

## Annex: Handling advertised appointments, Natural Sciences (1)

Job category	Job advertisement	Approval of job advertisement	Selection of the appointment committee members	Selection and approval of members of the assessment committee	Approval of assessment	Recommendation for interview	Participants in interview	Recommendation for appointment	Decision to appoint
<b>Permanent academic positions:</b>  <b>Tenure Track Associate Professors Senior Researchers Senior Advisers Prof. MSO Prof.</b>	<p>The head of department and the department management team together draw up a draft job advertisement. The job advertisement should be worded broadly and advertised nationally and internationally. In order to secure an adequate number of high-quality and diverse applicants (external applicants, international applicants and applicants of both genders), the department management team will implement various initiatives, including a search committee.</p>	<p>The job advertisement is discussed in relevant forums <b>(2)</b>, including the department management team and the department's research committee. The department management team implement the search process and advertise positions within a given subject area in accordance with the recruitment plans stated in the approved department strategies and budgets.</p> <p>The approved job advertisement is sent to HR.</p>	<p>The head of department appoints an appointment committee on which s/he serves as chair. The composition of the appointment committee is discussed by the department management team as well as the department's research committee<b>(3)</b>.</p> <p>In connection with shortlisting, the chair of the assessment committee is to support the appointment committee.</p> <p>A member of the Executive Team participates in the appointment committee for appointment of professors when it is deemed appropriate, although as a minimum at the final round of appointment interviews.</p>	<p>The head of department appoints the chair of the assessment committee on the background of discussions with the dept. management team and the dept.'s research committee. The chair is approved at the same time as the appointment committee is established and must be approved by the Academic Council.</p> <p>After shortlisting, the members of the assessment committee are proposed by the dept. head. The composition of the assessment committee is discussed by the department management team as well as the department's research committee. The composition of the assessment committee is approved by the academic council.</p>	<p>The head of department ensures that the requirements in the assessment are met.</p>	<p>After consulting the appointment committee the head of department selects the applicants who are to be invited to interview</p>	<p>The appointment committee + HR partner (optional) who performs the PI analysis <b>(4)</b></p>	<p>The head of department sends the recommendation of appointment to HR</p>	<p>The dean and the vice-dean for talent development decide whether the recommendation of appointment can be approved after consultation with the faculty's Tenure and Promotions Committee</p>

**(1):** The table does not include appointments without prior advertisement or temporary academic appointments.

**(2):** An example could be a departmental forum. Alternatively, employee involvement may take the form of an email consultation involving permanent members of academic staff or take place at an academic staff meeting.

**(3):** For positions involving significant teaching duties, a member of the department's education committee must be included on the appointment committee.

**(4):** Prior to the interviews, the head of department may invite the applicants to an event at the department, for example a lecture, a meeting with permanent academic staff, or (where relevant) a meeting with the department's education committee or public sector consultancy committee in order to gain an impression of the applicants in relation to the department and the tasks involved in the position.