Description of academic recruitment process through the Academic Appointments Board

1. Creation of post
   - Documentation from department
     - Needs analysis
     - Person specification
   - Drafting of decision on the creation of the post
     - Presiding Committee
     - Management Council
     - Faculty Board (PROF)
     - Vice-Chancellor (PROF)

2. Advertisement of vacancy
   - Added to agenda
   - Processing by AAB
     - Proposed text of vacancy notice
     - Presentation by the department
     - Decision on text of vacancy notice
     - Advertisement of vacancy
   - Application period
     - Questions from applicants
     - Applications and any supplementary documents
   - List of applicants compiled by Faculty Office

3. Selection and assessment
   - Poss. recruitment committee appointed
   - Sift of applications before proposal for expert(s) from department or recruitment committee
   - Proposal for experts submitted
   - Selection of experts
   - Per capulum decision taken by AAB
   - Documents sent out to experts
   - Expert opinions submitted
   - Department or recruitment committee offered the opportunity to make representations

4. Examination by AAB
   - AAB processes applications
     - Documents to members
     - Assessment and selection
   - Decision after assessment
     - Proposal for interview/appointment/rejection/discontinuation
   - Minutes written

5. Decision
   - Contact with applicant
   - Appointment decision
     - Faculty Office/Dean
     - Presiding Committee/Vice-Chancellor (PROF)
   - Salary decision
     - Faculty Office/Dean
     - Vice-Chancellor (PROF)
   - Execution and announcement
     - In acc. with list
   - Announcement posted
     - Byrålogen
   - Poss. appeals

6. Conclusion
   - Entry into force
   - Official documentation drawn up
   - Lists and systems updated
   - Documentation filed
   - Close the matter in the systems