Supplementary provisions concerning appointment and promotion to teaching and research positions at the University of Tromsø - The Arctic University of Norway (UiT)

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Pursuant to/references:
Statsansatteloven (Civil Servants Act) and appurtenant regulations
Act relating to Universities and University Colleges
Regulations concerning appointment and promotion to teaching and research posts
UHRs veiledende retningslinjer for opprykk til dosent og førstelektor (Recommended guidelines for promotion to dosent (professor) and førstelektor (assistant professor))
UHRs nasjonale veiledende retningslinjer for universitets- og høgskolepedagogisk basiskompetanse (National recommended guidelines for basic pedagogical competence in higher education)
Statens personalhåndbok (Personnel manual for civil servants) Chapter 10.3
Public Administration Act
Personnel regulations for civil servants in teaching and research positions at UiT
Adaptation agreement at UiT
Plan for likestilling mellom kjønnene ved UiT (Plan for gender equality at UiT)

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1. Definitions
In these regulations, the term unit is understood to mean faculties, the University Library of Tromsø (UB) and The Arctic University Museum of Norway and Academy of Fine Arts (UMAK).

The term senior research position means professor, dosent (professor) and researcher code 1183, as well as additional positions at the same level.

The term intermediate research position means førsteamanuensis (associate professor), førstelektor (associate professor), amanuensis (assistant professor), researcher code 1108, 1109 and 1110, universitetslektor (assistant professor), as well as additional positions at the same level.

The Norwegian term førstestilling means førsteamanuensis (associate professor), førstelektor (associate professor) and researcher code 1109 and 1110.

For postdoktor (post-doctoral research fellow), stipendiat (research fellow) and vitenskapelig assistent (research assistant), refer to the separate regulations for these positions.

The term academic in this document also covers artistic work/activities.

2. Announcement of positions (Sections 2 and 3 of the Personnel regulations)
2.1 Search committee
In accordance with the provisions of the plan for gender equality at UiT, a search committee shall be established prior to advertising permanent teaching and research positions to identify women that can be encouraged to apply for the position.

In subject areas in which men are underrepresented, a search committee may be established to identify men that can be encouraged to apply for the position.

The unit shall determine the composition of the search committee. Where practical, a lower level at the unit may decide the composition of the search committee. Both genders should be represented.

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1 In accordance with local salary policy for UiT, the code for amanuensis (assistant professor) shall not be used for new appointments.
If no women apply for announced positions, a special account shall be prepared for the appointing authority about the basis of recruitment within the subject area in question, and about the work of the search committee.

2.2 Announcement/detailed description

Vacant positions shall be announced in accordance with the Personnel regulations, the guidelines specified in these regulations and the plan for gender equality at UiT. The position announcement shall be formulated in a broad manner and in such a way that it is attractive for both genders to apply.

Academic positions may not be announced only for the underrepresented gender.2

UiT has drawn up templates for the announcement/detailed description of positions. These templates shall ensure that standard formulations are included in the detailed descriptions of the various positions.

2.3 Temporary appointments with qualification conditions / lower position

Permanent teaching and research positions may be announced with the possibility of a temporary appointment of up to three years with qualification conditions, cf. Section 6-5 (1) of the Act relating to universities and university colleges. The following circumstances provide the basis for appointment with qualification conditions:

- inadequate academic qualifications and/or
- inadequate pedagogical competence, in cases where higher requirements relating to pedagogical competence are stipulated in the detailed description than in the regulations and point 4.5 of these provisions.

If the position is announced with such possibilities, the following paragraph shall be included in the detailed description:

If there are no applicants who are clearly qualified for permanent appointment, a temporary appointment for a period of no more than three years may be made, cf. Section 6-5 (1) of the Act relating to universities and university colleges. A permanent appointment shall be made upon application before the three-year period elapses on the basis of a new evaluation. The appointment will become permanent if the applicant is then found to be suitably qualified.

If a temporary appointment is on the basis of inadequate pedagogical competence, the applicant must document that the pedagogical competence has been satisfied before the three-year period elapses. The appointment will become permanent if the applicant is then found to be suitably qualified.

In cases where it is only relevant to announce the position with the possibility of appointment with qualification conditions owing to inadequate pedagogical competence, the following paragraph shall be included in the detailed description:

If there are applicants who do not fulfil the requirements related to pedagogical competence, a temporary appointment for a period of no more than three years may be made. The applicant must have their pedagogical competence approved before the three-year period

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2 In a judgement of 24 January 2003, the EFTA Court ruled that reserving academic positions for women was at variance with the EEA Agreement and the directive of 76/207/EEA (Equal opportunity directive).
elapses. The appointment will become permanent if the applicant is then found to be suitably qualified.

If no applicants satisfy the qualification requirements for appointment with qualification conditions and, owing to the teaching situation, it is essential to make an appointment, a temporary appointment may be made for a maximum period of three years in a lower position for which the applicant concerned satisfies the qualification requirements, cf. Section 6-5 (2) of the Act relating to universities and university colleges.

Temporary appointments pursuant to Section 6-5 subsections 1 and 2 of the Act relating to universities and university colleges may occur when the position has been announced, and the possibility of a temporary appointment with qualification conditions has been mentioned in the detailed description/announcement.

2.4 Moderate gender quota
The following standard paragraph shall always be included when the proportion of females in the relevant position category in the relevant subject area (department and units at an equivalent level) is underrepresented:

UiT wishes to increase the proportion of females in teaching and research positions. In cases where two or more applicants are found to be approximately equally qualified, the university will give priority to female applicants.

2.5 Approval of the detailed description and announcement text for the position
The detailed description/announcement text for teaching and research positions shall be determined by the faculty boards, the board at the University Library of Tromsø, the board of The Arctic University Museum of Norway and Academy of Fine Arts, or a separate appointment committee, where such a committee has been decided by the university board.

3. The application
All information and all written material to be taken into consideration during the assessment must be available by the application deadline. Any references must be stipulated.

The application shall contain the following details:

- biographical data
- education and examination results
- previous positions/professional practice
- reporting activity, research, R & D activity, also includes artistic activities
- pedagogical competence
- dissemination and popularisation activity, also includes artistic activities
- academic policy and administrative activity, including execution of duties, participation in committees, assessment of positions and competence, opponent in disputations, representation on public boards and committees, etc.
- any other qualifying activity stipulated in the detailed description
- any other activity to which the applicant attaches significance

For further information about requirements relating to pedagogical competence, refer to point 4.5 of these provisions and Result’s website on uit.no.

Furthermore, the applicant must prepare a list of all his/her academic works. The list shall contain the following information about each work:
• author(s), the work’s title
• for articles: the journal’s name and volume, the first and last page of the article, year of publication
• for books and other independent publications: publisher, printer, year of publication, number of pages
• performing arts such as compositions, audio-visual recordings, works of art, etc.: year, duration, contributing artists

For submission of the academic works, the units may choose between two alternatives. The detailed description must clearly state the chosen alternative. The alternatives are as follows:

• Alternative 1: The works (published or unpublished) the applicant wishes to be taken into consideration during the competence assessment process
• Alternative 2: Up to 10 works that are central to the applicant’s production. The applicant’s doctoral thesis, including works performed as a PhD candidate on a fellowship programme for artistic research, is regarded in this context as one work.

For both alternatives, the applicant shall provide a description of his/her academic production/artistic production, in which he/she points out which are the most important in relation to the announced position and, as such, shall be the main emphasis of the assessment. A brief description of the other listed works shall also be included to demonstrate depth of production. These descriptions shall be an attachment to the application.

The application and appendices must be submitted electronically via the application portal.

An exemption from electronic submission may be relevant for certain academic and artistic works.

The unit, or the underlying level, may require that the academic works to be assessed are submitted in a certain language, e.g. a Scandinavian language or English. If there is a requirement relating to language, this must be reflected in the detailed description.

4. Assessment

4.1 Appointment of assessment committee

An assessment committee for all positions shall be appointed by the faculty boards, the faculty boards, the board at the University Library of Tromsø, the board of The Arctic University Museum of Norway and Academy of Fine Arts or a separate appointment committee, where such a committee has been decided by the university board, and the boards of the units under the university board. The faculty boards may delegate this authority to the nominating authority.

The composition of the committee must be handled in a manner that prevents objections relating to impartiality from being raised, cf. Section 6 of the Public Administration Act. A committee member should not have had substantial cooperation with any of the applicants. Relevant assessment criteria in this context will be whether the person in question has been a supervisor for the applicant or had extensive publications together with the applicant. Refer to the attached checklist for assessment of impartiality in appointment processes.

The applicants shall be informed of who has been appointed to the committee and the deadlines which are applicable.
4.2 Composition of the committee

4.2.1 Professor

The committee shall comprise a minimum three members with professorial competence or equivalent competence within the applicants’ subject area. Only one of the members of the committee may be from UiT. To the extent possible, and in the subjects where it is natural, the committee shall have a member from another country. Both genders shall be represented to the extent possible. In cases where this is not possible, a special account shall be prepared of the grounds for this.

The Ministry has clarified that dosent competence is not equivalent to professorial competence. Researcher code 1183 has the same academic level as professor but does not have the same requirements to teaching and supervisory experience. However, where practical, it may be approved that one of the committee members is in a research position at professorial level.

Pursuant to Section 1-2 of the regulations, the criteria for appointment as a professor are (1) academic level conforming to established international or national standards, or (2) extensive artistic activities at the highest level conforming to international standards and relevant breadth and specialization at the highest level of the subject or discipline. Having a committee member from another country will be an important contribution towards this, and the threshold for not having such a member should be high. In cases where such a member is not appointed, a special account shall be prepared of the efforts to secure a member from another country and why these were unsuccessful.

Furthermore, the criteria in Section 1-2 (3) relating to pedagogical competence apply. Refer to point 4.2.6 relating to the appointment of a specialist expert.

4.2.2 Dosent (professor)

The committee shall comprise a minimum three members, of which one member shall be from a university or specialized university institution and hold professorial competence and two members shall hold dosent competence or equivalent competence. Such competence must be relevant to the subject/discipline of the position. Only one of the members may be from UiT. To the extent possible, and in the subjects where it is natural, the committee shall have a member from another country. Both genders shall be represented to the extent possible. In cases where this is not possible, a special account of the grounds must be given.

Førsteamanuensis and førstestilling (associate professors)

The committee shall comprise a minimum three members. At least one of the members must hold qualifications exceeding those required for førsteamanuensis and førstestilling (associate professors). The other members must at least hold førstestilling competence in the case of applications for promotion to førstestilling (associate professor) competence in the case of applications for promotion to førsteamanuensis and førstestilling (associate professor) competence in the case of applications for promotion to førsteamanuensis and førstestilling (associate professor) competence in the case of applications for promotion to førstestilling. For førstestilling positions, at least one of the members of the committee must be employed at an institution that has been granted responsibility for doctoral degree programmes. This may be departed from in the case of assessment committees that consider applications on the basis of artistic qualifications. Only one of the members may be from UiT. Both genders shall be represented to the extent possible. In cases where this is not possible, a special account of the grounds must be given.
4.2.4 Universitetslektor (assistant professor) and høgskolelærer (university college lecturer)\(^3\)

The committee shall have a minimum two members. One of the members must have a minimum of førstestilling (associate professor) competence. The other member must have a minimum of lektor (assistant professor) competence. Only one of the members may be from UiT. Both genders shall be represented to the extent possible. In cases where this is not possible, a special account of the grounds must be given.

The appointing authority may in special cases decide that the requirement regarding expert assessment may be departed from, cf. Section 6-3 (3) of the Act relating to universities and university colleges. In such cases, the Head of Department may appoint a committee to prepare the case and provide a recommendation to the nominating authority.

4.2.5 Leadership of the committee

One of the members of the committee shall be appointed as chair. In addition to participating in the assessment, the chair shall coordinate the committee’s work and ensure the work progresses. A separate administrator may also be appointed for the committee. Such a position does not participate in the assessment. The chair/administrator shall normally be affiliated with UiT.

4.2.6 Specialist expert

The assessment committee may ask for a specialist expert to be appointed to provide their opinion on aspects of the applicants’ production, including the applicants’ pedagogical competence.

4.3 The committee’s mandate

The committee’s mandate is to undertake an assessment of the applicants’ qualifications on the basis of the written material presented by the applicants, and the detailed description drawn up for the position. cf. Section 6-3 (3) of the Act relating to universities and university colleges. The committee shall not provide an opinion on questions relating to equal opportunity, right of preference and personal suitability or similar.

4.3.1 Description and assessment of the applicants

The assessment shall provide an overview of the individual applicant’s education, professional practice, pedagogical competence, dissemination and popularisation activities, academic policy and administrative activities and any other qualifying activity.

Furthermore, a description and assessment shall be provided of the applicant’s academic works (on an individual and group basis). Emphasis shall be attached to whether the applicant’s academic activity in recent times has shown a rise, stagnation or decline.

Any assessments at UiT in connection with appointments shall attach emphasis to the quality, relevance and importance of the research work and not where the works are published, in accordance with the principles of The San Francisco Declaration on Research Assessment (DORA).

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\(^3\) In accordance with local salary policy for UiT, appointments as høgskolelærer (university college lecturer) shall only be made if it is not possible to obtain qualified personnel at a minimum of universitetslektor (assistant professor) level.
For a more detailed description of the qualification requirements for the various position categories, refer to point 4.4 of these regulations and, for a more detailed description of the requirements relating to pedagogical competence, refer to point 4.5.

4.3.2 Temporary appointment with qualification conditions

In cases where the position is announced with the possibility of a temporary appointment for a period of three years pursuant to Section 6-5 (1) of the Act relating to universities and university colleges, the committee shall assess whether any of the applicants may be offered such an appointment. In this context, emphasis shall be attached to the applicants’ possibility of being awarded professorial/forstestilling competence during the period of the temporary appointment.

If the committee proposes such a temporary appointment, the basis for the proposal must be explicitly stated. Such a reason can be inadequate

- academic qualifications and/or
- pedagogical competence, in cases where higher requirements relating to pedagogical competence are stipulated in the detailed description than in the regulations and point 4.5 of these provisions.

4.3.3 Appointment in a lower position

If no applicants satisfy the qualification requirements for appointment with qualification conditions and, owing to the teaching situation, it is essential to make an appointment, a temporary appointment may be made for a maximum period of three years in a lower position for which the applicant concerned satisfies the qualification requirements, cf. Section 6-5 (2) of the Act relating to universities and university colleges. However, the possibility of a temporary appointment with qualification conditions must have been mentioned in the detailed description/announcement.

4.3.4 Ranking of the applicants

If there are several qualified applicants for the position, three applicants shall normally be ranked. If two or more applicants are found to be approximately equally qualified, these applicants shall be ranked equally. In this context, the term “approximately equally qualified” shall be given a broad interpretation.

When ranking the applicants, consideration shall be given to other qualifying activity in addition to academic qualifications, such as:

- experience from initiating and leading research, and whether the applicant can stimulate others to academic/artistic activity
- experience from international activity
- pedagogical competence (compare point 4.5.1 relating to the competence requirements to be assessed but not ranked based on the pedagogical competence)
- dissemination and popularisation activity (including artistic activity)
- museum activity
- academic policy and administrative activity (including execution of duties, participation in committees, assessment of positions and competence, opponent in disputations, representation on public boards and committees, reporting work etc.)

The detailed description for the individual position shall state specifically which requirements apply and what emphasis is attached to these.
Consideration shall also be given to how the applicant’s overall competence corresponds with the university’s requirements and interests as described in the detailed description.

In cases of doubt about competence, the committee may request to be sent one or more works to assess.

The grounds for any dissent in the committee shall be stated, and this shall accompany the assessment in the ongoing administrative procedure.

4.3.5 Deadline for the committee’s work

The assessment should be available within three months from the time the committee received the material that shall form the basis of the assessment. A deadline shorter than three months may be set where the unit feels this is natural, e.g. for positions with few applicants.

If it is not possible to meet this deadline, the committee’s chair shall provide a special account of the grounds for this, and the applicants shall be notified of the delay.

4.3.6 Comments on the assessment

The applicants shall be given an opportunity to comment on the assessment committee’s assessments within a fixed deadline, normally 14 days after sending. Any comments from the applicants are presented to the committee for its opinion before a decision is made.

4.4 Competence requirements

4.4.1 Competence requirements for appointment as professor

To be awarded a professorship, applicants must be able to document substantially more extensive research of high quality than that required to be awarded a doctorate degree. Pursuant to the Regulations concerning appointment and promotion to teaching and research posts, the fundamental requirement is:

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

and

- In addition to the basic competence for teaching and supervision in higher education that apply to the position of førsteamanuensis (associate professor), the applicant must document:
  - Development of the quality of one's own teaching and supervision over time, and
  - Broad supervision experience, preferably at master’s/PhD level, and
  - Participation in the development of educational quality in in academic communities

For employees at university museums, the institution can decide that competence in museal dissemination shall replace pedagogical competence.

For those being appointed, but not for those being promoted, on the basis of competence in creative or performing arts, competence in artistic dissemination can replace pedagogical competence. The institution can stipulate requirements relating to pedagogical competence that must be acquired after being appointed. The institution also stipulates criteria for assessment and documentation of competence in artistic and museal dissemination.

UiT has stipulated criteria for pedagogical competence and how this shall be documented, cf. point 4.5 of these provisions.
Emphasis shall be attached to the applicant being able to document academic activity at a high level over the previous six years, and that this points forwards towards continued activity at professorial level.

Emphasis shall be attached to personal suitability. (The committee shall not express an opinion on this.)

The detailed description for the individual position shall state specifically which requirements apply and what emphasis is attached to these. Examples of this may include the ability to initiate and lead research, experience from international activity and dissemination and popularising, as well as academic policy and administrative work.

Refer also to national standards for assessing professorial qualification, where such standards have been drawn up by the relevant National Conference of Faculties.

4.4.2 Competence requirements for appointment as dosent (professor)

For appointment as dosent (professor), pursuant to the Regulations concerning appointment and promotion to teaching and research posts, the following must be able to be documented:

- extensive documented research and development work at a high level within the professional field concerned, and
- documented extensive educational development work and other educational activities of high quality, and
- In addition to the basic competence for teaching and supervision in higher education that apply to the position of førsteamanuensis (associate professor), the applicant must document:
  - Development of the quality of one's own teaching and supervision over time, and
  - Broad supervision experience, preferably at master’s/PhD level, and
  - Participation in the development of educational quality in in academic communities

For employees at university museums, the institution can decide that competence in museal dissemination shall replace pedagogical competence.

For those being appointed, but not for those being promoted, on the basis of competence in creative or performing arts, competence in artistic dissemination pedagogical competence. The institution can stipulate requirements relating to pedagogical competence that must be acquired after being appointed. The institution also stipulates criteria for assessment and documentation of competence in artistic and museal dissemination.

UiT has stipulated criteria for pedagogical competence and how this shall be documented, cf. point 4.5 of these provisions.

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

- management of R&D project(s)
- interdisciplinary cooperation and network building
- extensive cooperation with business and industry and civil society on the development of educational provisions and R&D activities
- extensive cooperation with cultural institutions on the development of educational provisions and R&D activities
• professional experience of a particular nature and relevance from business and industry and civil society
• professional experience of a particular nature and relevance from cultural institutions
• development of scientific collections
• fine arts

Emphasis shall be attached to the applicant being able to document academic activity at a high level over the previous six years, and that this points forwards towards continued activity at dosent level.

Emphasis shall be attached to personal suitability. (The committee shall not express an opinion on this.)

The detailed description for the individual position shall state specifically which requirements apply and what emphasis is attached to these. Examples of this may include experience from international activities, as well as policy and administrative work.

The Norwegian Association of Higher Education Institutions (UHR) has drawn up recommended guidelines for promotion to dosent, which may be of assistance in the assessment process.

4.4.3 Competence requirements for appointment as førsteamanuensis (associate professor)

For appointment as førsteamanuensis (associate professor), pursuant to the Regulations concerning appointment and promotion to teaching and research posts, the following must be able to be documented:

• 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
• completed recognized programme of artistic development in the subject area concerned or documented artistic activities or development work at a high international level and with a specialization relevant for the subject area or discipline,
and
• Applicants shall be assessed, but not ranked, about whether they satisfy the following requirement:

  Implemented their own programme (minimum 200 hours) / relevant courses and their own practical teaching, and acquired basic skills in the planning, implementation, evaluation and development of teaching and supervision (basic competence for teaching and supervision at higher education level). These skills shall be documented in the form of a systematic and combined presentation that is assessed by the institutions.

Anyone who does not satisfy these requirements when they are appointed must satisfy them within two years of appointment.

For employees at university museums, the institution can decide that competence in museal dissemination shall replace pedagogical competence.
For those being appointed, but not for those being promoted, on the basis of competence in creative or performing arts, competence in artistic dissemination pedagogical competence. The institution can stipulate requirements relating to pedagogical competence that must be acquired after being appointed. The institution also stipulates criteria for assessment and documentation of competence in artistic and museal dissemination.

UiT has stipulated criteria for pedagogical competence and how this shall be documented, cf. point 4.5 of these provisions.

Emphasis shall be attached to personal suitability. (The committee shall not express an opinion on this.)

The detailed description for the individual position shall state specifically which requirements apply and what emphasis is attached to these. Examples of this may include the ability to initiate and lead research, experience from international activities and dissemination and popularising, as well as academic policy and administrative activity.

4.4.4 Competence requirements for appointment as førstelektor (associate professor)

For appointment as førstelektor (associate professor), pursuant to the Regulations concerning appointment and promotion to teaching and research posts, the following must be able to be documented:

• extensive research and development work corresponding in quality and scope to the workload and level of a doctoral thesis, or
• documented extensive artistic development work corresponding in quality and scope to the workload and level of a doctoral thesis,

and
• considerable importance shall be attached to specific qualifications within teaching or other educational activities,

and
• Applicants shall be assessed, but not ranked, about whether they satisfy the following requirement:

Implemented their own programme (minimum 200 hours) / relevant courses and their own practical teaching, and acquired basic skills in the planning, implementation, evaluation and development of teaching and supervision (basic competence for teaching and supervision at higher education level). These skills shall be documented in the form of a systematic and combined presentation that is assessed by the institutions.

Anyone who does not satisfy these requirements when they are appointed must satisfy them within two years of appointment.

For employees at university museums, the institution can decide that competence in museal dissemination shall replace pedagogical competence.

For those being appointed, but not for those being promoted, on the basis of competence in creative or performing arts, competence in artistic dissemination pedagogical competence. The institution can stipulate requirements relating to pedagogical competence that must be acquired after being
appointed. The institution also stipulates criteria for assessment and documentation of competence in artistic and museal dissemination.

UiT has stipulated criteria for pedagogical competence and how this shall be documented, cf. point 4.5 of these provisions.

Emphasis shall be attached to personal suitability. (The committee shall not express an opinion on this.)

The detailed description for the individual position shall state specifically which requirements apply and what emphasis is attached to these. Examples of this may include experience from international activities, as well as policy and administrative work.

The Norwegian Association of Higher Education Institutions (UHR) has drawn up recommended guidelines for promotion to førstelektor, which may be of assistance in the assessment process.

### 4.4.5 Competence requirements for appointment as universitetslektor (assistant professor)

For appointment as universitetslektor (assistant professor), pursuant to the Regulations concerning appointment and promotion to teaching and research posts, the following must be able to be documented:

- Higher (master’s) degree or the equivalent from a university or university college,
- relevant research qualifications above the level of a higher degree and/or relevant professional practice,

or

- recognized 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

- Applicants shall be assessed, but not ranked, about whether they satisfy the following requirement:

  Implemented their own programme (minimum 200 hours) / relevant courses and their own practical teaching, and acquired basic skills in the planning, implementation, evaluation and development of teaching and supervision (basic competence for teaching and supervision at higher education level). These skills shall be documented in the form of a systematic and combined presentation that is assessed by the institutions.

Anyone who does not satisfy these requirements when they are appointed must satisfy them within two years of appointment.

For employees at university museums, the institution can decide that competence in museal dissemination shall replace pedagogical competence.

For those being appointed, but not for those being promoted, on the basis of competence in creative or performing arts, competence in artistic dissemination pedagogical competence. The institution can stipulate requirements relating to pedagogical competence that must be acquired after being appointed. The institution also stipulates criteria for assessment and documentation of competence in artistic and museal dissemination.
UiT has stipulated criteria for pedagogical competence and how this shall be documented, cf. point 4.5 of these provisions.

Emphasis shall be attached to personal suitability. (The committee shall not express an opinion on this.)

The detailed description for the individual position shall state specifically which requirements apply and what emphasis is attached to these. Examples of this may include experience from policy and administrative work.

4.4.6 Competence requirements for høyskolelærer (university college lecturer)

For appointment as høyskolelærer (university college lecturer), pursuant to the Regulations concerning appointment and promotion to teaching and research posts, the following must be able to be documented:

- four years of higher education, of which at least two years is within the subject area in which the person concerned is to teach,
- relevant professional practice,
- or
- three to four years of higher education with a certain specialisation in an area of the arts or equivalent documented knowledge.

and

- Applicants shall be assessed, but not ranked, about whether they satisfy the following requirement:

  Implemented their own programme (minimum 200 hours) / relevant courses and their own practical teaching, and acquired basic skills in the planning, implementation, evaluation and development of teaching and supervision (basic competence for teaching and supervision at higher education level). These skills shall be documented in the form of a systematic and combined presentation that is assessed by the institutions.

Anyone who does not satisfy these requirements when they are appointed must satisfy them within two years of appointment.

For employees at university museums, the institution can decide that competence in museal dissemination shall replace pedagogical competence.

For those being appointed, but not for those being promoted, on the basis of competence in creative or performing arts, competence in artistic dissemination pedagogical competence. The institution can stipulate requirements relating to pedagogical competence that must be acquired after being appointed. The institution also stipulates criteria for assessment and documentation of competence in artistic and museal dissemination.

UiT has stipulated criteria for pedagogical competence and how this shall be documented, cf. point 4.5 of these provisions.

Emphasis shall be attached to personal suitability. (The committee shall not express an opinion on this.)

The detailed description for the individual position shall state specifically which requirements apply and what emphasis is attached to these. Examples of this may include experience from policy and administrative work.
4.5 Requirements relating to pedagogical competence

Pursuant to the Regulations concerning appointment and promotion to teaching and research posts and the National recommended guidelines for basic pedagogical competence in higher education, UiT has adopted more detailed criteria for pedagogical competence and how this shall be documented.

All applicants for teaching and research positions shall document their pedagogical competence. This also applies in applications for promotion.

4.5.1 Common competence requirements for positions as høgskolelærer (university college lecturer), universitetslektor (assistant professor), førstelektor and førsteamanuensis (both associate professor), dosent (professor) and professor (basic pedagogical competence):

Applicants shall be assessed, but not ranked, about whether they satisfy the following requirements:

- Implemented their own programme (minimum 200 hours) / relevant courses and their own practical teaching, and acquired basic skills in the planning, implementation, evaluation and development of teaching and supervision (basic competence for teaching and supervision at higher education level).

At UiT, the basic competence for teaching and supervision at higher education level is defined as follows:

- Has a command of basic teaching and supervision methods within the various subject areas (lectures, seminars, laboratory exercises, supervision and assessment) and can vary and develop these further based on the prerequisites and academic objectives of the students
- Has a command of, and actively uses, digital teaching materials in their teaching
- Can explain their teaching at the course and programme level from a knowledge-based and academic approach based on key planning categories such as objective, content, teaching method and assessment
- Has a conscious attitude towards the students’ learning and is able to meet their different prerequisites
- Can plan research-based teaching, individually and in collaboration with colleagues
- Works systematically to follow-up and develop their own teaching and supervision, e.g. through colleague-based supervision and the use of student evaluations
- Makes an active contribution to the further development of their own and the academic community’s teaching and supervision (pedagogical development)

If the pedagogical competence can be acquired within two years of appointment, applicants shall not be ranked based on pedagogical competence. Those who do not satisfy the requirements may be appointed on a permanent basis on the condition that they satisfy the requirements within two years of appointment. Before expiry of the two-year period, the assessment committee undertakes an assessment of whether the requirements have been satisfied. Refer to point 4.2 of these provisions relating to the committee’s composition.

4.5.2 Supplementary requirements for basic pedagogical competence for positions as dosent (professor) and professor

In addition to the requirements for basic pedagogical competence in point 4.5.1 above, the following requirements apply for appointment and promotion to positions as dosent (professor) and professor:
Quality development in their own teaching and supervision over time. The minimum requirement for teaching and supervision experience shall equate to three years in a full-time position.

Broad experience in supervision at master’s level, and preferably also at PhD level. The requirement relating to the number of students supervised to an approved degree shall be set by each faculty.

Active participation and leadership in development of the educational quality in the academic community.

4.5.3 Higher or more specific requirements relating to pedagogical competence may be stipulated in the detailed description for the individual positions when announced.

In cases where higher requirements relating to pedagogical competence are stipulated in the announcement for a position, these shall apply during the assessment and ranking of applicants. The detailed description for the position can also specify how much emphasis will be attached to the pedagogical competence during the assessment.

4.5.4 Qualification methods

For a position as høgskolelærer (university college lecturer), universitetslektor (assistant professor) and førstelektor or førstemanuensis (both associate professor), the basic pedagogical competence (cf. point 4.5.1) can be developed in one of the following two ways:

a. Through one’s own education or courses developed to give basic pedagogical competence for teaching at universities and university colleges corresponding to a minimum of 200 hours

b. Through one’s own practice as a teacher and supervisor in higher education, preferably (but not necessarily) combined with relevant programmes, courses and seminars

For positions as dosent (professor) and professor, the pedagogical competence can be developed through a combination of points a and b, cf. point 4.5.2.

For applicants who are primarily assessed on the basis of their practice (cf. point 4.5.4 b), the requirement is experience corresponding to two years teaching and supervision in higher education in a full-time position. For dosent (professor) and professor, the requirement is a minimum of three years teaching practice in a full-time position, as well as a requirement of supervision, preferably at PhD level, but also at master’s level. The faculties adopt requirements relating to the scope of supervision at PhD level.

4.5.5 Appointments for three years with qualification conditions

In cases where higher requirements relating to pedagogical competence are stipulated in the detailed description than in the regulations (cf. point 4.5.3), applicants who do not satisfy the requirements relating to pedagogical competence may be appointed on a temporary basis for three years with qualification conditions providing no applicants who are clearly qualified for permanent appointment have applied, cf. Section 6-5 of the Act relating to universities and university colleges. However, the possibility of such an appointment must have been mentioned in the announcement. This requirement shall be specified in the decision relating to employment and the employee shall be notified of this in the offer of employment. To gain permanent appointment during the three-year period, the applicant must document that he or she has satisfied the requirement.
4.5.6 Requirements relating to documentation for positions as høgskolelærer (university college lecturer), universitetslektor (assistant professor) and førstelektor or førsteamanuensis (both associate professor):

a. Applicants who have successfully completed a university pedagogical course corresponding to 200 hours (cf. 4.5.4 a) shall present the course/examination diploma and the programme description, unless otherwise stipulated in the announcement

b. Other applicants shall describe, evaluate and document their competence as a teacher and supervisor through a systematic and combined presentation. At UiT a teaching portfolio is used for this purpose. For guidelines of how to develop such a portfolio, including examples, refer to Result’s website on uit.no.

A teaching portfolio shall cover the following:
- Description and documentation of one’s teaching and supervision (how long, which subject(s), which institution(s), the number of students supervised at master’s and PhD level). Special emphasis shall be attached to which teaching methods (lectures, seminars, laboratory exercises, supervision and assessment) and digital technologies have been used, and which experiences one has with these
- Reflection over one’s standpoint as a teacher and supervisor, with focus on the students’ learning grounded in a knowledge-based and academic approach
- Description of one’s own role in the planning of teaching (courses, programme descriptions, projects, etc.) and which factors special emphasis has been attached to
- Description, documentation and comments about one’s own pedagogical development, including results of these concerning the students’ learning and one’s own/colleagues’ development
- Description of and reflection over one’s own development as a teacher and supervisor, including future challenges and/or plans for development
- Documentation of, and comments about, relevant programmes, courses and seminars the applicant has accomplished
- Certificates, course-, subject-specific- or student evaluations, plans, project reports, articles, chronicles, etc. that support point 4.5.1
- Feedback and evaluation about one’s own teaching

4.5.7 Requirements relating to documentation for positions as dosent (professor) and professor

In addition to documenting the requirements that apply for positions as høgskolelærer (university college lecturer), universitetslektor (assistant professor) and førstelektor or førsteamanuensis (both associate professor) in point 4.5.6 above, applicants for positions as dosent (professor) and professor shall also document that the supplementary criteria are satisfied:
- Description of and reflection over their work involving development of their teaching and supervision. This should be documented with specific examples that demonstrate development over time, as well as a description of and reflection over the process and result
- Description of experience with supervision at master’s and PhD level. In addition to describing the scope of the supervision, the applicant shall also summarize their supervision experiences and point to possible development areas.
- Description of and reflection over their own leadership, participation and role in development of the educational quality in the academic community
• All forms of documentation, such as certificates, documents, evaluations and reports, etc.
  will also strengthen the application in this context

4.5.8 Competence requirements for positions with responsibility for museal dissemination

For positions at The Arctic University Museum of Norway and Academy of Fine Arts (UMAK),
competence in museal dissemination can replace pedagogical competence. The following criteria are
stipulated for assessment of competence in museal dissemination:

• Research communication and dissemination to a broad target group (which varies in terms of
  age, experience, level of knowledge, local population or tourists), as well as dissemination to
  various media
• Multimedia research communication and dissemination with particular devices (text, film,
  space, visuality, sound and light)
• Guided tours of the exhibitions, development and adaptation for different target groups,
  including adapted teaching during courses at UiT
• Development, planning and implementation of exhibitions
• Development, planning and implementation of various events aimed at the general public,
  such as seminar series, debates and popular science lectures
• Make available and disseminate scientific collections to research, administration and the
  public
• Larger development projects associated with the collections
• Leadership of and participation in interdisciplinary teams in connection with research
  communication
• Editorial work (catalogues, popular science journal)
• Reflection over the choice of devices and forms of presentation

A total assessment shall be implemented whereby the candidates are assessed based on all the
criteria. However, it is not a requirement that all the criteria are satisfied.

Written or audio-visual documentation, e.g. by selecting representative elements of texts,
programmes, images, catalogues, exhibitions, etc. must be presented for each of the above-
mentioned criteria. This may be accompanied by a reflection over one’s own views of knowledge
and learning grounded in pedagogical theory and of relevance for one’s own museal dissemination.
The material shall be compiled in a portfolio, like a teaching portfolio.

4.5.9 Competence requirements for positions with responsibility for artistic dissemination

For positions at The Arctic University Museum of Norway and Academy of Fine Arts (UMAK),
competence in artistic dissemination can replace pedagogical competence for those being appointed
on the basis of competence in creative or performing arts. However, competence in artistic
dissemination cannot replace pedagogical competence in applications for promotion. In such
applications, the criteria and documentation requirements relating to pedagogical competence apply,
cf. points 4.5.1 to 4.5.7.

Competence in artistic dissemination is understood to mean dissemination of one’s own practice of
creative or performing arts or that of others in the form of:
• Dissemination associated with one’s own practice of creative or performing arts
  (dissemination through concerts, shows, performances, lectures and participation conversations, conferences, seminars, etc.)
• Text production and editorial work associated with one’s own artistic or that of others
  (notation work, texts associated with fine arts such as summaries, introductions, catalogue texts, interviews, reviews, critiques, etc., and editing of books, catalogues, journals, music books and other types of publications)
• Production work (musical and theatrical productions, etc.)
• Curatorial work (development of theatre programmes, concert posters, festivals/biennials, exhibitions, shows, performance programmes, seminars, conferences, audio-visual productions, film programmes, etc.)
• Development of teaching and dissemination activities associated with various target groups
  (teaching at primary and lower secondary school, upper secondary school and vocational colleges, teaching under the auspices of schools of music and performing arts, dissemination under the auspices of Den kulturelle skolesekken (The Cultural Schoolbag) and Den kulturelle spaserstokken (The Cultural Walking Stick) and other dissemination activities in the form of guided tours, courses, workshops, etc., detached or under the auspices of various institutions and organisations).

Documentation of competence in artistic dissemination:
• Concerts, shows, performances, lectures, conversations, conferences and seminars
• Documentation of text production and editorial work in the form of published notations and texts and publications
• Documentation of musical and theatrical production in the form of sound files, publications, audio-visual material and programmes, etc.
• Documentation of curatorial work using visual and text-based presentations and audio-visual recordings of concerts, exhibitions and performances, etc. and reports, critiques or reviews of curatorial work in recognised publications
• Visual and text-based presentations and audio-visual recordings of dissemination activities related to various target groups

A total assessment shall be implemented whereby the candidates are assessed based on all the criteria. However, it is not a requirement that all the criteria are satisfied.

Choices taken in relation to devices and forms of presentation, as well as which role the applicant had in each project, shall be evident from the documentation. The material shall be compiled in a portfolio, like a teaching portfolio.

4.6 Exemption from the requirements relating to pedagogical competence

The requirements relating to pedagogical competence also apply for appointment to temporary positions and additional positions with teaching duties. For these positions, this requirement may be departed from on a case by case basis following a specific assessment.

In certain subject areas, where there is an explicit requirement relating to competence in the form of certification or a craft certificate, and where recruiting the necessary competence to research and
teaching positions is challenging, the requirement relating to pedagogical competence may be departed from on a case by case basis following a specific assessment.

5. Interview/trial lecture/trial teaching and audition

5.1 Interview

The applicants assessed as the best qualified shall be called to an interview. The interview shall aim to clarify the applicant’s personal suitability for the position, motivation and development potential for the various tasks attached to the position. Documentation of pedagogical competence will form the basis of conversation, and the applicant will be given the opportunity to expand their reflections on their activity. The applicants’ interest and motivation for participating in the ongoing development of the university as a whole must also be clarified. The result of the interviews shall be recorded in writing accompany the case in the ongoing appointment process.

The unit shall decide the composition of the interview committee. The immediate supervisor should normally be on the committee, while both genders should be represented.

Where practical, the unit may decide that these decisions may be taken at a lower level.

5.2 Trial lecture/trial teaching and audition

The units may decide to hold a trial lecture/trial teaching and an audition based on a suggestion from the assessment committee, or on its own initiative. The unit shall decide who will be present.

Those assessing the trial lecture/trial teaching/audition should also consider how the applicant follows up his/her presentation as outlined in their documentation of pedagogical competence and discuss this with the applicant after the lecture.

Where practical, the unit may decide that these decisions may be taken at a lower level.

The result of the trial lecture/trial teaching and audition shall be recorded in writing and accompany the case in the ongoing appointment process.

5.3 Obtaining of references

References shall be obtained as part of the appointment process. This must be clarified with the applicant in advance. In cases where reference interviews are not conducted, an account of the grounds must be noted.
5.4 Applicants with immigrant background

If there are qualified applicants with immigrant background, all state institutions are obliged to call at least one such applicant to an interview (PM 12/2004). If there are applicants with an immigrant background and none are called, this must be explained in the report.

5.5 Disabled applicants

If any of the qualified applicants for a position have stated that they have a disability which will require adaptation of the workplace or working conditions, at least one such applicant shall be called to an interview before submission of the report, cf. Section 6 of the appurtenant regulations to the Statsansatteloven (Civil Servants Act).

An applicant with a disability may be appointed if he or she is approximately equally qualified as the best qualified applicant.

6. Nomination

6.1 Nominating authority

The immediate supervisor is the nominating authority for teaching and research positions. If the immediate supervisor is a member of the appointing authority, he or she shall not make a recommendation but rather a proposal of who should be appointed.

6.2 The nominating authority’s mandate

6.2.1. The nominating authority’s relation to the assessment committee’s assessments

The nominating authority is responsible for controlling that the committee’s assessment is adequate and thorough. The assessment shall be in accordance with the criteria that are formulated in the position description, and with standard practice relating to qualification requirements and the emphasis attached to various qualifications.

In cases where the nominating authority is in doubt about whether the committee’s assessments fulfil the requirements, it must clarify and rectify such discrepancies. This may occur by the nominating authority requesting a supplementary statement from the assessment committee. A committee may also be appointed to undertake a review of the assessment to assess whether it is based on the correct assessment norms, or more experts or a new assessment committee may be appointed.

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4 The Civil Service applies the definition from Statistics Norway (SSB):

A person has an immigrant background if they are born abroad and immigrate, or if they have parents who are foreign-born.

SSB has introduced two categories that apply for country background: Country group 1: EU/EFTA countries, North America, Australia and New Zealand, and Country group 2: Europe outside EU/EFTA, Asia (incl. Turkey), Africa, South and Central America and Oceania outside Australia and New Zealand.

The Ministry of Government Administration, Reform and Church Affairs has defined that it is applicants from country background 2 that, if possible, shall be called to interview.
The nominating authority shall not limit its assessments to the conditions that have been assessed by the assessment committee. The nominating authority shall also carry out assessments of the other relevant qualifications of the applicants.

The nominating authority may reach a different conclusion than that reached by the assessment committee, without being reheard by the committee. This may only occur in situations where the nominating authority can build on the committee’s academic assessments of the applicants as evident in the assessment, but where:

- the nominating authority does not agree with the assessment norm that has been applied or the emphasis attached to various qualifications on which the assessment is based, and/or
- the nominating authority attaches emphasis to qualifications other than those the assessment committee has assessed. This may be based on the interview, trial lecture/trial teaching/audition and assessments of personal suitability and other non-academic assessments that are regarded as relevant for the position.

In cases where the nominating authority alters the ranking that the assessment committee has advised, special grounds are required. An explanation of these grounds shall accompany the case to the appointing authority.

6.2.2 Special account of the basis for recruitment

If there are no female applicants for permanent positions, the nominating authority shall ensure that a special account has been prepared about the basis for recruitment within the subject area concerned, cf. plan for gender equality.

6.2.3 Applicants with right of preference, applicants with disabilities or applicants with immigrant background

There may be instances where applicants have a right of preference to a position because they have been made redundant from another civil service position due to conditions at the organisation, cf. Section 24 of the Statsansatteloven (Civil Servants Act). Such applicants must make precise mention in their application that they are asserting their right of preference. If such an applicant is assessed as qualified, the person in question shall be appointed even though other applicants are better qualified. If there is more than one applicant with right of preference to a position, the one who is best qualified shall be appointed.

The nominating authority must ensure that interviews have been conducted with any qualified applicants with immigrant background, cf. point 5.4 of these provisions.

The nominating authority must also ensure that interviews have been conducted with at least one qualified applicant who has stated that they have a disability which will require adaptation of the workplace or working conditions, cf. point 5.5 of these provisions. The nominating authority must decide whether an applicant with a disability who is approximately equally qualified as the best qualified applicant may be appointed.

The above-mentioned conditions must be clarified before the nominating authority submits its report.
6.2.4 Nomination and ranking

After an overall assessment of the applications, assessment, interviews and any trial lectures/trial teaching/auditions, the nominating authority shall submit a written report to the appointing authority stating the grounds.

In cases where there are several qualified applicants for a position, three applicants shall normally be nominated in the order they should be considered.

The nominating authority assesses whether a trial period shall not be recommended, cf. point 7.4 of these regulations.

The nominating authority shall apply a moderate gender quota. The term moderate gender quota means if two or more applicants are found to be approximately equally qualified, female applicants will be ranked above men. In this context, the term “approximately equally qualified” shall be given a broad interpretation.

The nominating authority must decide whether any of the applicants shall be nominated with a requirement to undergo certain training within a specific time limit. Pursuant to Section 1-1 (1) of the Regulations relating to appointment and promotion to teaching and research posts, the appointing authority may make a requirement that the appointee shall undertake to undergo specific training within a specific time limit. This may, for instance, be to undergo certain educational arrangements or to acquire special foreign language skills.

In the event one or more of the applicants are nominated for a temporary appointment with qualification conditions, the recommendation of temporary appointment must be clearly state that this is owing to:

- inadequate academic qualifications and/or
- inadequate pedagogical competence, in cases where higher requirements relating to pedagogical competence are stipulated in the detailed description than in the regulations and point 4.5 of these provisions.

An appointment with qualification conditions may only be made if the position was announced with the possibility of such an appointment. If no applicants satisfy the competence requirements for temporary appointment with qualification conditions, the nominating authority must assess whether, owing to the teaching situation, an appointment may be made in a lower position for a maximum period of three years, cf. point 2.3 of these provisions. Such an appointment may only be made if the position was announced with the possibility of a temporary appointment with qualification conditions.

6.2.5 Joint nomination

Any minority within the nominating authority shall provide his/her own written nomination stating the grounds.
7. Appointment

7.1 Appointing authority
The faculty boards, the board at the University Library of Tromsø, the board of The Arctic University Museum of Norway and Academy of Fine Arts, or a separate appointment committee, where such a committee has been decided by the university board, undertake appointments in all teaching and research positions.

7.2 The appointing authority’s mandate
The appointing authority’s relation to the assessment committee’s assessments will be the same as for the nominating authority, cf. point 6.2.1 of these provisions.

The appointing authority shall apply a moderate gender quota, cf. point 2.5 of these provisions.

The appointing authority must ensure that the following conditions have been clarified:
- whether a report has been prepared concerning the basis of recruitment in cases where there are no female applicants for permanent announced positions, cf. point 6.2.2 of these provisions
- whether there are applicants with the right of preference, cf. point 6.2.3 of these provisions
- whether any qualified applicants of immigrant background have been called to an interview, cf. points 5.3 and 6.2.3 of these provisions
- whether any disabled applicant, who is assessed as being approximately equally qualified as the best qualified applicant, shall be appointed, cf. points 5.5 and 6.2.3 of these provisions
- whether any of the applicants shall be appointed with a requirement to undergo certain training within a specific time limit, cf. point 6.2.4 of these provisions. The type of training must be specified.
- whether any of the applicants shall be appointed for a temporary period of three years with qualification conditions, cf. points 4.3.2 and 6.2.4 of these provisions. The reason for the temporary appointment must be specified, and can be as follows:
  - inadequate academic qualifications
  - inadequate pedagogical competence
- whether any of the applicants shall be appointed for a temporary period in a lower position, cf. points 4.3.3 and 6.2.4 of these provisions
- trial period, cf. point 7.4 of these provisions

7.3 Cases of disagreement between the nominating and appointing authority
If a member of the appointing authority wishes to appoint an applicant who has not been nominated, a written assessment shall be obtained from the nominating authority. After receiving such a written assessment, the appointing authority shall make a decision by simple majority and may then appoint either an applicant who has been nominated or an applicant for whom a written assessment has been obtained.

7.4 Trial period
The main rule is that employees starting in the civil service have a trial period (also known as a probationary period) of six months, cf. Section 15 of Statsansateloven (Civil Servants Act).
The appointing authority may decide that such a trial period shall not apply. A trial period is not normally imposed when an employee moves positions internally at the university or if the new position is not of a significantly different nature than the previous position.

The employer may extend the trial period in cases where the employee has been absent from their work, e.g. due to illness. In such cases, the trial period may be extended by a period equivalent to the absence, providing the employee was informed of this option in writing at the time of appointment. Furthermore, the employer must have informed the employee of this extension in writing before the end of the trial period. The trial period may not be extended if the absence was caused by the employer.

7.5 Temporary appointment with qualification conditions – new assessment
A temporary appointee with qualification conditions has, no later than on expiry of the period of employment, the right to a new assessment. The unit concerned must ensure that such an assessment is implemented. The period of employment may be extended by up to six months pending an assessment, cf. Section 6-5 (1) of the Act relating to universities and university colleges. If the person concerned is found to be qualified, the appointing authority shall undertake a permanent appointment on the recommendation of the unit’s nominating authority.

A permanent appointment may be made at any time during the period when the employee can document that he/she has attained the necessary qualifications. If the appointment is temporary owing to inadequate pedagogical competence, and the employee’s pedagogical competence has been approved, the immediately superior Civil Service authority with the right of appointment for the unit concerned (Department Director, Dean or equivalent) may appoint.

8. Exemptions from the rules relating to announcement, nomination and appointment (Point 2 of the Personnel regulations)
8.1. Temporary appointment in ordinary positions of 6-12 months
For appointments with durations of up to six months, the requirements relating to public announcement, nomination and appointment do not apply, cf. Section 7, subsection 1, of the Statsansatteloven (Civil Servants Act). In such cases, decisions concerning appointments can be made by the University Director/department directors/Dean/Faculty Director or may be delegated to a manager at a lower level, e.g. heads of department or heads of sections.

For appointments with durations of up to one year, the public announcement of vacant positions may be waived, cf. Section 7, subsection 2, of the Statsansatteloven (Civil Servants Act), in cases where the ordinary appointment process cannot be implemented without creating a significant inconvenience for the organisation. For such appointments, the immediate supervisor makes a recommendation and the University Director/department directors/Dean/Faculty Director has the appointing authority.

An appointment or extension of the terms of employment that will stretch beyond six months or one year, cf. above, shall be handled in accordance with the ordinary rules concerning announcement, nomination and appointment.
8.2 Direct appointments (not applicable for externally financed positions)
The main rule pursuant to the Statsansateloven (Civil Servants Act) is that all positions shall be
publicly announced. The university board may, when special grounds so indicate, undertake
appointments without prior announcement of the vacancy, cf. Section 6-3 (4) of the Act relating to
universities and university colleges. The University Director has clarified that the use of direct
appointments, also known as kalling in Norwegian, should be kept to a minimum. Direct
appointments are used mainly when it is not regarded as practical to advertise the position because
the basis of recruitment is small.

Qualification conditions may not be imposed in the case of direct appointments.

When cases relating to direct appointments are presented to the university board, the unit must
account for the special grounds of why the position is not being announced. A comprehensive and
clear account must be provided of the following:

- the requirements of the faculty/subject area
- the person’s competence in relation to the requirements of the faculty/subject area and the
  recruitment situation for the subject area
- the steps that have been taken to recruit women to the position, if a proposal is presented for
  the direct appointment of a man

The unit must draw up a detailed description for the position.

The assessments of the above-mentioned points must be repeated in the case of later extensions of
temporary direct appointments.

The appointing authority at the faculties/units undertakes direct appointments in additional positions.

Appointments to additional positions can be extended providing good reasons exist, cf. above, but
the combined period of employment should not exceed 10 years. Extensions over and above 10 years
may be given in special cases.

8.3 Assessment in relation to direct appointments
Pursuant to Section 6-3 (3) of the Act relating to universities and university colleges, appointments
shall be made on the basis of an expert assessment.

An interview shall be undertaken, and a trial lecture/trial teaching/audition may be undertaken in the
case of direct appointments to ordinary positions.

In cases of direct appointment of professors/førsteamanuenses (associate professors) from abroad in
additional positions at UiT, who have not been assessed as competent in accordance with Norwegian
standards, it is assessed as being sufficient that two people with professorial competence within the
discipline provide an academic assessment (simplified competence assessment) of the person to be
appointed an adjunct professor. For appointments as førstemanuensis in additional positions, it is
assessed as being sufficient that one person with førstemanuensis competence and one person with
professorial competence within the discipline provide an academic assessment (simplified
competence assessment).
In exceptional cases, it may be relevant to undertake a simplified assessment in other circumstances, e.g. where an employee has developed strong employment protection and a position is vacant that the employee may be relevant for. This must be assessed on a case by case basis.

In the case of direct appointments, it is normal practice to approve Nordic førsteamanuensis/professorial competence as equivalent to Norwegian.

**8.4 Externally financed positions**

In accordance with the University Board resolution of 17 December 1998 (S 167-98), the following exemptions from the Statsansatteloven (Civil Servants Act) provision relating to announcement, nomination and appointment apply:

- *Pursuant to Section 3 no. 3 of the appurtenant regulations to the Statsansatteloven (Civil Servants Act), an exception from Section 4 Announcement, Section 5 Nomination and Section 6 Appointment of the Act shall apply generally for externally financed positions at UiT.*

The management of the faculty/unit shall assess whether the externally financed position concerned shall be announced. If the management finds it unnecessary to announce the externally funded position, the administration shall handle the administrative procedures and account for the assessments which have been undertaken. The matter shall then be presented directly to the appointing body.

If the position shall be announced, the ordinary appointment procedures shall be followed.

For temporary externally financed personal positions, the immediately superior Civil Service authority with the right of appointment for the unit concerned (Dean or the equivalent) may undertake appointment.

**8.5 Part-time lecturers, etc. – appointment to a position of less than 37.5 per cent**

Pursuant to Section 1 of the appurtenant regulations to the Statsansatteloven (Civil Servants Act), lecturers, part-time lecturers, teaching practice supervisors and professional training supervisors with less than 37.5 per cent of a full-time position are exempt from the provisions of the Civil Servants Act.

This implies that the working conditions are regulated by the Working Environment Act.

The University Director/department directors/Dean/Faculty Director may undertake the appointment of lecturers, part-time lecturers, teaching practice supervisors and professional training supervisors with less than 37.5 per cent of a full-time position without ordinary announcement, assessment and nomination.

The provisions of the Work Environment Act relating to temporary appointments apply.

Section 14-9 (a) of the Work Environment Act authorises access to temporary employment “when the work is of a temporary nature”. Moreover, Section 14-9 (f) of the Act allows for a temporary appointment “for a maximum period of twelve months”. For the later, there is no requirement that the work must be of a temporary nature. Moreover, a quarantine period of 12 months applies for employees after this period has expired before they may undertake a new temporary appointment to perform the same duties.
9. Other positions

For appointment as curator and researcher, the provisions shall be followed to the extent they are applicable.

10. Promotion in teaching and research positions

Promotion in teaching and research positions is regulated by Chapter 2 of the Regulations concerning appointment and promotion to teaching and research posts and Chapter 10.3 of the Statens personalhåndbok (Personnel manual for Civil Servants); special provisions for individual position codes in the salary plan booklet.

Promotions to higher position categories may only be awarded on the basis of a declaration of competence given by an assessment committee appointed or approved by UiT.

10.1 Who may apply

- Førsteamanuensis (associate professors) employed in permanent or fixed-term positions of at least 50 per cent of a full-time position may apply for promotion to professor. The person concerned must have started in the position.
- Førstelektorer (associate professors) employed in permanent or fixed-term positions of at least 50 per cent of a full-time position may apply for promotion to dosent (professor). The person concerned must have started in the position.
- Amanuenser and universitetslektorer (both assistant professors) employed in permanent positions of at least 50 per cent of a full-time position may apply for promotion to the position of førsteamanuensis or førstelektor (both associate professors) respectively. The person concerned must have started in the position.
- Høgskolelærere (university college lecturers) may apply for promotion to universitetslektor (assistant professor).
- Researcher code 1108 in a permanent or externally funded position for a period of two or more years from the time of the application may apply for promotion to researcher code 1109.
- Researchers code 1009 and 1110 in a permanent or externally funded position of three or more years from the time of the application may apply for promotion to researcher code 1183.

Førsteamanuensis (associate professors) employed in fixed-term tenure-track positions may not apply for promotion.

Promotion in teaching and research positions is personal and has no consequences for the duties of the holder of the position.

It is not permitted to apply for promotion in connection with an application for a teaching and research position at a lower level.

For a more detailed description of the arrangements for promotions, refer to Chapter 2 of the Regulations concerning appointment and promotion to teaching and research posts and Chapter 10.3 of the Statens personalhåndbok (Personnel manual for Civil Servants); special provisions for individual position codes in the salary plan booklet (applies for the researcher codes). Further, refer
10.2 Application

10.2.1 What may promotion be applied for?

The applicant may only apply for promotion within the subject area in which he or she is employed. The term subject area does not only mean the subject and discipline as described through the original detailed description, but the position’s development up to the time of the application shall also be taken into consideration.

10.2.2 Content of the application

For a more detailed description of what the application shall contain and the documentation requirements for the various position categories, refer to Chapter 2 of the Regulations concerning appointment and promotion to teaching and research posts and Chapter 10.3 of the Statens personalhåndbok (Personnel manual for Civil Servants); special provisions for individual position codes in the salary plan booklet (applies for the researcher codes). The faculties/units may adopt specific guidelines concerning application for promotion.

10.2.3 Application deadlines

- The final date for applications for promotion to professor is 15 September each year. When special grounds exist, the Rector may approve a departure from this deadline.
- The final date for applications for promotion to researcher code 1183 is 1 May each year, cf. Chapter 10.3.2 Section 11 of the Statens personalhåndbok (Personnel manual for Civil Servants).
- No fixed deadlines apply for applications for promotion to the other position codes.
- No fixed deadlines apply for applications for promotion based on earlier declarations of competence in connection with applications for positions at UiT, cf. point 10.2.6 of these provisions.

For promotion with a fixed deadline, it is not permitted to submit documentation after the time limit for application has expired. For promotion with no fixed deadline, it is not permitted to forward documentation after the application has been lodged. However, the assessment committee may still request further documentation.

10.2.4 The date from which promotion applies

For application for promotion with a fixed deadline, promotion shall apply from the application deadline.

For application for promotion with no fixed deadline, promotion shall have effect from the first day of the month after the application for promotion is submitted.

For promotion to førsteamanuensis (associate professor) on the basis of being awarded a doctoral degree, and in cases where the department does not set additional requirements for the position, promotion shall have effect from the first day of the month after the doctoral thesis has been submitted for assessment. Documentation of this is required. The application for promotion may not be submitted until the applicant has received notification of awarding of a doctoral degree.

For promotion to researcher code 1109 on the basis of being awarded a doctoral degree, promotion shall have effect from the first day of the month after the doctoral thesis has been submitted for
assessment. Documentation of this is required. The application for promotion may not be submitted until the applicant has received notification of awarding of a doctoral degree.

10.2.5 Provisions relating to quarantine periods

Professor:

If an application is rejected owing to inadequate qualifications, a new application for promotion may be submitted at the earliest two years after the previous application. The two-year limit shall apply even if the applicant subsequently withdraws his or her application. If a professorship has been announced in the applicant’s specialisation at UiT, the two-year rule shall apply from the final date for applications for the announced position.

Dosent:

If an application is rejected owing to inadequate qualifications, a new application for promotion may be submitted at the earliest two years after the previous application.

Førsteamanuensis, førstelektor and universitetslektor:

If an application is rejected owing to inadequate qualifications, a new application for promotion may be submitted at the earliest two years after the notification of rejection.

Researcher code 1183:

If an application is rejected owing to inadequate qualifications, a new application for promotion may be submitted at the earliest two years after the previous application.

Researcher code 1109:

If an application is rejected owing to inadequate qualifications, a new application for promotion may be submitted at the earliest one year after the notification of rejection.

The provisions relating to quarantine periods are not applicable to applications on the basis of an earlier declaration of competence in connection with applications for positions at UiT, cf. point 10.2.6 of these provisions.

10.2.6 Promotion on the basis of an earlier declaration of competence

Applicants for a position at UiT who have been awarded competence within their subject area do not normally require a new competence assessment. Such a declaration of competence must be unanimous and indisputable, and the subject area in which the applicant is assessed must correspond with the subject area in the position for which he is she is applying for promotion. The same applies for a førsteamanuensis (associate professor) who has a Norwegian doctoral degree in the subject area, or a corresponding foreign doctoral degree recognised as equivalent to a Norwegian doctoral degree, and in cases where the department does not set additional requirements for the position.

When applying for promotion to professor and researcher code 1183, the declaration of competence must not be older than six years.
An application for promotion may be submitted when the assessment has been approved by the appointing authority. Promotion shall have effect from the first day of the month after the application for promotion is submitted.

Applications for promotion to førsteamanuensis (associate professor) on the basis of being awarded a doctoral degree may be submitted when the applicant has received notification of the awarding of his or her doctoral degree. Promotion shall have effect from the first day of the month after the doctoral thesis has been submitted for assessment.

A declaration of competence for an adjunct professor or adjunct dosent (professor) is insufficient. The same applies to competence accomplished abroad. In such cases, an application for promotion must be submitted by the applicable deadline and a new ordinary assessment shall be undertaken.

**10.3 Competence requirements**

The competence requirements in connection with applications for promotion are the same as those which apply for appointment, cf. Chapter 1 of the Regulations concerning appointment and promotion to teaching and research posts and points 4.4 and 4.5 of these provisions. For promotion to professor, the individual National Conferences of Faculties have drawn up discipline-specific guidelines in cases where the competence requirements are expanded. These are published on the website of the Norwegian Association of Higher Education Institutions. Recommended guidelines have also been drawn up for promotion to dosent (professor) and førstelektor (associate professor). These are also published on the website of the Norwegian Association of Higher Education Institutions.

The competence requirements for promotion to researcher code 1109 and 1183 may be found in Chapter 10.3 of the Statens personalhåndbok ( Personnel manual for Civil Servants); special provisions for individual position codes in the salary plan booklet.

**10.4 Appointment of assessment committee**

An assessment committee for promotion to teaching and research positions shall be appointed by the faculty boards, the faculty boards, the board at the University Library of Tromsø, the board of The Arctic University Museum of Norway and Academy of Fine Arts or a separate appointment committee, where such a committee has been decided by the university board.

For assessment of promotion to professor, it may be relevant for some disciplines to appoint joint committees in cooperation with the other universities. In such cases, the body that has authority to appoint the committee transfer this authority to the university that has received responsibility for the assessment within the subject area concerned.

The composition of the committee must be handled in a manner that prevents objections concerning impartiality from being raised, cf. Section 6 of the Public Administration Act. A committee member should not have had substantial cooperation with any of the applicants. Relevant assessment criteria in this context will be whether the person in question has been a supervisor for the applicant or had extensive publications together with the applicant. Refer to the attached checklist for assessment of impartiality in appointment processes.
10.5 Composition of the committee
The composition of the committee shall follow the provisions of Chapter 2 of the Regulations concerning appointment and promotion to teaching and research posts, cf. points 4.2.1 to 4.2.6 of these provisions.

10.5.1 Specialist experts
For applications concerning promotion to dosent (professor) and førsteamanuensis or førstelektor (both associate professor), one or more specialist experts may be appointed to provide an opinion on aspects of the material that shall be assessed, cf. point 4.2.6 of these provisions. However, it is not permitted to make use of this type of expert opinion for promotions to professor, and any specialist expert must enter the committee as a full member.

10.5.2 Leadership of the committee
When appointing an expert committee, one of the members shall be appointed as chair. The chair cannot be from UiT.

10.6 The committee’s mandate
The committee shall undertake an assessment of the individual applicant’s qualifications based on the material presented by the applicant.

The assessment committee shall base its assessment on the same academic criteria as for appointment to an equivalent position.

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

Any assessments at UiT in connection with promotions shall attach emphasis to the quality, relevance and importance of the research work and not where the works are published, in accordance with the principles of The San Francisco Declaration on Research Assessment (DORA).

For a more detailed description of the requirements that apply for the assessment committee’s nomination, refer to the Regulations concerning appointment and promotion to teaching and research posts and Statens personalhåndbok (Personnel manual for Civil Servants); special provisions for individual position codes in the salary plan booklet (applies for the researcher codes).

10.7 Deadline for the committee’s work and processing time for promotion cases
The assessment should be available within three months from the date the committee received the material that forms the basis for the assessment.

Pursuant to the Regulations concerning appointment and promotion to teaching and research posts, applications for promotion to professor or dosent (professor) shall be finally decided within one year of the application deadline. This time limit may only be departed from when the processing of the application must be postponed for special reasons. The regulations do not stipulate requirements for the processing time for promotion to lower positions, but it is natural that the processing time for such promotions shall be shorter.
10.8 Notification to the applicants
The committee’s assessment shall be sent to the applicant as soon as it is available. The Applicant cannot appeal the committee’s academic assessment, but he or she may raise objections against the administrative procedures or comment on the committee’s assessment within two weeks of the date the statement is sent. Any comments on the committee’s assessment shall be submitted to the committee for an additional statement before the matter is dealt with by the appointing authority.

10.9 Approval of assessment and granting of promotion
The appointing body at the faculty/unit at which the applicant is employed shall approve the assessment and grant promotion on the basis of the assessment by the assessment committee and any objections and additional comments. For promotion to be granted, the committee must have unanimously declared the applicant to be indisputably competent.
For applications for promotion from høyskolelærer (university college lecturer) to universitetslektor (assistant professor), promotion is granted by the administration at the unit.

The administration at the unit may grant promotion to employees when it may be documented that they are qualified for promotion to researcher code 1109, even though they have not applied. The person concerned must be declared competent by an assessment committee to researcher 1109 or higher research position in their subject area or hold a Norwegian doctoral degree in the subject area concerned or a corresponding foreign doctoral degree recognised as equivalent to a Norwegian doctoral degree.

Appendices:
- Checklist for assessment of impartiality in appointment processes
- Guidelines for the use of tenure-track positions at UiT The Arctic University of Norway