

SKH's key process

Process description for recruitment of teachers

Description of key processes at SKH

The description of key processes is part of our systematic quality improvement activities. The purpose is to ensure the quality of education, research and academic support/administration by having clear processes that define the different steps and specify which functions and organisational units are involved in the process. Linked to the key processes are procedure descriptions that specify in more detail what, for example, a department, subject unit or administrative department should do in relation to the event in question. The procedure descriptions are developed by those involved in the process.

Each key process has an associated matrix. The purpose of the matrix is to clarify in general terms how a process is followed up and developed. The matrix states which process is covered, the objective of the process, the data used for follow-up, where the results of the follow-up are checked and analysed, and who is/are responsible for ensuring that measures are taken based on the follow-up carried out. The matrix also states the governing and support documents that can be linked to the process.

Disclaimer: In case of a discrepancy between the Swedish and the English version of the decision, the Swedish version will prevail.

Process matrix

Process	Overall responsibility for action	Objective(s)	Governing and support documents	Verification and follow-up	Input for follow-up
Recruitment of teachers (professor including adjunct professor, visiting professor, associate professor, assistant professor, assistant lecturer, associate assistant professor, postdoc, researcher and research assistant)	Chair of the recruitment group HR Manager Vice-Chancellor	To recruit teachers with the best possible skills, taking into account the subject content and the tasks to be carried out in the post.	Strategic plan Rules of Procedure Appointments procedure Operational plans Guidelines for the preparation of applications Guidelines for the appointment of external experts Instructions to external experts (including rules on conflict of interest) Checklist for employment of teachers Template requirements professor Template requirements profile assistant professor Template requirements profile assistant lecturer	Head of department, head of subject, recruitment group and HR	Timetable, number of eligible candidates, minutes of the recruitment group

Process description including procedures

The strategic plan, operational planning, educational planning and budget form the basis for announcements of employment. SKH's goal in all recruitment work is to hire employees with the best possible skills that are relevant to the content of the employment and the tasks to be included in the employment. In addition, employees must have the ability to develop SKH, to be part of the whole, to work for a common culture of openness and collaboration and to actively contribute to a good working environment. New recruitment must strengthen and develop the university's overall expertise.

The process description for the recruitment of teachers aims to maximize transparency and legal certainty in preparation and decision-making; procedures and regulations must be clear and known to the parties involved.

Functions and organisational units involved in the process

Heads of subject, heads of department, vice-chancellor, recruitment team, HR partner, in some cases Communications Department.

ESG/other national standards and guidelines

The higher education institution ensures that the competence of the teaching staff corresponds to the needs of the educational activities. Higher Education Ordinance, Chapter 4, Section 1: Teachers are employed by the university. Ordinance (2010:1064).

Governing documents

Strategic plan, Rules of Procedure, Appointments procedure, Operational plans.

Support documents

Guidelines for preparing applications, guidelines for appointing external experts, instructions for external experts (including rules on conflict of interest), checklist for hiring teachers, template requirements profile for professors, template requirements profile for assistant professors, template requirements profile for assistant lecturers.

External parties

External experts

Support systems

Recruitment system (ReachMee)

Prerequisites and related processes and procedures

The strategic plan, operational planning, educational planning, competence supply planning and budget form the basis for announcements of employment. Teachers at SKH are the prerequisite for further developing SKH. All recruitment, as well as the promotion of the development of current teachers, must be permeated by the idea of further developing SKH and realizing the vision. SKH's goal in all recruitment work is to hire employees with the best possible competence in terms of artistic/scientific, pedagogical and other professional skills that are relevant to the subject content of the employment and the tasks to be included in the employment. In addition, employees must have the ability to develop SKH, to be part of the whole, to work for a common culture of openness and collaboration and to actively contribute to a good working environment. New recruitment must strengthen and develop the university's overall expertise. The appointments procedure shall ensure and clarify basic quality requirements for recruitment and assessment for higher qualifications. One such requirement is the greatest possible transparency and legal certainty in preparation and decision-making; procedures and regulations must be clear and known to the parties involved. The University emphasizes the importance of gender equality and diversity issues being considered in both the preparation of and decisions on employment cases.

How social equality (incl. gender equality) is taken into account in the process

The University emphasizes the importance of taking gender equality and equity issues into account in both the preparation and the decision-making process in recruitment cases by considering only merit and skills, with an emphasis on skills. When a group of persons is to propose candidates to be considered for a teaching post (the recruitment group), women and men (legal gender) must be equally represented in the group. However, this does not apply if there are exceptional reasons. Both women and men (legal gender) shall be represented as external experts in an employment case, unless there are exceptional reasons, which shall be reported. Equality and gender equality shall also be considered when designing the requirements profile and advertising channels.

How sustainable development is taken into account in the process

Good skills management planning and recruitment of new skills provide better conditions for a sustainable working life.

How student and doctoral student perspectives are taken into account in the process

The student representative is a member of the recruitment group, which prepares and submits proposals for decisions to the Vice-Chancellor. In most cases, the recruitment process includes trial lectures or teaching tests in which students participate. The basis for the vice-chancellor's decision is sent out to the student unions one week before the decision is made.

Employment (Co-Determination in the Workplace) Act

The employer is obliged to conduct negotiations with the employee organizations before decisions are made on major changes in the business or if the working and employment conditions of one or more employees are changed. Regular information is provided to the employee organizations on the development of the organization (in accordance with the Co-determination Act [known by its Swedish abbreviation MBL] and procedures for information and negotiation at SKH).

Events in the process based on governing and supporting documents and procedures for the functions and organisational units involved in the process

1. Operational planning/skills supply planning/job profile proposal

Activities:

- The head of department/head of subject carries out a needs analysis.
- The head of department/head of subject, together with the HR Department, draws up a proposal for a job profile in accordance with the appointment's procedure and templates for each position.

2. Employment vacancy notice

Activities:

- The Vice-Chancellor decides on the job profile. See templates for job profiles (professor, assistant professor, assistant lecturer). The purpose of the templates is to maintain minimum requirements and uniformity in our calls. The job profile includes a timetable for recruitment as well as decisions on how the position will be advertised.
- The recruitment profile forms the basis for advertising the position, which is advertised in accordance with the appointment's procedure.
- Applications are received via the recruitment system.

3. Processing of applications

Activities:

- Possible pre-screening of applicants by the recruitment group
- Late applications may be considered if there are special circumstances.

4. Selection process

Activities:

- The Vice-Chancellor decides on external experts on the basis of proposals from heads of subject in consultation with the head of department (the head of department decides on external experts for assistant lecturer recruitment), and in cases where expert assessment is clearly unnecessary, in accordance with the guidelines for the appointment of external experts.
- The experts make an assessment of the applicants' merits in relation to the advertisement.
- The recruitment group decides on the basis of application documents and external expert opinions related to the employment profile, which applicants are invited to an interview, trial lecture, teaching test or whatever procedure is considered appropriate, in accordance with the appointment's procedure.
- Interviews, trial lectures or teaching tests are conducted unless they are clearly unnecessary for the assessment of competence.
- The recruitment team proposes, on the basis of the available documentation (job profile, application documents, expert opinions, interviews, trial lectures, references and other information obtained during the process), the candidate(s) who should be considered for the position and the order in which they should be considered.
- The case is prepared for the Vice-Chancellor.

5. Employment decision

Activities:

- The Vice-Chancellor decides on the employment of professors, associate professor, assistant professor, associate assistant professor, assistant lecturers, postdocs, researchers and research assistants with the exception of short-term appointments up to three months and hourly-paid teachers.
- The decision is posted on the university's notice board.
- Applicants are informed of the decision via the recruitment system
- When the appeal period has expired, the employment case is closed and archived in accordance with the procedures for archiving employment cases. In the event of an appeal, please refer to the Appeals Procedure.

Follow-up and development of the key process

Activities:

- Follow-up of the schedule and possible corrections.
- An overall follow-up of recruitment and the recruitment process takes place in the follow-up of the skills supply plan during operational dialogues.
- The HR Department carries out an annual follow-up in dialogue with the organization.

Process arrow for the key process

