
THE APPOINTMENT PROCESS FOR ACADEMIC CAREER-TRACK POSITIONS – DEPARTMENT OF PUBLIC HEALTH

Implementation of staff inclusion in connection with appointments to academic career-track positions at the Department of Public Health

The implementation must take place within the scope of the faculty's framework for appointments.

Career-track positions cover: assistant professor/tenure track/researcher/associate professor/clinical associate professor/senior researcher/professor with special responsibilities (MSO)/clinical professor/professor.

Teaching associate professorships are not career-track positions, but at this level there is the same process for staff inclusion as with career-track positions.

After recommendation from a section manager/research director, the department management team discuss whether a new position can/should be established, or whether a resigned position should be filled. Reasoning must be given for the recommendation from the section manager/research director in relation to research and educational strategy based on the existing strategies and objectives. Section managers and research directors together prepare a proposal for the job advertisement following the confirmation of the decision to advertise the position.

The reasoning and the advertisement are sent for consultation in the department's research committee, which includes representation from the members of academic staff in the form of four members of academic staff, who in turn are recommended to the committee by associate professors and professors from the department as a whole. These four people may not be section managers. The committee has the task of assessing the breadth of the advertisement, and recommending its approval to the department head. The department head assesses the committee's recommendation with regard to any alterations, before consulting with the dean at the bilateral meetings prior to publication of the job advertisement.

The department management team is an academic group of peers consisting of the department head, section manager, (research director) + two members of staff employees at least at the level of associate professor from the section (members of the committee may not be applicants for the position). In addition, the two members of staff ought to comprise one member from the research area in question and one from another research area from within the section.

After consultation with the academic group of peers, the section manager recommends an external assessment committee for the department head's approval. The academic council is then consulted and the dean approves/appoints the assessment committee.

The department head approves this after the assessment.

The academic group of peers meets and assesses whether one or more candidates should be invited to an interview. In cases where they do not wish to invite any candidates to an interview, a recommendation must be made about whether the position should be re-advertised.

The department head heads the interview and all members of the academic group of peers must have the opportunity to ask questions. Following the interviews, the academic group of peers decide to recommend a candidate or, alternatively, to propose re-advertisement.

If necessary, statements are obtained from reference(s).

The department head then sends a reasoned recommendation to the Dean's Office for appointment.

Process for the internal model:

1. The above is submitted to the department management team for comments
2. Following possible revision, the proposal is submitted for consultation in:
 - The research committee
 - The committee on education
 - Local liaison committee
 - The departmental forum
3. The final proposal is submitted to the department management team for a decision.