Instructions for the Search Group\textsuperscript{1,2}

According to the faculty decision 2014-04-01, the search group for recruitment of Associate Senior Lecturer or Senior Lecturer shall be appointed by the department board (TEKNAT 2014/114). Furthermore, the department board decided on 2014-06-05 that the appointment of the search group as well as the setting up of a search group for the recruitment of research assistants shall be delegated to the prefect (IT 2014/31)

Report
The research group's written report to the department board must have the following content:

\begin{itemize}
\item Description of the need for the current recruitment.
\item Recommendation on the type of employment (Research Fellow, Associate Senior Lecturer or Senior Lecturer) if this was not already decided when the search group was appointed. The justification for the recommendation must also be included in the report.
\item Financing plan. If the form of employment is Associate Senior Lecturer or Senior Lecturer, the plan must contain a convincing argument for the existence of a long-term educational need.
\item Draft employment profile, where the topic delimitation is an important part.
\item Details of how the search group has been working to identify candidates of both sexes. It should be clear in the report that this has been done and what the outcome was.
\item List of identified candidates.
\item Appendix: memorandum from the preparation meeting, see below.
\end{itemize}

\textsuperscript{1,2} Replaces previous template for search group report dated 140901 (IT 2014/57). Text updated through board decision 171012.
**Preparation Meeting**

When the preliminary report of the search group is complete, it must be submitted to the prefect for department processing, no later than three weeks before the board meeting in which the recruitment is being considered. The head of department then calls for a preparatory meeting, where the steering group and the group of directors of undergraduate studies jointly assess the financing plan from an overarching departmental perspective. Head of the search group will participate and present the case at the preparation meeting. The management group’s secretary takes notes during the meeting.

After the preparation meeting, the search group completes its report with notes from the preparation meeting attached, and the report will be handed to the secretary of the department board no later than one week before the board meeting.