

Norwegian
University of Life
Sciences

GUIDELINES; TENURE-TRACK APPOINTMENTS Adopted by the Rector on 22/04/2016

Introduction

With reference to the Regulations on appointments to tenure-track positions (FOR-2015-03 - 24-341) adopted by the Ministry of Education and Research on March 24th, 2015. The regulations are set out pursuant to the Universities and University Colleges Act Section 6 no. 4, first paragraph point k.

The guidelines here are intended to provide supplementary provisions for how tenure-track positions should be handled by NMBU. The regulations are summarised in the same document in order to clarify the regulatory provisions and put these in relation to internal guidelines.

Section 1. Purpose

The aim of tenure-track appointments is to facilitate the recruitment of talented academic staff at universities and university colleges. The scheme will contribute to strengthening the ability of institutions to compete for the best candidates internationally, as well as commit institutions to contributing to the further development of employee expertise, both in teaching, research and dissemination/innovation. Appointees shall be given predictability in their efforts to qualify for permanent employment in teaching and research positions, through long term employment as well as monitoring and resource delivery from the institution.

Applicable to NMBU:

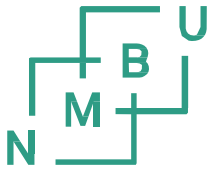
Decisions on appointments to such tenure-track positions shall be made on the basis of agreed strategies and areas of commitment. The positions shall support a designated academic direction and will in this way signal the university's long-term need for, and commitment to, an academic field. The purpose of the positions is also to give predictability to both the individual employee and the surrounding academic community.

Section 2. Employment arrangements

A prerequisite for making a tenure-track appointment is that normally no more than five years will have passed since the appointee defended their doctoral thesis. Additional time may be granted for leave related to birth or adoption.

Institutions can choose between the two following models for tenure-track appointments.

This document is an English translation of "Retningslinjer; Tilsetting i innstegstillinger fastsatt av rektor 22.04.2016, endret 31.10.2017" (original). In case of conflict, the original document will always take precedence.



a) The appointment is made for a fixed term postdoctoral position for a fixed term period of six to seven years. In this fixed term period the candidate is given the opportunity to qualify for permanent employment in line with obtaining a qualification as a combined adjunct associate professor or associate professor position by the end of the fixed term period.

or

b) The appointment is made for a fixed term associate professor position for a fixed term period of six to seven years. During this fixed term period the candidate is given the opportunity to qualify for permanent employment in a professor position.

The postdoctoral position is used when the tenure-track appointment is a combined teaching and research post where tasks, results and requirements follow these regulations. Tenure-track appointments can only be made when the position has been widely advertised nationally and internationally.

The scheme for promotion to professor according to expertise does not apply to the period when the person concerned is a fixed term employee in a tenure-track position.

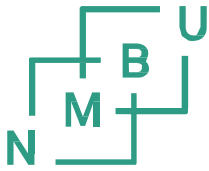
Applicable to NMBU:

NMBU will as a general rule use model a) for tenure-track appointments. Model b) is considered less appropriate in this context, given that an associate professor can apply for promotion to professor in accordance with the special rules for this. Model b) may however be used if a candidate has already undertaken postdoctoral work at NMBU and therefore can not be appointed for a new postdoctoral period.

Appointments are made in general in accordance with the guidelines in NMBU's personnel regulations, guidelines for making appointments for, and promotion to, academic positions as well as relevant regulations.

When assessing candidates the selection authority, in addition to the academic assessment, must in particular emphasise the applicant's potential for future tasks and responsibilities connected to management, professional development and dissemination.

The vacancy announcement text must be available in Norwegian and English. Selected announcement channels must be internationally widespread and recorded for the appointing authority.



Section 3. Contract of employment

The employment contract stipulates what results, requirements and criteria the candidate must fulfill during the fixed-term period in order to obtain permanent employment in accordance with Section 2a or a professorship in accordance with Section 2b. The board, or department itself if delegated by the board, shall on the basis of Chapter 1 of the regulations of February 9th, 2006 no. 129 concerning appointment and promotion to teaching and research posts, as well as the institution's own detailed criteria for the appointment of associate professors or professors, determine the specific requirements for:

- Research
- Teaching
- Dissemination
- Academic management, including the ability to initiate and lead research, teach and develop outstanding study programmes.

Furthermore, the institutions may set requirements based on specific needs in the academic field or research environment that the appointment is in, for example:

- International business
- Applications to the EU
- Ability to attract external financing both personally and for the research group.

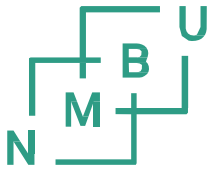
The contract also sets out how the institution will assist the candidate in meeting the requirements that are set (for example research resources such as equipment and/or personnel for a research group, application support, supervision etc.). The candidate must be allocated the necessary time for the various tasks included in the employment contract.

Applicable to NMBU:

Tenure track positions will be used to recruit people who partly, but not least, are expected to develop, good and essential expertise and independence in the performance of tasks within the agreed academic field. This in order to initiate, build and lead a research environment with an international format. Selection and assessment must on this basis, be based on methods and criteria that can also evaluate the potential for these types of tasks in the applicable candidate. At NMBU, testing may be used in collaboration with the POA (Personnel and Organisational Department) for recruitment to these types of positions.

The appointment committee for appointments to academic positions may stipulate specific requirements mentioned in this section.

The ordinary contract template is used. Results, requirements and criteria are specified in the appendices to this.



Section 4. Midterm evaluation

A formal midterm evaluation must be conducted, which is to be completed before the candidate has been employed for four years. The assessment shall be conducted on the basis of the employment contract. The board of the institution, or whoever the board authorises, stipulates further provisions for the midterm evaluation. Based on this, the candidate will be given guidance on what could be improved in the latter part of the fixed-term period in order to meet the requirements of the employment contract.

Section 5. Final assessment

Before the expiry of the fixed period, the institution shall arrange an assessment of whether the requirements laid down in the contract of employment have been met. The assessment of the candidate's research expertise and research potential will be undertaken by an assessment committee in the candidate's academic field and in accordance with the institution's rules regarding assessment. The institutions may decide that the committee will also assess the employee's performance in the teaching field and other fields covered by the contract.

The assessment committee shall have three members, and at least one member from a foreign institution. Only one member of the assessment committee may be from the candidate's own institution. If possible, men and women should be represented on the committee.

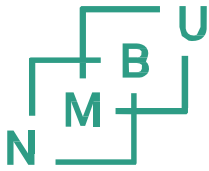
The assessment of whether the candidate meets the remaining requirements laid down in the employment contract, is undertaken in accordance with the rules laid down by the board or whoever the board authorises.

Section 6. Monitoring and supervision

Up until the midterm assessment the candidate will receive professional supervision, training and advice in order to build an academic career. The institution must provide the applicant with access to the research resources and the assistance agreed in order to meet the requirements of the employment contract. In the latter part of the period the candidate shall be monitored in the same way as other employees.

Section 7. The right to permanent employment

Based on an expert assessment of research expertise, and an assessment of whether the other requirements in the employment contract have been met, which should be finished by the time the fixed term expires, the appointing body for the position in question (Sections 2a or 2b) decides whether the candidate should be given a permanent position. If the requirements that were set out in the employment contract are met, the applicant shall be employed in permanent combined teaching and research post that they are qualified for as an associate professor in accordance with Section 2a or as a professor in accordance with Section 2b.



Section 8. Fixed-term appointment

Under the Universities and university colleges act, institutions may make tenure-track appointments in the academic communities that have the right to provide doctoral education, within the quantitative limits set by the Ministry for the individual institution.

Under the Universities and university colleges act, no one can be appointed to a tenure-track position for more than one fixed period. Someone who has been employed for a fixed term of more than one year in an ordinary postdoctoral position, pursuant to the regulations concerning tenure-track appointments for postdoctoral, fellow, research assistant and specialist candidate positions, or who has held such a postdoctoral position at a foreign institution, can not be appointed for a fixed term tenure-track postdoctoral position.

The fixed-term contract may not include provisions concerning redundancy pay.

Section 9. Working hours:

The appointee is covered by the laws and agreements applicable at that time concerning working hours, vacation and sick leave.

Section 10. Leave and extension of the employment period

Leaves of absence that the candidate is entitled to under law or collective agreements shall not be included when calculating the period of employment.

Extensions shall be granted for reduced working hours in accordance with the Working environment act, Section 10-2, fourth paragraph, due to caring for children and close family.

Decisions on extending the employment period are made by the appointing body.