

# **Regulations concerning appointment and promotion to teaching and research posts**

Laid down by the Ministry of Education and Research 9 February 2006 with amendments issued 20 June 2007 pursuant to section 6-3, sixth paragraph, of the Act of 1 April 2005 No. 15 relating to universities and university colleges and in compliance with Council Directive 89/48 EEC and Directive 2001/19/EC of the European Parliament and of the Council.

## **Chapter 1: Criteria for appointment to teaching and research posts**

### *Section 1-1 General provisions*

(1) These regulations provide general criteria for appointment to teaching and research posts at institutions under the Act relating to universities and university colleges. When advertising individual posts, more specific requirements may be stated. The appointing authority may require that the appointee shall undertake to undergo specific training, for example a course in pedagogics, within a specific time limit.

(2) These regulations shall apply both to posts founded on academic qualifications and to posts founded on artistic qualifications. Subject areas with teaching personnel recruited on the basis of artistic qualifications are as follows:

- a) Music performance and creative music
- b) Theatre
- c) Opera
- d) Ballet
- e) Art, Applied Art and Design
- f) Literature (Writers' workshop)
- g) Architecture
- h) Film and TV
- i) Subjects in teacher education:
  - Dance
  - Drama/Theatre
  - Music
  - Art, Craft and Design

### *Section 1-2 Criteria for appointment as a professor*

(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

and

(3) Documented competence in relevant educational theory and practice based on training or on teaching and supervision

#### Section 1-3 *Criteria for appointment as a dosent (professor)*

(1)

a) Extensive documented research and development work at a high level within the professional field concerned

b) Documented extensive educational development work and other educational activities of high quality

c) In addition to the above, high qualifications within one or more of the following areas:

- Management of research and development project
- Interdisciplinary cooperation and network building
- Extensive cooperation with industry and with civil society on the development of educational provision and research and development activities
- Extensive cooperation with cultural institutions on the development of educational provision and research and development activities
- Professional experience of a particular nature and relevance from industry and civil society
- Professional experience of a particular nature and relevance from cultural institutions
- Development of scientific collections

and

(2) Documented competence in relevant educational theory and practice based on training or on teaching and supervision

#### Section 1-4 *Criteria for appointment as a førsteamanuensis (associate professor)*

(1) Norwegian doctoral degree in the subject area concerned or a corresponding foreign doctoral degree recognized as equivalent to a Norwegian doctoral degree or competence at a corresponding level documented by academic work of the same scope and quality

or

(2) 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

(3) Documented competence in relevant educational theory and practice based on training or on teaching and supervision

*Section 1-5 Criteria for appointment as a førstelektor (associate professor)*

(1) Documented extensive research and development work corresponding in quality and scope to the workload and level of a doctoral thesis

or

(2) Documented extensive artistic development work corresponding in quality and scope to the workload and level of a doctoral thesis

and

(3) Considerable importance shall be attached to specific qualifications within teaching or other educational activities

and

(4) Documented competence in relevant educational theory and practice based on training or on teaching and supervision

*Section 1-6 Criteria for appointment as a høyskolelektor (assistant professor at a university college) or universitetslektor (assistant professor at a university)*

(1)

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

b) Relevant research qualifications above the level of a higher degree and/or relevant professional practice

or

(2)

a) Documented recognized artistic activities or development work of a certain scope

b) Education at the highest level in a field of art from Norway or equivalent education from abroad or equivalent documented knowledge

and

(3) Documented competence in relevant educational theory and practice based on training or on teaching and supervision

*Section 1-7 Criteria for appointment as a høyskolelærer (university college lecturer)*

(1)

- a) Four years of higher education, of which at least two years within the subject area in which the person concerned is to teach
  - b) Relevant professional practice
- or
- (2) Three to four years of higher education with a certain specialization in an area of the arts or equivalent documented knowledge
- and
- (3) Documented competence in relevant educational theory and practice based on training or on teaching and supervision

## **Chapter 2: Procedure and criteria for promotion to teaching and research posts**

### *Section 2-1 Procedure and criteria for personal promotion to professor on the basis of competence*

- (1) Førsteamanuenser (associate professors) and høyskoledosenter (university college readers) who have taken up permanent posts or fixed-term posts at state universities, specialized university institutions and university colleges subject to the Act relating to universities and university colleges may apply for promotion to professor on the basis of a declaration of competence pursuant to the provisions of these regulations. At private institutions subject to the Act relating to universities and university colleges, the board shall decide whether associate professors who have been engaged in permanent posts or fixed-term posts, may apply for promotion to professor on the basis of a declaration of competence pursuant to the provisions of these regulations. Associate professors and university college readers holding at least 50 per cent posts shall fall under this arrangement. Promotion pursuant to these provisions is personal and has no consequences for the duties of the holder of the post.
- (2) Promotion may only be applied for within the subject in which the applicant is employed. By subject is here meant the subjects and disciplines that may be included in the degrees that may be awarded by the institutions, cf. section 3-3 (1) and (2) of the Act relating to universities and university colleges.
- (3) It is not permitted to apply for promotion to professor in connection with an application for a teaching and research post at a lower level.
- (4) The final date for applications for promotion to professor is 15 September of each year. Applications for promotion shall be submitted to the institution where the applicant is employed. The application including any enclosures shall be submitted in five copies.
  - a) Academic works shall be submitted in five copies, cf. (5) (a).
  - b) Reproductions of artistic works shall be submitted in five copies provided that this does not reduce the quality of the material submitted. The applicant himself shall decide whether parts of the documentation can only be submitted in a single copy.

Original works shall be presented to the assessment institution or to the national assessment committee according to agreement.

It is not permitted to submit or notify works after the time limit for application has expired.

(5) The assessment shall be conducted on the basis of documented academic or artistic competence.

a) For documentation of academic competence, applicants may submit a maximum of 15 academic works.

b) For documentation of creative or performing artistic competence, applicants may submit a maximum of 15 artistic works or publications. The documentation may inter alia consist of

- original artistic works,
- reproductions of artistic works, for example photographs, audio-visual recordings or the like,
- publications based on the applicant's creative or performing activities,
- documentation of concerts, exhibitions, performances, productions, etc. by means of, for example, programmes, catalogues and write-ups or reviews in recognized publications,
- artistic awards, sales and commissions.

All applicants shall in addition submit a complete list of all publications or other documentable activities invoked as a basis for assessment. The list may be supplied with comments.

(6) A førsteamanuensis (associate professor) or høyskoledosent (university college reader) who has not been assessed for Norwegian professorial competence during the last two years may request to have his or her competence assessed. If during the last two years a professorial post in the applicant's specialization has been advertised by the institution where the applicant is employed, the two-year rule shall apply from the final date for applications for the advertised post.

When an application is received by the Norwegian Association of Higher Education Institutions, the two-year limit shall apply even if the applicant subsequently withdraws his or her application.

(7) A førsteamanuensis (associate professor) or høyskoledosent (university college reader) who has been awarded foreign professorial competence may apply to have his or her competence assessed as a basis for promotion according to the Norwegian rules, with deadlines for applications pursuant to (4). The assessment committee shall consider whether a new complete assessment is required.

(8) In the case of a førsteamanuensis (associate professor) or høyskoledosent (university college reader) who has been awarded a declaration of competence for a professor II (adjunct professor) post and who applies for promotion, a new assessment shall be conducted.

(9) The assessment shall be conducted by national committees within the specific subject areas. All institutions having received applications that must be assessed by

such committees shall by 1 October submit information concerning the applicants on a special form to the Norwegian Association of Higher Education Institutions. The Association shall distribute the responsibility for establishing national committees between the universities and specialized university institutions. The board of the institution that has been assigned responsibility for the assessment within a subject area shall itself appoint a joint assessment committee for the subject area.

In special cases, inter alia for creative and artistic subject areas, the Norwegian Association of Higher Education Institutions may assign the responsibility for establishing a national committee to another institution. In such cases, at least one of the members of the expert committee shall be employed in a closely related subject area at a university or specialized university institution.

(10) Each national committee shall consist of at least three persons with professorial competence or equivalent competence in the applicants' subject area. The board of the institution with responsibility for the assessment or the department authorized by the board may appoint one or more special assessors. The assessment committee may also itself request that special assessors be appointed.

The board of the institution or the department authorized by the board shall appoint a chairman for the committee from among the members of the committee or an administrator who supervises the work of the committee without himself being a member of the committee. As far as possible, and in the subject areas where it is natural, the committee shall have a member from another country. Only one member of the assessment committee may be from the institution where the applicant is employed. Both sexes shall if possible be represented on the committee.

(11) The application should be finally decided within one year after the applicant's documentation of academic or artistic competence is submitted to the institution with responsibility for the assessment in the subject area. This time limit may only be departed from when the processing of the application must be postponed for special reasons.

(12) When conducting the assessment, the assessment committee shall take into consideration the criteria for appointment as a professor provided in section 1-2.

The assessment committee's recommendation must state the basis on which the applicant is declared competent with reference to the documentation referred to under (5). The competence shall be associated with the subject area in which the applicant is employed, cf. (2).

When a committee submits a declaration of competence, it shall always indicate the subject area and, if appropriate, the specialization in which the applicant is deemed to have professorial competence. The statement shall always state whether the declaration of competence is unanimous and indisputable.

(13) A *førsteamanuensis* (associate professor) or *høyskoledosent* (university college reader) who is declared competent to be a professor at the institution where he or she is employed or at another Norwegian institution during the six years prior to the date of application may apply to the institution where he or she is employed for promotion to professor, cf. (2) and (4). If there is a unanimous declaration of indisputable competence, promotion may be granted without conducting a new assessment. Institutions which on the basis of their distinctive character have laid down

supplementary rules concerning requirements regarding their professors may take these requirements into consideration when processing the application.

If the competence is granted in doubt or non-unanimously, a new assessment shall be conducted. In the case of applicants holding a declaration of competence older than six years, the application shall be dealt with by an assessment committee. The committee shall consider whether a new complete assessment is required.

(14) The assessment committee's assessment of the individual applicant is sent to the applicant as soon as it is submitted. The committee's assessment may not be appealed but the applicant may put forward objections to the processing of the application or comments on the committee's assessment within two weeks after the statement is sent to the applicant. Comments on the committee's assessment shall be submitted to the assessment committee for any additional statement before a decision is made. On the basis of the assessment committee's assessment and any objections and additional comments, the appointing authority for professors at the institution that has been assigned responsibility for the assessment within the subject area shall make a decision concerning approval of the assessment. Notification of the decision shall be sent to the applicant, the institution concerned and the Norwegian Association of Higher Education Institutions.

(15) The appointing authority for professors at the institution where the applicant is employed shall grant promotion on the basis of a recognized declaration of competence from the committee. In order for promotion to be granted, the expert committee must unanimously declare the applicant competent to be a professor. The Ministry may issue further provisions concerning procedures.

(16) Promotion pursuant both to (13) and (15) shall apply from the closing date for applications (15 September).

#### *Section 2-2 Procedure and criteria for promotion from a post as førstelektor (associate professor) to a post as dosent (professor)*

(1) Førstelektorer (associate professors) who have taken up permanent or fixed-term posts at state universities, specialized university institutions or university colleges under the Act relating to universities and university colleges may apply for promotion to dosent (professor) pursuant to the provisions of these regulations. In the case of private institutions under the Act relating to universities and university colleges, the board shall decide whether førstelektorer (associate professors) who have taken up permanent posts or fixed-term posts may apply for promotion to dosent pursuant to the provisions of these regulations. Førstelektorer (associate professors) who hold at least 50 per cent posts shall be subject to this arrangement. Promotion pursuant to these provisions is personal and has no consequences for the duties of the holder of the post.

(2) Promotion may only be applied for within the subject in which the applicant is employed. By subject is here meant the subjects and disciplines that may be included in the degrees that may be awarded by the institutions, cf. the Act relating to universities and university colleges section 3-3 (1) and (2).

(3) It is not permitted to apply for promotion to dosent in connection with an application for a teaching and research post at a lower level.

(4) Applications for promotion shall be submitted to the institution where the applicant is employed. The application including any enclosures shall be submitted in five copies.

Written works and other written or electronic documentation of qualifications shall be submitted in five copies.

Applicants are not permitted to submit or notify works after the application is submitted, but the expert committee may request further documentation.

(5) The assessment shall be conducted on the basis of documented competence in research and development work within the professional field concerned as well as educational development work and other educational activities, cf. section 1-3.

A maximum of 15 written works may be submitted.

Applicants shall in addition submit a complete list of all publications or other documentable activities included in the basis for assessment. The list may be supplied with comments.

(6) A førstelektor (associate professor) who has not been assessed for Norwegian dosent competence during the last two years, may request to have his or her competence assessed.

(7) In the case of a førstelektor (associate professor) who applies for promotion on the basis of an awarded declaration of competence for a dosent II (adjunct professor) post, a new assessment shall be conducted.

(8) The institution where the applicant is employed is responsible for processing the application. The assessment is conducted by an expert committee consisting of three members of which one member shall be from a university or specialized university institution and hold professorial competence in the applicant's subject area and two members shall hold dosent competence or equivalent competence in the applicant's subject area. The board shall decide whether the board itself or another appointing body for dosent posts shall appoint the members of the expert committee. The board or another appointing body for dosent posts may appoint one or more special assessors. The expert committee may also itself request that special assessors be appointed. The board or another appointing body for dosent posts shall appoint a chairman for the committee from among the members of the committee.

When possible, and in the subject areas where it is natural, one member of the expert committee shall be from another country. Only one member of the expert committee may be from the institution where the applicant is employed. Both sexes shall if possible be represented on the expert committee.

(9) The application should be finally decided within one year after the applicant has submitted all the requisite documentation of qualifications invoked in the application. This time limit may only be departed from when processing of the application must be postponed for special reasons.

(10) When conducting the assessment, the expert committee shall take into consideration the criteria for appointment as a dosent provided in section 1-3.

The recommendation from the expert committee must state the basis on which the applicant is declared competent with reference to the documentation referred to under



(5). The competence shall be associated with the subject area in which the applicant is employed, cf. (2).

When a committee submits a declaration of competence, it shall always state the subject area and, if appropriate, the specialization in which the applicant is deemed to have dosent competence. The statement shall always state whether the declaration of competence is unanimous and indisputable.

(11) A førstelektor (associate professor) who, when applying for a dosent post, has been granted a unanimous declaration of indisputable competence to be a reader in the subject area in which he or she is employed may be granted promotion without a new assessment.

If the competence has been granted in doubt or non-unanimously, a new assessment shall be conducted.

(12) The assessment committee's assessment of the individual applicant is sent to the applicant as soon as it is submitted. The committee's assessment may not be appealed but the applicant may put forward objections to the processing of the application or comments on the committee's assessment within two weeks after the statement is sent to the applicant. Comments on the committee's assessment shall be submitted to the expert committee for any additional statement before a decision is made. On the basis of the expert committee's assessment and any objections and additional comments, the appointing body for dosent posts shall decide whether the promotion may be made. Notification of the decision shall be sent to the applicant.

In order for promotion to be granted, the expert committee must declare the applicant competent to be a dosent unanimously and indisputably. The Ministry may issue further provisions concerning procedures.

(13) Promotion pursuant both to (11) and (12) shall have effect from the first day of the month after the application for promotion is submitted to the applicant's institution.

### *Section 2-3 Procedure and criteria for promotion to associate professor posts*

(1) Amanuenser, høyskolelektorer and universitetslektorer (all three translated by the term 'assistant professor') employed at institutions under the Act relating to universities and university colleges may apply for promotion to a post such as førsteamanuensis or førstelektor (both translated as 'associate professor'). A førstelektor employed at a university or university college may apply for transfer to a førsteamanuensis post and a førsteamanuensis may apply for transfer to a post as førstelektor. Promotion is personal and has no consequences for the duties of the holder of the post.

(2) Promotion may only be applied for within the subject area in which the applicant is employed. When advertising a vacant post at a lower level, it shall be stated that promotion to førsteamanuensis or førstelektor may be applied for.

(3) Applications for promotion shall be submitted to the institution where the applicant is employed. In connection with applications for promotion to førsteamanuensis the applicant shall enclose a description of his or her academic or artistic production and refer to a maximum of 15 works that the applicant wishes

particularly to be taken into consideration in connection with the expert assessment. The application must include a curriculum vitae and any list of publications.

In connection with applications for promotion to førstelektor the applicant shall enclose the requisite documentation for the expert assessment. The application must include a curriculum vitae.

(4) The institution's board shall decide whether the board itself or a subordinate appointing authority shall appoint an expert committee. The committee shall consist of three members. At least one of the assessors must hold qualifications exceeding those required for førsteamanuensis and førstelektor (associate professors). The other assessors must at least hold førsteamanuensis competence in the case of applications for promotion to førsteamanuensis and at least hold førsteamanuensis or førstelektor competence in the case of applications for promotion to førstelektor. In connection with applications for promotion to førsteamanuensis at least one of the members of the committee must be employed at an institution that has been granted responsibility for doctoral degree courses. This may be departed from in the case of expert committees that consider applications for promotion on the basis of artistic qualifications. Only one of the assessors may come from the institution where the applicant is employed. Both sexes shall if possible be represented on the committee. The assessors may in special cases request special assessors to comment on parts of the submitted material.

(5) In connection with applications for promotion to førsteamanuensis assessors shall not be appointed if the applicant is declared competent by the expert committee for a professorial, høyskolelektor (university college reader) or førsteamanuensis (associate professor) post in his or her subject area at an institution under the Act relating to universities and university colleges. The same shall apply if the applicant holds a Norwegian doctoral degree in the subject or a foreign doctoral degree that is recognized as equivalent to a Norwegian doctoral degree.

In connection with applications for promotion to førstelektor, the appointment of assessors may be dispensed with if the applicant is declared competent by the expert committee for a førstelektor post in his or her subject area at an institution subject to the Act relating to universities and university colleges, cf. (8), final sentence.

(6) When conducting the assessment, the expert committee shall take into consideration the criteria for appointment as a førsteamanuensis or førstelektor provided in section 1-4 or section 1-5.

(7) The committee's assessment shall be sent to the applicant as soon as it is submitted. The committee's assessment may not be appealed, but the applicant may put forward comments on the statement before the final decision is made. Any comments, which must be submitted within two weeks after the statement is sent to the applicant, shall be enclosed with the case.

(8) In order for promotion to be granted, the assessors must unanimously declare the applicant competent. In the case of applications for promotion in connection with appointment, the appointing authority shall grant promotion on the basis of the statement made by the expert committee. In the case of applications for promotion from employees of the institution, the administration shall grant promotion on the basis of the statement made by the expert committee. In the case of applications for promotion to førsteamanuensis from employees of the institution, the administration

shall grant promotion when the applicant is qualified pursuant to (5). The administration may moreover grant promotion to an employee who is documentably qualified for promotion to førsteamanuensis pursuant to (5) even if the person concerned has not applied. The appointing authority shall decide whether the applicant subject to (5), final sentence, may be granted promotion to førstelektor without a new expert assessment.

(9) Promotion shall be made with effect from the first day of the month after the application is submitted or from the date of taking up the appointment.

In the case of applicants granted promotion to førsteamanuensis on the basis of an awarded doctoral degree, promotion may be granted with effect from the first day of the month after the doctoral thesis is submitted for assessment. This must be documented. Applications for promotion may not be submitted until the applicant has received notification of the award of a doctoral degree.

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

#### *Section 2-4 Procedure and criteria for promotion to a post of høyskolelektor (assistant professor)*

(1) Høyskolelærere (university college lecturers) employed at institutions under the Act relating to universities and university colleges may apply for promotion to høyskolelektor (assistant professor). The application shall be submitted to the institution where the applicant is employed.

(2) In the case of applications for promotion from høyskolelærer (university college lecturers) who do not meet the criteria provided in section 1-6, two experts shall be appointed to assess the application. Neither of these experts may be attached to the institution. The institution's board shall decide whether the board itself or a subordinate appointing authority shall appoint an expert committee.

(3) The committee's assessment shall be sent to the applicant as soon as it is submitted. The committee's assessment may not be appealed, but the applicant may put forward comments on the statement before the final decision is made. Any comments, which must be submitted within two weeks after the statement is sent to the applicant, shall be enclosed with the case.

(4) In order for promotion to be granted, the assessors must unanimously declare the applicant competent. The administration shall grant promotion on the basis of the statement made by the assessors.

In the case of applications for promotion from høyskolelærer (university college lecturers) who meet the criteria provided in section 1-6, the administration may grant promotion without an expert assessment.

(5) Promotion is granted with effect from the first day of the month after the application is submitted.

(6) If the application is rejected owing to a lack of qualifications, new applications for promotion may be submitted at the earliest two years after notification of rejection.

## **Chapter 3: Commencement**

### Section 3-1 *Commencement*

These regulations shall enter into force immediately.