

Regulations concerning appointment and promotion to teaching and research posts

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Legal basis: Established by the Ministry of Education and Research on 9 February 2006 pursuant to section 6-3, sixth paragraph, of the Act of 1 April 2005 no. 15 relating to Universities and University Colleges.

EEA references: Annex VII to the EEA Agreement (Directive 89/48/EEC as amended by Directive 2001/19/EC).

Amendments: Amended by regulations 20 June 2007 No. 686, 13 July 2007 No. 907, 23 July 2010 No. 1136, 24 March 2015 No. 341, 17 August 2015 No. 963.

Corrections: 16 September 2015 (section 2-2).

This English version of the Regulations concerning appointment and promotion to teaching and research posts may differ from the authoritative version, which is in Norwegian. If so, the authoritative version is to be consulted: Forskrift om ansettelse og opprykk i undervisnings- og forskerstillinger.

Chapter 1: Criteria for appointment to teaching and research posts

Section 1-1. *General provisions*

(1) These regulations provide general criteria for appointment to teaching and research posts at the institutions under the Act relating to universities and university colleges. Institutions may specify requirements for individual job categories beyond these requirements for all or part of the institution. When individual posts are advertised, more specific requirements may be stated. The appointing authority may require the person appointed to undergo specific training within a specific time limit.

(2) These regulations shall apply both to posts founded on academic qualifications and to posts founded on artistic qualifications. Subject areas with teaching personnel recruited on the basis of artistic qualifications are as follows:

- a) Music performance and creative music
- b) Theatre
- c) Opera
- d) Ballet
- e) Art, Applied Art and Design
- f) Literature (Writer's Workshop)
- g) Architecture
- h) Film and television
- i) Subjects in teacher education:
 - Dance
 - Drama/Theatre
 - Music
 - Art, Craft and Design

0 Amended by regulation 17 August 2015 No. 963 (entry into force 15 September 2015).

Section 1-2. *Criteria for appointment as a professor*

- (1) Academic level conforming to established international or national standards or
- (2) Extensive artistic activities at the highest level conforming to international standards and relevant breadth and specialization at the highest level of the subject or discipline and
- (3) Documented competence in relevant educational theory and practice based on training or on teaching and supervision.

Section 1-3. *Criteria for appointment as a dosent (professor)*

- (1)
 - a) Extensive documented research and development work at a high level within the professional field concerned
 - b) Documented extensive educational development work and other pedagogical activities of high quality
 - c) In addition to the above, high qualifications within one or more of the following areas:
 - Management of research and development projects
 - Interdisciplinary cooperation and network building
 - Extensive cooperation with industry and with civil society on the development of educational provision and research and development activities
 - Extensive cooperation with cultural institutions on the development of educational provision and research and development activities
 - Professional experience of a particular nature and relevance from industry and civil society
 - Professional experience of a particular nature and relevance from cultural institutions
 - Development of scientific collections
- and
- (2) Documented competence in relevant educational theory and practice based on training or on teaching and supervision.

0 Amended by regulations 13 July 2007 No. 907.

Section 1-4. *Criteria for appointment as a førsteamanuensis (associate professor)*

(1) Norwegian doctoral degree in the subject area concerned or a corresponding foreign doctoral degree recognized as equivalent to a Norwegian doctoral degree or competence at a corresponding level documented by academic work of the same scope and quality

or

(2) Completed recognized scholarship programme of artistic development in the subject area concerned or documented artistic activities or development work at a high international level and with a specialization relevant for the subject area or discipline

and

(3) Documented competence in relevant educational theory and practice based on training or on teaching and supervision.

Section 1-5. *Criteria for appointment as a førstelektor (associate professor)*

(1) Documented extensive research and development work corresponding in quality and scope to the workload and level of a doctoral thesis

or

(2) Documented extensive artistic development work corresponding in quality and scope to the workload and level of a doctoral thesis

and

(3) Considerable importance shall be attached to specific qualifications within teaching or other educational activities

and

(4) Documented competence in relevant educational theory and practice based on training or on teaching and supervision.

Section 1-6. *Criteria for appointment as a høyskolelektor (assistant professor at a university college) or universitetslektor (assistant professor at a university)*

(1)

- a) Higher (master's) degree from a university, university college or the equivalent
- b) Relevant research qualifications above the level of a higher degree and/or relevant professional practice

or

(2)

- a) Documented recognized artistic activities or development work of a certain scope
- b) Education at the highest level in a field of art from Norway or equivalent education from abroad or equivalent documented knowledge

and

(3) Documented competence in relevant educational theory and practice based on training or on teaching and supervision.

Section 1-7. *Criteria for appointment as a høyskolelærer (university college lecturer)*

(1)

- a) Four years of higher education, of which at least two years within the subject area in which the person concerned is to teach
- b) Relevant professional practice

or

(2) Three to four years of higher education with some specialization in an area of the arts or equivalent documented knowledge

and

(3) Documented competence in relevant educational theory and practice based on training or on teaching and supervision.

Chapter 2: Procedure and criteria for promotion to teaching and research posts

Section 2-1. *General provisions*

It is only possible to apply for promotion at the applicant's own institution, and the application shall be submitted to the institution. In connection with promotion, the requirements specified pursuant to section 1-1 to section 1-7 apply. The institutions may themselves decide that assessments conducted by expert committees established by other institutions may be used as the basis for the institution's consideration of promotion.

0 Added by regulation 17 August 2015 No. 963 (entry into force 15 September 2015).

Section 2-2. *Procedure and criteria for promotion from førsteamanuensis (associate professor) or høyskolelektor (university college reader) to professor*

(1) Førsteamanuenser (associate professors) and høyskolelektorer (university college readers) who have taken up permanent posts or fixed-term posts at state universities, specialized university institutions and university colleges subject to the Act relating to universities and university colleges may apply for promotion to professor on the basis of a declaration of competence pursuant to the provisions of these regulations. At private institutions subject to the Act relating to universities and university colleges, the board shall decide whether associate professors who have been engaged in permanent posts or fixed-term posts, may apply for promotion to professor on the basis of a declaration of competence pursuant to the provisions of these regulations. Associate professors and university college readers holding at least fifty per cent posts shall fall under this arrangement. Promotion pursuant to these provisions is personal and has no consequences for the duties of the holder of the post. Associate professors employed in fixed-term tenure-track posts may not apply for promotion.

(2) Promotion may only be applied for within the subject in which the applicant is employed. By subject is here meant the subjects and disciplines that may be included in the degrees that may be awarded by the institutions, cf. the Act relating to universities and university colleges section 3-3 (1) and (2).

(3) It is not permitted to apply for promotion to professor in connection with an application for a teaching and research post at a lower level.

(4) The application including any enclosures shall be submitted in five copies.

a) Academic works shall be submitted in five copies, cf. (5) a).

b) Reproductions of artistic works shall be submitted in five copies provided that this does not reduce the quality of the material submitted. The applicant shall decide whether parts of the documentation can only be submitted in a single copy. Original works shall be presented to the assessment committee by further agreement.

If institutions set time limits for applications, documentation may not be submitted after the time limit has expired. If institutions have not stipulated deadlines for applications, documentation may not be sent after the application has been submitted.

(5) The assessment shall be conducted on the basis of documented academic or artistic competence.

a) For documentation of academic competence, applicants may submit a maximum of 15 academic works.

b) For documentation of creative or performing artistic competence, applicants may submit a maximum of 15 artistic works or publications.

The documentation may inter alia consist of

- original artistic works,
- reproductions of artistic works, for example photographs, audio-visual recordings or the like,
- publications based on the applicant's creative or performing activities,
- documentation of concerts, exhibitions, performances, productions, etc. by means of, for example, programmes, catalogues and write-ups or reviews in recognized publications,
- artistic awards, sales and commissions.

In addition, the applicant shall submit a complete list of all publications or other documentable activities invoked as a basis for assessment. Comments may be included in the list.

(6) Førsteamanuenser (associate professors) or høyskoledosenter (university college readers) who have not been assessed for professorial competence at their own institution during the last two years, may request assessment of their competence. If during the last two years a professorial post in the applicant's specialization has been advertised by the institution where the applicant is employed, the two-year rule shall apply from the final date for applications for the advertised post.

If the institution has specified a deadline for applications, the two-year limit applies from that date, even if the applicant withdraws his or her application. If the institution has not specified a deadline for applications, the two-year limit applies from the date on which the application is received, even if the applicant withdraws his or her application.

(7) The assessment is to be conducted by an assessment committee within the applicant's subject area. The committee is to be appointed by the board or the body to which the board delegates this duty.

(8) Each committee consists of at least three persons with professorial competence or equivalent competence in the applicants' subject area. The board at the institution, or the body to which the board delegates this duty, designates a chair of the assessment committee from among the members of the committee. As far as possible, and in the subject areas where it is natural, the committee shall have a member from another country. Only one member of the assessment committee may be from the applicant's own institution, and the person in question may not be the chair of the committee. Both genders shall be represented on the committee where possible.

(9) The application should be finally decided within one year. This time limit may only be departed from when processing of the application must be postponed for special reasons.

(10) When conducting the assessment, the assessment committee shall take into consideration the criteria for appointment as a professor provided in section 1-1 and section 1-2.

The assessment committee's recommendation must state the basis on which the applicant is declared competent with reference to the documentation referred to under (5). The competence shall be associated with the subject area in which the applicant is employed, cf. (2).

When a committee submits a declaration of competence, it shall always indicate the subject area and, if appropriate, the specialization in which the applicant is deemed to have professorial competence. The statement shall always state whether the declaration of competence is unanimous and indisputable.

(11) Førsteamanuenser (associate professors) or høyskoledosenter (university college readers) who are declared competent to be a professor at the institution where they are employed during the six years prior to the date of application may apply for promotion to professor, cf. (2). The deadline for applications may be specified by the institution. If there is a unanimous declaration of indisputable competence, promotion may be granted. The same applies where the institution has decided that assessments conducted by other institutions may also form the basis for assessment of promotion, cf. section 2-1.

(12) The assessment committee's assessment must be sent to the applicant as soon as it is available. The committee's assessment may not be appealed but the applicant may put forward objections to the processing of the application or comments on the committee's assessment within two weeks after the statement is sent to the applicant. Comments on the committee's assessment shall be submitted to the assessment committee for any additional statement before a

decision is made.

(13) On the basis of the assessment committee's assessment and any objections and additional comments, the appointing authority for professors at the institution makes a decision concerning approval of the assessment, and grants promotion on this basis.

In order for promotion to be granted, the expert committee must unanimously declare the applicant indisputably competent to be a professor. The Ministry may issue further provisions concerning procedures.

(14) Promotion pursuant to both (11) and (13) shall apply from the deadline for applications if this is specified, and from the date on which the application is received if there is no deadline for applications.

0 Amended by regulations 23 July 2010 No. 1136, 24 March 2015 No. 341, 17 August 2015 No. 963 (entry into force 15 September 2015, previously section 2-1).

Section 2-3. Procedure and criteria for promotion from a post as førstelektor (associate professor) to a post as dosent (professor)

(1) Førstelektorer (associate professors) who have taken up permanent or fixed-term posts at state universities, specialized university institutions or university colleges under the Act relating to universities and university colleges may apply for promotion to dosent (professor) pursuant to the provisions of these regulations. In the case of private institutions under the Act relating to universities and university colleges, the board shall decide whether førstelektorer (associate professors) who have taken up permanent posts or fixed-term posts may apply for promotion to dosent pursuant to the provisions of these regulations. Førstelektorer who hold at least fifty per cent posts shall be subject to this arrangement. Promotion pursuant to these provisions is personal and has no consequences for the duties of the holder of the post.

(2) Promotion may only be applied for within the subject in which the applicant is employed. By subject is here meant the subjects and disciplines that may be included in the degrees that may be awarded by the institutions, cf. the Act relating to universities and university colleges section 3-3 (1) and (2).

(3) It is not permitted to apply for promotion to dosent in connection with an application for a teaching and research post at a lower level.

(4) The application including any enclosures shall be submitted in five copies.

Written works and other written or electronic documentation of qualifications shall be submitted in five copies.

Applicants are not permitted to submit or report works after the application is submitted, but the expert committee may request further documentation.

(5) The assessment shall be conducted on the basis of documented competence in research and development work within the professional field concerned as well as educational development work and other pedagogical activities, cf. section 1-1 and section 1-3.

A maximum of 15 written works may be submitted.

In addition, applicants shall submit a complete list of all publications or other documentable activities to be included in the basis for assessment. Comments may be included in the list.

(6) A førstelektor (associate professor) who has not been assessed for dosent competence during the last two years at his or her own institution may request to have his or her competence assessed.

(7) The applicant's institution is responsible for processing the application. The assessment is conducted by an expert committee consisting of three members of which one member shall be from a university or specialized university institution and shall hold professorial competence in the applicant's subject area and two members shall hold dosent competence or equivalent competence in the applicant's subject area. The board shall decide whether the board itself or another appointing body for dosent posts shall appoint the members of the expert committee. The board or another appointing body for dosent posts may appoint one or more special assessors. The expert committee may also itself request that special assessors be appointed. The board or another

appointing body for dosent posts shall appoint a chair for the committee from among the members of the committee. When possible, and in the subject areas where it is natural, one member of the expert committee shall be from another country. Only one member of the expert committee may be from the institution where the applicant is employed, and the person in question may not hold the office of chair. Both genders shall be represented on the expert committee where possible.

(8) The application should be finally decided within one year after the applicant has submitted all the requisite documentation of qualifications invoked in the application. This time limit may only be departed from when processing of the application must be postponed for special reasons.

(9) When conducting the assessment, the expert committee shall take into consideration the criteria for appointment as a dosent (professor) provided in section 1-1 and section 1-3.

The recommendation from the expert committee must state the basis on which the applicant is declared competent with reference to the documentation referred to under (5). The competence shall be associated with the subject area in which the applicant is employed, cf. (2).

When a committee submits a declaration of competence, it shall always state the subject area and, if appropriate, the specialization in which the applicant is deemed to have dosent competence. The statement shall always state whether the declaration of competence is unanimous and indisputable.

(10) A førstelektor (associate professor) who, when applying for a dosent post at his or her own institution, has been granted a unanimous declaration of indisputable competence to be a dosent in the subject area in which he or she is employed may be granted promotion.

(11) The assessment committee's assessment of the individual applicant is sent to the applicant as soon as it is submitted. The committee's assessment may not be appealed, but the applicant may put forward objections to the processing of the application or comments on the committee's assessment within two weeks after the statement is sent to the applicant. Comments on the committee's assessment shall be submitted to the expert committee for any additional statement before a decision is made. On the basis of the expert committee's assessment and any objections and additional comments, the appointing body for dosent posts shall decide whether the promotion may be made. Notification of the decision shall be sent to the applicant.

In order for promotion to be granted, the expert committee must declare the applicant competent to be a dosent unanimously and indisputably. The Ministry may issue further provisions concerning procedures.

(12) Promotion pursuant both to (10) and (11) shall have effect from the first day of the month after the application for promotion is submitted to the applicant's institution.

0 Added by regulation 20 June 2007 No. 686, amended by regulation 17 August 2015 No. 963 (entry into force 15 September 2015, previously Section 2-2).

Section 2-4. Procedure and criteria for promotion to associate professor posts

(1) Amanuenser, høyskolelektorer and universitetslektorer (all three translated by the term "assistant professor") who have taken up permanent posts or fixed-term posts at institutions under the Act relating to universities and university colleges may apply for promotion to a post as førsteamanuensis or førstelektor (both translated as "associate professor"). Amanuenser, høyskolelektorer and universitetslektorer holding at least fifty per cent posts fall under this arrangement. Promotion is personal and has no consequences for the duties of the holder of the post.

(2) Promotion may only be applied for within the subject area in which the applicant is employed.

(3) In connection with applications for promotion to førsteamanuensis, the applicant shall enclose a description of his or her academic or artistic production and refer to a maximum of 15 works that the applicant wishes particularly to be taken into consideration in connection with the expert assessment. The application must include a curriculum vitae and any list of publications.

In connection with applications for promotion to førstelektor, the applicant shall enclose the requisite documentation for the expert assessment. The application must include a curriculum vitae.

(4) The institution's board shall decide whether the board itself or a subordinate appointing authority shall appoint an expert committee. The committee shall consist of three members. At least one of the assessors must hold qualifications exceeding those required for førsteamanuensis and førstelektor (associate professors). The other assessors must at least hold førsteamanuensis competence in the case of applications for promotion to førsteamanuensis and at least hold førsteamanuensis or førstelektor competence in the case of applications for promotion to førstelektor. In connection with applications for promotion to førsteamanuensis, at least one of the members of the committee must be employed at an institution that has been granted responsibility for doctoral degree courses. This may be departed from in the case of expert committees that consider applications for promotion on the basis of artistic qualifications. Only one of the assessors may come from the institution where the applicant is employed, and the person in question may not hold the office of chair in the assessment committee. Both sexes shall be represented on the committee where possible. In special cases, the assessors may request special assessors to comment on parts of the submitted material.

(5) When conducting the assessment, the expert committee shall take into consideration the criteria for appointment as a førsteamanuensis or førstelektor provided in section 1-1 and section 1-4 or section 1-5.

(6) The committee's assessment shall be sent to the applicant as soon as it is submitted. The committee's assessment may not be appealed, but the applicant may put forward comments on the statement before the final decision is made. Any comments, which must be submitted within two weeks after the statement is sent to the applicant, shall be enclosed with the case.

(7) On the basis of the expert committee's assessment and any objections and additional comments, the appointing body shall decide whether the promotion may be made. Notification of the decision shall be sent to the applicant.

(8) Promotion shall be made with effect from the first day of the month after the application is submitted or from the date of taking up the appointment.

In the case of applicants granted promotion to førsteamanuensis (associate professor) on the basis of an awarded doctoral degree, and where the institution does not set additional requirements for the post, promotion may be granted with effect from the first day of the month after the doctoral thesis is submitted for assessment. This must be documented. Applications for promotion may not be submitted until the applicant has received notification of the award of a doctoral degree.

(9) If the application is rejected owing to a lack of qualifications, new applications for promotion may be submitted at the earliest two years after notification of rejection.

0 Amended by regulations 20 June 2007 No. 686 (previously section 2-2), 17 August 2015 No. 963 (entry into force 15 September 2015, previously section 2-3).

Section 2-5. Procedure and criteria for promotion to the post of høyskolelektor (assistant professor)

(1) Høyskolelærere (university college lecturers) employed at institutions under the Act relating to universities and university colleges may apply for promotion to høyskolelektor (assistant professor).

(2) In the case of applications for promotion from høyskolelærer (university college lecturers) who do not meet the criteria provided in section 1-1 and section 1-6, two experts shall be appointed to assess the application. Neither of these experts may be attached to the institution. The board shall decide whether the board itself or a subordinate appointing authority shall appoint an expert committee.

(3) The committee's assessment shall be sent to the applicant as soon as it is submitted. The committee's assessment may not be appealed, but the applicant may put forward comments on the statement before the final decision is made. Any comments, which must be submitted within two weeks after the statement is sent to the applicant, shall be enclosed with the case.

(4) In order for promotion to be granted, the assessors must unanimously declare the applicant competent. The administration shall grant promotion on the basis of the statement made by the assessors.

In the case of applications for promotion from høyskolelærer (university college lecturers) who meet the criteria provided in section 1-1 and section 1-6, the administration grants promotion without an expert assessment.

(5) Promotion is granted with effect from the first day of the month after the application is submitted.

(6) If the application is rejected owing to a lack of qualifications, new applications for promotion may be submitted at the earliest two years after notification of rejection.

0 Amended by regulations 20 June 2007 No. 686 (previously section 2-3), 17 August 2015 No. 963 (entry into force 15 September 2015, previously section 2-4).

Chapter 3: Transitional arrangements and entry into force

0 Amended by regulation 17 August 2015 No. 963 (entry into force 15 September 2015).

Section 3-1. *Transitional arrangements*

Employees who have applied for promotion by 15 September 2015 have their application assessed according to these Regulations as they were formulated before 15 September 2015.

0 Added by regulation 17 August 2015 No. 963 (entry into force 15 September 2015).

Section 3-2. *Entry into force*

These Regulations enter into force immediately.

0 Amended by regulation 17 August 2015 No. 963 (entry into force 15 September 2015, previously section 3-1).