

Guidelines on advertised temporary career academic positions, Technical Sciences

Job category	Job advertisements	Approval of job advertisements	Selection of appointment committee members	Selection and approval of members of the assessment committee	Informing about the assessment	Selected of applicants to interview	Participants in interview	Recommendation for appointment	Decision to appoint
Temporary career positions: Assistant professors Researchers Associate professors Senior researchers Senior advisers	<p>The head of department prepares a draft job advertisement .</p>	<p>The job advertisement is discussed in relevant forums (1), including the department management team and the department's research committee.</p> <p>The head of department approves the job advertisement within the agreed budget, strategy and recruitment plans.</p> <p>The approved job advertisement is sent to HR.</p>	<p>The head of department appoints an appointment committee.</p> <p>The composition of the appointment committee is discussed by the department management team as well as the department's research committee.</p> <p>The appointment committee must be broadly put together and gender-diverse, although with due regard for requirements regarding the necessary academic qualifications. (2).</p>	<p>The head of department appoints the chair of the assessment committee on the background of discussions with the department management team and the department's research committee. The chair is approved by the Academic Council.</p> <p>After shortlisting, the members of the assessment committee are proposed by the head of department. The composition of the appointment committee is discussed by the department management team as well as the department's research committee.</p> <p>The composition of the assessment committee is approved by the Academic Council.</p>	<p>Head of department ensures that the formal requirements of the assessment are met</p>	<p>The head of department selects the applicants to be offered a job interview after consulting with the appointment committee</p> <p>On the condition that the candidates possess the necessary qualifications , the gender diversity requirement also applies to applicants offered job interviews.</p>	<p>Appointment committee + HR partner (optional) who performs the PI analysis</p>	<p>The appointment committee sends the recommendation of appointment to HR</p> <p>On the basis of the merits of the qualified applicants and the position's requirements, the appointment committee considers how the best qualified applicants can contribute to gender balance in the department/school/unit.</p>	<p>Head of department</p>

			In connection with shortlisting, the chair of the assessment committee is to provide support for the appointment committee.					When the applicants for a position are equally qualified, the gender balance of the unit should be an element taken into consideration in the final choice of applicant	
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- (1) An example of a relevant forum is a departmental forum. Alternatively, employee involvement may be take the form of an email consultation involving permanent members of academic staff or at an academic staff meeting.
- (2) In case of positions involving significant teaching duties, a member of the department’s education committee must be included on the appointment committee.