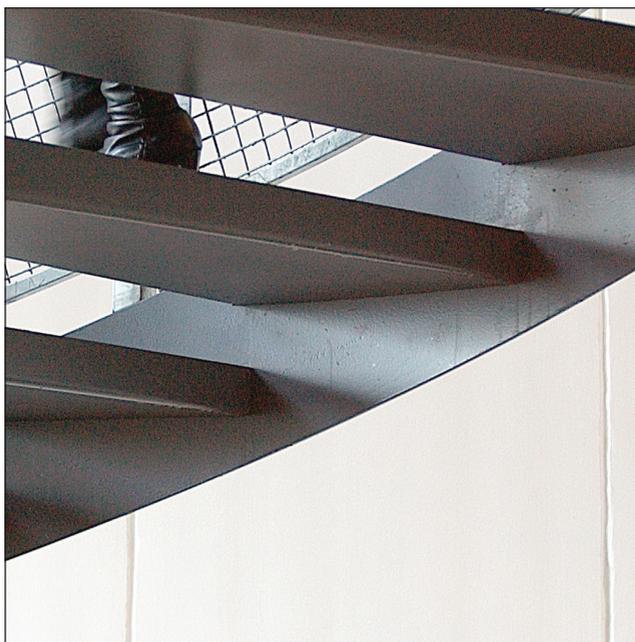




UiO : University of Oslo

Appointments to academic posts at the University of Oslo



**Information for applicants
and assessment committees**

Department of Personnel Support

Edited by:

Department of
Personnel Support

Production:

Photo: Ståle Skogstad
Design: Alv Reidar Dale
Print: Representralen, UiO

Oslo 3/2014

This brochure provides a brief overview of the key components in the appointment process to academic posts at the University of Oslo (UiO). For additional information, please consult pertaining regulations; cf. list of links to relevant web sites on page 11.



Application

An application to an academic post will usually consist of the following:

- A cover letter summarizing the applicant's educational qualifications and work experience and explaining why the applicant is seeking the post.
- A CV containing more detailed information about the applicant's educational qualifications and work experience.
- A list of the applicant's academic/professional publications.
- A selection of publications which the applicant believes to provide the best documentation of his or her academic/professional qualifications.
- Any project descriptions and the like documenting the applicant's experience with research planning, research project management and efforts to improve the working environment within research, statements regarding special expertise, referee activity, etc.
- Documentation of pedagogical qualifications, approved educational qualifications corresponding to or exceeding the requirement for basic pedagogical competence, and experience from pedagogical activities.
- Documentation of other qualifications.

If there could be doubt regarding the contribution made by the applicant to joint academic works, the application should include written statements from the other participants or provide the name of a recognised contact person who is familiar

with the works concerned and the applicant.

The application with attachments must be submitted in the number of copies stated in the vacancy announcement to UiO through the online recruitment system by the application deadline.

As an alternative to the normal application process, the faculty may ask applicants to submit only a brief, well-substantiated application and a CV with publications list during the initial phase. The vacancy announcement will specifically state whether this procedure will be used. Following an initial review of the documents, the most interesting applicants will then be invited to submit a complete application and selection of publications.

Applicants must provide a brief explanation of the submitted works or parts of works, making special note of the original and innovative aspects of these.

Applicants are asked to state which language(s) they command for teaching purposes.

More specific information about application procedures are provided in the vacancy announcement for the post concerned.

Assessment committee

Applicants to academic posts are assessed by a committee of experts. An assessment committee has no formal, independent status in the appointment process, but it gives an advisory assessment by virtue of its academic expertise that will be used as the basis for further processings by UiO's selection and appointment committees.

The scheme for expert assessment is based on the need for independent, academic quality assurance while emphasising that academic autonomy is the foundation of research and education.

The assessment committee identifies at least three applicants (if that many are qualified) who are to undergo a more thorough assessment. The committee then ranks these applicants and provides an explanation of its reasoning. The other applicants are not assessed in depth, but the committee explains what distinguishes these applicants from the candidates selected. The expert assessment is normally completed within a three-month period after the committee members have received the applications.

Assessment criteria

The basis for the expert assessment is the vacancy announcement and the description of the post with regard to the academic field and area of responsibility, work duties, required qualifications and other conditions of significance for the specific post.

Applicants are assessed in relation to their:

- **Academic qualifications**

The applicant's own research, and initiative taken to develop/lead research projects and research groups or involvement in such work. Professor competence implies significant academic production beyond doctoral degree. 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 required qualification for an associate professorship is a doctoral degree in the academic field concerned or equivalent expertise.

- **Other professional qualifications**

Special expertise, clinical expertise, museum work, assessment activity in connection with appointments and evaluations for conferral of degrees, service as a referee, published reviews in academic journals, textbooks, exhibitions, contributions to innovation based on research, and professional development activity.

- **Pedagogical qualifications**

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. This general requirement is approximately one-half for secondary posts. If the person appointed does not meet the requirement for basic pedagogical competence, he or she, as a general rule, must document such competence within a two-year period following appointment to the post.

In the assessment process, importance is attached to, among other things, the applicant's experience with teaching, supervision, development of curriculum and educational programmes, the nature and quality of his or her educational background, leadership of or participation in conferences of a pedagogical nature, and contributions to pedagogical journals.

- **Dissemination activity**

Education in research dissemination/translation and the like, research and knowledge dissemination outside one's own academic community, translation of academic and/or literary works, academically based contributions to current events, debates, conflicts and the like in society, leadership of or participation in the preparation of public reports, studies, etc., academic contributions to the efforts of volunteer organisations.

- **Qualifications for management and administration**

Education in the area of management and administration, performance of administrative duties or as the manager of such both within and outside of higher education, participation in or management of councils, boards, committees, work groups, etc. within and outside the institution.

- **Personal qualifications**

Personal suitability for the work, depending on the type of work the post entails (e.g. the ability to cooperate

and make a positive contribution to the work environment). The assessment committee will take such qualifications into account if the material to which it has access gives grounds for doing so, but it is the selection and appointment committees which has the formal responsibility for that portion of the assessment.

Competent applicants are ranked on the basis of the entire breadth of their qualifications. For ordinary professorships (and associate professorships), priority will be given to academic qualifications over professional and other qualifications, unless stated otherwise.

When applicants have an especially high level of expertise in teaching, clinical or other professional activity, or administration, the emphasis on academic qualifications remains. When ranking applicants with roughly equivalent academic activity, the other qualifications normally serve as the determining factor, prioritised on the basis of the requirements stated in the vacancy announcement/description of the post.

Expert assessment

All assessment of candidates must be directly related to the description of the post and the required qualifications as stated in the vacancy announcement for the post concerned.

The assessment made by the committee of experts must consist of the following:

- Elaboration on the assessment criteria, in which the committee clarifies how the various required qualifications or other special requirements stipulated in the vacancy announcement and the description of the post is prioritised.
- Selection of applicants to undergo further assessment. In the initial phase, the committee selects a small number of applicants who are considered to be more qualified than the others. This selected group must consist of at least three applicants, if that many are qualified. The committee must provide an explanation of what distinguishes the selected applicants from the others, but the comments on those not selected may be brief. For example: “The applicants (list of names) have limited academic production beyond the doctoral-degree level and therefore will not be assessed further.” Or: “The applicants (list of names) have conducted little or no research in the specified academic field and will therefore not be assessed further.”
- In the assessment of the selected applicants, the committee must make a statement in a separate paragraph on the applicant’s academic/professional and other qualifications. It must also comment on the other qualifications which are required, and/or are considered to fulfil the requirements, in accordance with the description of the post.
- An assessment that compares and ranks the selected candidates: The committee must state whether the difference in qualifications among the applicants ranked is great or small in order to facilitate subsequent assessments by the selection and appointment committees.
- An assessment of whether the gender quota regulations may be applied. If several applicants are considered to have approximately the same qualifications, a female applicant will be given priority over a male applicant. The selection committee has the formal responsibility for deciding this matter, but the assessment committee must make an advisory statement on this point in its assessment.

The assessment committee must also assess whether the selected candidates fulfil the requirement for basic pedagogical competence.

Appointment with a qualifying grant

Should no qualified persons apply, it is possible to make a temporary appointment with a qualifying grant, provided that this is stated in the vacancy announcement. The assessment committee must then assess the applicants' potential to acquire the necessary level of qualification during a three-year qualifying period.

If the person appointed fulfils the requirements for qualification during the appointment period, he or she will be appointed to the post on a permanent basis.

Interview, trial lecture and references

As a supplement to the academic assessment, the most promising applicants are interviewed in order to gain an overall impression of the candidates. The interviews are usually conducted by a group of three to five persons appointed among those responsible for selection. The purpose of the interview is to ascertain the applicant's personal suitability, motivation, and potential for development. The interview group's recommendation with an explanation of its reasoning is submitted to the selection committee along with the assessment committee's expert assessment.

Candidates may be asked to deliver a trial lecture or to submit one of their most recent research articles to the selection committee or others participating in the appointment process. This oral or written presentation will then be included as part of the basis for assessment.

References are normally checked as a final verification in the assessment process. Owing to their knowledge of the candidate's work efforts and performance, those who serve as references can provide insight into how the applicant functions in an actual work situation. It is usual practice to gain the applicant's permission before contacting references in order to, among other things, give the applicant the opportunity to notify the references that they will be contacted. Should the applicant not want references to be contacted, his or her wishes will be complied with. This may mean, however, that the selection committee will be prevented from obtaining a comprehensive basis for assessment, and the applicant must then accept that this may have an impact on the final decision.

Selection

The selection committee has the formal responsibility for the proposed ranking of the candidates. It is also responsible for conducting interviews and deciding whether trial lectures or other tests will be held. The selection committee identifies the applicant who is best qualified for the post on the basis of an objective comprehensive assessment, and forwards its recommendation to the appointment committee for approval.

The selection is made on the basis of an overall assessment of the applicant's academic/professional qualifications in relation to the vacancy announcement/description of the post, the assessment by the committee of experts, an assessment of personal suitability for the post, and statements from references.

As a general rule, at least three applicants are selected and ranked in order of priority, i.e. it is not possible to recommend more than one candidate for the same ranking. Should the selection committee find that it is able to select only one candidate, it must provide a special explanation for this. In such cases, the reason will usually be that no other qualified candidates were found.

Appointment

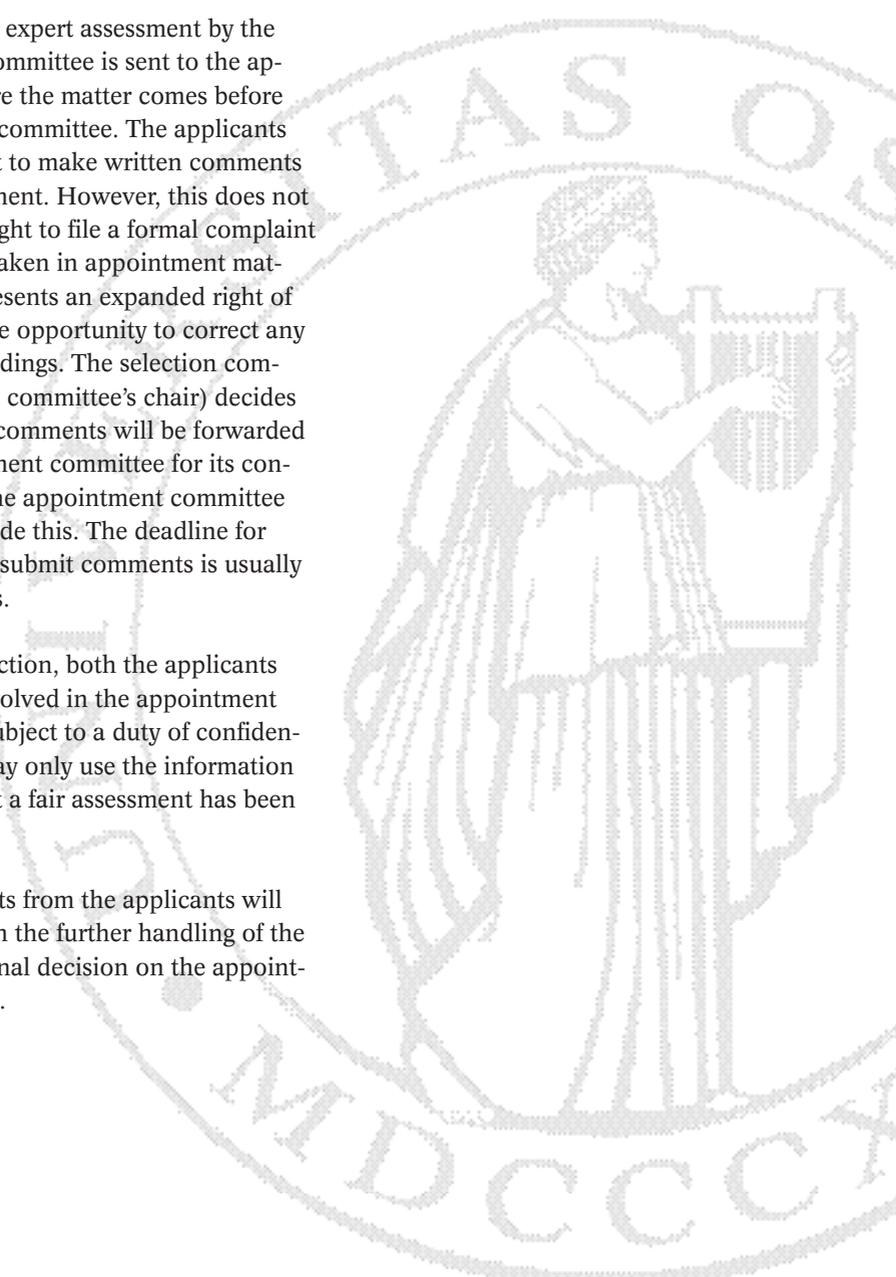
Vacancy announcements for and appointments to professorships and associate professorships are carried out by the appointment committee at the faculty level. The exception to this general rule is an appointment without a prior vacancy announcement for a professorship and an appointment to professor SKO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

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 selection committee. The applicants have the right to make written comments to the assessment. However, this does not include the 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 selection committee (or the committee's chair) decides whether any comments will be forwarded to the assessment committee for its consideration. The appointment committee may also decide this. 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.



Regulations governing appointments to academic posts

- “Regulations concerning appointment and promotion to teaching and research posts”:
<http://www.uio.no/english/about/regulations/personnel/academic/regulations-appointment-promotion-teaching-research-posts.html>
- “Rules for Appointments to Professorships and Associate Professorships”:
<http://www.uio.no/english/about/regulations/personnel/academic/rules-appointment-professor.html>
- “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/english/about/regulations/personnel/academic/guidance-academic-posts.html>
- “Rules for the assessment and weighting of pedagogical competence for appointments to permanent academic posts which include teaching duties”:
<http://www.uio.no/english/about/regulations/personnel/academic/rules-assessment-weighting-pedagogical-competence.html>

University of Oslo

Department of Personnel Support

P.O.Box 1071 Blindern

NO-0316 Oslo

www.uio.no/english/about/organisation/los/ap/index.html