

## NMBU's guidelines for appointment and promotion to teaching and research positions in effect from 1 November 2019

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### Legal basis/references:

- The Act relating to Universities and University Colleges  
<https://lovdata.no/dokument/NL/lov/2005-04-01-15>
- The Government Employee Act with pertaining Regulations  
<https://lovdata.no/dokument/NL/lov/2017-06-16-67?q=statsansatteloven>
- The Regulations concerning appointment and promotion to teaching and research posts  
<https://lovdata.no/dokument/SF/forskrift/2006-02-09-129?q=Forskrift%20om%20ansettelse%20og%20opprykk>
- NMBU's guidelines for applicants and members of expert committees relating to documentation and assessment of educational competence for appointment or promotion to professor positions
- NMBU's guidelines for applicants and members of expert committees relating to the documentation and assessment of educational competence for associate professor positions
- Subject-specific guidelines (MNT subjects) developed by national conferences of faculties. Available on the Universities Norway (UHR) website. These guidelines come in addition to NMBU's own rules. <https://www.uhr.no/temasider/karrierepolitikk/opprykkssordninger/>
- Universities Norway's national recommended guidelines for basic teaching qualifications at university and university college level <https://www.uhr.no/temasider/karrierepolitikk-2/nasjonale-veiledende-retningslinjer-for-uh-pedagogisk-basiskompetanse/>
- The Public Administration Act <https://lovdata.no/dokument/NL/lov/1967-02-10>
- The Basic Agreement for the Civil Service  
<https://www.regjeringen.no/no/dokumenter/hovedavtalen-i-staten/id449042/>
- NMBU's personnel regulations  
<https://cp.compendia.no/nmbu/lederhandbok/109550/download>
- NMBU's adjustment agreement <https://www.nmbu.no/download/file/fid/15928>
- Equality, diversity and inclusion at NMBU 2018–2021 – action plan  
<https://www.nmbu.no/download/file/fid/34285>

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# 1 General information

## 1.1 Scope

The provisions apply to appointment to positions as a professor, *dosent* professor, associate professor (*førsteamanuensis* and *førstelektor* ) and assistant professor (*universitetslektor*).

For research positions (1108, 1109, 1110, 1183), recruitment positions (research fellow, resident, postdoctoral research fellow) and tenure track positions, see separate supplementary provisions.

These rules apply in addition to the provisions set out in other formal laws and regulations, such as statutes, regulations, central agreements and NMBU's personnel regulations and other internal regulations.

In this document, the term academic also covers artistic research and development work.

The Ministry of Education and Research specifies that since the institutions are now allowed to set general qualification requirements in addition to the minimum criteria given in [the Regulations Section 1-2 to 1-7 \(lovdata.no\)](#), such general requirements must apply over time to all appointments and promotions at the institution. The criteria must be made known to employees and applicants.

Criteria for applications for promotion are the same as for appointment, cf. Chapter 1 of the Regulations concerning appointment and promotion to teaching and research posts and section 2.1 of these provisions.

## 1.2 Definitions

By top academic position is meant professor, *dosent* professor and researcher positions with position code 1183, and secondary positions at the same level.

By intermediate positions is meant associate and assistant professor (*førsteamanuensis*, *førstelektor*, *amanuensis*) positions and research positions with position codes 1108, 1109 and 1110, *universitetslektor* assistant professor positions and secondary positions at the same level.

By associate professor positions is meant *førsteamanuensis* and *førstelektor* positions and researcher positions with position codes 1109 and 1110.

## 1.3 Entry into force

The guidelines apply to applications received after 1 September 2019.

# 2 Advertisement/job description

## 2.1 General information

Vacant positions shall normally be advertised publicly and internally on NMBU's website in accordance with NMBU's general [procedures](#).

Vacant positions are advertised in accordance with the personnel regulations, the guidelines set out in these provisions and [NMBU's adjustment agreement](#). (Vacant positions must be publicly advertised with the exceptions listed in section 2, cf. the Government Employee Act Section 4 first paragraph. The employer shall inform employees of vacant positions, cf. the Working Environment Act Section 14-1 and the Government Employee Act Section 13. Positions that are publicly advertised must therefore also be advertised internally.)

The announcement comprises an advertisement text and, where relevant, a more detailed description (job description) providing more specific information about the field/discipline and areas

of responsibility, duties and criteria, and other factors that will be emphasised in connection with appointment.

The advertisement text shall also contain information about the position code, type of position (permanent, temporary or fixed-term), pay conditions, deadline for applications, place of work, language requirements and special requirements for the position. A contact person who can provide more information about the position and working environment should be named in the advertisement.

In accordance with the Personal Data Act, applicants should be informed that the expert committee's report will be sent to all applicants the committee has assessed.

## 2.2 Moderate affirmative action

NMBU practises moderate gender-based affirmative action to promote the appointment of qualified women to permanent academic positions until the target of 30 per cent female professors is attained.

Academic positions must not be advertised solely to the under-represented gender.<sup>1</sup>  
The following standard text shall be included when professor positions are advertised:

*NMBU wishes to employ more women in permanent academic positions. Women are therefore encouraged to apply.*

## 2.3 Diversity

The following standard text is included in the advertisement:

*NMBU believes that a good working environment is characterised by diversity. We encourage qualified candidates to apply regardless of gender, functional ability, cultural background or whether you have been outside the labour market for a period. If necessary, workplace adaptations will be made for persons with disabilities.*

## 2.4 Teaching qualifications

The advertisement must state that both academic and teaching qualifications will be emphasised. To be declared qualified, the applicant must have both academic and teaching qualifications.

If applicants cannot document teaching qualifications when they are assessed or appointed, they can nonetheless be appointed on condition that they document such qualifications within two years of their appointment.

Standard advertisement text:

*Applicants who are unable to document formal basic teaching qualifications on appointment must achieve such qualifications within two years.*

## 2.5 Temporary employment in qualification positions/lower-level positions

When there is doubt as to whether a qualified candidate will apply, it must be considered whether the position should be advertised with the possibility of appointing someone to a qualification position for a limited period. Permanent teaching and research positions can be advertised with the possibility of temporary employment for up to three years in qualification positions, cf. [the Act](#)

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<sup>1</sup> In its judgment of 24 January 2003, the EFTA Court concluded that the practice of earmarking academic positions for women is in violation of the EEA Agreement and Council Directive 76/207/EEC (the Equal Treatment Directive).

[relating to Universities and University Colleges Section 6-5 \(1\)](#) and NMBU's personnel regulations section 13.7.

This is on condition that the position has been advertised and that the advertisement includes the possibility of temporary employment in a qualification position. If a position is advertised with this possibility, the following text must be included in the job description:

*If there is no applicant who is clearly qualified for permanent employment, an applicant may be appointed to a temporary position for up to three years, cf. the Act relating to Universities and University Colleges Section 6-5 (1). An application for permanent employment and re-assessment must be submitted within the three-year period. If the applicant is then deemed qualified, the position will be made permanent.*

## 2.6 Templates

NMBU has prepared templates for job advertisements. The [templates](#) are intended to ensure that the necessary standard wording is included in the various job descriptions.

## 3. Advertisement procedure

### 3.1 General information

The appointment body for each faculty advertises teaching and research position after consulting with the employee representatives. The employee representatives shall be given an opportunity to state their opinions about the advertisement text as regards the position code and the position's placement in the pay system, cf. NMBU's adjustment agreement, Chapter 6 the Basic Agreement Section 30 Recruitment.

In connection with the advertisement, decisions must be made concerning the content of the position and, if relevant, the qualification period, job description, whether the position will be advertised nationally and/or in the Nordic countries or internationally, and in which language the applications/advertisement will be written.

Positions are advertised on the basis of academic strategy and budget prioritisation.

### 3.2 Search committee to achieve the target of 30 per cent qualified female applicants

The action plan *Equality, diversity and inclusion at NMBU 2018–2021* recommends appointing a search committee before advertising permanent academic positions to achieve the target of at least 30 per cent qualified female applicants.

The unit decides the composition of the search committee. Both genders should be represented.

### 3.3 Application submission and deadlines

Applications with enclosures must be submitted electronically via the JobbNorge portal. Exceptions may be made from the electronic submission requirement for special academic and artistic works.

The minimum deadline for applying is two weeks.

### 3.4 Conditions for re-advertisement

The position should be re-advertised if:

- the appointment body wishes to depart from a significant point in the qualification requirements defined in the advertisement or if the original advertisement contained errors that may have had a bearing on the applications

- The position was advertised a disproportionately long time ago or circumstances have changed significantly
- the advertisement has not attracted a satisfactory number of qualified candidates and a new advertisement is expected to change this situation
- when the circumstances otherwise have changed significantly

In such case, all applicants must be notified. The dean in the capacity of employer decides whether to re-advertise positions.

## 4 Application requirements – documentation

All information and all material that is to be taken into consideration in the assessment must be available by the deadline for applications. Any references must be listed. Documentation must be provided in the language stated in the advertisement.

An application for an academic position will normally contain the following elements:

- An application providing information about the applicant's personal details, education and work experience and his/her reasons for applying for the position
- Copies of diplomas and certificates to document the information provided
- A well-structured CV with the following sections: personal details, education, work experience, academic activities, research supervision, teaching experience, popular science activities, administrative experience, and a brief presentation of academic production. Pages should be numbered and bear the applicant's surname in the top left-hand corner of all pages
- Academic works must be listed in chronological order with an overview of number of page and co-authors, if any. The list should be structured into the following categories:
  1. Degree theses, monographs
  2. Publications in peer-reviewed academic journals
  3. Published books/book chapters
  4. Publications in non-peer-reviewed journals
  5. Published overview presentations (review articles, summaries, excerpts etc.)
  6. Research reports in e.g. internal report series
  7. Published popular science presentations, unpublished teaching compendiums and reports
  8. Presentation of others' work (evaluations, reviews, assessment of recommendations etc.)
  9. Other written works
- A selection (limited number) of the publications that the applicant believes to best document his or her academic/professional qualifications (the number is normally stated in the advertisement)
- A teaching portfolio containing a comprehensive presentation of the applicant's professional development and achieved teaching qualifications
- Other documentation as necessary based on requirements in the advertisement text

Applications with attachments must be sent via the JobbNorge portal. Exceptions may be made from the electronic submission rule for special academic and artistic research.

Reference is also made to the separate guidelines for applicants and members of assessment committees concerning documentation, assessment and weighting of qualifications in connection with appointment/promotion to different teaching and research positions at NMBU.



## 5 Expert assessment in connection with appointments

### 5.1 General information

Expert assessments shall be obtained in connection with appointment and promotion to teaching and research positions, cf. the Act relating to Universities and University Colleges Section 6-3 (3). The expert assessment of academic qualifications shall be based on the requirements specified in the advertisement and job description.

See also Chapter 10, *Special rules for academic employment relationships*, below.

### 5.2 Appointment of experts

Applicants are to be assessed by appointed experts who submit an assessment of the applicants' qualifications to the recommendation body before it starts work on a recommendation. The dean appoints the expert committee on the basis of proposals from the academic community and appoints the chair of the committee.

When the experts have been appointed and accepted the office, all applicants shall be informed of who has been appointed and which deadlines apply.

### 5.3 The committee's composition

The committee shall be composed so that it is qualified to assess all applicants who meet the requirements given in the advertisement and job description, and in such a way that its impartiality cannot be questioned, cf. the Public Administration Act Section 6. See also [Impartiality in recommendation and appointment committees, and in expert committees](#).

#### 5.3.1 Professor

- The committee must comprise at least three members with professor qualifications or equivalent qualifications in key areas of the field the position concerns.
- No more than one member of the committee may be employed by NMBU.
- The committee must have one member from another country in so far as this is possible and in the fields where this is natural. In the event that such a member is not appointed, the faculty board must be informed of what steps have been taken to include a foreign member and why these efforts were unsuccessful.
- Both genders shall be represented on the expert committee. If this is not possible, a special account must be provided to the faculty board.

#### 5.3.2 Dosent professor

- The committee must comprise at least three members, with one member from the university with professor qualifications and two members with *dosent* professor qualifications or equivalent. The members' qualifications must relate to key areas of the field the position concerns.
- No more than one member of the committee may be employed by NMBU.
- The committee must have one member from another country in so far as this is possible and in the fields where this is natural. In the event that such a member is not appointed, the faculty board must be informed of what steps have been taken to include a foreign member and why these efforts were unsuccessful.
- Both genders shall be represented if possible. If this is not possible, a special account must be provided to the faculty board.

### 5.3.3 Associate professor (*Førsteamanuensis* and *førstelektor*)

- The committee must comprise at least three members. At least one of the members must have qualifications at a level above the associate professor level. The others must as a minimum have *førsteamanuensis* associate professor qualifications when the application concerns a *førsteamanuensis* position, and at least associate professor qualifications to assess applicants for *førstelektor* positions.
- No more than one member of the committee may be employed by NMBU.
- Both genders shall be represented if possible. If this is not possible, the reason must be given to the faculty board.

### 5.3.4 Universitetslektor - assistant professor

- The committee must comprise at least two members. One of the members must have associate professor qualifications. The other members must as a minimum have *lektor* - assistant professor qualifications.
- No more than one member of the committee may be employed by NMBU.
- Both genders shall be represented if possible. If this is not possible, a special account must be provided to the faculty board.

## 5.4 Committee chair

One of the members of the committee shall be appointed chair. The chair should be employed by NMBU, preferably at the faculty the position in question belongs to. In addition to participating in the assessment, the chair shall also coordinate the committee's work and ensure its progress. (Note: Separate rules apply to the chairs of committees *in connection with promotions*, see [section 11.10](#) below).

## 5.5 Special assessors

In addition to ordinary experts and, if relevant, based on proposals by them, the dean can in special cases appoint one or more special assessors to assess parts of the material an applicant has submitted. Special assessors make individual assessments that are submitted to serve as guidance to the ordinary experts.

## 5.6 Expert committee

### 5.6.1 The relationship between the expert committee, the recommendation committee and the appointment committee

Appointments that concern academic positions involve three different committees with different roles in the appointment process.

- The task of the expert committee is to assess the applicants' qualifications etc. in order to ascertain which applicants are *academically qualified* on the basis of the advertisement text and, if relevant, job description. The expert committee is to assess the applicants in relation to these criteria and determine who is qualified and not.
- The task of the recommendation committee is to recommend applicants following an *overall assessment* based on the expert committee's statement, interviews, references and, if relevant, a trial lecture, including personal qualities and suitability for the position. This means that the recommendation committee only focuses on the applicants who the expert committee has deemed qualified.
- The task of the appointment committee is to appoint the person best qualified for the position.

See also [section 8.3 \*The recommendation committee's obligations in relation to the assessment committee's assessments\*](#) and section 9.3 [In the event of disagreement between the recommendation body and the appointment body](#)

#### [5.6.2 \*The committee's mandate and work methods\*](#)

On the basis of material submitted and documented facts, the committee shall assess:

- The applicants' academic and/or artistic qualifications based on established international or national standards, and in relation to the academic and/or artistic qualification requirements that apply to the vacant position as described in the advertisement and, if relevant, job description
- Teaching qualifications
- Other documented qualifications on the basis of the requirements set out in the advertisement and job description

The assessment must include an overview of the individual applicant's education, work experience, teaching qualifications, external academic activities and dissemination, academic management and administrative work and any other qualifying activities.

The assessment must state which applicants are qualified and provide an assessment of the qualified applicants in relation to each other (comparative assessment) as a basis for the final ranking. If there are a satisfactory number of qualified candidates, the committee should rank at least three applicants.

Applicants who lack formal basic teaching qualifications can also be assessed. Such applicants can be appointed subject to a requirement that they acquire such qualifications.

The committee shall not give an opinion on matters of equality, right of preference, personal suitability for the position or other matters that do not concern the applicant's documented overall academic qualifications.

The experts shall work as a committee. The committee will submit a common statement that is usually written by the chair of the committee. In the event of dissent among the committee members, the grounds for the different opinions shall be presented in the statement. Any such dissent will accompany the assessment in the further consideration of appointment.

Reference is made to section 6 of these provisions for a more detailed description of the qualification requirements that apply to the different position categories.

#### [5.7 Appointment to a qualification position](#)

If a position has been advertised with the possibility of temporary employment for three years pursuant to the Act relating to Universities and University Colleges Section 6-5 (1), the committee shall consider whether there are applicants that can be offered employment on such terms. In this context, the applicants' possibility of attaining the necessary qualifications during the temporary employment period is emphasised.

If the committee proposes such temporary employment, the grounds for the proposal must be explicitly stated. The grounds could be insufficient academic qualifications and/or insufficient teaching and/or linguistic qualifications.

### 5.8 Appointment to a lower-level position

If it has not been possible to find applicants that meet the criteria for appointment to a qualification position, and, owing to the teaching situation, it is absolutely necessary to make an appointment, temporary employment for up to three years and six months in a lower position than the applicant is qualified for can be proposed, cf. The Act relating to Universities and University Colleges Section 6-5 (2). This is on condition that the possibility of temporary employment in a qualification position was mentioned in the advertisement.

### 5.9 Deadline for the committee's work

The assessment must normally be completed within three months for appointment or promotion to professor or *dosent* professor positions and within one month for other positions, reckoned from the time the committee has received all necessary documentation. If this deadline is exceeded, the dean shall be informed in writing. The applicants shall be notified of the delay.

### 5.10 The applicant's right to comment on the expert assessment

A copy of the assessment in its entirety is sent to the applicant before the case is submitted to the recommendation committee for consideration. Any assessments by special assessors are also sent to the applicants. At this stage of the process, the applicants may submit comments on the assessment within 10 working days. Any comments from the applicants will accompany the case.

The recommendation committee considers whether to present any comments from the applicants to the committee for an additional statement.

The expert committee's statement shall not include personal data that are subject to a duty of confidentiality. cf. the Public Administration Act Section 13.

## 6 Criteria

### 6.1 Criteria for appointment as a professor

Pursuant to [the Regulations concerning appointment and promotion to teaching and research posts](#) of 1 September 2019 and NMBU's educational competence requirements, the basic requirements are:

- academic level conforming to established international or national standards for professor positions in the relevant field, or
- extensive artistic activities at the highest level conforming to international standards and relevant breadth and specialisation at the highest level of the subject or discipline

and

In addition to the requirements for basic teaching and supervision qualifications at university and university college level that apply to associate professor positions, the following must also be documented:

1. Quality development in the applicant's own teaching and supervision over time
2. Broad experience of supervision, preferably at master's degree/PhD level
3. Participation in work to develop quality of education in the academic community

At NMBU, the applicant must document that he or she has:

- teaching experience at higher and lower degree levels
- teaching qualifications, completed a programme of at least 200 hours
- documented broad experience of supervision, preferably at master's degree/PhD level

- documented quality development in the applicant's own teaching and supervision over time
- documented participation in work to develop quality of education in the academic community

At NMBU, teaching and supervision skills shall be assessed on the basis of the following criteria:

- can demonstrate continuous development of teaching practice based on results accomplished and feedback from students and colleagues, and based on relevant educational and subject didactic theory
- can give grounds for choice of teaching methods based on activities that promote the students' learning in the field
- has broad experience of supervision, preferably at master's degree/PhD level, and can demonstrate reflection on quality and goal attainment in supervision
- shares knowledge and experience relating to quality of education in different academic communities

Educational competence must be documented in a teaching portfolio.

In addition to academic/artistic and teaching qualifications, the applicant should be able to refer to experience in academic management and dissemination, networking and collaboration skills in relation to research and teaching.

Importance will be attached to personal suitability.

The description of the position in question, if any, will state any other specific requirements and how these are weighted.

Reference is also made to the [national standards for the evaluation of professorial competence](#), developed by the national conferences of faculties. See also Chapter 12 [Rules for the processing of applications for promotion to professor within the MNT scheme](#).

## 6.2 Criteria for appointment as a *dosent* professor

Pursuant to the Regulations concerning appointment and promotion to teaching and research posts, the following criteria must be documented to be deemed to have *dosent* professor qualifications:

- extensive research and development work at a high level within the professional field concerned
- extensive educational development work and other educational activities of high quality

In addition to the above, high qualifications within one or more of the following areas must be documented:

- management of research and development projects
- interdisciplinary cooperation and networking
- extensive cooperation with the business sector and society at large to develop study programmes and research and development activities
- extensive cooperation with the cultural scene to develop study programmes and research and development activities
- professional experience of a particular nature and relevance from industry and civil society
- professional experience of a particular nature and relevance from cultural institutions
- development of scientific collections

and

- documented relevant educational theory and practice based on training or on teaching and supervision

When prior learning and work experience is assessed, the applicant must meet the requirements for profession-oriented research and development work at a level equivalent to a Norwegian doctoral degree and document the breadth and independent nature of their work. Emphasis shall be placed on the applicant being capable of documenting high-level academic activities over the past five years, and that these activities indicate continued activity at the *dosent* professor level.

Importance will be attached to personal suitability.

The job description for each position will state any other specific requirements and how these are weighted.

Universities Norway has developed [recommended guidelines for promotion to \*dosent\* professor](#), which may be useful in the assessment.

### 6.3 Criteria for appointment as a *førsteamanuensis* associate professor

Pursuant to [the Regulations concerning appointment and promotion to teaching and research posts](#), the criteria for appointment as a *førsteamanuensis* associate professor are:

- a Norwegian doctoral degree in the subject area concerned or a corresponding foreign doctoral degree recognised as equivalent to a Norwegian doctoral degree or competence at a corresponding level documented by academic work of the same scope and quality, or
- a completed recognised programme of artistic development in the subject area concerned or documented artistic activities or development work at a high international level and with a specialisation relevant for the subject area or discipline

and

The applicant shall be assessed, but not ranked, based on whether they meet the following requirements:

- Completed a dedicated programme (minimum 200 hours)/relevant course and gained practical teaching experience, and acquired basic skills in planning, executing, evaluating and developing teaching and supervision activities (basic teaching and supervision qualifications at university and university college level)
- These skills shall be documented in the form of a systematic and comprehensive presentation for consideration by the institutions

*Applicants who do not meet the requirements on appointment shall be required to meet them within two years of their appointment.*

For appointment as a *førsteamanuensis* associate professor at NMBU, the applicant must document that he or she has:

- teaching qualifications, completed a programme of at least 200 hours
- teaching experience at higher and lower degree levels
- varied teaching experience
- supervision experience
- basic teaching skills, i.e. developed 'basic skills in planning, executing, evaluating and developing'. Such skills shall be assessed on the basis of the following criteria:

- planning and executing research-based teaching activities and supervision, both individually and in cooperation with colleagues, in a way that promotes the students' learning and academic development
- adjusting learning activities and assessment methods to defined learning outcomes
- assessing and documenting the results of own teaching and supervision based on the expectations set out in programme descriptions and national curricula for higher education
- obtaining and incorporating feedback from students, colleagues and society at large to develop teaching and learning processes

Educational competence must be documented in a teaching portfolio.

Importance will be attached to personal suitability.

The job description of the specific position will state any other specific requirements and how these are weighted. Examples could be the ability to initiate and manage research, experience from international activities, dissemination and popularisation, collection work, and policy and administrative work.

#### 6.4 Criteria for appointment as a *førstelektor* associate professor

Pursuant to the Regulations concerning appointment and promotion to teaching and research posts, the criteria for appointment as a *førstelektor* associate professor are:

- documented extensive research and development work that in quality and scope corresponds to the workload and level of a doctorate degree,
- or
- documented extensive artistic research work that in quality and scope corresponds to the workload and level of a doctorate degree,

and

- great importance shall be attached to particular qualifications in teaching or other educational activities,

and

- documented relevant educational theory and practice based on training or on teaching and supervision.

Importance will be attached to personal suitability. (The expert committee shall not give an opinion of this.)

The job description for each position will state any other specific requirements and how these are weighted.

Universities Norway has developed recommended guidelines for promotion to *førstelektor* associate professor, which may be useful in the assessment.

#### 6.5 Criteria for appointment as a *universitetslektor* assistant professor

Pursuant to the Regulations concerning appointment and promotion to teaching and research posts, the criteria for appointment as a *universitetslektor* assistant professor are:

- higher (master's) degree from a university, university college or the equivalent,

- relevant research qualifications above the level of a higher degree and/or relevant professional practice,

or

- documented recognised artistic activities or development work of a certain scope,
- education at the highest level in a field of art from Norway or equivalent education from abroad or equivalent documented knowledge,

and

- documented relevant educational theory and practice based on training or on teaching and supervision.

Importance will be attached to personal suitability.

The job description for each position will state any other specific requirements and how these are weighted.

## 6.6 Guidelines for educational competence

NMBU endorses Universities Norway's teaching qualification requirements set out in the [\*national recommended guidelines for basic teaching qualifications at university and university college level\*](#).

In accordance with the Regulations and Universities Norway's national recommended guidelines for basic teaching qualifications at university and university college level, NMBU has adopted the following guidelines for educational competence:

All applicants for teaching and research positions must be prepared to present a teaching portfolio as part of their application in order to document their teaching qualifications. This also applies to applications for promotion to professor and *dosent* professor positions.

The teaching portfolio is a systematic collection of documentation of a person's professional development and acquired teaching qualifications. The teaching portfolio is the equivalent of a researcher's list and documentation of research results in the form of publications.

For more information about documentation of educational competence, reference is made to NMBU's guidelines for applicants and members of expert committees relating to the documentation and assessment of educational competence for associate professor positions, and for appointment or promotion to professor positions.

The basic teaching and supervision qualifications are requirements that can be met within the first two years after appointment/promotion. If applicants cannot document basic teaching qualifications through a teaching portfolio and completed course in university pedagogy, they may nonetheless be appointed on condition that they document such qualifications within two years after appointment.

The overall assessment of the applicant's educational competence shall be carried out by the recommendation committee, which will assess the applicant's teaching skills on the basis of information obtained from referees and a trial lecture/trial teaching session or similar.

A university pedagogy course from other Norwegian or foreign universities of a scope equivalent to [\*NMBU's UNIPED course\*](#) can be approved as a basic course.



The requirements for teaching qualifications also apply to temporary positions and appointments to secondary positions with teaching duties. Exceptions may be made from the teaching portfolio requirement following an individual concrete assessment by the dean.

Special grounds must be given in cases where the unit wishes to depart from the requirement for a teaching portfolio. The dean decides whether an exception may be made.

## 7 Interviews, trial lectures, trial teaching sessions etc.

### 7.1 Interviews

The applicants deemed to be best qualified shall be invited for an interview, except for applicants as described in sections 7.4 *Applicants with an immigrant background* and 7.5 *Applicants with a functional impairment or a two-year gap in their CV* in these provisions. The goal of the interview is to get to know relevant applicants and obtain a first impression of their personal qualities. Its purpose is also to check the information already obtained about the applicants, gather more information and assess the applicants' ability to create results and value for NMBU.

The interview aims to clarify the applicant's personal suitability for the position, their motivation and their potential for development in relation to the different duties of the position. The results of the interviews shall be put in writing and accompany the case throughout the appointment process.

It is up to the recommendation committee to decide who takes part in the interview. Often, the whole recommendation committee or some of its members will attend. Both genders should be represented.

### 7.2 Trial lectures/trial teaching sessions/other tests

The faculty can decide to hold a trial lecture, trial teaching session or other tests, and also who should attend.

Those charged with assessing the lecture, trial teaching session or other tests must also decide how the applicant follows up the presentation provided in the teaching portfolio and, if relevant, speak with the applicant about this after the lecture.

The result from the trial lecture/trial teaching session or other tests must be documented and accompany case throughout the appointment process.

For further background information, see Appendix 3: Interview – referee interviews – trial lecture

### 7.3 References

References shall be obtained in connection with appointments. Normally, references should be checked after interviews have taken place. References provided by the applicant should be checked, and the recommendation committee is free to request/decide that additional referees be contacted. The applicant shall be informed of which additional referees will be contacted.

Further information should be obtained from the applicant's present and former employees, among others. Confidential processing of an application is no longer possible at this stage of the process. This must be clarified in advance with applicants who requested confidential processing.

For further background information, reference is made to the guidelines for [Interviews, trial lectures and referee interviews](#).

#### 7.4 Applicants with an immigrant background

If qualified candidates with an immigrant background apply, all government enterprises are obliged to invite at least one such applicant for an interview ([PM 12/2004](#)). If there are applicants with an immigrant background and none have been invited for interviews, an explanation must be provided in the recommendation.<sup>2</sup>

#### 7.5 Applicants with a functional impairment or a two-year gap in their CV

If any of the qualified applicants for a position state that they have a functional impairment or a two-year gap in their CV that requires adaptation of the workplace or work situation, at least one such applicant must be invited for an interview before a recommendation is made, cf. Section 6 of the Regulations to the Government Employee Act.

An applicant with a functional impairment can be appointed if he or she is approximately as well-qualified as the best qualified applicant.

## 8 Recommendation

### 8.1 General information

The recommendation committee must give grounds for its recommendations for all academic positions based on overall assessments of academic and societal needs and the gender composition of the environment in question. The recommendation body must also ensure that other considerations are taken into account in accordance with the applicable laws and regulations.

The processing of applications is subject to the qualification principle and objectivity requirements. [See also the guidelines for qualification principles and objectivity requirements.](#)

### 8.2 Recommendation body

Recommendations for appointments to academic positions are made by the faculty's recommendation committee, cf. NMBU's personnel regulations.

### 8.3 The recommendation committee's obligations in relation to the expert committee's assessments

The recommendation committee is responsible for ensuring that the expert committee's assessment is fair and satisfactory. The assessment shall be in accordance with the criteria formulated in the job advertisement and, if relevant, in the job description, and with established practice in relation to qualification requirements and the weighting of different qualifications.

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<sup>22</sup> The Norwegian state uses the definitions of Statistics Norway.

Persons born abroad who have immigrated to Norway and persons with two foreign-born parents are considered persons with an immigrant background. Statistics Norway has divided this group into two sub-groups based on their country of origin:

Country group 1: EU/EFTA countries, North America, Australia and New Zealand

Country group 2: Europe except the EU/EFTA countries, Asia (incl. Turkey), Africa, South and Central America and Oceania except Australia and New Zealand.

The Ministry of Government Administration and Reform has specified that it is primarily applicants with backgrounds from countries in group 2 who are to be invited for interviews.

If the recommendation committee has doubts about whether the expert committee's assessments meet the requirements, it must clarify and, if relevant, correct such discrepancies. One way of doing this is for the recommendation body to request a supplementary statement from the expert committee. It is also possible to appoint a committee to review the assessment to ascertain whether it is based on a correct assessment norm, or to appoint more experts or a new assessment committee.

The recommendation committee should not limit its assessments to circumstances that have been assessed by the expert committee. The recommendation committee shall also consider other relevant qualifications the applicants may possess.

The recommendation committee may submit a recommendation with a different conclusion from that reached by the expert committee without this being considered by the committee again. Grounds shall be given for the recommendation. This may only be done in situations where the recommendation body finds that it can base its decision on the committee's academic assessment of the applicants, as presented in the statement, but where:

- the recommendation committee disagrees with the assessment norm applied or the weighting of different qualifications on which the assessment has been based, and/or
- the recommendation committee emphasises other of the applicants' qualifications than those assessed by the assessment committee. This could be based on interviews, trial lectures/teaching sessions or auditions, and assessments of personal suitability and other non-academic forms of assessment that are considered relevant to the position.

The grounds must be enclosed when the case is forwarded to the appointment body.

#### 8.4 Special account of the recruitment basis when no female applicants are recommended

When a recommendation concerning a permanent academic position does not recommend any female candidates, the recommendation must be presented to the chair of the Equality and Diversity Committee before being submitted to the appointment committee. A special account must be provided about the recruitment basis within the field in question and about the work of the search committee.

#### 8.5 Applicants with a right of preference, applicants with disabilities and applicants with immigrant backgrounds

There may be cases where applicants have a right of preference to the post because they have been dismissed from another state position for circumstances relating to the enterprise, cf. the Government Employee Act and pertaining Regulations.

The recommendation committee must ensure that at least one qualified applicant with an immigrant background has been interviewed, cf. section 7.4 of these guidelines.

The recommendation committee must also ensure that at least one qualified applicant who has stated that he/she has functional impairment or has a two-year gap in his/her CV that requires adaptation of the workplace or work situation has been called in for an interview, cf. section 7.5 of these guidelines. The recommendation committee must conclude on whether an applicant with a functional impairment assessed as being approximately as qualified as the best qualified applicant can be appointed.

The above-mentioned matters must be clarified before the recommendation committee submits its recommendation.

### 8.6 Recommendation and ranking

Following an overall assessment of the applications, assessments, interviews and any trial lectures, trial teaching sessions and other tests, the recommendation committee submits a written recommendation to the appointment body stating the grounds for its recommendation.

The candidate's qualifications in terms of education, work experience and personal suitability are considered in relation to the qualification requirements for the position as described in the advertisement. A conclusion is then reached about which candidates are qualified for the position. The most relevant candidates are then compared to decide who is best qualified for the position.

If there are several qualified applicants for a position, at least three applicants should normally be recommended in the order in which they should be considered. If there are more than three qualified applicants, more than three can be recommended. A written statement must be provided about the recommended applicants' qualifications and suitability for the position based on

- The advertisement text and the job description, if applicable
- Expert assessment
- Assessments of any trial lectures or other tests
- Minutes from interviews and references obtained as regards personal suitability for the position

The recommendation committee shall apply moderate affirmative action until the target figure of 30 per cent female professors has been achieved. By moderate affirmative action is meant that if two or more applicants are found to have approximately the same qualifications, women shall be prioritised over men.

The recommendation body must determine whether any of the applicants should be recommended subject to a requirement to complete certain training within a specified time. See also section 2.4 of these guidelines, *Teaching qualifications*.

If any of the applicants are recommended for appointment to a temporary qualification position, the recommendation must specify whether the grounds for the recommendation of temporary employment are

- inadequate academic competence and/or
- inadequate teaching qualifications
- inadequate language skills

Appointment to a qualification position is only possible if the possibility of such a position was mentioned in the advertisement.

If no applicants meet the criteria for temporary employment in a qualification position, the recommendation body must consider whether to recommend appointment to a lower-level position for a period of up to three years and six months based on consideration for the teaching situation, cf. section 2.5 of these guidelines. Such appointments are only possible if the possibility of temporary employment in a qualification position was mentioned in the advertisement.

### 8.7 Non-unanimous recommendation

Any applicant recommended by members of the recommendation committee, whether by the majority or a minority, is considered recommended. In the event of a minority in the committee, the

minority shall submit its own recommendation with grounds. If there are points of disagreement or comments to the recommendation, they must be expressed in a separate document that will accompany the case.

### 8.8 Exemption from public disclosure

The recommendation committee's recommendation to the appointment body is exempt from public disclosure pursuant to Section 25 of the Freedom of Information Act. The applicant's right of access is described in the [Regulations to the Freedom of Information Act](#) Chapter 5.

## 9 Appointment (the personnel regulations Section 8)

### 9.1 Appointment body

Appointments to academic positions are made by the faculty's appointment committee, cf. NMBU's personnel regulations Sections 15 and 16.

### 9.2 The remit of the appointment body

The appointment body will have the same rights and obligations in relation to the assessment committee's assessments as the recommendation body, cf. section 8 of these guidelines.

The appointment body shall apply moderate gender-based affirmative action, cf. section 2.2 of these guidelines.

The appointment body must ascertain and ensure that the following matters are clarified:

- whether the recruitment basis has been accounted for in cases where there are no female applicants for permanent positions advertised, cf. section 8.4 of these guidelines
- whether any applicants have a right of preference to the post, cf. section 8.5 of these guidelines
- whether a qualified applicant, if any, with an immigrant background or functional impairment has been invited for an interview, cf. sections 7.4 and 7.5 of these guidelines
- whether to appoint a disabled applicant deemed to be approximately as well-qualified as the best qualified applicant, cf. sections 7.5 and 8.5 of these guidelines
- whether any of the applicants should be appointed with a requirement to complete certain training within a specified time, cf. section 2.4 of these guidelines. The type of training must be specified
- whether any of the applicants should be appointed in a three-year temporary qualification position, cf. sections 2.5 and 5.7 of these guidelines. Grounds must be given for temporary positions, and can be as follows:
  - inadequate academic competence
  - inadequate teaching qualifications
  - inadequate language skills
- whether any of the applicants should be appointed to a temporary lower-level position, cf. sections 2.5 and 5.8 of these guidelines
- probationary period, cf. section 9.4 of these guidelines

### 9.3 In the event of disagreement between the recommendation body and the appointment body

If a member of the appointment body wishes to appoint an applicant who has not been recommended, a written assessment must be obtained from the recommendation committee. After receiving such a written assessment, the appointment body makes its decision by simple majority, and can then either choose to appoint an applicant who has been recommended or an applicant for whom a written assessment has been provided.

## 9.4 Probationary period

As a rule, employees who take up a state position have a probationary period of six months, cf. the Government Employee Act Section 15.

The appointment body can decide not to impose a probationary period. Normally, no probationary period applies when employees change positions within the university or if the new position is not significantly different in nature from their previous position.

See also the general rules for [probationary periods](#).

## 9.5 Temporary appointment to a qualification position – re-assessment

Employees appointed to a temporary qualification position are entitled to a re-assessment no later than at the end of their period of employment. The relevant unit must ensure that such assessment is initiated and conducted. The period of employment may be extended by up to six months pending the assessment, cf. the Act relating to Universities and University Colleges Section 6-5 (1). If the person in question is deemed to be qualified, the appointment body will appoint him/her to a permanent position based on a recommendation by the unit's recommendation body.

Otherwise, the employee can be given a permanent position at any time during the period once they can document that they possess the necessary qualifications. If the unit has the authority to make appointment decisions, the original appointment was temporary on grounds of inadequate teaching qualifications and the employee's teaching qualifications have since been approved, the dean can make the appointment.

## 9.6 Minutes

Minutes must be kept of the appointment committee's meetings. All decisions and any dissenting votes must be recorded in the minutes. The members of the appointment committee are entitled to have the grounds for their point of view included in the minutes. This must be done by the end of the appointment committee's consideration of the case during the meeting.

# 10 Special rules for academic employment relationships

## 10.1 Exemption from assessment in special cases

The appointing body may in special cases decide that the requirement regarding expert assessment may be departed from for teaching and research posts that are not associate professor or professor positions, cf. the Act relating to Universities and University Colleges Section 6-3 (3).

## 10.2 Direct appointment (the Act relating to Universities and University Colleges Section 6-3 (4))

Pursuant to the Government Employee Act, all positions must as a rule be publicly advertised. When special grounds so indicate, the University Board may make appointments without advertising the vacancy first. The University Board has specified that the use of direct appointments should be kept to a minimum. In line with established practice, the following factors can serve as guidelines for what can be deemed to constitute *special cases*:

- If the candidate in question is the only one with special expertise that it is difficult to recruit
- If it appears evident that there are no other, or very few, relevant actors in the market
- When, for some other reason, it is considered obvious that no other applicants will apply or meet the requirements
- Less attractive percentages of full-time positions
- The duration of the position

- A particularly challenging pay level
- Recruitment difficulties due to small size of the community/university or low status of subject areas
- If the candidate in question is relevant for other reasons, for example because it is desirable to establish a connection/cooperate with the candidate's employer
- In exceptional cases, equality considerations may also be relevant

Direct appointment may not be used for qualification positions.

When a direct appointment case is submitted to the University Board, the unit must explain:

- which special reasons it has for not advertising the vacancy (cf. special reasons)
- the needs of the faculty/subject area
- the person's qualifications in relation to the needs of the faculty/subject area, the qualifications required for the position and the recruitment situation in the relevant field

The unit must prepare a job description for the position, and if an expert assessment has been carried out, it must be considered in accordance with the rules that apply to the position.

The considerations listed in the above items must also be made when temporary direct appointments are extended.

Appointments to secondary positions can be extended if good grounds for doing so exist, cf. the above, but the total period of employment should not exceed ten years. In special cases, extensions for more than ten years can be granted.

Direct appointments may not be made if more than one member of the board objects.

### 10.3 Temporary secondary positions at NMBU

Adjunct professor (*professor II*) and *førsteamanuensis II* associate professor positions are often used when institutions wish to establish a link to special expertise possessed by persons whose primary work (full-time position) is with another employer. Such positions may also be relevant in cases where employers wish to strengthen or form ties with other specialist communities. Other than this, the *professor II* and *førsteamanuensis II* positions are in practice ordinary professor/associate professor positions. In principle, the same requirements concerning qualifications and the appointment process apply to such positions as to ordinary professor/associate professor positions.

If *professor II* and *førsteamanuensis II* positions are conditional on full-time employment with another employer, this must be stated in the advertisement, if the vacancy is advertised, and in the employment contract. It should be stated that the employment relationship is a combined position and that termination of the employment relationship with the primary employer will lead to termination of the secondary position at NMBU.

The Act relating to Universities and University Colleges Section 6-6 allows for temporary appointments to secondary positions of up to 20% of a full-time position for research and teaching positions. This provides an independent legal basis for appointment to *temporary positions* that comes in addition to the Government Employee Act's provisions on temporary positions (cf. the Government Employee Act Section 9). The Act relating to Universities and University Colleges Section 6-6 also allows for such positions to be *fixed-term positions* by agreement. Fixed-term appointments can be made for a fixed term of two to six years without the employee becoming entitled to a permanent position even if he/she has been employed in a temporary position for a



continuous period of three years or more. It is important that such matters be specified in the advertisement, if the vacancy is advertised, and in the employment contract.

It is also possible to use direct appointment to *professor II* and *førsteamanuensis II* positions. Reference is made to section 10.2 *Direct appointment* in these guidelines.

In the event of direct appointment of a foreign professor/associate professor in a secondary position at NMBU who has not been assessed as competent pursuant to Norwegian standards, it is considered sufficient if two persons qualified for a professor position in the subject area in question make an academic assessment of the candidate for appointment as an adjunct professor (simplified assessment). For appointments of *førsteamanuensis* associate professors to a secondary position, it is considered sufficient for one person with associate professor qualifications and one person with professor qualifications in the subject area in question to make an academic assessment of the candidate (simplified assessment).

It is common practice to approve professor and associate professor qualifications from the Nordic countries as equivalent to Norwegian qualifications in connection with direct appointments.

#### 10.4 Externally funded positions

The ordinary appointment procedures can be deviated from in connection with the appointment of employees who are to carry out externally funded assignments. See the Regulations to the Government Employee Act Section 3(3).

It is possible to appoint applicants to externally funded positions without advertising the vacancy in cases where the work has to be performed by certain persons. This could be a natural consequence of the project application, or the client may require certain persons to be involved in the project etc.

The general rule is that ordinary appointment procedures should be complied with if the position is advertised.

## 11 Promotion to teaching and research posts

Promotion to teaching and research posts is regulated by Chapter 2 of the [Regulations concerning appointment and promotion to teaching and research posts](#).

Promotion to a more senior position can only be granted based on a declaration of competence issued by an assessment committee appointed by NMBU. NMBU may decide to allow assessment for promotion at NMBU to be based on assessments made by expert committees appointed by other institutions.

### 11.1 Who is eligible

- *førsteamanuensis* associate professors employed in permanent or fixed-term positions in 50% or more of a full-time position may apply for promotion to professor. This is conditional on them having taken up the position.
- *førstelektor* associate professors employed in permanent or fixed-term positions in 50% or more of a full-time position may apply for promotion to *dosent* professor. This is conditional on them having taken up the position.
- assistant professors and adjunct assistant professors (*amanuensis* and *universitetslektor*) employed in permanent or fixed-term positions in 50% or more of a full-time position may apply for promotion to associate professor (*førsteamanuensis* or *førstelektor*). This is conditional on them having taken up the position.



A *førsteamanuensis* associate professor in a fixed-term tenure-track position is not entitled to apply for promotion.

Promotions to teaching and research posts are personal and have no consequences for the duties of the holder of the post.

Applicants cannot apply for promotion to professor in connection with an application for a lower level teaching or research post.

For a more detailed description of the promotion scheme, reference is made to Chapter 2 of the Regulations concerning appointment and promotion to teaching and research posts. Reference is also made to various guides to the promotion scheme available on Universities Norway's website.

## 11.2 The application

### 11.2.1 Subject area in which the candidate can apply for promotion

Promotion may only be applied for within the subject area in which the applicant is employed at the time of the application. By subject area is meant not only the discipline as described in the original description – the position's development until the time of the application must also be taken into consideration. In the event of disputes, the dean will decide the matter.

#### *Special provisions for promotion to professor:*

Promotion requires the qualifications to be within the subject area for the position in which the applicant is employed at the time of the application. Works in other areas may be included, but will be weighted on the basis of their relevance to the applicant's qualifications when it comes to research and teaching in the discipline in question. At least two-thirds of the requirements for scope defined above should be met by works that are clearly within the position's subject area, and some of these works should have been produced within the last five years. If the field is a narrow specialist area, it may be accepted for a somewhat larger part to fall outside the subject area.

### 11.2.2 Content of the application

Applications and pertaining attachments are normally submitted electronically. If the expert committee does not accept an electronic application, five copies of the application and enclosures shall be submitted, cf. the Regulations concerning appointment and promotion to teaching and research posts Section 2-2(4) a).

Applications should normally be in English.

The application must contain the following:

- An application form and application letter (signed and dated). The subject area in which promotion is applied for must be clearly stated. By 'within the subject in which the applicant is employed' in Section 2-2(2) is meant not only the subject as described in the original description – the development of the subject area until the time of the application must also be taken into consideration.
- A CV containing information about the applicant's age, academic degrees (which, when and where), present position, previous academic positions, and any other positions relevant to the assessment.

### 11.2.3 Application deadlines

- a separate deadline applies for promotion under the mathematics, science and technology (MNT) scheme (see <https://www.uhr.no/temasider/karrierepolitikk-2/opptrykksordninger/>)
- otherwise, no deadline has been set for applying for promotion to professor positions and other position codes
- no deadline has been set for applying for promotion on the basis of previous declarations of competence, cf. section 11.5 of these guidelines

Documentation cannot be submitted after the application has been submitted. However, the assessment committee can request additional documentation.

### 11.3 When promotions take effect

For applications for promotion for which a deadline has been set, promotions will be granted with effect from the application deadline.

For applications for promotion for which no deadline has been set, promotions will be granted with effect from the first day of the month after the application for promotion has been submitted.

For promotions to *førsteamanuensis* associate professor based on the awarding of a doctoral degree, promotions can be granted from the first day of the month after the thesis has been submitted for assessment in cases where NMBU does not set additional requirements for the position. This must be documented. An application for promotion can only be submitted once the applicant has been informed that he/she has been awarded the doctoral degree.

### 11.4 Quarantine provisions

#### 11.4.1 Professor

If an application is rejected on grounds of inadequate qualifications, the applicant cannot submit another application for promotion until two years have elapsed since the last application. This applies even if the applicant withdraws the application. If a professor position has been advertised by NMBU in the speciality in question, the two-year rule applies from the deadline for applying for the advertised position.

#### 11.4.2 Dosent professor

If an application is rejected on grounds of inadequate qualifications, the applicant cannot submit another application for promotion until two years have elapsed since the last application.

#### 11.4.3 Associate and adjunct professors (*Førsteamanuensis*, *førstelektor* and *universitetslektor*)

If an application is rejected on grounds of inadequate qualifications, the applicant cannot submit another application for promotion until two years have elapsed since notification of the rejection was given.

### 11.5 Promotion on the basis of previous declarations of competence

Normally, no new assessment will be required for applicants who have been awarded competence in their subject area in connection with an application for a position at NMBU. This is conditional on a unanimous declaration of indisputable competence and that the subject area for which the applicant was assessed corresponds to the area of the position to which promotion is applied for. The same applies to *førsteamanuensis* - associate professors with a Norwegian doctoral degree in the subject, or a foreign doctoral degree recognised as equivalent to a Norwegian one, in cases where the unit in question does not stipulate additional requirements for the position.

In connection with applications for promotion to professor, the declaration of competence cannot be more than six years old.

An application for promotion can only be submitted once the assessment has been approved by the appointment body. If a promotion is granted, it will take effect from the first day of the month after the application for promotion is submitted.

An application for promotion to *førsteamanuensis* - associate professor based on the awarding of a doctoral degree can be submitted once the applicant has been informed that he/she has been awarded the doctoral degree. If a promotion is granted, it will take effect from the first day of the month after the thesis was submitted for assessment.

A declaration of competence awarded in connection with an adjunct professor position cannot form the basis for promotion to professor without a new assessment being carried out, since the assessment for adjunct professor positions is based on a narrower job description. The same applies to qualifications achieved abroad. In such cases, an application for promotion must be submitted within the applicable deadlines and another ordinary assessment must be carried out.

### 11.6 Criteria

The criteria for promotion are the same as for appointment, cf. Chapter 1 of the Regulations concerning appointment and promotion to teaching and research posts and section 6 of these guidelines.

Reference is made to NMBU's guidelines for applicants and members of expert committees relating to the documentation and assessment of educational competence for the various categories of positions.

Some national conferences of faculties have drawn up subject-specific guides in which they elaborate on the criteria for promotion to professor positions. These guides are available on the [Universities Norway website](#).

Applicants and expert committee members are assumed to be familiar with these guidelines.

### 11.7 Appointment of an assessment committee

The dean makes the formal appointment of an assessment committee for all promotions to teaching and research posts at the faculty and appoints its chair based on proposals received from the academic community in question.

The committee shall be composed in such a way that its impartiality cannot be questioned, cf. the Public Administration Act Section 6. Committee members should not have engaged in material cooperation with any of the applicants. Relevant assessment criteria in this context include whether the person in question has been the applicant's supervisor or had extensive co-publications with the applicant. Reference is made to [Appendix 1 on impartiality assessment in appointment processes](#).

### 11.8 The committee's composition

The committee's composition shall comply with the provisions of Chapter 2 of the Regulations concerning appointment and promotion to teaching and research post, cf. section 5.3 of these guidelines.

### 11.9 Special assessors

In connection with applications for promotion to *dosent* professor and *førsteamanuensis* and *førstelektor* associate professor, special assessors can be appointed to comment on parts of the

material submitted for assessment, cf. section 5.5 of these guidelines. Such specialist statements cannot be used for promotions to professor. In such cases, any special assessors must be a full member of the committee.

#### 11.10 Committee chair

When an assessment committee is appointed, a chair must also be appointed to chair the committee's work. The chair of the committee cannot be a NMBU employee.

#### 11.11 The committee's remit

The committee shall assess the individual applicants' qualifications based on the material that each applicant has submitted.

In its assessment, the committee will use the same criteria that apply to appointment to corresponding positions.

The assessment committee's statement shall always state whether the declaration of competence is unanimous and indisputable.

Reference is made to the Regulations concerning appointment and promotion to teaching and research posts for a more detailed description of the requirements that apply to the assessment committee's recommendation.

#### 11.12 Deadlines for the committee's work and processing time for promotion cases

The assessment should be ready within three months reckoned from the time when the committee received the material that is to form the basis for its assessment.

According to the Regulations concerning appointment and promotion to teaching and research posts, applications for promotion to professor and *dosent* professor should be finally decided within one year of the deadline for applying. This time limit may only be departed from if extraordinary circumstances require the processing of the application to be postponed. The regulations do not stipulate requirements concerning processing times for promotions to lower-level positions, but it is natural for processing times to be shorter for such promotions.

#### 11.13 Information to the applicant

The assessment committee's assessment shall be sent to the applicant as soon as it is ready. The academic assessment cannot be appealed, but the applicant is entitled to an opportunity to raise objections to the case processing or comment on the committee's assessment within two weeks of the statement being sent to the applicant. Any comments on the committee's academic assessment shall be submitted to the assessment committee for an additional statement before the employer considers the matter.

#### 11.14 Approval of assessment and granting of promotion

Based on the assessment committee's assessment and any objections and additional comments, the appointment committee for the position category in question at the faculty where the applicant is employed will decide whether to approve the assessment and whether to grant promotion based on it. In order for promotion to be granted, the committee must have declared the applicant's competence to be indisputable.

#### 11.15 Pay assessment

Individual pay assessments are conducted in connection with personal promotions in accordance with NMBU's applicable pay policy. The pay change is applied from the date the faculty registered the application as being received. The employee will receive a letter stating his/her new position

code and pay, or a new employment contract is drawn up. NMBU's payroll section is notified of the change.

## 12 Rules for the processing of applications for promotion to professor within the MNT scheme

### *Promotion to professor in MNT subjects*

The members of the National Faculty Meeting of Sciences place great emphasis on striving for a standard national criteria in connection with advertisement of and promotion to professor positions in mathematics, science and technology (the MNT scheme). The requirements that apply to the assessment of qualifications under the MNT scheme are comprehensively reproduced in the guidelines [Coordination of the procedures for promotion to full professor \(MNT\)](#). Assessments of professor competence in the MNT subjects should be based on this guide.

NMBU respects the expectations regarding scientific quality, breadth and depth described in this guide. NMBU's educational competence requirements will be amended with effect from 1 September 2019 and are more specific than the requirements stipulated in the MNT scheme. NMBU's requirements and assessment criteria for educational competence will form the basis for assessing teaching qualifications also in the MNT subjects. The faculty boards of faculties that chose to apply the MNT scheme will adopt the guidelines for coordination and requirements, with NMBU's additional requirements.

### 12.1 Applications

The deadline for applications is normally 15 September every year. Note: For 2019, the deadline is 31 August.

Works cannot be submitted after the deadline for applications, cf. the Regulations Section 2-1(4), second paragraph. The application must be written in English.

The application must contain:

A brief CV with the following content:

- Age
- Academic degrees (which, when, where)
- Current position
- Previous academic positions
- Other positions relevant to the assessment

For requirements concerning scientific qualifications etc., reference is made to the provisions for the MNT scheme.

### 12.2 The faculty's duties when an application is received

Applicants may only apply for promotion to professor at the faculty where they are employed. The responsibilities and duties of the applicant's institution/faculty are as follows:

- Formally appoint assessment committees tasked with considering applications from the institution's employees based on the proposal from the administrative faculty, and appoint any supplementary members (see above)

- Inform the assessment committee of any additional qualification requirements set by the institution
- Be responsible for the flow of documents and communication with the assessment committee from the time when the applications from the institution's own employees are submitted to the respective committees
- Have an administrative contact person in the case processing
- Ensure that the applications from own employees are assessed within the agreed time limits, that the committee's work is efficient and complies with the applicable laws and regulations, and that necessary documentation is available
- Assess whether the committee's work complies with the applicable regulations and then forward the committee's statement to the applicants for comments, if any
- Forward any comments from the applicant to the committee for consideration and ensure that any comments and the committee's response accompany the case
- Process the assessment with any comments and responses in its own decision-making body, and ensure that the rights of the applicant are safeguarded
- If relevant, appoint a new assessment committee for individual applications if this is deemed necessary in order to safeguard the rights of the applicant
- Pay external committee members' fees in accordance with the applicable rates. Committee members are external when they assess candidates from institutions other than the one in which the committee member is employed. Committee members are internal when they assess candidates from their own institution.

### 12.3 Responsible faculty

The responsibilities and duties of the administrative faculty responsible for a national promotion committee are as follows:

- Ensure, well before the deadline for applications, that the committee(s) is/are operational and propose the composition of the national assessment committee(s) for which the faculty is responsible according to the list in Chapter 2 *Komitéstruktur* ('Committee structure') See <https://www.uhr.no/f/p1/if79e4cc8-fd55-4aad-b4fc-f25664b510f1/samordning-av-prosessene-for-professoroppykk-vedtatt-av-uhr-mnt.pdf>
- Submit information about the committee's composition, including any changes made during the period for which it is appointed, to other faculties/institutions that wish to make use of the scheme
- Cover any purely administrative costs relating to the committee in question

### 12.4 The assessment committee's consideration

- The committee's total case processing time should not exceed three months.
- The assessment committee sends its report to the applicant's institution/faculty.

### 12.5 The faculty's duties after the assessment committee's report is completed

As soon as the assessment has been received and quality-assured in accordance with the applicable regulations, the faculty will send the statement to the applicant for comments, if any. The applicant's

deadline for replying is two weeks. The report is also sent to the applicant's department for its information.

- The faculty ensures that the assessment committee's assessment is submitted to the appointment committee, which will make a decision concerning approval of the assessment and whether to grant promotion based on it pursuant to Section 2-2(13).
- The faculty will inform UHR-Mathematics, national sciences and technology (UHR-MNT).
- The faculty will pay the fees incurred in connection with the assessment based on invoices received from the responsible faculty.
- The faculty may appoint a new assessment committee for individual applications if this is deemed necessary in order to safeguard the rights of the applicant.

#### 12.6 Follow-up

- The faculty will implement the appointment committee's decision, and the decision will also be sent to the applicant.
- A copy of the completed application form will be enclosed with the decision letter.
- Individual pay assessments are conducted in connection with personal promotions in accordance with NMBU's applicable pay policy. The pay change is applied from the date the faculty registered the application as being received. Personal promotions to professor are given effect from the date on which the faculty registered the application as being received.
- The faculty sends a letter stating the new position code and pay, alternatively a new employment contract. The payroll entity must be notified of the change.

#### 12.7 Documentation in the employee records (P360)

The faculty administration shall document the following in the applicant's employee records:

- Application for personal promotion to professor with CV and list of publications
- Letter confirming receipt of the application
- The assessment committee's assessment
- A copy of the original application form and the appointment committee's decision
- Letter informing the applicant of the outcome of the consideration
- Any decisions concerning pay increase