

## **General job description for teaching and research posts**

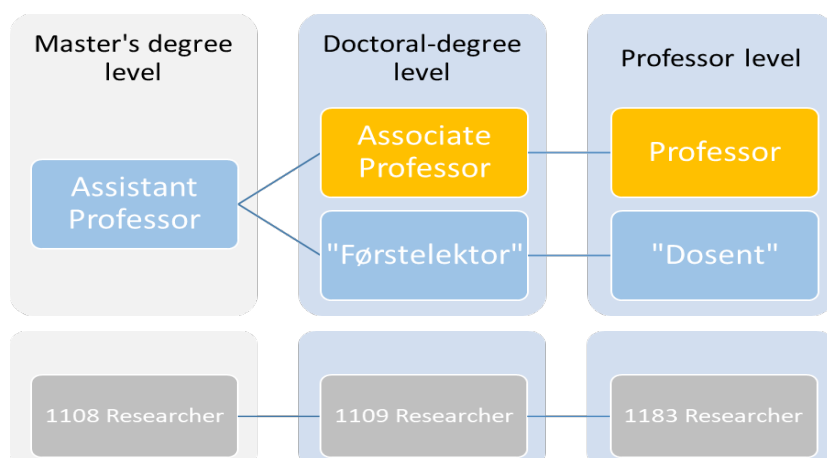
Excerpt from Guidelines for appointment and promotion to teaching and  
research posts at UiS Adopted 22 October 2020

# 1 Position structure and content

The Regulations concerning employment and promotion in teaching and research positions lay down general criteria for employment in ordinary teaching and research positions at institutions under the Norwegian Act relating to universities and university colleges. In addition to combined teaching and research positions, appointments can be made to purely teaching positions as well as purely research positions. The job structure highlights the university's policy with regard to the use of the various positions.

UiS shall have a job structure for teaching and research positions that helps to achieve the university's strategic objectives in teaching, research, dissemination and innovation. The term research also encompasses artistic development work, and the term *artistic research* is therefore, in some cases, used as an adapted expression meaning research and artistic work in an academic environment. The concept of artistic research is discussed in more detail in a separate appendix.

Based on the basic principle of research-based teaching, appointments shall be made, as a general rule, in combined teaching and research positions. Permanent positions are announced as professor or associate professor, depending on the need for expertise. "Dosent" is a title used as a promotion position for "førstelektor". The title "førstelektor" (equiv. associate professor) is primarily used as a promotion position for a permanently employed assistant professor who does not have the opportunity to complete a PhD in the subject area. A pure research position and a pure teaching position as assistant professor may, in exceptional cases, be an option when the nature of the assignments so dictates.



The three career paths are separated, i.e. the "førstelektor" cannot apply for qualification promotion to professor or for a transition to a position as associate professor.

## Appointment on entry-level terms (tenure-track)

The university may make appointments on entry-level terms as an associate professor or postdoctoral fellow. Employment, within the man-labour-year framework established by the Norwegian Ministry of Education and Research, is regulated in the Regulations on entry-level terms. Such employment aims to facilitate the recruitment of talented professional personnel. The scheme will help strengthen the university's ability to compete for the best candidates internationally and will commit us to participate in further developing the employee's competence in teaching, research and dissemination/innovation. The appointee must be provided predictability in the process to qualify for permanent employment in teaching and research positions through a long-term employment contract, as well as follow-up and resource supply on the part of the university. Employment on entry terms shall be warranted based on a special need for expertise and requires a broad international call for applications.

## Job content and work planning

The following is an overview of relevant tasks for employees in teaching and research positions at UiS. The appointee is expected to support and participate in the other activities at the faculty/museum and in activities across unit boundaries. An annual plan for the work to be carried out (work schedule) is set up after a dialogue between the employee and the immediate superior, in accordance with the university's guidelines for work planning.

## 1.1 Professor

Professor is a combined teaching and research position with scientific expertise at the highest level.  
Relevant tasks for professor:

### Research, academic development, innovation and entrepreneurship

- contributes to the development of the academic environment, including increased research production/artistic research and publication showing that his/her activity is at the forefront of international knowledge
- researches and conducts academic development work of high quality in the subject area
- promotes open research and the intrinsic value of research (Open Science)
- initiates, provides external funding to, leads and conducts major research and development projects
- conducts research activities in areas such as basic, applied, commercially oriented, practice- and profession-oriented and otherwise society-relevant research, including on behalf of and in cooperation with partners from society and working life
- takes the initiative for, establishes and develops cross-disciplinary research collaboration at the university – network, centre and/or research group
- performs peer work (reviews) nationally and internationally
- involves students in research and academic development work
- initiates and conducts regional, national and international collaboration in research and academic development
- contributes to innovation and value creation based on results from research and academic development work
- involves students in entrepreneurial activities and helps develop their entrepreneurship expertise
- contributes towards implementing research results for use in society

### Education

- contributes toward the development of mainly master's and doctoral programmes, but also of educational programmes at the lower degree levels, with high academic quality
- further develops and strengthens the academic reputation of the education programmes by providing high-quality teaching and supervision at mainly master's and doctoral level, but also at lower degree levels
- contributes to peer review of education nationally and internationally
- contributes to and develops continuing and further education programmes
- assumes supervisory responsibility for PhD candidates and postdoctoral candidates and evaluates PhD projects
- facilitates students' learning in line with the learning objectives of the programmes of study
- conducts continuous pedagogical development work both personally and on behalf of the academic community
- contributes towards the development of new teaching methods and the use of various digital learning resources
- conducts student assessments and continuously develops the quality of education in light of the university's quality system

### Dissemination and public relations

- disseminates research results in Norwegian and international publishing channels and promotes open publishing (Open Access)
- promotes popular scientific dissemination
- contributes new research-based knowledge at prestigious academic conferences, nationally and internationally
- actively participates in current academic and social discussions
- contributes towards the development of cooperation with social, cultural and working life
- establishes collegial networks and professional group cooperation at UiS
- builds and maintains broad collaboration with the private, public and/or voluntary sectors, regionally, nationally and internationally

## Administration

- takes the lead in institutional and professional strategy work
- contributes to the building of new programmes of study and teaching topics
- participates in assigned assessments of examination results both internally and externally
- pursues and holds positions on national and international committees, as well as in councils and committees at UiS

## 1.2 “Dosent” (Professor)

The post of “dosent” (professor) is a combined teaching and research position with scientific expertise at the highest level oriented towards the practical/professional field and pedagogical development work. “Dosent”s pay particular attention to the development of profession-oriented knowledge, pedagogical development work and research aimed at the practical/professional field. Relevant tasks for “dosent”:

### Research, academic development, innovation and entrepreneurship

- contributes to the development of the academic environment, including enhanced profession-oriented knowledge, pedagogical development and research aimed at the professional field
- researches and conducts academic development work of high quality in the professional field
- promotes open research and the intrinsic value of research (Open Science)
- initiates, acquires external funding for, leads and conducts major research and development projects
- conducts practical and profession-oriented research, including commissioned assignments from and in collaboration with community and working life
- takes the initiative for, establishes and develops cross-disciplinary research collaboration at the university – network, centre and/or research group
- performs peer work (reviews) nationally and internationally
- involves students in research and academic development work
- initiates and conducts regional, national and international collaboration in research and academic development
- contributes to innovation and value creation based on results from research and academic development work
- involves students in entrepreneurial activities and helps develop their entrepreneurship expertise
- contributes towards implementing research results for use in society

### Education

- contributes to the development of mainly master's programmes, but also programmes of study at the lower degree levels, with high academic quality
- further develops and strengthens the academic reputation of the education programmes by providing high-quality teaching and supervision at mainly the master's and doctoral levels, but also at lower degree levels
- contributes to peer review of education nationally and internationally
- contributes to and develops continuing and further education programmes
- facilitates students' learning in line with the learning objectives of the programmes of study
- conducts continuous pedagogical development work both personally and on behalf of the academic community
- takes the initiative for interdisciplinary cooperation on education at UiS
- contributes to the development of the academic environment, including increased cooperation with the occupational/professional field and academic, artistic and educational development
- conducts student assessments and continuously develops the quality of education in light of the university's quality system
- contributes towards the development of new teaching methods and the use of various digital learning resources

#### Dissemination and public relations

- disseminates research results in Norwegian and international publishing channels and promotes open publishing (Open Access)
- promotes popular scientific dissemination
- contributes new research-based knowledge at prestigious academic conferences, nationally and internationally
- actively participates in current academic and social discussions
- contributes towards the development of cooperation with social, cultural and working life
- builds and maintains broad collaboration with the private, public and/or voluntary sectors, regionally, nationally and internationally
- establishes collegial networks and professional group cooperation at UiS as well as networking and cooperation with researchers nationally and internationally

#### Administration

- takes the lead in institutional and academic strategy work
- contributes to the establishment of new programmes of study and teaching topics with a focus on the practical/occupational field
- participates in academic assessment in-house and externally, participates in expert committees and internal assessment committees
- pursues and holds positions on national and international committees, as well as in councils and committees at UiS

### 1.3 Associate professor

Associate professor is a combined teaching and research position. Relevant tasks for associate professor:

#### Research, academic development, innovation and entrepreneurship

- researches and conducts academic development work of high quality in the subject area
- promotes open research and the intrinsic value of research (Open Science)
- initiates, acquires external funding for, leads and conducts major research and development projects
- conducts research activities in areas such as basic, applied, commercially oriented, practice- and profession-oriented and otherwise society-relevant research, including on commissioned assignment from and in cooperation with partners from society and working life, participates in and develops research partnerships at the university - centres or research groups
- involves students in research and academic development work
- establishes collegial networks and professional group cooperation at UiS as well as networking and cooperation with researchers nationally and internationally
- contributes to innovation and value creation based on results from research and academic development work
- involves students in entrepreneurial activities and helps develop their entrepreneurship expertise
- contributes towards implementing research results for use in society

#### Education

- contributes to the development of academically strong and relevant education programmes
- further develops and strengthens the academic reputation of the education programmes by providing high-quality teaching and supervision at mainly the master's and doctoral levels
- contributes to and develops continuing and further education programmes
- has supervisor responsibility for PhD candidates and can provide guidance for postdoctoral fellows in areas where he/she has special expertise
- facilitates students' learning in line with the learning objectives of the programmes of study
- conducts continuous pedagogical development work both personally and on behalf of the academic community
- contributes towards the development of new teaching methods and the use of various digital learning resources
- conducts student assessments and continuously develops the quality of education in light of the university's quality system

#### Dissemination and public relations

- disseminates research results in Norwegian and international publishing channels and promotes open publishing (Open Access)
- promotes popular scientific dissemination
- contributes new research-based knowledge at prestigious academic conferences, nationally and internationally
- participates in current academic and societal discussions
- contributes towards the development of cooperation with social, cultural and working life
- builds and maintains collaboration with the private, public and/or voluntary sectors, nationally and internationally

#### Administration

- participates in institutional and academic strategy work and in the establishment of new study programmes and teaching topics
- facilitates various forms of assessment and examinations and participates in examination assessment work locally and nationally
- pursues and holds positions on national and international committees, as well as in councils and committees at UiS

### 1.4 “Førstelektor” (Associate professor)

The “førstelektor” (Associate professor) position is a combined teaching and research position with particular responsibility for the planning and implementation of teaching, development work (special pedagogical development) and facilitation of exchange of experiences, grounded in a profession or occupation orientation.

The position of “førstelektor” is particularly oriented towards the development of profession-oriented knowledge, pedagogical and academic development work, and the practical/occupational field. Relevant tasks for “førstelektor”:

#### Education

- contributes to the development of academically strong and relevant education programmes
- further develops and strengthens the academic reputation of the education programmes by providing high-quality teaching and supervision at mainly the bachelor’s and master’s levels
- contributes to and develops continuing and further education programmes
- facilitates students’ learning in line with the learning objectives of the programmes of study
- conducts continuous pedagogical development work both personally and on behalf of the academic community
- contributes towards the development of new teaching methods and the use of various digital learning resources
- conducts student assessments and continuously develops the quality of education in light of the university’s quality system

#### Research, academic development, innovation and entrepreneurship

- researches and conducts academic development work of high quality in the practical/occupational field
- initiates, acquires external funding for, leads and conducts development projects aimed at the practical/occupational field
- promotes open research and the intrinsic value of research (Open Science)
- conducts practical and profession-oriented development work, including commissioned assignments from and in collaboration with community and working life
- involves students in research and academic development work
- establishes collegial networks and professional group cooperation at UiS as well as networking and cooperation with researchers nationally and internationally
- contributes to innovation and value creation based on results from research and academic development work

- involves students in entrepreneurial activities and helps develop their entrepreneurship expertise
- contributes towards implementing research results for use in society

#### Dissemination and public relations

- disseminates research results in Norwegian and international publishing channels and promotes open publishing (Open Access)
- promotes popular scientific dissemination
- contributes at prestigious academic conferences, nationally and internationally
- participates in current academic and societal discussions
- builds and maintains broad collaboration with the private, public and/or voluntary sectors, nationally and internationally
- cooperates closely with the professional and occupational field for further development of the university's study programmes and research and development activities

#### Administration

- participates in institutional and academic strategy work and in the establishment of new study programmes and teaching topics
- facilitates various forms of assessment and examinations and participates in examination assessment work locally and nationally
- participates in expert committees and internal assessment committees
- pursues and holds positions on national and international committees, as well as in councils and committees at UiS

## 1.5 Assistant professor

The post of Assistant professor is purely a teaching position. The position may be used exceptionally when appointing persons who only, or mainly, will undertake teaching tasks.

At UiS, appointments can be made to purely teaching positions when substitute teachers are needed due to leaves of absence among permanent employees in teaching and research positions, or in the event of a temporary need for increased teaching capacity. The appointee shall attend to teaching duties for a limited period and is therefore not normally given time for research and development work, including personal academic refreshment.

Exceptionally, permanent employment can be made in pure teaching positions in subject areas where it has proved difficult over time to recruit persons with research qualifications. This is to ensure teaching at lower academic levels. The possibility of employment in a qualification position with a view to permanent employment in a combined teaching and research position shall be assessed before a candidate is appointed to a permanent teaching position.

The primary task for the person hired as an assistant professor is teaching. Research is not included in the role of an assistant professor. However, full-time employees will normally be able to use teaching-free periods for research activities, personal academic and pedagogical updating/development.

Relevant tasks for assistant professors:

#### Education

- contributes to developing academically strong and relevant education programmes
- further develops and strengthens the academic reputation of the education programmes by providing high-quality teaching and supervision at bachelor's level and can contribute to teaching and supervision at master's level in areas where one has special expertise
- contributes to and develops continuing and further education programmes
- facilitates students' learning in line with the learning objectives of the programmes of study
- promotes educational development and learning
- is part of continuous competence-enhancing processes related to teaching and supervision

- contributes towards the development of new teaching methods and the use of various digital learning resources
- conducts student assessments and continuously develops the quality of education in light of the university's quality system

#### Academic development work

- conducts academic development work
- assists in the implementation of commissioned research
- involves students in academic development work
- involves students in entrepreneurial activities and helps develop their entrepreneurship expertise
- establishes collegial networks and professional group cooperation at UiS

#### Dissemination and public relations

- participates in current academic and societal discussions
- contributes towards the development of cooperation with social, cultural and working life
- builds and maintains networks with a private, public and/or voluntary sector

#### Administration

- participates in academic strategy work and in the establishment of new teaching topics/disciplines
- facilitates various forms of assessment and examinations and participates in examination assessment work locally and nationally
- pursues and holds positions on national committees, as well as in councils and committees at UiS

## 1.6 Researcher

Based on the basic principle of research-based teaching, appointments shall be made, as a general rule, in combined teaching and research positions. Appointments can be made in pure research positions related to time-limited research projects, mainly financed by commissioned assignment.

As a general rule, the work tasks in the position of researcher are to be allocated entirely to research activity, but it may be appropriate, in addition, to impose other duties that have direct relevance to the research project, including guidance of research fellows. However, it must be clearly understood that the person hired shall not perform ordinary teaching. However, a specific definition of job content will depend on the current project with which the researcher is associated. Relevant tasks for researchers:

#### Research, academic development, innovation and entrepreneurship

- researches and conducts academic development work of high quality in the subject area
- promotes open research and the intrinsic value of research (Open Science)
- initiates, acquires external funding for, leads and conducts major research and development projects
- conducts research activities in areas such as basic, applied, commercially oriented, practice- and profession-oriented and/or socially relevant research, including on commissioned assignment from, and in cooperation with, partners from society and working life
- participates in and develops research fellowships at the university – centres or research groups
- establishes collegial networks and professional group cooperation at UiS as well as networking and cooperation with researchers nationally and internationally
- contributes to innovation and value creation based on results from research and academic development work
- contributes towards implementing research results for use in society

#### Academic supervision

- provides high-quality supervision at the doctoral level (requires academic expertise at doctoral or professor level, i.e. employment as a 1109/1183 researcher)



#### Dissemination and public relations

- disseminates research results in Norwegian and international publishing channels and promotes open publishing (Open Access)
- promotes popular scientific dissemination
- contributes new research-based knowledge at prestigious academic conferences, nationally and internationally
- participates in current academic and societal discussions
- contributes towards the development of cooperation with social, cultural and working life
- builds and maintains broad collaboration with the private, public and/or voluntary sectors, nationally and internationally

#### Administration

- participates in expert committees and internal assessment committees
- pursues and holds positions on national and international committees, as well as in councils and committees at UiS

## 1.7 Additional positions

Section 6-6 of the Norwegian University and University Colleges Act stipulates that temporary appointments can be made in up to 20% of teaching and research positions, often called additional positions. The additional-position scheme is an instrument in the university's formalised cooperation with industry, business, health sector, institute sector etc. and contributes towards interaction, mutual competence transfer and professional integration with related environments. In addition, it allows the university to add expertise in a subject area for a limited period of time, for example, when building up new subject areas.

When using the additional-position scheme for formalisation of cooperation with another institution, appointment will be linked with the position holder's employment contract at the cooperating institution. A change in the contractual relationship with the main employer may then constitute grounds for termination of the additional position.

Normally, additional positions are filled for a fixed-term period of between three and five years, unless special reasons warrant that employment in a particular position should be permanent. The fixed-term period may be extended. This is contingent on a thorough assessment of the position's importance to the academic environment in question and to the institution as a whole, and the extent to which the position holder has performed his or her work fully and satisfactorily.

The person appointed to an additional position should be able to document pedagogical competence related to higher education, cf. section 2.2, but this requirement is not absolute.

#### **Adjunct professor**

Qualification requirements for Adjunct professor are similar to that of professor, but the subject area will often be narrower than for an ordinary professor position. An exception may be made to the requirement for pedagogical competence related to higher education.

Adjunct professor positions will mainly be used to recruit expertise in a subject area, but the position can also be used in establishing national and international networks with a view to developing and strengthening academic activity and enhancing competence at UiS. The appointee will be able to contribute within the primary responsibilities of a professor, i.e. teaching, supervising PhD candidates, research, research dissemination, research management and innovation.

Adjunct professor positions can also be used as a means of realising strategic goals such as building up, establishing and further developing new disciplines and research areas and to realise the goal of better gender balance in academic positions.

**Adjunct Associate professor**

Qualification requirements for Adjunct Associate Professor are similar to those of Associate Professor, but an exception can be made to the requirement of educational competence related to higher education

Adjunct Associate Professor positions will mainly be used to recruit expertise in a specific subject area. Adjunct Associate Professors will also help in the establishment of national and international networks with a view to developing and strengthening the overall academic activity.

**Adjunct Assistant Professor**

Qualification requirements for Adjunct Assistant Professor are similar to those for the assistant professor, but an exception can be made to the requirement for educational competence related to higher education.

At UiS, appointments to Adjunct Assistant Professor are used primarily to recruit expertise from the practical field. People from the practical field in such cases are appointed to posts up to 20% of the assistant professor position to attend to more practice-oriented teaching. The contractual relationship is related to the position holder's job at his/her primary place of employment.