

# Guidance for Expert Committees in connection with Appointment and Promotion to Teaching and Research Posts

Pursuant to the Act relating to Universities and University Colleges, chapter 6, section 6-3 (3), appointment and promotion to teaching and research posts shall be conducted on the basis of expert assessment.

## **1. The committee's statement shall provide the basis for an independent assessment**

The expert committee shall make a clear assessment of applicants' academic qualifications in light of the description of duties and qualifications stated in the advertisement for the post. Moreover, the committee shall rank the applicants who are qualified (see section 2).

The expert committee's statement shall provide OsloMet's recommending and appointing body with a basis for assessing the applicants' overall competence. It is important that academic relevance, breadth, and quality be assessed and that the reasons for the committee's conclusions be clearly stated. Only documented information shall be assessed. In cases of *promotion*, the committee shall clearly state whether or not the applicant is qualified for the promotion applied for.

## **2. Background material**

The formal material on which assessment is based comprises the advertisement text, the job description (if one exists), OsloMet's Guidance for Expert Committees in connection with Appointment and Promotion to Teaching and Research Posts, Regulations of 9 February 2006 no. 129 concerning Appointment and Promotion to Teaching and Research Posts, and the documents submitted by the applicant(s).

In cases where the committee lacks the necessary competence to assess an applicant's qualifications of significance to the post, external expertise should be sought. The faculty administration will assist in engaging the appropriate consultants.

## **3. Organisation of the committee's work**

The chair of the committee shall coordinate the work. It is recommended that the committee meet at least once during the assessment period. The committee should prepare a joint statement and give grounds for any dissent. The committee is advised that its statement must be unanimous and indubitable in promotion cases; see the Regulations.

The committee's assessment should normally be submitted within six weeks of receiving the applications.

## **4. Writing the statement**

The statement shall contain an individual assessment of each applicant.

OsloMet has prepared a template for use by the expert committee to submit its statement. Text in angle brackets (<>) describes the intended content and should be deleted or replaced by the appropriate wording in the assessment. The committee is requested to use this template, which is enclosed herewith. Feedback on use of the template can be forwarded to OsloMet's

point of contact for the assessment.

In the case of assessments for professorships where none of the applicants has professorial competence, the committee should – providing the advertisement text allows for this – assess whether any of the applicants could qualify for a permanent appointment as professor within three years.

### **5. Further processing**

Once the committee's statement has been submitted, it will be sent to the applicant(s) with a deadline for comments within 14 days. Any comments received of an academic nature will be forwarded to the expert committee for consideration and further comment. Final consideration of appointments/promotions is conducted by the recommending and appointing authority at OsloMet.

The committee's work is normally completed once the deadline for comments has expired, any comments received have been responded to, and the applications have been returned.