

Decision
October 12, 2011

Faculty of Science

Guidelines for external evaluations of candidates under consideration for promotion within the Faculty of Science at Stockholm University

The Faculty of Science has established the criteria for evaluating candidates under consideration for promotion, which have been formulated in accordance to the Higher Education Ordinance (Chapter 4) and the *Rules of Employment as and Promotion to Teacher at Stockholm University (AOSU)*.

Stockholm University affords three avenues for promotion:

- from assistant senior lecturer (assistant professor) to senior lecturer (associate professor)
- from senior lecturer (associate professor) to professor
- from researcher to professor

Application for Promotion

Candidates being considered for promotion are responsible for preparing their own applications using the template provided at the Website of Stockholm University (see below). Once submitted, the application document is considered final and can not be amended.

Evaluation Report

External experts are requested to independently appraise the candidate and prepare a written report. The report should provide an assessment of whether the candidate's record of achievement in research and teaching fulfills the established criteria for promotion. The report should end with a summary judgment and a clear recommendation for or against promotion. The signed report should be addressed and sent to the Promotion Board, Faculty of Science.

Qualification and Assessment Criteria

Qualifying requirements for promotion to senior lecturer (associate professor) and professor are listed in the attached *Criteria for the assessment of research and teaching proficiency in employment as or promotion to senior lecturer and professor at the Faculty of Science, Stockholm University*.



Procedure for Handling Evaluation Reports

Evaluation reports are not confidential and become *public documents* when received by the university. Consequently, candidates have the right to read the reports.

The Promotion Board, Faculty of Science reviews the evaluation reports from each of the contributing external experts. The Board is charged with providing a summary recommendation regarding promotion to the Dean of the Faculty of Science. Decisions regarding promotion to senior lecturer (associate professor) are rendered by the Dean, whereas decisions regarding promotion to professor are rendered, in consultation with the Dean, by the Vice Chancellor of Stockholm University.

Outline - Evaluation Report

- Background section defining the evaluator's point of reference. Also, general comments regarding the application may be provided.
- Description of the candidate's background and qualifications. Here, the scientific, pedagogical (teaching skills) and administrative merits should be individually addressed.
- Assessment of whether the candidate fulfills the promotion criteria regarding research competence and teaching proficiency.
- Final Evaluation and Recommendation – summary judgment with a clear statement of whether promotion is recommended or not.

Documents relevant to employment as and promotion to teacher at Stockholm University

- Higher Education Ordinance, Chapter 4
- *Rules of Employment as and Promotion to Teacher at Stockholm University (AOSU)* and Template for application Stockholm University are available at <http://www.su.se/english/about/vacancies/instructions-applicants/teaching-positions-important-documents-for-applicants-1.221591>
- *Criteria for the assessment of research and teaching proficiency in employment as or promotion to senior lecturer and professor at the Faculty of Science, Stockholm University*, attached