



UPPSALA
UNIVERSITET

Department of Information
Technology

DECISION

Date: 16 February 2023

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Instructions for the search group

The faculty's document *Guidelines for the Appointment and Promotion of Teachers and for Appointment of Docents and of Distinguished University Teachers at the Faculty of Science and Technology* (TEKNAT 2020/40) describes how departments should use search groups when recruiting assistant professors and associate professors.

The faculty's guidelines state:

A search group for recruitment of an assistant professor/associate professor may be appointed by the Department Board if necessary.

In cases where it is not clear which teacher category is to be recruited to a certain subject area, a search group may be appointed by the Board of the Disciplinary Domain/Faculty.

The search group shall consist of representatives from operations, one of whom is to convene meetings.

The search group can provide support in the formulation of an appointment profile.

The search group shall identify and interest suitable candidates both national and international, women as well as men.

The work from the search group shall be handed over to the Department board.

The instructions in this document aim to achieve the above and thereby also diversified recruitment, mainly in terms of legal gender.

On 5 June 2014, the department board decided to delegate the appointment of a search group to the head of department (IT 2014/31).

Request and decision to set up a search group

The head of division requests that the head of department set up a search group. The request must state the composition of the search group (see below), the area in which the proposed position is to be, and whether the position is to be that of assistant professor or associate professor, or whether the search group is to propose whether it is to be that of assistant professor

or associate professor. The remit of the search group should preferably be broad in terms of subject area and type of position.

The head of department makes the decision to set up the search group on the basis of delegation from the department board. The head of department informs the department board of the establishment of the search group at the next board meeting.

Composition of the search group

The search group shall consist of representatives from operations, one of whom is to convene meetings. External representatives can also be included. Normally, the search group should include at least one representative from outside the recruiting division, either from another division, another department or another university.

The director of studies responsible for recruitment is always part of the search group.

The convenor of the search group should normally be a senior member of teaching staff from the division in question with previous experience of recruitment processes.

The search group should normally feature broad and gender-equal representation.

Report

The written report of the search group to the department board should contain the following:

- Description of the need for the recruitment in question.
- Recommendation on the type of appointment (assistant professor or associate professor) if this was not decided when the search group was appointed. Justification for the recommendation should also be included in the report.
- Funding plan, including a convincing argument for there being a long-term teaching need.
- Proposal for an appointment profile, in which the delimitation of the subject area is an important element.
- Description of how the search group has worked nationally and internationally to identify suitable candidates with different gender and ethnic backgrounds. Note that the report should not contain any names of candidates; however, the number of identified candidates with male or female legal gender should be indicated.

There should be equal representation in terms of legal gender among candidates, unless there are specific reasons not to do so.

- Description of and justification for the channels you intend to use when the position is advertised with the aim of reaching out widely to suitable candidates, and how you intend to contact the candidates identified in the point above during the application period.

Processing before and after board decisions

Once the search group's preliminary report has been finalised, it will be processed by the director of studies group to assess the funding plan for the teaching component and the teaching basis for the proposed position. The preliminary report is then submitted to the head of department for consideration by the department's management team.

In the processing meetings mentioned above, the director of studies responsible for recruitment is the rapporteur in the director of studies group, and the head of division is the rapporteur in the management team.

After the processing outlined above, the search group finalises its report, which is submitted to the secretary of the department board.

The head of division is normally the rapporteur for the department board.

The head of division is responsible for advertising the position in the above-mentioned channels once it has been announced.

The search group is responsible for liaising with the identified candidates as described in the report.