



# TENURE TRACK BIOVIT

## TENURE TRACK AT BIOVIT

A Tenure Track position at the Faculty of Biosciences (BIOVIT), University of Life Sciences (NMBU) is an attractive career opportunity for promising researchers from all over the world.

Highly qualified candidates are employed as associate professor or post-doctoral for a six-year period. The evaluation of the candidate at the end of the Tenure Track program will decide if the candidate will be offered a permanent position.

By creating greater employment security and increasing the coherence in the academic career process, a Tenure Track at BIOVIT contributes to:

- Attracting and retaining highly qualified, promising talents from all over the world
- Promoting the academic development and independence of researchers at an early stage of their career
- Creating transparency in the academic career process

### Process for the BIOVIT Tenure Track:



## 1. Employment in the Tenure Track program

In the appointment of Tenure Track candidates, it is important that the candidate:

- has the potential to perform research and teaching at a high international level within his or her academic field
- has the potential to meet BIOVIT's criteria for employment in a permanent position after completion of the Tenure Track program
- document excellent results and a high degree of independence in his/her other previous education and employment
- has some international experience, e.g. completed one or more productive stays at another university/research institution in addition to the research institution where the candidate's PhD degree was obtained, preferably in another country
- write and speak English at an academic level

### 1.1. *Application*

An application to BIOVIT's Tenure Track program must contain:

- Curriculum vitae
- Diplomas and transcripts
- A complete list of publications with an indication of the five most important works
- A description of previous and planned research activities
- A description of previous and planned teaching activities
- Teaching experience
- Description of participation in various committees and administrative forums
- Names and contact information of references

### 1.2. *Appointment Process*

The Tenure Track appointment process follows the standard procedure for employment in a limited tenure position (fixed term employment) at BIOVIT.

All employment in Tenure Track positions takes place following national and international job postings.

<b>Process summary:</b>	
<b>Employment in the Tenure Track program</b>	
The decision to advertise a Tenure Track position is made by the Dean and BIOVIT Faculty Board	Relevant committees and scientific groups within BIOVIT are asked to comment on the text of the job posting
Dean	Approves and effectuates the job posting
Assessment committee	
The Academic Appointment Committee (Innstillingsutvalget)	BIOVIT has an assessment committee called the Academic Appointment Committee which evaluates candidates applying for a permanent position at the faculty. The same committee and same standard procedures will be used to evaluate applicants for Tenure Track positions.
Application	
Applicant	Submits an application
Assessment	
The Academic Appointment Committee	Conducts the assessment of applicants' academic level based on the applicants' CVs and the evaluation report of an external committee consisting of three referees who are leading specialists in the field in question.

<b>Employment</b>	
The Academic Appointment Committee	<p>Selects candidates for interviews.</p> <p>Holds interviews, including trial lecture</p> <p>Obtains statements from references</p> <p>Provides advice to the Dean regarding the ranking of the applicants</p>
The Appointment Board, chaired by The Dean	Makes the final decision

## 2. During the Tenure Track program

Expectations for the candidate in BIOVIT's Tenure Track program:

### Research

The candidate should

- carry out creative and independent scientific work at a high international level within the field.
- initiate, develop and manage research proposals within the area of the Tenure Track position. This includes project proposals to national and international funding bodies. These could be NRC and ERC but also other funding bodies. These could include collaborative projects with the industry.
- obtain external funding.
- after 3 years and during the remaining period, the goal is that the candidate covers at least 20% of their own salary from external projects.
- publish a sufficient number of peer reviewed papers per year in relevant high quality scientific journals to qualify for a permanent scientific position within the defined scientific area. The faculty indicate 2 peer reviewed papers per year on average over the six years in relevant high quality scientific journals, where the candidate has made a significant contribution.
- present results yearly at national and international conferences and meetings.
- establish collaboration with other international and national research groups working in the same area.

### Supervision and teaching

The candidate

- should in the initial phase of the period complete NMBU's pedagogical course: Teaching and learning in higher education- Scientific Staff (PPUN400)
- is expected within a two-year period to learn sufficient Norwegian to be able to participate actively in all functions the position may involve
- should be the main supervisor of PhD, MSc and BSc students within the research area. The extent is dependent on available funding of PhD projects and MSc and BSc students interested in doing a thesis on this topic.
- will be responsible for at least one course (to be decided) and contribute to other courses related to the topic of the position.
- participates in other relevant teacher training courses and seminars offered by the university.

### BIOVIT offers:

- access to research infrastructure
- teacher training courses and seminars
- opportunity to develop research leadership competence and scientific network
- two development discussions with the Dean per year
- an extensive midterm evaluation
- a PhD position within two years after the starting date of the candidate, provided that the Tenure Track has obtained project funding for a PhD project
- cost coverage for running costs within a frame of 30.000 NOK/year the first two years

### 2.1. *Matching of Expectations*

At the start of the Tenure Track period the Dean takes the initiative to conduct a development discussion with the candidate, such that he or she is aware of the requirements, guidelines and expectations associated with the Tenure Track program.

### 2.2. *Midterm Evaluation*

After three years and before four years of employment in the Tenure Track program, a midterm evaluation is initiated by the faculty.

The purpose of the midterm evaluation is:

- To ensure that the candidate is on the right track in relation to attaining a positive evaluation after the completion of the Tenure Track program, in accordance with the criteria for permanent employment of Tenure Track candidates.
- To advise the candidate in relation to planning the remaining part of the Tenure Track program.
- To give the candidate an opportunity to receive feedback from internal and external assessors.

The midterm evaluation will be carried out by BIOVIT's Academic Appointment Committee with contributions from two external reviewers, i.e. researchers within the field.

The Dean and an internal (BIOVIT/NMBU) expert within the field in question should also be part of the assessment committee. This member should be appointed by the Dean.

The midterm evaluation is the first prelude to the tenure review, and involves the following participants:

- 1) *The assessment committee* (BIOVIT's Academic Appointment Committee supplemented with the Dean plus an internal expert). The Dean is chairman of this committee.
- 2) *Two external reviewers*, who submit academic opinions and assess whether the candidate's research and teaching are on an international level.
- 3) *The candidate*, who submits material for the assessment.

<b>Process summary:</b>	
<b>Midterm evaluation (normally occurs after three years of employment)</b>	
The assessment committee (BIOVIT's Academic Appointment Committee + Dean + internal expert)	Appoints two external reviewers
The candidate	<p>Midterm seminar</p> <ul style="list-style-type: none"> <li>• A 45 min open seminar for the scientific environment</li> </ul> <p>The candidate presents plans for the Tenure Track program, status and progress for scientific and educational work, and other faculty duties, and plans and ambitions for the remaining years of the Tenure Track program.</p> <p>The scientific environment had the opportunity to give the candidate input and advices</p> <p>Submits material for assessment:</p> <ul style="list-style-type: none"> <li>• A complete list of publications with an indication of the five most important works</li> <li>• A description of previous research activities (summary)</li> <li>• A description of planned research activities.</li> <li>• A teaching portfolio that includes a written reflection on his/hers teaching practices, strategies and results using attachment 1 as a template.</li> <li>• Description of participation in various committees and administrative forums</li> <li>• Curriculum vitae</li> </ul>
The assessment committee	<p>Collects and assesses the material from the candidate.</p> <p>Forwards the relevant experts to external reviewers.</p>
External reviewers	Carry out written assessment on the basis of the submitted material.
The assessment committee	<p>Obtains external reviews.</p> <p>Carries out comprehensive assessment to determine if the candidate is on the right track with respect to the expectations described above.</p> <p>Invites the candidate to a feedback interview with focus on perspectives for the future.</p>

### 3. Tenure Review

At the end of the Tenure Track program, a tenure review is initiated to assess whether the Tenure Track candidate is academically qualified for transfer to a permanent position at BIOVIT.

The purpose of the tenure review is to ensure that the tenure candidate fulfills BIOVIT's criteria for permanent employment as described under 'Expectations from the candidate in BIOVIT's Tenure Track program', including:

- that the candidate's research is - and has the potential to continue to be - on a high international level
- that the candidate has undergone a positive development and through this has achieved a high level in all relevant areas: research and publication, research management, collaboration, teaching and supervision.
- that the candidate has been able to obtain grants from national or international programs funded by governments or private foundations.

In the event of a positive assessment, the tenure candidate is transferred to permanent position. In the event of a negative assessment, a dismissal is initiated, though with the possibility of the employee continuing at the workplace for a half year in order to complete the program and find other employment.

By involving a broad range of participants in the tenure review, the university ensures:

- That there is support for permanent tenure among both international external assessors, internal assessors as well as management and colleagues.
- That there is a high degree of quality in all processes associated with the Tenure Track program - with the goal to ensure that only the most talented candidates are employed.



### 3.1. *Initiation of Tenure Review*

The tenure review is formally initiated by the leader of the research group. BIOVIT ensures that the employee is familiar with the deadlines and regulations regarding the initiation of the tenure review, and the leader of the research group is responsible for reminding the candidate about the timing of the initiation.

The preparations for the tenure review are initiated after five years of employment, including the appointment of external reviewers and the internal expert on the assessment committee. The tenure review is normally carried out during a period of three months.

The employee is free to request earlier academic assessment within the first four years. If this assessment is negative, the employee can request a second assessment within the final six months of the employment. This means that academic assessment can take place maximum twice.

<b>Process summary:</b>	
<b>Tenure review</b>	
Appointment of an assessment committee and external reviewers ( <i>normally after five years of employment</i> )	
The Dean	Appoints the internal expert member of the assessment committee
The assessment committee consist of the Dean, the Academic Appointment Committee and an internal expert	The Dean is chairman of the assessment committee The assessment committee propose the three external reviewers
The Dean	Appoints the three external reviewers
Assessment ( <i>usually initiated after 5 years of employment</i> )	
The candidate	Submits material for assessment: <ul style="list-style-type: none"> <li>• A complete list of publications with an indication of the five most important works</li> <li>• A description of previous research activities (summary)</li> <li>• A description of planned research activities (summary)</li> <li>• A teaching portfolio that includes a written reflection on his/hers teaching practices, strategies, and results.</li> <li>• Description of participation in various committees and administrative forums</li> <li>• Curriculum vitae</li> </ul> <p>All documents are collected by the faculty (Dean's office) and sent to external reviewers</p>
External reviewers	Carry out written assessment on the basis of submitted material*
The faculty	Collects external reviews and sends material to the members of the assessment committee

\* A template for external reviews is being prepared, and will be sent to the external reviewers together with the candidate's material

<p>The tenure assessment committee consisting of the Dean, the Academic Appointment Committee and an internal expert.</p>	<p>Receives</p> <ul style="list-style-type: none"> <li>• the candidate's material</li> <li>• external reviews</li> </ul> <p>Carries out academic assessment and determines whether the candidate is qualified for a permanent position at BIOVIT. Invites the candidate to a feedback interview with focus on perspectives for the future</p>
<p>In case of a positive assessment</p>	
<p>The Dean</p>	<p>Informs the candidate of the positive outcome of the assessment. The candidate is offered a permanent position at BIOVIT.</p>
<p>In case of a negative assessment</p>	
<p>The Dean</p>	<p>Informs the candidate of the dismissal and explains why he/she was not found qualified for a permanent position at BIOVIT.</p>
<p>The candidate</p>	<p>Has the opportunity to submit complaints concerning factual errors and legal deficiencies.</p>