

FACULTY OF MEDICINE

LUND UNIVERSITY

Instructions for requesting the appointment of a visiting professor

To be qualified for employment as a visiting professor at Lund University, the candidate must hold a post as a professor at a well-renowned university in or outside Sweden, or be deemed to have the equivalent expertise. This expertise must be documented. If one has not already been made, an assessment of the candidate's expertise is to be performed in accordance with the same guidelines that apply to the appointment of adjunct professors. Visiting professors are to be employed until further notice, but not beyond a certain date (three years) initially. The appointment may subsequently be extended; however, the total period of employment may not exceed five years.

Instructions concerning the structure of the request

A received proposal for appointment of a visiting professor will be processed by a recruitment committee (AU) which can decide to forward the matter to the Academic Appointments Board for further processing. If the proposed candidate does not hold a post as a professor at another higher education institution, the board will perform an assessment of the person's expertise and obtain statements from two external experts. These experts are appointed by the chair of the board, based on a proposal from the relevant head of department.

If the proposed candidate for the post is already employed as a professor at a different higher education institution, an assessment of the person's expertise is not required.

The vice-chancellor will subsequently take a decision on the appointment of a visiting professor.

Requests for appointments of visiting professors are to be sent to:

Hs 66, Kansli M, BMC F13, Lärarförslagsnämnden

The application is to include information on

- the person proposed for the position as visiting professor, and relevant documentation in accordance with the "List of qualifications for lecturers" if the proposed candidate does not hold a post as a professor (see links below) or a CV, in accordance with <http://www.cv.med.lu.se>, information on the person's research and teaching qualifications, as well as a list of publication if the proposed candidate holds a post as a professor
- how the appointment will benefit the faculty, described in detail
- the subject
- the scope in terms of working hours
- the period of employment
- the financing
- the work duties

Requests submitted to the Faculty of Medicine must be signed by the following persons:

- A. Head of department
- B. Two professors at the Faculty of Medicine, one of whom is from a different department

C. A superior of the proposed candidate at the university or organisation of their main employment.

B and C must also each fill in the details below:

- I know the person fairly/very well
after*
- I do not have a conflict of interest
- I am not aware of any research misconduct
- I am not aware of any other misconduct
- I am not aware of any cooperation issues

*reading the person's CV or inquiring in other ways, e.g. through the checking of references.

C must also state in what way he/she is organisationally superior to the applicant

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Date/signature.....