



UPPSALA
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Instructions for External experts

Faculty of Languages

Adopted by the Recruitment Committee of
the Faculty of Languages on 5 June
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Contents

Introduction	2
Central and local appointment regulations	2
Preparations for assignment as expert referee	2
Conflict of interest	2
Time schedule	2
Access to application documents, publications etc.	2
Expert referees' assignments	2
Eligibility assessment	3
Assessment criteria	3
Disposition of statement	4
Overall structure	4
Assessment outline	4
A. General	4
B. Profile	4
C. Research expertise	4
D. Teaching expertise	4
E. Management, leadership and administrative expertise	4
G. Outreach	5
H. Other expertise	5

Introduction

To ensure that expert referees know what is expected of them, the Recruitment Committee of the Faculty of Languages has drawn up these guidelines. Another purpose of the guidelines is to ensure that the referees' statements are of high, even quality.

Central and local appointment regulations

Uppsala University's central steering document in the context is known as the *Appointment Regulations for Uppsala University* (UFV 2019/1673), referred to below as 'AR'. The local steering document is entitled the *Supplementary Guidelines to Uppsala University Appointment Regulations at the Faculty of Languages* (SPRÅKFAK 2021/6). The expert referees are expected to familiarise themselves with these documents.

Translations of the various forms of employment from Swedish into English (and vice versa) may be found in the dictionary on the website of the Swedish Council for Higher Education.¹

Preparations for assignment as expert referee

Conflict of interest

The expert experts must submit written advance confirmation that no conflict of interest exists. If suspicions of conflict of interest emerge during the process, the faculty officer must be contacted without delay.

Time schedule

A deadline for completion of the expert referees' statements must be clearly set by the faculty officer in consultation with the referees.

Regarding teaching appointments, the statements are normally expected to be completed within three months of the referee receiving login details for Varbi Recruit.

Access to application documents, publications etc.

Uppsala University uses a recruitment database, Varbi, to which applicants upload application documents and publications they wish to cite. Where publications cannot be submitted electronically, they are posted from the faculty office to the expert referees. Login details for Varbi are emailed to the appointed experts, and when their final report are ready they are sent to the faculty office through Varbi.

During the recruitment process, external experts and applicants are required to refrain from any contact regarding the matter. If any of the applicants contacts one or more referees in connection with the matter, the latter must not reply to any proposals or questions. Instead, they must contact the faculty officer as soon as possible.

Expert referees' assignments

The assignment of serving as an expert referee consists mainly in writing a statement of opinion. This includes assessing the applicants' eligibility; evaluating and comparing the

¹ <https://www.uhr.se/publikationer/svensk-engelsk-ordbok/>.

eligible applicants' qualifications; and drawing up a shortlist in which applicants are ranked in order of merit.

After it has been sent to the faculty office, the statement is a public record that may be read by all those who request to do so.

At the Recruitment Committee's meeting, the referees may also be invited to take part in the discussions (but not in the decision).

Assessment and evaluation of the applicants must be based solely on the eligibility requirements, and assessment criteria and principles, stated in the advertisement for the position. Further information is provided below.

A further rule is that individual applicants should be evaluated through the submitted documents, trial lectures and/or interviews. Applicants should not be judged as overqualified for the position they are seeking, nor be assessed and evaluated according to characteristics (such as gender, age and ethnicity) other than those relevant to the position.

Eligibility assessment

In an initial stage, the external experts assess which candidates are eligible. When a candidate is deemed ineligible, the grounds for this assessment must be made clear. This may be done relatively briefly. No comprehensive description of ineligible candidates is necessary.

Assessment criteria

All eligible candidates' qualifications must be described and evaluated according to the principles of assessment specified in the advertisement of the position.

The assessment criteria are weighted as described in the information about the appointment provided in the advertisement for the position.

The external experts may collaborate in drafting the descriptive part of the final report. In the part containing the conclusions and ranking, no collaboration may take place. If collaboration has taken place for the descriptive part, this should be noted in the statement.

The statement must contain a ranking of shortlisted candidates. In cases where candidates are judged to have equivalent qualifications, they may be placed as equal in the ranking.

One guideline is that the length of the statement should be roughly two pages per applicant in the shortlist, and shorter for the other applicants.

In assessment of the applicants' qualifications, the following should be considered (for more detailed instructions, see AR chapter 4 and specific competence in chapter 5 as well as SPRÅKFAK 2021/6):

- Research expertise
- Teaching expertise
- Administrative expertise
- Management and leadership expertise
- Ability to collaborate with others, as this is formulated in the information about the appointment. Expertise may also be demonstrated by an ability to coordinate the group, to help create a sense of involvement, participation and job satisfaction, and to deal with conflicts.

Disposition of statement

Overall structure

The form of the expert referees' statement is as follows.

- An assessment of the candidates' eligibility; if any of the candidates does not meet the eligibility requirements in the vacancy announcement, it must be stated why.
- A description of the eligible candidates' qualifications and publications. The description should be based on the criteria specified above. See also the assessment outline below.
- If there are numerous applicants, the description may be made brief for applicants not deemed to belong on (or be close to) the shortlist.
- A rigorous comparative evaluation of the shortlisted candidates on the basis of their qualifications as a whole and in relation to the appointment profile.
- Ranking, with clear arguments, of the candidates in the shortlist.

Assessment outline

The following outline can be used as guideline of what should be included in assessment of individual applicants.

A. General

- Eligibility.

B. Profile

- Research and teaching profile.

C. Research expertise

- Quality of research: theoretical and methodical acuity, originality, meticulousness, breadth and depth.
- Total production: monographs, editorial work, articles and other publications.
- International research ties: participation in conferences, networks and/or projects, international publications.
- Research grants.
- Research management.
- Research assignments.
- Other information, such as awards, prizes and honours.

D. Teaching expertise

- Quality of teaching.
- Versatility and experience: levels, forms and breadth.
- Supervision in the first, second and third cycles, i.e. at basic (bachelor), advanced (master) and postgraduate (doctoral) student level.
- Training and education in academic teaching.
- Development work in teaching.
- Publications concerning teaching and didactics.
- Connections with research.
- Interdisciplinary or multidisciplinary educational work.
- Production of teaching materials.
- Internationalisation.
- Work to promote equal opportunities.
- Other aspects, such as awards, prizes and honours.

E. Management, leadership and administrative expertise

- Operational planning (including, for example, financial issues and staff matters).

- Quality assurance.
- Administrative assignments.
- Positions as head of department and director of studies, in committees and working groups, and in departmental management.

G. Outreach

- Work with organisations outside higher education institutions, the public sector and the business sector.
- Contributions to public debate and research information.

H. Other expertise

- Performing quality assurance.
- Promoting equal opportunities.