

REGULATIONS

on the Work of the Evaluation Committee and Hiring of Faculty at the University of Akureyri No. 258/2016, with amendments No. 784/2021 and No. 791/2021.

Article 1

Aims and coverage

These regulations apply to the work of the Evaluation Committee at the University of Akureyri and the hiring of faculty, that is, *Assistant Professors/Lecturers, Associate Professors/Senior Lecturers and Professors* at the University of Akureyri, cf. Article 16 in the Act on Public Higher Education Institutions No. 85/2008, Article 18 in the Higher Education Institution Act No. 63/2006, and Articles 18 and 19 in Regulations for the University of Akureyri No. 387/2009, with subsequent amendments.

These regulations do not apply to the hiring of adjuncts and temporary instructors, whom the Rector hires without an evaluation of qualification by an Evaluation Committee.

[The professional advancement of academic employees at the University of Akureyri is governed by the Regulation on the Promotion and Permanent Appointment of Academic Staff at the University of Akureyri No. 1010/2016.]¹

Refer also to the Government Employees Act No. 70/1996, Paragraph 3 of Article 17 in the Act on Public Higher Education Institutions No. 85/2008 and Article 19 in Regulations for the University of Akureyri No. 387/2009.

1) Amended with Regulation no. 784/2020.

Article 2

Hirings and applications for academic positions

[Applications for new positions should be submitted to the Rector's Office, which confirms their receipt. It is preferable that applications and application documents be in electronic form.]¹ When the application deadline for a position has passed, applicants' names are made public. The Rector puts Research Administration at the University of Akureyri in charge of the handling of the applications and communication with the applicants and the Evaluation Committee, as noted in Article 6, below.

Applicants should enclose with their application a thorough report on any science work they have done, as well as writing, development projects, art works, design works and research, as well as a record of their education and previous jobs. Enclosed with the application should be copies of scientific publications and essays, published or unpublished, and photographs or descriptions of art works and design works, which the applicants wish to be included in the evaluation. When there is more than one author to a work of writing, design work or art work, the applicant should explain his/her part in the work. The application also needs to contain information on which projects the applicants have worked on, what they are currently working on, and what their plans are, if hired. The applicants are also expected to enclose references on their teaching and management work, as applicable. An advertisement for a position can place a limit on the maximum number of copies of documents from each applicant, for instance by requesting that the applicants submit a certain maximum number of copies of the science publications which they themselves consider to be the most important.

Specialists, Assistant Professors/Lecturers, Associate Professors/Senior Lecturers and Professors shall, as a rule, be initially engaged by the University of Akureyri on a temporary basis for a period of five years, irrespective of whether the position is full-time or part-time. In exceptional

circumstances, such as in the case of medical leave or maternity leave, the length of the contract may be extended for up to two years beyond this five-year period

The Rector may, however, decide that the initial appointment for a teaching or research position should be for a period of fewer than five years or permanent, on the condition that the School has grounds for deviating from the general rule of temporary appointment.

No one may be engaged for a position as Assistant Professor/Lecturer, Associate Professor/Senior Lecturer or Professor without meeting minimum requirements for the position, as judged by the majority of an evaluation committee, cf. these regulations.

1) Amended with Regulation no. 784/2020.

Article 3

Permanent appointment

Should a member of academic staff, who has been hired on a temporary basis, desire a permanent position, an application must be sent to the Rector no later than nine months before the temporary period of employment ends. A statement shall be submitted with the application, outlining work done at the University of Akureyri in research, teaching, administration and service from the beginning of the temporary period of employment. A resume and bibliography shall also be submitted, as well as the applicant's foremost published works and teaching portfolio. The application documents shall be limited to those concerning the temporary period of employment.

An application for permanent position shall be sent by the Rector to the Dean of School, who obtains the reference of the relevant Faculty. This having been done, the School Dean shall send the application together with a reference to the [Evaluation Committee]¹. [The Evaluation Committee shall evaluate the applicant's work in accordance with the Regulation on the Promotion and Permanent Appointment of Academic Staff at the University of Akureyri No. 1010/2016. and make a reasoned recommendation to the Rector on whether the applicant should be hired to a permanent position.]²

1) Amended with Regulation no. 791/2021

1) Amended with Regulation no. 791/2021

Article 4

Evaluation Committee

[A three-person Evaluation Committee shall operate at the University of Akureyri to assess the merit of individuals who apply for academic positions or are offered such a position. Care shall be taken to ensure that the Evaluation Committee is composed of both men and women. The Rector appoints the Evaluation Committee for a two-year term, based on nominations by the University Council. The Evaluation Committee shall have at least one representative who does not work at the University of Akureyri. Only individuals who have graduated from a university at a Doctoral level or who have completed a comparable degree can be appointed to the Committee and those appointed to the Committee shall have extensive experience in terms of research, teaching and administrative work. The Chair of the Evaluation Committee shall have been deemed qualified to serve in the position of Professor. When the Evaluation Committee discusses applications for advancement to the position of Professor, it shall be ensured that those Committee members who conduct the assessment have all obtained professorial competence. The Rector should, after consulting with the Dean of School, nominate an external advisor in each case, who will advise the Committee when the academic work of applicants is evaluated. In special circumstances, it is permissible to appoint more than one external advisor.

The Evaluation Committee handles both new hires and advancement of faculty. The rules and instructions presented in these Regulations therefore generally apply to both, unless otherwise stated.

In promotion cases, the Rector shall as a general rule appoint one Committee member to serve in each promotion case. This person shall be nominated by the School where the applicant works and shall have expert knowledge in the applicant's specific field of study.

Special qualification of Evaluation Committee members is governed by Chapter II of the Administrative Procedures Act No. 37/1993. It is permissible to adopt special operating procedures that provide further for the work of the Evaluation Committee, and the University Council shall confirm such rules.

The Project Manager of Research Administration is the Secretary of the Evaluation Committee. His/her role is to assist the Evaluation Committee and take care that its work is in accordance with the Administrative Procedures Act, Act on Public Higher Education Institutions, these Regulations, and other applicable laws and regulations. The Project Manager shall in particular take care that Evaluation Committees work in accordance with the time limits stipulated in these Regulations and operating procedures confirmed by the University Council.

The Secretary of the Evaluation Committee prepares discussion on applications and ensures that all appropriate application documents and, depending on circumstances, confirmations and certificates are in place when the Evaluation Committee discusses cases. The Chair of the Evaluation Committee manages its work and divides duties among the Committee members.]¹

1) Amended with Regulation no. 784/2020.

Article 5

Assessment and report of the Evaluation Committee

The Evaluation Committee should assess each applicant in such a way that it is unambiguous whether it judges the applicant to be qualified or not qualified to perform the job in question. The Committee evaluates whether the education and other criteria of the applicant fit acceptably within the parameters defined in the advertisement. The Committee's report should contain arguments for its verdict on the applicant's qualifications, as well as the information which the Committee considers helpful for the Rector in his final decision on hiring and advancement. If there is disagreement in the Committee, separate votes should be cast for each applicant and each Committee member must cast a vote. [In the event of a tie, the chairman's vote shall be doubled.]¹ The minority is given an opportunity to give its opinion in a special report. If an applicant is deemed to be unqualified, the Committee must explain the reasons for that conclusion in detail, but apart from this, the report does not need to be as thorough as for those who are deemed to be qualified.

If the Committee considers it likely that the applicant meets the requirements for a more senior position than the one currently hired for, this should be mentioned in the Committee report, but does not need to be supported by arguments in the same way as the Committee report on the position currently available. The Committee should not arrange qualified applicants in preferential order for the job in question, unless the Rector has specifically requested this.

At the start of the Committee report, the Committee should explain the criteria, data and references it has used to assess the applicants, and its evaluation procedures. The report should contain the bibliographies/portfolio list of the applicants, which they submitted with their applications, and a statement on their education and employment history.

The Committee is allowed to request additional documents from the applicants. Applicants should be treated equally in this respect.

[The Committee should reach its conclusion as quickly as possible and should generally have completed its work within 30 days after the nomination of an external advisor. If it is foreseeable that the work of the Evaluation Committee will be delayed past the above-mentioned deadline, the Evaluation Committee must send to applicants a notification of this where the reasons for the delay are stated, as well as information on when applicants can expect the Evaluation Committee to have

completed its work. If this plan does not work out, another notification must be sent to applicants. The Evaluation Committee shall send to the Rector a copy of the above-mentioned letters. The Secretary of the Evaluation Committee monitors whether Evaluation Committees send out the above-mentioned notifications.]²

When the Committee has completed its work, it should return the application documents to Research Administration at the University of Akureyri, which sends the documents to the University's Records Manager for archiving.

- 1) Amended with Regulation no. 791/2021
- 2) Amended with Regulation no. 784/2020.

Article 6

Handling of the Evaluation Committee's report and case processing

The Evaluation Committee report, along with the application documents and statements the Committee has acquired, should be delivered to Research Administration at the University of Akureyri, dated and signed by all Committee members. Research Administration forwards the report to the Rector. If the Rector finds it to be in any way faulty, or finds the Committee's work unsatisfactory, s/he may return the Committee's report to the Committee. An Evaluation Committee's report is considered to be faulty if it does not comply with laws and regulations, statements about the applicants and argumentations are incomplete, important information is missing, or there are other obvious faults. The Evaluation Committee is obliged to respond to the Rector's comments.

Research Administration should send the entire Evaluation Committee report to each applicant, unless the Rector thinks that the parties' access to the data should be restricted, in accordance with Article 17 of the Administrative Procedures Act No. 37/1993. Research Administration offers the applicants a chance to comment on the report in writing, before a decision is made on the hiring. If comments are received from applicants, these should be submitted to the Committee for review. The Committee is obliged to respond to such comments.

Application documents, the Evaluation Committee's report and other documents connected to the work of the Committee, should be treated as confidential.

The Rector gives Research Administration authority to coordinate formal correspondence with applicants and the Evaluation Committee, as already stated in these regulations.

Article 7

Minimum number of points for each work factor when hiring new staff

The academic rating assessment is based on the traditional division of work factors into research, teaching and management. Assessment rating according to these regulations is based on the Evaluation System for Public Universities, cf. Table 1 and Table 2 in this Article.

The Evaluation Committee can in special circumstances increase or decrease the requirements as regards minimum research level if deemed necessary. This includes circumstances mentioned in the provision on the University's emphasis on good connections with local businesses, cf. Section 2, Paragraph 8 in Article 8 of these regulations. Other allowable exemptions from regulations on minimum research level include cases where a person has held the position of Dean of School or when high management demands, including demands for consolidation of research within their own School, have decreased the person's opportunities for conducting his/her own research. If the Committee's evaluation deviates greatly from the minimum number of points for each work factor for teachers or specialists listed in these regulations, the Committee will need to give arguments for it, as it constitutes a deviation from a main rule.

The Evaluation Committee must make higher demands on applications for advancement to the position of Professor than on applications for other jobs. Applicants for advancement to the position of Professor should be active in research and have shown considerable skill and initiative in scientific work, cf. Section 4 in Article 8.

Table 1. Minimum points for each work factor for university teachers.

	Research	Teaching	Management, service, other	Difference	Total
Assistant Professor/Lecturer/specialist	30	-	-	0	30
Associate Professor/Senior Lecturer	130	20	-	50	200
Professor	270	50	-	80	400

Table 2. Minimum number of points from specific categories of the research part of the evaluation system

	Peer-reviewed books (over 25 points) ISI articles Other peer-reviewed articles Articles in international conference publications Book chapters, international academic publications
Assistant Professor/Lecturer/specialist	-
Associate Professor/Senior Lecturer/academic	80/90
Professor/scientist	180/200

Article 8

Evaluation of an applicant's qualifications

When assessing an applicant's qualifications, the Evaluation Committee should keep in mind the criteria stipulated and described in this Article.

In assessing the qualifications of university teachers, the Evaluation Committee should base its evaluation on the main goals found in the Act on Public Higher Education Institutions No. 85/2008, see in particular Article 3, and the Higher Education Institution Act No. 63/2006, see in particular Article 2, Article 2 a and Article 3 where the role of the University of Akureyri is defined.

The Committee should also keep in mind that the work of teachers at the University of Akureyri consists of research, teaching and management. Each of these work factors will later be explained separately. A positive verdict on an applicant's qualifications in particular areas of the evaluation does not make up for a negative verdict in other areas.

The Committee has access to and can refer to the academic rating assessment which is used to determine the salaries of individual teachers and other faculty at the University of Akureyri.

The Evaluation Committee shall assess the qualifications of applicants with regard to education, research, teaching, management and other work on the basis of the following factors:

1. Education

Those that bear the titles of Professor, Associate Professor/Senior Lecturer, Assistant Professor/Lecturer and specialist at the University of Akureyri shall possess knowledge and experience in accordance with international criteria for the corresponding position in their academic field, confirmed by the opinion of an evaluation committee, or a doctoral degree awarded by a recognised university, cf Article 18 in the Higher Education Institution Act No. 63/2006.

Applicants are required to have a doctoral degree in the respective academic field from a recognised university, unless the School or institution does not consider this possible. If a doctoral degree is not required, the applicants shall possess knowledge and experience in accordance with international criteria for the corresponding position in their academic field, confirmed by the opinion of an evaluation committee. Furthermore, they shall have demonstrated sufficient achievement in their work to enjoy recognition in the respective field of study. If a School or institution does not believe that a doctoral degree shall be stated as a requirement in the advertisement for the position, the reasons for not doing so shall be specified when a proposal for the advertisement is submitted to the Rector's Office.

2. Research

In assessing research and development projects, an emphasis should be on their scientific value. Attention should be paid to their originality and independence from other research and written material, treatment of sources and work methods, innovation and usefulness. It is also possible to take into account ongoing research work, even if the results are not yet available, if the applicant describes the nature and scope of the work and explains its status.

Graduation projects in university studies (Cand. Mag. or Masters and PhD dissertations) will normally be considered for the evaluation of research and development projects. The same goes for published works, academic works, printed or photocopied, publications on development projects, published course material, peer-reviewed articles in academic journals and books (collections of articles), Icelandic and international, as well as articles in other magazines and books, academic publications and reviews. In addition diagnostic tools, tests and other material created for the practical use of professionals in the field. Also translations from other languages, works on video and audiotape, and original or adapted computer programs. Unpublished works can qualify; for instance academic lectures which have not been published.

When evaluating artistic creation, the emphasis should be on whether the submitted works meet requirements for artistic ambition, originality and workmanship, showing the author's command of and skill in this area.

When evaluating design projects, the emphasis should be on the value of the works, their originality and independence from other works; handling of sources and work methods, innovation and functionality.

In the field of art, one should count works like public performances and exhibitions/curatorship, submitted objects or descriptions thereof. Depending on the circumstances, research and work methods, as well as the author's originality and individuality should be taken into account.

In fields which rely on complex movement skills or creative expression, as in theatrical expression, instrument playing, dance or sports, practical experience, dedication and skill should be considered, among other things.

When evaluating an applicant's research contribution, it is natural that the Evaluation Committee takes into account how well it relates to the University's goals (cf. Article 3 in the Act on Public Higher Education Institutions No. 85/2008 and Article 2 in the Higher Education Institution Act No. 63/2006). When evaluating research, one may count management work which falls under the applicant's specialty, e.g. management and coordination of long-term research projects, planning and management of academic conferences, editing of professional journals and training work.

The University of Akureyri puts a great emphasis on close connections to local businesses and its immediate environment. The Evaluation Committee is therefore allowed to consider teaching

and management experience gathered by the applicant, and other jobs outside of university institutions, in so far as they can be useful in the job applied for. In particular, initiative and innovation in previous jobs, which acts as a research equivalent, should be counted in the applicant's favour.

If the applicant has collaborated with others on research projects, art creation, design and development projects or the creation of course material, and it is not clearly stated in a work of writing or an application what the applicant's role was, information on this should be gathered from trusted sources, and the applicant's role assessed accordingly. Associate Professors/Senior Lecturers and Professors should prove unequivocally their ability for independent work in the production of new knowledge. It should be valued highly if they have been successful in obtaining grants from Icelandic or foreign sources, for research or development projects. Applicants for professorships must be active in their chosen field, and have shown considerable skill and initiative in scientific work or the field of artistic creation.

In addition to the general provisions on minimum requirements and evaluation of work factors already listed, the Evaluation Committee should base their evaluation on the requirements which are made for applicants for comparable jobs in accredited scientific institutions in Iceland and abroad.

3. Teaching

When evaluating teaching, the emphasis should be on the applicant's qualifications for teaching in the relevant specialisation, so that the students will benefit as much as possible.

The applicant should submit along with his/her application a statement explaining which area of the relevant field s/he wishes to focus on, what his/her main role is, what strategies s/he plans to use and how s/he plans to assess his/her own results and those of his/her students. If the applicant has teaching experience at a university level and/or other school levels, s/he should also submit a statement thereof, along with other documents relating to his/her teaching experience. The same factors should be evaluated as in the case of advancement, cf. Article 6 in Regulations [No. 1010/2016.]¹

An evaluation of the teaching factor can be based on a statement from the faculty, department, or the students, and a professional evaluation of the teaching, if possible.

The Evaluation Committee is permitted to use data which has been collected in connection with teaching evaluation by the University of Akureyri.

4. Management

When evaluating management, an emphasis should be placed on the applicant's initiative and leadership skills, skills in independent organisation and planning, and working with others on administrative projects.

Of the three work factors – teaching, research and management – the last one usually weighs least. It should also be noted that management can not always be clearly distinguished from research and teaching. Therefore it can sometimes be appropriate to evaluate this work factor as a part of the other two, whilst taking care not to count it twice.

The same applies when evaluating management as when evaluating teaching, in that the applicant's work experience mostly determines what can be assessed and how the evaluation is carried out. Thus the status of an applicant who has recently completed a degree from a university can be quite different from the status of someone who has experience of working in a university or in another professional field. It should therefore be assumed, when hiring for a new position, that management experience is generally a bonus for an applicant, but is not a prerequisite for him/her getting the position. The factors which will be evaluated can be divided into two parts:

a) *Management and planning experience.* These are factors the applicant can verify with data which can be evaluated: (1) Planning of independent or combined courses. (2) Management material which the applicant has written him/herself or had a part in writing (statements, resolutions, proposals, outlines of rules or regulations etc.) (3) Participation on committees which the applicant

has been voted into or appointed to. (4) Participation on boards and councils with decision-making authority, both in Iceland and abroad. (5) Participation in science and academic organisations. (6) Other general experience of management work.

b) *Personal qualities which are important for management and communication skills.* Documents of the kind listed here above give a picture of the applicant's management skills; they are simultaneously a testament to his/her diligence and ambition in the area and the reputation s/he has earned. Presumably, the opinion of others is shaped very much by particular aspects of the applicant's personality, such as a sense of responsibility, leadership skills, flexibility in interpersonal relations, organisational skills and an ability to think on one's feet. Statements from the applicant's supervisors and subordinates can therefore be very useful in this evaluation.

It is vital that the information the evaluators receive on the applicant's management abilities is as comprehensive as possible. This must be noted in the job advertisements themselves. It is also preferable that an applicant who has some work experience names a referee (e.g. a supervisor in an institution, faculty or department), or arranges for the referee to send the references directly to the Rector. Likewise, it is preferable that an applicant who has recently completed his/her studies obtains references from a teacher who knows the applicant well from his/her graduate studies.

5. Other work

The point of evaluating an applicant's work other than research, teaching and management in the relevant academic field, is to evaluate the applicant's professional qualifications from as many sides as possible. This means evaluating work which falls outside the specialisation specified in the advertisement, but which requires a comparable skill set, such as independent writing, reviews, radio lectures, radio or television programs, other media work, book and magazine editing, public relations or active collaboration with a number of organisations or individuals in Iceland or other countries, conference management, management of associations, course management, evaluation committee work, development work, consultancy work for institutions or companies, independent work as a specialist in another academic field, etc.

Any work which does not strictly fall inside the advertised field is not crucial to the evaluation of qualifications. Evaluation of those jobs can not detract from the evaluation of innovation, teaching or management in the advertised specialisation. This evaluation gives first and foremost additional information about the applicant's professional qualifications.

1) Amended with Regulation no. 784/2020.

Article 9

Evaluation of qualifications of School Deans, guest professors and other collaborators

The Evaluation Committee should evaluate the qualifications of applicants for the position of Dean of School in a similar way as qualifications of applicants for faculty positions are evaluated, but furthermore special consideration shall be given to professional career, professional experience, management experience and the applicant's education with respect to the nature of the position. Applicants for the position of Dean of School should fulfil general qualification requirements for faculty positions, either in the academic field taught in the School in question or in a field very closely related to its main subjects.

Contracts which the University concludes with research institutions are allowed to state that employees of partner institutions, who have teaching duties at the University but fulfil their research duties at a partner institution, have a right, or an obligation, to have the Evaluation Committee evaluate their qualifications for the position of Assistant Professor/Lecturer, Associate Professor/Senior Lecturer or Professor at the University.

A person who is deemed to be qualified according to the paragraph here above, shall enjoy comparable rights and fulfil comparable duties to Assistant Professors/Lecturers, Associate Professors/Senior Lecturers and Professors, as applicable, even when employed at another institution,

as long as it complies with the laws, regulations and wages and benefits contracts in force at the partner institution. The University Council can set regulations on advancement for employees of partner institutions who have a teaching duty at the university, and complying with regulations on advancement for teachers at the university.

Guest and substitute lecturers/Professors working at the University of Akureyri for a longer or shorter period may, for professional and financial reasons, need to gain a qualified status in the position and job title system of university faculty. In such cases, the Rector is authorised to ask the Chair of the Evaluation Committee to determine which job title this person could be given if this was a typical case before the Evaluation Committee. There is generally no need to assign the whole Committee to this task, nor to employ a consultant to review the person's documents.

The University Council is authorised to appoint honorary professors to the University of Akureyri, on the recommendation of the Faculty Meeting. Honorary professors should be well known, approved specialists with an outstanding career in a particular sector of society. They should fulfil general qualification requirements for university lecturers in the assessment of the Chair of the Committee and work as temporary lecturers in the relevant Faculty. The rights and duties of academic professors do not apply to honorary professors.

Article 10

Entry into force

These regulations are approved on the basis of the Act on Public Higher Education Institutions No. 85/2008, in particular Articles 3, 15, 16 and 17 of the Act, the Higher Education Institution Act No. 63/2006, in particular Articles 17 and 18 of the Act and Regulations for the University of Akureyri No. 387/2009. These regulations will enter into force on 1 April 2016 and simultaneously Regulations on the Work of the Evaluation Committee, Hiring and Professional Advancement of Faculty at the University of Akureyri No. 1207/2007 will become void.

Approved by the University Council, 17 March 2016.

The University of Akureyri, 17 March 2016,

Eyjólfur Guðmundsson

Rector