

Guidelines on advertised temporary career academic positions, Natural 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	The head of department prepares a draft job advertisement .	<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 (2).</p> <p>In connection with shortlisting, the chair of the assessment committee is to provide support for the appointment committee.</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>	Head of department	The head of department selects the applicants to be offered a job interview after consulting with the appointment committee	Appointment committee + HR partner (optional) who performs the PI analysis	The appointment committee sends the recommendation of appointment to HR	Head of department

(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.