## Description of promotion process for professors/senior lecturers through the Academic Appointments Board

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<tbody>
<tr>
<td>• Documentation from Department Board*</td>
<td>• Request to department for proposal for experts</td>
<td>• AAB processes application</td>
<td>• Notification of department concerned</td>
<td>• Entry into force</td>
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<tr>
<td>• Application submitted to Faculty Office</td>
<td>• Proposal for experts submitted</td>
<td>- Documents to members</td>
<td>• Appointment decision</td>
<td>• Official documentation drawn up</td>
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<tr>
<td>• Presiding Committee judges whether application should be considered*</td>
<td>• Selection of experts</td>
<td>- Assessment</td>
<td>- Presiding Committee/ Vice-Chancellor (PROF)</td>
<td>• Lists and systems updated</td>
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<td>• Proposal for consideration or rejection of application negotiated with staff organisations*</td>
<td>• Per capsum decision taken by the AAB</td>
<td>• Decision after assessment</td>
<td>• Salary decision</td>
<td>• Documentation filed</td>
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<td>• Documents sent out to experts</td>
<td>• Expert opinions submitted</td>
<td>- Proposal for promotion/rejection</td>
<td>- Faculty Office/Dean</td>
<td>• Close the matter in the systems</td>
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<tr>
<td>• Department offered the opportunity to make representations</td>
<td>• Added to agenda</td>
<td>• Minutes written</td>
<td>- Vice-Chancellor (PROF)</td>
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*Not applicable to associate senior lecturer

1. **Strategic consideration**
   - Documentation from Department Board
   - Application submitted to Faculty Office
   - Presiding Committee judges whether application should be considered
   - Proposal for consideration or rejection of application negotiated with staff organisations
   - Added to agenda

2. **Assessment**
   - Request to department for proposal for experts
   - Proposal for experts submitted
   - Selection of experts
   - Per capsum decision taken by the AAB
   - Documents sent out to experts
   - Expert opinions submitted
   - Department offered the opportunity to make representations

3. **Examination by AAB**
   - AAB processes application
     - Documents to members
     - Assessment
   - Decision after assessment
     - Proposal for promotion/rejection
   - Minutes written

4. **Decision**
   - Notification of department concerned
   - Appointment decision
     - Faculty Office/Dean
     - Presiding Committee/ Vice-Chancellor (PROF)
   - Salary decision
     - Faculty Office/Dean
     - Vice-Chancellor (PROF)
   - Execution
     - In acc. with list
   - Announcement posted
     - Byrålogen

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