

Faculty Office

Template with instructions for requests for teaching staff appointments at the Faculty of Medicine

The present template is to be used as documentation for the request of a head of department to appoint a member of teaching staff to the following employment categories. In order for the appointment working committee (Tjänste-AU) to be able to process the request, the template must be completely filled in and signed by the head of department.

- Vacancy announcement of a professorship
- Promotion to employment as professor
- Adjunct employment as professor
- Vacancy announcement of a senior lectureship
- Promotion to employment as senior lecturer
- Adjunct employment as senior lecturer
- Vacancy announcement of an associate senior lectureship
- Employment as associate senior lecturer or senior lecturer without a prior vacancy announcement
- Employment as visiting professor

The template is to be addressed to: Anhallan_lararanstallningar

Information about the recruitment process for the different categories at the Faculty of Medicine are available at www.medicin.lu.se/lfn

Planned meetings of the appointment working committee are listed at www.medicin.lu.se/lfn.

Instructions for use of the template

Points 1-6 under *Basic details of the appointment* must be completed for all appointments.

The following details are to be added as needed:

Appendix A. Appointments to be announced

Appendix B. Adjunct employment as senior lecturer or professor

Appendix C. Promotion to senior lecturer or professor

Appendix D. Appointment as senior lecturer or associate senior lecturer without prior announcement

Appendix E. Appointment as visiting professor

Basic details of the appointment

1. The department of the recruitment

2. The title of the appointment including the subject in accordance with the following options: (a-d)

- request for announcing a vacancy as professor of, or senior lecturer or associate senior lecturer in (subject)
- request for promotion of (name) to (staff category) of/in (subject)
- request for adjunct appointment of (name) as (staff category) of/in (subject)
- request for appointment of (name) as associate senior lecturer
- request for appointment of (name) as visiting professor of (subject)

If the appointment is to be combined with a clinical position, the latter is to be included in the title, e.g. “combined with a position as specialist physician, consultant, nurse etc”.

3. Justification of the appointment/current staffing

- a. State the background and reason for the planned recruitment.
- b. Account for the present staffing within the subject at the department and faculty.
- c. Account for the strategic importance of the appointment for education and research.

4. Teaching duties

- a. Describe the need for teaching in the first, second and third cycle.

5. Research assignment

Describe the need for research in the subject.

6. Gender equality

- a. Describe the gender distribution in the staff category for recruitment/promotion/adjunct appointment at the relevant department, and the statistics in terms of gender for the other teaching posts at the department.
- b. Describe in detail the strategic work of the department with regard to gender equality and equal opportunities, both in general terms and with regard to recruitment and promotion of teaching staff in the subject.

Appendix A: Appointments to be announced

1. Weighting of skills

Describe the weighting of skills in the assessment of candidates within the following areas:

- research expertise
- teaching expertise
- leadership
- administration
- external engagement
- clinical expertise (where relevant)

2. Candidates

Account for external and internal candidates respectively, and for the national recruitment base.

3. Recruitment group (applied for announced professorships)

Propose one or two subject experts at the faculty for inclusion in a recruitment group otherwise composed of the head of department, the chair of the academic appointments board, the officer processing the case and, where relevant, a healthcare representative.

4. Funding

Refer to the decision on resource allocation in which the appointment is included and state the planned funding (expressed in percentage of full-time hours) through direct government funding of research. Also provide information about the way in which the successful candidate is planning to fund the part of the post that is not covered by direct government funding of research.

Appointments not included in the decision on resource allocations

Provide information that funding is secured for the whole period of appointments that are not included in the decision on resource allocation. This means documented secured funding for 4 years for an associate senior lectureship and 6 years for a senior lectureship. For a professorship, the norm is that 10 years of funding are to be documented, but 6 years can be accepted if the department concerned is prepared to fund the position from year 7 or if the field of the appointment is of particular strategic significance to the University.

Furthermore, attach an extract from department board minutes stating that the department takes responsibility for the funding until further notice.

Appendix B: Adjunct teaching staff

1. Application documents

CV and list of qualifications in accordance with www.medicin.lu.se/lfm

Applications for renewed adjunct employment must include a report of activities during the current appointment.

2. Funding

- a. Certificate from the external party concerned stating that they fund the relevant research period and the percentage of full time hours of the employment.
Hours for research of an adjunct position may not be funded by resources from Lund University.
- b. For adjunct positions funded through duties within first cycle education, the following must be included:
Certificate from the undergraduate education board stating that the need for teaching is sufficient to motivate the adjunct position and to enable funding of the position.

NB An adjunct professorship may not be funded by ALF funding for first and second cycle education.

Appendix C

Promotion to senior lecturer or professor

1. Subject designation

The subject of the promotion is to be the same as that of the previous position.

2. Application documents

CV and list of qualifications in accordance with www.medicin.lu.se/lfn

3. Description of development in accordance with the faculty's guidelines

See guidelines and development criteria at www.medicin.lu.se/lfn

[Description by the candidate and the head of department](#)

4. Funding

As of the 2020 financial year, the faculty's annual work on the budget is to include documentation of planned future promotions from senior lecturer to professor, resulting in a list of prioritisations in the Faculty Board's decision on resource allocation. A head of department's request for promotion of an employee to senior lecturer or professor must therefore refer to the decision on resource allocation including the promotion and provide information about the planned funding (expressed in percentage of full-time hours) through direct government funding of research.

Please note that a request for promotion from associate senior lecturer to senior lecturer must have been received 6 months prior to the termination of the appointment.

Appendix D: Appointment as senior lecturer or associate senior lecturer without prior announcement

Appointments of senior lecturer or associate senior lecturer without a prior announcement take place at the faculty through funding by a few external grants that can be applied for and obtained in national competition. A current list of the grants involved is available at the faculty office.

1. Application documents

CV and list of qualifications in accordance with www.medicin.lu.se/lfn

2. Certificate from the funding body

3. Funding

The documentation must include information on who is to fund the position when the external grant expires.

Appendix E: Appointment as visiting professor

A person who is a professor at a renowned university in Sweden or abroad or deemed to have the qualifications of a professor is qualified for appointment as a visiting professor at Lund University. The qualifications must be documented. If a candidate's qualifications have not previously been assessed, the same guidelines for assessment shall be applied as for adjunct professorships. A visiting professor is to be employed for an indefinite term but for no longer than three years. The appointment may be renewed. However, the total period of employment may not exceed five years.

A request submitted to the Faculty of Medicine must be signed by the following people:

- A.** Head of department
- B.** Two professors at the Faculty of Medicine, one of whom is employed at another department
- C.** A superior to the applicant at the university or organisation at which the applicant is primarily employed.

B and C must also individually provide a response to the following assertions:

1. Name and title
2. I know the person well or I know the person through reading the CV or obtaining information some other way, such as contacting references.
3. I have no conflict of interest.
4. I am not aware of any research misconduct.
5. I am not aware of any other form of misconduct.
6. I am not aware of any interpersonal problems.

C is also to state how they are organisationally superior to the applicant.