

REGULATIONS

on the recruitment of academic staff at the University of Akureyri No. 724/2023.

Article 1 *Objectives and scope*

These Regulations concern recruitment of academic staff at the University of Akureyri, based on the Act on Public Higher Education Institutions no. 85/2008, the Higher Education Act no. 63/2006, Regulations for the University of Akureyri no. 694/2022, the Government Employees Act no. 70/1996, Regulations no. 1000/2019 on advertisement of vacancies and the Administrative Procedures Act no. 37/1993.

The academic staff of the University of Akureyri is comprised of Professors, Associate Professors and Assistant Professors.

Initial appointment to the position of Assistant Professor, Associate Professor or Professor at the University of Akureyri shall generally be temporary and limited to five years, whether full-time or part-time. In exceptional cases, such as in the case of sick leave or maternity/paternity leave, temporary employment may be extended by up to two years beyond the five-year mark. An employee does not automatically acquire the right to permanent employment upon completion of temporary employment. The Rector makes a decision on the indefinite employment of academic staff, upon receiving the report of the Evaluation Committee and in accordance with Regulations on the tenure of academic staff at the University of Akureyri.

However, the Rector can decide that the initial appointment to the position of Assistant Professor, Associate Professor or Professor is temporary for a period of less than five years or for an indefinite period, provided that the school has a supported reason for deviating from the principle of temporary appointment.

It is not permitted to hire a person for the position of Assistant Professor, Associate Professor or Professor without the majority of the Evaluation Committee having considered that the applicant meets the minimum requirements for the position, cf. these Regulations.

Article 2 *Advertisement for an academic position*

Advertisement of vacant university teacher positions and exceptions from the obligation to advertise is covered in Articles 33 and 34 of the Regulations for the University of Akureyri no. 694/2022.

Before an academic position is advertised, the Head of Faculty in question must seek the approval of the faculty meeting and the Dean of School. The Dean of School confirms that the position is within the budget and in accordance with the human resources plan of the school. The Office of Quality and Human Resources oversees the recruitment process for academic positions, including advertising vacant positions.

Heads of Faculties oversee the drafting of advertisements for academic positions in their school. A draft for each advertisement and job description must be approved at a faculty meeting. The advertisement must state specific qualification requirements regarding the advertised position, including requirements for a PhD, unless the faculty believes that this will not be possible, cf. Article 32 in the Regulations for the University of Akureyri no. 694/2022. In this case, the justification for exemption must be accompanied by an advertisement to the Dean of School together with a definition of which international criteria should be considered if the requirement for a PhD is to be waived. It is also

important to state general qualification requirements, e.g. communication skills, the ability to work independently and other requirements considered necessary to perform the job in question. The advertisement must refer to the University's Language Strategy and the Policy for Gender Equality. The advertisement should also state that, in addition to the qualification requirements listed, it will be considered that the person who receives the position should be compatible with the conditions and needs of the faculty and academic field in question. Preferably, an analysis of the faculty's needs and conditions should be in place before an advertisement is published.

The Office of Quality and Human Resources manages the template for advertisements, reviews advertisements and ensures that all advertisements meet the formal requirements before they are published. The Office of Quality and Human Resources finalizes the advertisement for a position and publishes it on the website *Starfatorg* and the website of the University of Akureyri. Any decision on further advertising, whether domestically or internationally, is taken by the faculty or school in question, which also funds such an advertisement. As a general rule, the application deadline is four weeks after the publication of an advertisement.

Article 3

Applications for academic positions

The Office of Quality and Human Resources oversees the application and recruitment process for academic positions at the University of Akureyri. Applications for academic positions must be sent electronically through the University's recruitment system or, if this is not possible, directly to the Office of Quality and Human Resources. Once the application deadline has passed, the Office of Quality and Human Resources confirms receipt of the application and ensures that the applicants have submitted all documents specified in the advertisement.

With the application must be enclosed a report on the applicant's scientific work, writings, development projects, works of art, design works and research, as well as certificates about their study career and work. The application should be accompanied by copies of scientific publications and essays, published or unpublished, and photos or descriptions of works of art and design which the applicants wish to be considered for evaluation. When more than one author is responsible for a written work, a design work or a work of art, the applicant must give an account of their contribution to the work. The application must also state which projects the applicants have worked on, what they are currently working on and what their plans are in the event of employment. Applicants are also expected to include reviews of their teaching and administrative work, as appropriate. An advertisement may limit the maximum number of copies of documents from each applicant, for example so that applicants are asked to send in copies of a certain maximum number of scientific publications that they themselves consider to be the most important.

After the application deadlines has passed, the names of the applicants are made public. The Office of Quality and Human Resources subsequently entrusts the Research Administration with processing applications and communicating with applicants and the University's Evaluation Committee, which evaluates the applicants' qualifications.

Article 4

Evaluation Committee

The University of Akureyri operates a three-person standing Evaluation Committee, which has the task of assessing the qualifications of those who apply for academic positions or receive an invitation for such a position, cf. Article 37 in the Regulations for the University of Akureyri no. 694/2022. Care must be taken that the Evaluation Committee is comprised of both men and women. The Rector appoints an Evaluation Committee for a period of two years at a time in accordance with a nomination by the University Council. The Evaluation Committee of the University of Akureyri considers applications for academic positions, applications for academic advancement and applications for tenure in academic

positions. Members of the Evaluation Committee must have completed a doctorate or an equivalent degree from a university and have extensive experience in research, teaching and administrative work. Each permanent member of the Evaluation Committee must be qualified as an Associate Professor at least, except for the chairperson, who must be qualified for the position of Professor. When the Evaluation Committee evaluates applications for academic advancement to the position of Professor, it must be ensured that the committee members involved in the case are all qualified for the position of Professor. In each case, the Dean of School nominates external advisors to the jury for evaluating the academic work of applicants. Under exceptional circumstances, more than one external advisor may be appointed.

When the application deadline has passed, Research Administration requests the nomination of an external advisor to the Evaluation Committee and subsequently appoints the advisor.

The particular qualifications of members of the Evaluation Committee are subject to provisions of Chapter II of Administrative Procedures Act no. 37/1993. It is permissible to introduce special procedures that describe the work of the Evaluation Committee in more detail.

The director of the Centre for Doctoral Studies and Research Administration appoints the secretary of the Evaluation Committee. The secretary's role is to assist the Evaluation Committee and ensure that its work is in accordance with the Administrative Procedures Act, the Act on Public Higher Education Institutions, these regulations and other applicable laws and regulations. In particular, the secretary must ensure that the Evaluation Committee works in accordance with the time limits stipulated in these regulations.

The secretary of the Evaluation Committee prepares the review of applications and ensures that all relevant application documents, as well as any relevant confirmations and certificates, are available when the Evaluation Committee considers a case. The chairperson of the Evaluation Committee directs its work and divides tasks among the Evaluation Committee members.

Article 5

Evaluation Committee proceedings

The Evaluation Committee shall evaluate each applicant in such a way that it is clearly stated whether it judges them as qualified or not qualified for the position in question. It evaluates whether the applicant's education and other prerequisites fit the advertisement. The Evaluation Committee's report must state the rationale for its judgment on the applicant's suitability. The report must also contain the information that the Evaluation Committee deems instructive for the Dean of School or the Rector in making the final decision on hiring. However, the Evaluation Committee does not express an opinion on the cooperation and communication skills of the applicants, even though such prerequisites may appear in the advertisement for the position. The Evaluation Committee may take an older Evaluation Committee Report into account if the report dates back no further than five years. This should then be stated in the committee's decision with relevant quotations from the earlier report and the committee's reasoned position on what is stated in that report. If the Evaluation Committee does not come to a unanimous decision, votes must be cast separately for each applicant, with each Evaluation Committee member duty bound to take a stand. In the event of an equal number of votes for and against, the Chair of the Evaluation Committee's vote shall count as double. The minority vote has the opportunity to present their argument with a dissenting opinion. If an applicant is not considered qualified, the Evaluation Committee must account for such an evaluation separately, but in other respects the discussion does not have to be as detailed as for those who are considered qualified.

If the Evaluation Committee considers it likely that the applicant fulfils the requirements to hold a higher position than the one being considered, it must mention this in the Evaluation Committee Report,

but this opinion does not need to be substantiated in the same way as the opinion about the position being considered.

The Evaluation Committee is entitled to request additional documents from the applicants. If such additional documents are to the applicant's disadvantage, they must be given the opportunity to present their comments. Equality must be ensured so that equivalent documents are collected from all applicants.

The Evaluation Committee shall work as quickly as possible, normally completing its work within 30 days of the appointment of the external advisor. If it is foreseeable that the work of the Evaluation Committee will be delayed beyond the previously mentioned deadline, the Evaluation Committee must send the applicants a notification detailing the reasons for the delay and when the Evaluation Committee's work can be expected to be completed. If that estimated date is overstepped, another notification must be sent. The Evaluation Committee shall send a copy of the above notifications to the Dean of School. The secretary of the Evaluation Committee sends the aforementioned notifications on behalf of the Evaluation Committee.

Once the Evaluation Committee has completed its work, the secretary of the committee is responsible for saving all the Evaluation Committee's documents in the University's electronic archive.

Article 6

The Evaluation Committee's assessment of the applicants' qualifications

Those who appointed to an academic position at the University of Akureyri or at an institution within it must have knowledge and experience in accordance with international standards for the relevant job title in their field of study, confirmed by the opinion of the Evaluation Committee, or have a doctorate from an accredited university. They must also have demonstrated such success in their work that they enjoy recognition in their field of expertise. Applicants are required to have a doctorate in the relevant field of study from an accredited university, unless the faculty believes that this is not possible and has justified this opinion.

Scoring according to these regulations is based on the Evaluation System for Public Higher Education Institutions, cf. Tables 1 and 2 in this article, which stipulates the minimum level for each teacher's professional function.

In exceptional circumstances, the Evaluation Committee can make greater or lesser requirements for the minimum level of research if it deems it necessary. This refers to situations such as according to the provision on the University's strong emphasis on good relations with the business sector. It is also permitted to deviate from the rules on the minimum level of research if the applicant has held the position of a Dean of School, as long as the extensive administrative requirements, including the requirements for coordinating research in their own academic field, have reduced the applicant's ability to conduct independent research. If the Evaluation Committee's assessment deviates significantly from the minimum scores for each professional function, the committee must justify this separately, as it is a deviation from a principle.

The Evaluation Committee must make greater demands on applications for the position of Professor than on applications for other positions. Applicants for the position of Professor must be active in research and have shown significant competence and initiative in scientific work.

Table 1. Minimum points for each professional function of a teacher.

	Rannsóknir	Kennsla	Stjórnun, þjónusta, annað	Mismunur	Alls
Lektor/Sérfræðingur	30	-	-	0	30
Dósent	130	20	-	50	200
Prófessor	270	50	-	80	400

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

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

Taking education into account, evaluation shall be based on the following professional functions: research, teaching and management:

a) Research

When evaluating research and development projects, the main emphasis should be placed on their scientific value. Attention should be paid to their originality and independence from other research, writings, treatment of sources and scientific working methods, innovations and applicability. It is also permitted to take into account work on ongoing research, even though the results are not available, as long as the applicant describes its nature and extent and gives an account of its status.

When evaluating research and development projects, it is normal to take final projects in university studies (candidate's or master's theses or doctoral theses) into account. In addition, the following shall be evaluated: published intellectual property, academic publications, printed or photocopied, publications on development projects, published study materials, articles in academic journals and books (anthologies), domestic and foreign, where content is evaluated by experts, as well as articles in other journals and books, academic publications and reviews. Analytical tools, tests and other documents compiled with the practical use of professionals in the field in mind must also be evaluated. Translations from foreign languages and works on video and audio tapes, as well as original and adapted computer software, must also be evaluated. Unpublished works, such as academic lectures that have not been published, may be taken into account.

When evaluating artistic creation, it must be emphasized that the submitted work meets the requirements for artistic ambition, originality and working methods that demonstrate the authority and skill of the author in this field.

When evaluating design projects, emphasis should be placed on the value of the works, originality, contributed items or descriptions of them. If applicable, consideration should be given to the research behind the works and working methods, as well as the author's originality and independence.

In fields where complex motor skills or creative expression are tested, such as theatrical expression, instrumental performance, dance and sports, practical experience, dedication and mastery shall also be evaluated.

In its evaluation of the applicants' contribution to research, it is normal for the Evaluation Committee to take into account how well this contribution fits the University's goals, cf. Article 3 of the Act on Public Higher Education Institutions no. 85/2008 and the Higher Education Act no. 63/2006. When evaluating research, it is permitted to take into account administrative activities within the applicants' fields of expertise, such as management and planning of long-term research projects, preparation and management of academic conferences, editing of professional journals and training.

The University of Akureyri places great emphasis on good relations with the business sector and the local environment. The Evaluation Committee is therefore permitted to take into account the teaching and administrative experience that the applicant has acquired and other work outside universities, to the extent that this is useful in the position applied for. In particular, as the equivalent of research, the applicant should be credited for initiative and innovation in previous jobs.

If the applicant has worked with others on research, artistic creation, design and development work or curriculum creation and it is not clearly stated in the written work or application what the applicant's contribution is, reliable information about this should always be obtained and the applicant's contribution evaluated accordingly. Associate Professors and Professors must clearly demonstrate their ability to work independently in the field of knowledge innovation. It should be valued highly if they have been successful in obtaining funds from domestic or foreign sources for research or development projects. Applicants for the position of Professor must be well respected in their field of expertise and have shown significant competence and initiative in scientific work or artistic creation.

In addition to the previously mentioned general provisions on minimum requirements and assessment of job components, the Evaluation Committee must take into account the requirements made of the applicant for similar positions in accredited foreign and Icelandic scientific institutions.

b) Teaching

When evaluating teaching, emphasis should be placed on the applicants' ability to teach in the relevant field of expertise for the greatest benefit to the students.

The applicant must enclose a reasoned explanation with their application stating which aspects of the relevant field they wish to focus on, what their main purpose is, what work methods they intend to use and how they intend to evaluate their results and their students' results. If the applicant has teaching experience at university level and/or other school levels, they must also attach a statement to that effect, together with other documents relating to their teaching experience.

When evaluating the teaching component, the opinion of the school, faculty, study program or students can be used as a basis, as well as a professional evaluation of the teaching if possible.

c) Administration

When evaluating administrative work, emphasis should be placed on the applicant's initiative and leadership skills, the ability to organize and plan independently, as well as working on administrative projects with others.

Of the three work segments – teaching, research and administration – the last usually counts the least. It should also be noted that administrative work cannot always be clearly separated from research and

teaching. Sometimes it can therefore be natural to evaluate this work segment as a part of the other two, in which case care should be taken not to count it twice.

The same applies to evaluating administrative work as to teaching; what can be evaluated and how it should be evaluated depends very much on the applicant's work experience. In this respect, the position of an applicant who has recently completed a degree from a university can be quite different from that of one who has experience working at a university or in another professional arena. When hiring for a new position, it is therefore reasonable to always consider management experience as a plus for the applicant, not a prerequisite for them receiving the position.

The factors that will be evaluated can be divided into two:

- Experience in administration and planning. This concerns factors that the applicant can certify with documents that can be evaluated: 1) Planning independent or integrated courses. 2) Administrative documents which the applicant has drafted by themselves or had a hand in drafting (reviews, opinions, proposals, regulations or regulation drafts, etc.). 3) Participation in committees to which the applicant has been elected or appointed. 4) Participation in boards and councils with decision-making authority, either Icelandic or multinational. 5) Participation in scientific and academic societies. 6) Other general administration experience.
- Personality traits relevant to administrative and communication skills. Documents of the type described above tell their own story about the applicant's administrative skills; they are both a testimony to their diligence and ambition in this field and their reputation. It can be assumed that the opinion of others is strongly influenced by certain aspects of the applicant's behaviour, such as responsibility, leadership skills, communication skills, organizational skills and perception. Statements from the applicant's superiors and colleagues may therefore be helpful in the evaluation.

It is important that the evaluating parties receive as much information as possible about what the applicant has to offer in the field of administration. This must be addressed in the advertisement for the position. It is also preferable that an applicant with work experience have a reference (such as a supervisor in an institution, faculty or study program) or ensure that they submit a statement directly to the University. It is also preferable that an applicant who has recently completed their studies seek the same from a teacher who is familiar with the applicant from their graduate studies.

d) Other work

The purpose of evaluating the applicant's work other than research, teaching and administration in the relevant field of study is to evaluate their qualification to the widest extent possible. This is an evaluation of work which is outside the specialty covered by the advertisement but requires similar skills, such as independent writing, book reviews, lectures or programs on radio or television, other work, editing books or magazines, public relations or active relations in collaboration with many parties within Iceland or abroad, organizing conferences, administration of associations, administration of courses, evaluation committee work, development work, consulting for organizations or companies, self-employed as an expert in a different academic field, etc.

Jobs other than those performed directly in the advertised field do not determine the results of the evaluation of qualifications. Nor can their assessment reduce the evaluation of innovation, teaching or administration in an advertised field of expertise. This evaluation primarily provides additional information about the applicant's qualification for the position.

Article 7

Evaluation Committee Report and case processing

In the Evaluation Committee Report, it must be substantiated whether it can be concluded from the applicant's publications and research, as well as their academic career and work, that they meet the minimum requirements for the advertised position. If the applicant is considered to meet the minimum requirements, they are considered qualified for the advertised position.

When preparing the Evaluation Committee Report, the formal requirements stated in these regulations must be taken into account. The Evaluation Committee Report must be unequivocal about whether the applicant meets the minimum requirements or not, but the Evaluation Committee is not allowed to prioritize the candidates in its report. The Evaluation Committee should normally have completed its report within 30 days of all documents being available and an external advisor to the jury having been appointed. If there are foreseeable delays in the processing of the committee, the secretary of the Evaluation Committee must inform the applicants about this and when an outcome can be expected.

The Evaluation Committee Report shall be sent to the relevant Dean of School or the Rector. If the Dean of School or the Rector believes that the Evaluation Committee Report or the Evaluation Committee proceedings are not in accordance with laws and regulations, or unsatisfactory, they must return the report to the committee along with a reasoned opinion on what could be improved. In such cases, it is up to the committee to remedy the deficiencies in the report.

Once the Evaluation Committee Report is available, it must be sent to the applicants, who have a week to comment on the report. Applicants are bound by confidentiality regarding the content of the report. If there is a possibility that the applicant's comments may influence the Evaluation Committee's results, the comments will be presented to the Evaluation Committee, and if necessary, further explanations will be requested. If an applicant withdraws their application at this stage of the process, they have the right to have the discussion of their qualification removed from the report before it is presented for consideration by a selection committee. Once the deadline for comments has passed, the Evaluation Committee's work is over.

When the Evaluation Committee has completed its work, the secretary of the committee sends the Evaluation Committee Report, together with the application documents for those deemed qualified, to the chairperson of the selection committee of the faculty in question, with a copy to the secretary of the selection committee and the Dean of School or the Rector. Once the Evaluation Committee Report has been received by the selection committee, it is considered final and complete.

Article 8

Selection committees and decision on employment

When the Evaluation Committee has completed its review and evaluation of the applicants' suitability for the academic position, the applications are referred to a selection committee. The appointment and procedure of selection committees is stipulated in Articles 38 and 39 of the Regulations for the University of Akureyri no. 694/2022. Furthermore, the role of the selection committee is stipulated in the procedures for the role of selection committees of faculties and schools at the University of Akureyri, which also stipulate the procedure for deciding on employment.

Article 9

Evaluation of qualifications Deans of School, visiting Professors and other partners

The Evaluation Committee shall evaluate the qualifications of applicants for the position Dean of School in the same way that qualifications of applicants for the positions of university teachers are evaluated. However, the applicants' professional career, professional experience, administrative experience and education shall also be considered, given the nature of the position. Applicants for the

position of Dean of School must meet the general qualification requirements as university teachers, either in the discipline taught in the school in question or one very closely related to its main subjects. In other respects, the appointment of the Dean of School is conducted in accordance with the procedure for the appointment of Dean of School at the University of Akureyri.

In agreements that the University makes with research institutions, it is permitted to stipulate that employees of partner institutions, who have a teaching obligation at the University but perform their research at a partner institution, have the right to, or are required to, have the Evaluation Committee assess their qualifications to hold the position of Assistant Professor, Associate Professor or Professor.

Whoever is deemed qualified according to the above-mentioned paragraph shall enjoy similar rights and perform similar duties as Assistant Professors, Associate Professors and Professors as appropriate, even if the employment is at another institution, as long as this is in accordance with the laws, rules and labour contracts in effect at the partner institution. Staff of partner institutions, who have a teaching obligation at the University and have been deemed qualified, can apply for academic advancement in accordance with the University's regulations.

Guest lecturers and substitute teachers who work at the University of Akureyri for a longer or shorter period of time may, for professional and financial reasons, need to acquire a classification within the university teachers' rank and job title system. In such instances, the Dean of School or the Rector is authorized to entrust the chairperson of the Evaluation Committee to determine which job title the person could receive in a traditional Evaluation Committee case. The entire Evaluation Committee is not expected to be involved in such matters, nor is it expected that an advisor will be hired to review the guest lecturers or substitute teacher's documents.

The University Council is authorized to appoint Honorary Professors at the University of Akureyri according to the proposal of a faculty meeting. Honorary Professors must be recognized experts with an excellent career in a specific field of society. They must meet the general requirements as university teachers in the opinion of the chairperson of the Evaluation Committee and teach part-time at the faculty in question. The rights and duties of academic Professors do not apply to Honorary Professors.

Article 10

Entry into force

These regulations, approved by the University Council on 22 June 2023, are set on the basis of Act no. 85/2008 on Public Higher Education Institutions, particularly Articles 3, 15, 16, and 17 of the Act, the Higher Education Act no. 63/2006, particularly Articles 17 and 18, and the Regulations for the University of Akureyri no. 694/2022. These regulations come into force immediately and at the same time, Regulations no. 258/2016 on the work of the Evaluation Committee and the appointment of academic staff at the University of Akureyri, become void.

The University of Akureyri, 22 June 2023.

Eyjólfur Guðmundsson, Rector.