

# Assessment procedure for promotion from Assistant Professor to Associate Professor at the Faculty of Science

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<b>Responsible administrative unit</b>	Office of Science
<b>Responsible administrator</b>	Daria Zheltukhina

**Description:**

Procedure regarding application for promotion from Assistant Professor to Associate Professor at the Faculty of Science.

Daria Zheltukhina  
Executive Officer  
Office of Science

## **Assessment procedure for promotion from Assistant Professor to Associate Professor at the Faculty of Science**

### ***Expert on teaching***

Teaching expertise is assessed internally at the University. At least a year and a half before the appointment expires the Vice Dean/Dean, at the head of department's initiative and in consultation with the Section Dean, will appoint an expert on teaching. This expert should be an experienced Associate Professor with expertise in the field, but who is unaffiliated with the applicant's department. The expert will assess the Assistant Professor's teaching expertise by observing his or her teaching for some time. This includes attending selected teaching sessions and speaking to students, Ph.D. students and the directors of undergraduate, graduate and post-graduate studies. The expert will submit a report on the applicant's teaching expertise approximately six months before the appointment as Assistant Professor expires. The expert on teaching has the right to speak at the Promotion Board meeting. The report should also be based on the content of the application.

### ***Application***

An application for promotion should be submitted to the Board of Science at least nine months before the appointment as Assistant Professor expires. The application for promotion should follow the template written by Stockholm University and the Board of Science. The application for promotion must include a presentation of all grants that the applicant has applied for during the employment as Assistant Professor, including information about whether or not funding was received. Any assessment reports from, for example, the Swedish Research Council, should be submitted together with the application. Supplements may be added to the application after it has been submitted.

### ***External experts***

The Section Dean shall in consultation with the head of department suggest ten (or more) external experts no later than the date the application for promotion is submitted. The experts should be international authorities in the field, and both sexes should be represented. Suggestions can also be made by the Promotion Board.

A letter with instructions is sent to the external experts with the Dean/Vice Dean as the sender. The template for letter of instructions to external experts can be found at the end of this

## **Områdesnämnden för naturvetenskap**

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document. The experts will only assess the applicant's research expertise, and each expert will submit a report to the Board of Science approximately six months before the appointment as Assistant Professor expires. The assessment should result in the applicant receiving one of the following grades:

**Outstanding.** Exceptionally strong scientist with negligible weaknesses.

**Excellent.** Very strong scientist with negligible weaknesses.

**Very good to excellent.** Very strong scientist with minor weaknesses.

**Very good.** Strong scientist with minor weaknesses.

**Good.** Some strengths, but also moderate weaknesses.

**Weak.** A few strengths, but also at least one major weakness or several minor weaknesses.

**Poor.** Very few strengths and numerous major weaknesses.

The external experts are asked to place the applicant in relation to other researchers who are at an approximately similar career stage as the applicant and especially in relation to those that have been promoted at their university.

The Promotion Board may complement the experts' reports by speaking to the experts or obtaining other references.

### ***The Promotion Board meeting***

The Promotion Board will convene approximately four months before the appointment as Assistant Professor expires. At the meeting the applicant is given the opportunity to present his or her scientific activity, thereafter the Promotion Board will interview the applicant. The presentation and interview focus on how the applicant has managed his or her resources and opportunities during the time as Assistant Professor and plans for future.

Based on the criteria for promotion decided by the Board of Science the Promotion Board will assess whether to accept or reject the application for promotion.

### ***Decision***

The Board of Science will decide on the promotion at least three months before the appointment as Assistant Professor expires.

When an application for promotion has been accepted, the applicant is normally employed as Associate Professor from the time when the appointment as Assistant Professor has expired.

Annex

Template for the letter of instructions to external experts.



Letter of instructions to external experts.

**Dear Professor XX,**

The Faculty of Science at Stockholm University is evaluating Dr. [name]'s application for tenure and for promotion from assistant professor (Swedish: biträdande lektor) to associate professor (Swedish: universitetslektor). We will seek advice from a number of external referees concerning the scientific independence and maturity of Dr [name]. With this letter, we would first like to ask if you are willing to take on this evaluation task. We therefore kindly ask you to answer with a "yes" or a "no" to this first question as soon as possible but no later than [**Month date**], while the evaluation itself (if you accept) is due [**Month date**].

The evaluation task

If you accept the task, we will ask you to evaluate Dr. [name]'s application and the significance of her/his research on an international scale. I would then like you to address the following questions:

- To what extent is Dr. [name] an independent scientist with an international reputation?
- Is there evidence of scholarly excellence and creativity in the work of Dr. [name]?
- Is there evidence of a strong capacity for a continued high level of scholarly productivity?
- What interactions, professional or other, have you had with Dr. [name] and what was your impression of those interactions?

In addition, we will ask you to make comparisons with others in her/his field at similar career stages and with similar levels of responsibility. In particular, we will ask you to compare the scientific achievements and potential with those of candidates who apply for a similar promotion (tenure) at your university. So additional key questions are:

- Would Dr. [name] meet the standards for tenure at your university?
- Would the candidate be likely to be considered for an openly announced position as associate professor (or a corresponding position) at your university (or research institution) or at other internationally prominent universities (or research institutions)?

We ask you to summarize your assessment in view of the questions above using the following scale:

**Outstanding** Exceptionally strong scientist with negligible weaknesses

**Excellent** Very strong scientist with negligible weaknesses

**Very good to excellent** Very strong scientist with minor weaknesses

**Very good** Strong scientist with minor weaknesses

**Good** Some strengths, but also moderate weaknesses



**Weak** A few strengths, but also at least one major weakness or several minor weaknesses

**Poor** Very few strengths and numerous major weaknesses

Dr. [name]’s teaching and leadership qualities will be evaluated internally at Stockholm University.

I would appreciate the possibility of a follow-up discussion, by phone or Skype, after receiving your written evaluation.

In accordance with Swedish law, your report will be public. This means that the candidate and others will be able to read it if they ask for this.

Dr. [name]’s application for promotion, selected publications, as well as the faculty instructions for the application can be found here:

[\[Link SU Box\]](#)

I realize that an evaluation like the present one requires a significant commitment on your part and I thank you in advance for your assistance. If you have any questions, or any information that you want to convey, please feel free to contact me.

Deadlines:

- Answer with “yes” or “no” (as a reply to this email) at the latest by [Month date] whether or not you are willing to perform this evaluation task.
- If the answer is “yes”, your evaluation is due [Month date].

Sincerely yours,

[Signed by Dean, Faculty of Science]