

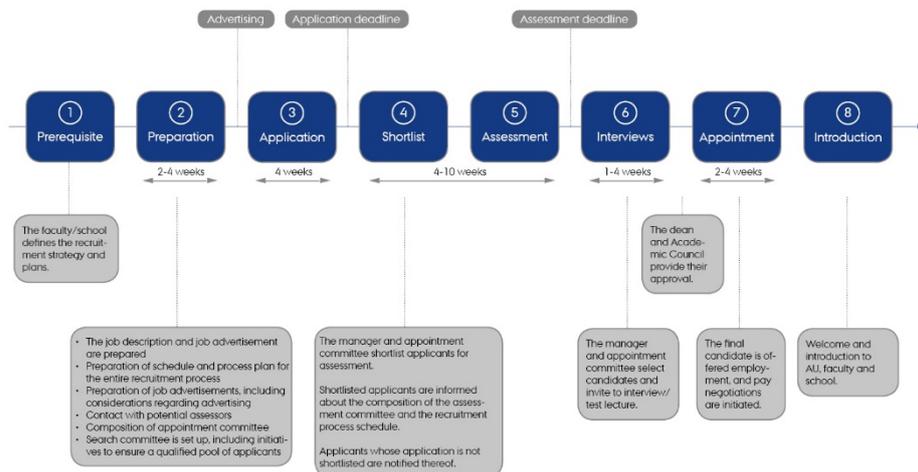
# Shortlisting in connection with the recruitment of academic staff at the Faculty of Arts

## Introduction

To strengthen the faculty's efforts in the recruitment of new employees, including ensuring a more efficient appointment process and facilitating the assessment work, it has been decided to prepare shortlists and set up search committees in connection with the appointment of the following academic job categories at Arts: assistant professor, associate professor, professor with special responsibilities (MSO) and professor.

The various parts and tasks of the assessment process are outlined in this memo and illustrated graphically below, specifying the time allocated for the individual parts of the process.

Process overview in connection with the recruitment of academic staff via shortlisting



During the recruitment process, and particularly in connection with the composition of search committees, appointment committees and assessment committees, it is important to be aware of the issue of legal competence.

Throughout the entire process, including in the composition of search committees, appointment committees and assessment committees, the head of school/centre must ensure that significant interests are represented and that both genders are represented on the committees.

## **Job advertisement**

It must be stated in the job advertisement that the academic assessment is carried out according to a shortlisting process.

Since the qualification requirements in the job advertisement must provide the basis for shortlisting of applicants, it is particularly important that such requirements be considered very carefully.

## **Search committee – composition and responsibility**

### Composition

The search committee is set up by the head of school when a job advertisement has been prepared. The members of a search committee can be researchers employed at the school and researchers affiliated with the school, e.g. honorary professors/associate professors, visiting scholars or other international peers. The appointment committee can, in practice, function as the search committee, but may also be made up of different members. The search committee reports to the head of school, who establishes the time frame etc. Therefore, the head of school may decide to initiate the search committee's work prior to advertising the job or at the same time etc.

### Responsibility

The search committee must actively search for potential national and international candidates – and in this connection focus on talents – within the school's defined academic area, and the search committee must also help advertise the vacant job in relevant forums.

## **Appointment committee – composition and responsibility**

### Composition

The appointment committee advises the head of school and centre on the shortlisting of applications for assessment, decides which candidates should be invited to an interview following assessment and participates in interviews. As a general rule, the appointment committee comprises the following persons:

- head of school/centre (chairman)
- dean/vice-dean
- head of department
- an academically relevant employee representative
- director of studies
- the appointed chair of the assessment committee

The appointment committee is set up before the application deadline.

The committee has no authority in relation to the academic assessment. It only has an advisory function, among other things in relation to the assessment of the applicant's competences, interpersonal skills and ability to satisfy the requirements of the position.

### Responsibility

The appointment committee is responsible for providing academic advice to the head of school/centre, who selects applicants for an assessment.

The selection of applicants for an assessment is based on an overall evaluation of which applicants are the best matches for the school's and the faculty's recruitment needs, as described in the job advertisement. This should be compared with the applicant's research and teaching profile as presented in the application, CV incl. list of publications, teaching portfolio as well as any research plan/development plan.

As a general rule, at least five applicants must be selected for an assessment, unless there are fewer suited applicants in relation to the job advertisement.

In the event of disagreement on the appointment committee, this must be justified and appear from the recommendation containing a list of applicants selected for further assessment which is submitted to the assessment committee.

### **Assessment committee – composition and responsibility**

#### Composition

The head of school/centre appoints the members of an assessment committee, including the committee chair. The chair must be appointed early in the process; see the above on search committees and appointment committees. The final composition of the committee, however, does not have to be decided until after the application deadline when any issues of legal competence have been clarified.

In addition to the chair, the committee must generally have at least two expert members, both of which are external.

The committee may be extended to five members in case of a large number of applicants, or in order to ensure academic breadth. If there are five members, at least three of them must be external.

The composition of the assessment committee is approved by the dean and then by the Academic Council.

#### Responsibility

The assessment committee must carry out an assessment of all the shortlisted applicants. The assessment committee may choose to include non-shortlisted applicants in the assessment.

Applicants whose application is not submitted for an assessment will be notified thereof immediately after the shortlisting. Final rejections are sent at the conclusion of the recruitment process.

Applicants whose applications are submitted to the assessment committee for an academic assessment are informed about this, as well as about the composition of the appointment committee.

See also 'Guidelines for assessment committees'.

#### **Interviews**

Based on the assessments, the head of school/centre and the appointment committee select the candidates for the position and conduct interviews and/or organise test lectures.

The appointment committee participates in job interviews and advises the head of school/centre on the appointment.

#### **Appointment**

The head of school/centre decides, following the advice of the appointment committee, who should be recommended for appointment and, upon

approval by the dean, carries out the appointment with support from AR HR, including pay negotiations.