas. Normally, the requirement in addition to the thesis is at least 3–4 articles in international peer-reviewed journals. The articles are to have been printed or accepted for publication and demonstrate an increase in quality in relation to the thesis. This requirement is also based on the subject in question, and it is to be considered whether this is a reasonable requirement given the nature of the subject. In particular, special conditions may apply to the departments of business law and informatics – for guidelines on appropriate requirements in the area of business law, refer to the Faculty of Law’s guidelines for the appointment of associate professors.

### **Subject expertise**

The applicant must have broad and deep knowledge within the subject of the application. The subject expertise must be significantly broader and deeper than what is constituted by a doctoral thesis.

### **Teaching experience and expertise**

Even though the title of associate professor is primarily associated with research expertise, there is also a requirement that associate professors can communicate their special subject knowledge, and considerable emphasis is therefore placed on the applicant’s teaching expertise. The teaching qualifications can, for example, encompass teaching experience in the form of lectures, seminars, examinations, supervision at all levels, educational development work as well as courses in teaching and learning in higher education. The assessment of the applicant’s teaching expertise covers several different aspects:

- The scope of the teaching – a benchmark in the assessment of teaching experience is that the applicant has taught in the subject area for a minimum of 800 clock hours.
- Courses in teaching and learning in higher education – a minimum requirement is 5 weeks of such training, which corresponds to a minimum

of 7.5 credits. The training can be carried out in Lund or at another higher education institution, national or international.

- A course in doctoral research supervision comprising just over one week's work (1.5 credits) is a requirement. The course in doctoral research supervision can be a part of the 5 weeks of training in teaching and learning in higher education that is required, but normally the course is taken after the initial five weeks.
- A description of the individual's teaching activities (see the document *Instructions to application for appointment as associate professor*, point 3 f.)
- Other teaching activities.

### **Affiliation with the School of Economics and Management**

Being appointed as an associate professor is not an individual right, as it is to be linked to the University's and faculty's need for qualified expertise. When the School of Economics and Management assesses an application for appointment as an associate professor it is therefore a requirement that the associate professor in question will benefit education and research at the faculty.

The School of Economics and Management does not assess applicants who are employed at another higher education institutions, unless there are special reasons.

The applicant's affiliation with the School of Economics and Management is not assessed by the external expert but instead by the appointments board after a statement from the department board.

### **Statement from the department board**

Those applying to be appointed as associate professor at the School of Economics and Management are to contact the department board of the relevant department. The department board is to express in a special statement how there is a benefit for research and education within the subject/department in appointing the applicant as associate professor. The statement is to also include observations on the applicant's expertise relating to the assessment criteria. The statement is to be a part of the application.

The head of department submits a proposal for external expert, which can be sent separately at a later stage in the process. The external expert is to have the title of professor and work at a higher education institution other than Lund University. The department is expected to check that there is no conflict of interest between the external expert and the applicant. The department is also to have contacted the external expert and received confirmation that they are willing to take on the assignment as external expert.

The external expert's statement is to comment on the applicant's expertise relating to the assessment criteria and should present both strengths and weaknesses.

An expert assessment does not need to be obtained if it is clearly unnecessary for the assessment of the applicant's level of expertise as associate professor, for example, if someone has recently been assessed by an external expert and was deemed eligible to a position where the requirements in all essence were corresponding, or higher than, the requirements for appointment as associate professor at the School of Economics and Management.

### **Processing and assessment of submitted applications**

When an application is received by the School of Economics and Management, the applicant is sent a confirmation of receipt by the Academic Appointments Board's secretary, who also registers the application.

The Academic Appointments Board discusses the proposed external expert with the department and the external expert is then appointed by the dean of the School of Economics and Management. The application with publications is sent to the external expert, who writes a statement.

Once the external expert's statement has been received, the Academic Appointments Board of the School of Economics and Management takes up the matter for assessment.

If the Academic Appointments Board finds that an applicant has acquired the qualifications required for appointment as an associate professor it submits a proposal for appointment to the dean of the School of Economics and Management who makes a decision on the matter. If the Academic Appointments Board finds that an applicant does not have the qualifications required for appointment as an associate professor, the person concerned is given the opportunity to withdraw their application. If this does not occur, the Academic Appointments Board proposes that the application is rejected. Those who have withdrawn their application or been rejected can complement their qualifications and submit a new application at a later date.

When the dean of the School of Economics and Management has made a decision to appoint an associate professor, a formal certificate is sent to the applicant's home with copies sent to the department and other parties concerned.

In cases where a person is already an associate professor at another university when he or she is to be employed at the School of Economics and Management, and the associate professorship is in the same or a corresponding subject as the position, the appointments board can make an equivalence assessment of the person's associate professorship. If the requirements for being appointed as an associate professor at the university where the person holds the associate professorship in all essence correspond to the requirements at the School of Economics and Management, the person can be proposed to be appointed as an associate professor at the School of Economics and Management in connection with the employment proposal.

Professors at the School of Economics and Management who wish to apply to be appointed as an associate professor at the faculty in a subject other than that of their professorship, are handled in a separate process.

### **Submitted documents are public**

Submitted documents, such as application, statement from the department board as well as statement from the external expert, are public, and can as such be requested by the general public.