*To the members of the expert committee*

**Date: Our ref.: Case handler:** 67 23 00 00, fornavn.etternavn@OsloMet.no

 **Your ref.:**

INFORMATION RELATING TO ACADEMIC DOCUMENTS SUBMITTED BY THE APPLICANTS TO THE VACANT POSOTION AS…

We refer to previous correspondence where you agreed to be a member of the expert committee to assess the applicants to the advertised position as . *Head of Department, Appointments Board for Teaching and Research Positions* ***or*** *Appointments Board for Professor Positions* ***(delete the alternative that is not relevant)***has appointed the following members to the expert committee

 *Member no. 1 (title, name, institution/employer)
 Member no. 2
 Member no. 3*

Enclosed you will find a list of addresses, telephone numbers and e-mail addresses for the members of the expert committee.

*Title and name* is appointed as the Chair of the Committee. The deadline for submitting the statement is (date). Please note that OsloMet has prepared a template for the statement of the expert committee. The committee is requested to use this template.

The applicants will be given a deadline of two weeks to submit comments to the statement. If OsloMet receives comments of academic nature, these comments will be forwarded to the expert committee for consideration and an additional statement.

Please fill out the two enclosed copies of the contract. The contract includes a declaration relating to impartiality where you confirm your impartiality by signing the declaration. You have previously received «Guidelines on the Impartiality of Expert Committees at OsloMet». We request that you go through the list of publications enclosed with each application and assess your impartiality one more time.

Please return one copy of the contract to *the contact person at the faculty/unit*, Oslo Metropolitan University, P.O. Box 4, St. Olavs plass, N-0130 Oslo, Norway. Remuneration will be paid as soon as the statement is completed.

Please note that the enclosed list of applicants, including their professional qualifications, is confidential. This implies that information relating to the applicants background is exempt from public disclosure. Please respect the request for confidential processing.

You will be given access to the application(s) and the academic publications in our recruitment system Varbi. We will shortly be sending you an email with the necessary log-in information.

Please direct any questions you may have to the contact person(s) stated above.

Yours sincerely

name name
Head of Section HR case officer

Enclosures:

1. Two copies of the contract
2. The advertisement text and a list of applicants including their professional qualifications
3. Regulations concerning Appointment and Promotion to Teaching and Research Posts **or** Regulations concerning Terms and Conditions of Employment for the Posts of Postdoktor (Post-Doctoral Research Fellow), Stipendiat (Research Fellow), Vitenskapelig Assistent (Research Assistant) and Spesialistkandidat (Resident)
4. Guidance for expert committees
5. Template for the statement of the expert committee.
6. Expert Committee – List of addresses and telephone numbers

**Other enclosures (if applicable):**Guideline from the Norwegian Association of Higher Education Institutions:

* Guidelines for the evaluation of appointments and promotion of posts as Professor based on qualifications
* Guidelines for national evaluation committees within Social Sciences
* Guidelines for the evaluation of applicants for professorships and national professorial promotions within Humanities
* Guidelines for application and the evaluation of applications relating to promotion to posts as Dosent (Professor)
* Guidelines for application and the evaluation of applications relating to promotion to posts as Associate Professor