

REGULATIONS

on the tenure of academic staff at the University of Akureyri no. 726/2023.

Article 1

Objective

These regulations apply to the tenure of academic staff at the University of Akureyri, cf. paragraph 1 in Article 17 of the Act on Public Higher Education Institutions no. 85/2008 and Chapter IV of Regulations no. 694/2022 for the University of Akureyri. Tenure of academic staff at the University of Akureyri after a period of temporary employment is based on a comprehensive evaluation of performance and success of the academic employee in research, teaching, administration and service in the interests of the University of Akureyri and of the community.

Article 2

Temporary employment

In accordance with Article 31 of Regulations no. 694/2022 for the University of Akureyri, the initial appointment of academic staff shall normally be temporary and limited to five years, whether full-time or part-time. In the case of sick leave, maternity/paternity leave or other practical reasons that may affect work performance, the Dean of School is authorized to extend temporary employment by up to two years. Such an extension shall be supported by a separate letter of justification. This letter of justification shall be enclosed with the request for the extension of the employment contract to the payroll department. The letter of justification must be recorded in the University's electronic archive and sent to the Rector for information.

After the period of extension has passed, the letter of justification must be enclosed with the statement of the school to the Evaluation Committee if tenure is requested.

Article 3

Application for tenure

The Office of Quality and Human Resources informs the academic employee, a little over a year before the end of the temporary employment, that if the employee intends to request tenure, such a request should be made to the Rector up to twelve months and no later than nine months before the end of the temporary employment. The application shall be accompanied by a statement of a maximum of 1,500 words about the employee's work since the beginning of their temporary employment at the University of Akureyri in research, teaching, administration and service. Enclosed with the application must also be an author bibliography and curriculum vitae, up to five main works that have been published since the beginning of the temporary employment and the applicant's contribution to the works in the case of multi-author works. The application must also indicate past research, teaching, administration and services, cf. Article 5 of these regulations.

Only documents related to the period of temporary employment shall be enclosed with the application. The applicant shall name at least two individuals who have agreed to provide a reference on the applicant's work. They must be recognised academics in the applicant's field, and at least one of them must be working outside of the University of Akureyri.

The Rector sends an application for a tenure to the Dean of School, who obtains a statement from the relevant faculty and at least two of the experts indicated by the applicant. The statements of other outside experts may also be sought. In addition, the Dean of School writes their own review of the applicant, stating a reasoned position as to whether tenure should be recommended. After that, the Dean of School sends the application together with all the documents and statements to the Evaluation Committee of the University of Akureyri. The Evaluation Committee makes a proposal to the Rector on whether the applicant should receive tenure.

If the applicant has received academic advancement in the last 12 months, their previous application may be referred to. The applicant is responsible for updating the application as appropriate for tenure.

Article 4
Decision on tenure

The Evaluation Committee of the University of Akureyri evaluates the work of the applicant based on the application documents as well as the reviews of the faculty, the Dean of School and experts, and makes a reasoned proposal to the Rector as to whether the applicant should receive tenure. The committee is authorized to seek expert opinions in addition to the reviews that have already been provided. Furthermore, the Committee shall give the applicant the opportunity to provide further information, their views and objections, if it deems it necessary during the handling of the case and provide a reasonable deadline for this.

The Evaluation Committee provides its statement to the Rector, who makes the final decision on whether to grant tenure. If the Rector believes that the procedure of the Evaluation Committee is in any way deficient, the Rector must return the statement to the Committee. The Rector shall specify in what way the statement or the procedure is deficient and request corrections. Should the Rector deem it necessary, e.g. if a request for tenure might be rejected, they must seek objections from the applicant before the final decision is made. The applicant shall be given a reasonable period of time to present their objections.

The Rector's decision shall normally be presented three months before the applicant's temporary employment ends.

Article 5
Evaluation of application for tenure

A comprehensive evaluation must be made of the application for tenure and whether the applicant meets the normal requirements for temporary employment at the University of Akureyri. It is important that all aspects of academic work at the University are taken into account and that the applicant's emphasis and the needs of the relevant work unit are taken into account. When conducting the evaluation, the faculty, the Dean of School and the Evaluation Committee shall look at the factors stated in items 1–4 below, based on the application and accompanying documents as well as the statements of experts, and evaluate as appropriate. The applicant is not required to fulfil all the requirements, with the exception of participation in a course in teaching methods, teaching development and teaching technology, which is a requirement for receiving tenure. Otherwise, the following points are intended for reference and without prioritization to make it easier for applicants to explain their work and for evaluators to evaluate the diverse contribution of staff.

When performing the comprehensive evaluation, the applicant's communication skills should also be taken into account as the available information and documents warrant.

1. Research

The applicant's research career shall be evaluated from the time of appointment to a temporary position at the University of Akureyri.

The following factors are considered as appropriate, based on the applicant's job title and duties:

- a. Activity, independence, initiative and influence on research.
- b. The number of research levels and the scope of research.
- c. A publishing platform which makes strict academic requirements.
- d. Advisory reports and other reports sent by the applicant in their final form.
- e. Role in funding scientific research in Iceland and abroad.
- f. The extent to which the applicant acts as a leader in collaborative projects.
- g. Experience, activity and contribution in international and Icelandic research collaboration.
- h. The applicant's research plans and works in progress.

2. Teaching

The applicant's teaching career shall be evaluated from the time of appointment to a temporary position at the University of Akureyri.

The following factors are considered as appropriate, based on the applicant's job title and duties:

- a. The quality of teaching, i.a. taking into account course evaluation.
- b. Integration of research and teaching.
- c. Diversity in teaching methods.
- d. Participation in projects in the field of teaching development.
- e. The applicant's experience and success in supervising final projects, including in research-related graduate studies.
- f. Participation in courses in teaching methods, teaching development and teaching technology.

3. Administration

The applicant's administrative career in the academic community shall be evaluated from the time of appointment to a temporary position at the University of Akureyri. The following factors are considered as appropriate, based on the applicant's job title and duties:

- a. Participation in committees, workgroups or other administration organized by the faculty or study programs.
- b. Participation in committees, workgroups or other administration organized by the school.
- c. Participation in committees, workgroups or other administration organized by the Rector or the University Council.
- d. Other academic administrative tasks in Iceland or abroad, based on the applicant's expertise.
- e. The extent to which the candidate has had a leading role in administration.

4. Service – connections to the community and business

The applicant's service to the community and the business sector by virtue of their knowledge from the time of appointment to a temporary position at the University of Akureyri. The following factors are considered as appropriate:

- a. Advisory opinions and reports intended for parties outside the academy.
- b. Lectures at forums, seminars or meetings outside the academic arena, in Iceland and abroad.

- c. A different kind of dissemination of expertise, which does not apply to the academic arena, for the benefit of Icelandic society and on the international stage.
- d. Exploitation of research.
- e. Participation in editorial boards of books and journals of a general nature based on academic expertise.
- f. General educational material and translations, based on academic expertise.
- g. Participation in professional associations.

Article 6

Legal reference and entry into force

These regulations are set according to authorization in paragraph 1 in Article 17 of the Act on Public Higher Education Institutions No. 85/2008. These regulations enter into force on August 1, 2023. At the same time, Regulations no. 1010/2016 on the promotion and permanent appointment of academic staff at the University of Akureyri, become void.

The University of Akureyri, 22 June 2023.

Eyjólfur Guðmundsson, Rector.