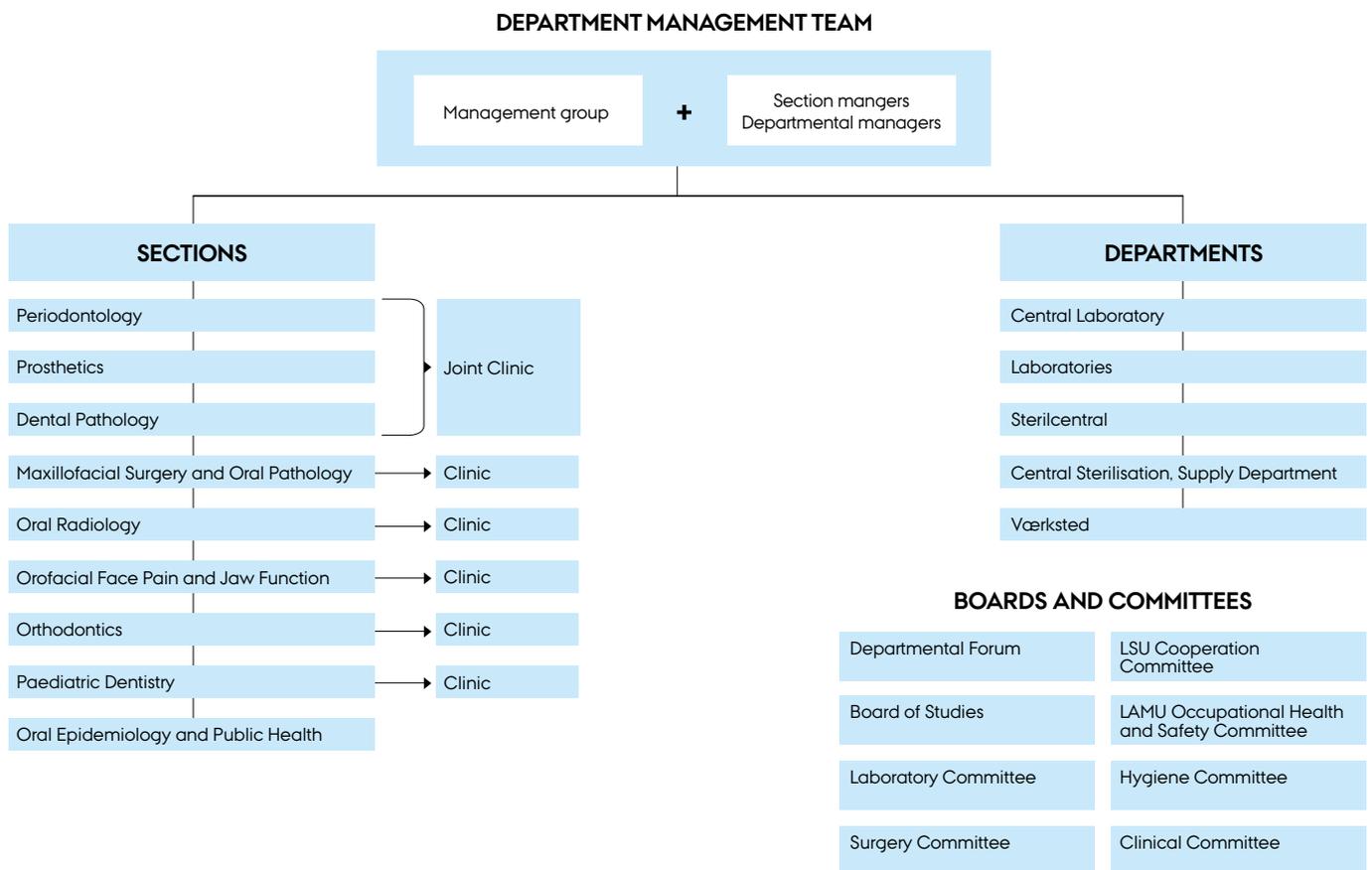


THE APPOINTMENT PROCESS FOR ACADEMIC CAREER-TRACK POSITIONS - ODONTOLOGY



Every appointment at the Department of Dentistry arises from – and must at all times be assessed in relation to – the department's vision, mission and strategy, as well as the planning of the research and teaching areas, including the department's and the section's competency planning and recruitment strategy.

As a rule, the department head discusses which positions are to be advertised with his or her management team, including how to prioritise these, if necessary.

At the Department of Dentistry, needs and wishes for appointments typically arise in the academic environments. As a rule, the local academic environment (sections and divisions) are also those who request approval of job advertisements.

Each month, HR provides a list of the employees' periods of employment with a view to identifying the expiry of these periods. And each year, a list is provided with a future perspective for the next ten years. These lists are used as the basis for strategic career and succession planning. The department management team's planning is dealt with at the department management team meeting.

These guidelines deal with the following job types, hereinafter referred to as "career-track positions":

- Assistant professor
- Researcher
- Tenure track employment
- Associate professor
- Clinical associate professor
- Senior researcher
- Professor with special responsibilities (MSO)
- Clinical professor
- Professor

The "management team" is defined as:

- Department head
- Deputy department head
- Secretariat manager

The "department management team" is defined as:

- Department head
- Deputy department head
- Secretariat manager
- Section manager

In addition, the following definitions of other words are used in these guidelines:

- "Appointment" covers both new appointments and extensions with and without job advertisements
- "Assessment committee" covers both expert committees and also assessment committees
- "Assessment" covers both expert statements as well as assessments

The appointment process at the Department of Dentistry for Tenured and academic career-track positions Academic positions with the character of career-track positions with due consideration of the staff inclusion aspect

A general checklist for the appointment process for career-track positions is presented below.

PROCESS SUMMARY: EMPLOYMENT IN CAREER-TRACK POSITIONS	
The checklist also includes – with relevant modifications – positions that are not advertised in accordance with the Appointment Order's Sections 7 (search committee/appointment without advertisement), 8 (earmarked grants) and 9 (appointment and renewal for up to one year).	
1. JOB ADVERTISEMENTS	
<p>Submission of job advertisement, Department of Dentistry</p> <p>HR and the secretariat will prepare a "front page/requisition", which must be filled in for submission of job advertisements</p>	<p>Job advertisements for the Department of Dentistry are always sent to the department secretariat: The administrative officer and, in this person's absence, the secretariat manager.</p> <p>As a rule, the job advertisement must be prepared based on the department's template for job advertisements. It must also be accompanied by the following information, which is sent to the department secretariat:</p> <ol style="list-style-type: none"> 1. Ensuring the proper staff and student inclusion. Upon submission of the advertisement, the local academic environment must indicate that it has been involved in the preparation of the job advertisement. 2. Job advertisements for appointments within a given field must be discussed with a representative group of the department's associate professors, senior researchers and professors. 3. When submitting the advertisement, the local academic environment must have decided whether it wishes for interviews to be held once the assessment is available, and if this is the case, they should specify the persons to be considered for any appointment committee. The composition of the appointment committee within a given field must be discussed with a representative group of the department's associate professors, senior researchers and professors. <p>The management team may always request that the local academic environment holds interviews once an assessment is available.</p> <p>The management team is responsible for appointment strategy and overview.</p>
<p>Department management team</p> <p>Consists of the department head, the nine section managers and the six other managers at the Department of Dentistry.</p>	At its meetings approximately every third week, the department management team discusses incoming requests for job advertisements (from the local academic environments) and carries out any necessary prioritisation of these requests, including providing the grounds for any decisions to reject such requests from the local academic environments.
<p>The department head</p>	The department head consults with the dean (no later than at the bilateral meetings) before initiating the job advertisement and appointment process. The department head subsequently approves the advertisement on the basis of the department secretariat's qualification (and for sections 7, 8 & 9, also approves the academic text). An academic text must, as a rule, be similar to a job advertisement, so that the assessment committee receives sufficient and relevant information about the position and the field/medical speciality for which the assessment is intended.
2. APPLICATION	
<p>Applicant</p>	The applicant submits an application via AU's website (though not applicable to sections 7, 8 & 9).
3. APPOINTMENT OF ASSESSMENT COMMITTEE	
<p>Department head</p>	Once the application deadline has expired, and applicants are known, the department head asks the relevant academic environment for proposals for members of the assessment committee. The local academic environment must discuss the proposal for the assessment committee within a given field with a representative group of the department's associate professors, senior researchers and professors. The department head recommends the assessment committee.
<p>The Academic Council</p>	The academic council is consulted about the composition of the assessment committee.
<p>The dean</p>	The dean approves/appoints assessment committee.

4. ASSESSMENT	
Assessment committee	The assessment committee is responsible for the assessment of applicants' academic level and indicates whether each of the candidates are qualified/not qualified.
HR	HR validates incoming assessments and ensures that the assessment committee has filled in ALL items in the assessment. Any comments on the assessment are discussed with the department head and he or she clarifies any outstanding issues with the chair of the assessment committee.
Department head	The department head approves the assessments.
5. APPOINTMENT	
The department head	The department head includes the local academic environment in the recommendation of applicants to be invited to interview in cases where it is found to be relevant to hold interviews and where this has been decided in connection with the announcement of the position. The decision regarding selection for the interview takes place on the basis of the assessment committee's assessment. The local academic environment makes a recommendation to the department head, and he/she finally approves/appointments the appointment committee.
If the appointment committee has been established	(though not applicable to sections 7 & 8).
The department head	The appointment committee appoints a chair of the committee. The appointment committee holds interviews and the chair of the appointment committee collects any statements from references (based on guidance from HR on this).
The department head	The department head recommends appointment to the dean. The recommendation will contain, among other things: <ul style="list-style-type: none"> • Number of applicants • Number of interviewees (if relevant) • Indication of gender representation in the field of applicants • Agreement/disagreement on applicants • The academic environment's grounds for the recommendation.
The dean	The dean decides whether to accept the recommendation and ensures that quality targets and rules have been followed.