



GENERAL REQUIREMENTS FOR APPOINTING AN ASSISTANT PROFESSOR OR ASSOCIATE PROFESSOR (TENURE TRACK)



- Step 1 Assistant Professor
- Step 2 Associate Professor
- Step 3 Professor

1. Duties of the assistant professor and the associate professor

According to Section 35 of the University of Jyväskylä Regulations, a member of the teaching and research staff must, within the limits of the job description and according to the work plan, practise and supervise scientific research, monitor developments in the discipline, examine final theses, teach, promote teaching, participate in teaching development, supervise studies, conduct examinations relevant to the position, participate in the student selection process and carry out duties resulting from membership in an administrative body of the University, as well as other tasks that belong to or are given to the employee. In addition, the employee must provide necessary teaching and supervision reports, as well as reports on his/her publishing activity, scholarly activity and conducted examinations.



2. Qualification requirements

According to Section 28 of the University of Jyväskylä Regulations, an assistant professor and an associate professor is required to have a doctoral degree, strong evidence of scientific research, experience in international cooperation and excellent skills to provide high-quality research-based teaching and thesis supervision. In addition, evidence of acquiring supplementary external research funding is required.

In compliance with the Rector's decision (valid from 1 June 2019), the assistant professorship of the tenure track model is intended for starting a research career. In the associate professorship, the intention is to qualify for a professorship.

In the tenure track model, merits for professorships are evaluated as follows:

Scientific merits (60% - 70%)

- Position of the applicant's research in the strategy of the University/faculty
- Scientific publishing: quality and impact
- Research funding
- Research project leadership
- Supervision of doctoral students and postdoctoral researchers
- Expert duties and positions of trust related to research
- Other academic activity

Teaching merits (20% - 30%)

- Pedagogical education
- Test lecture
- Amount and quality of teaching experience
- Development of teaching
- Expert duties and special responsibilities related to teaching

Impact on society and community (10%)

- Societal visibility, impact and activity
- Activity in the university community

The Government Decree on Universities (770/2009) and the Government Decree 481/2003 on demonstrating language proficiency define the language skill requirements in teaching and research positions. According to Section 1, Subsection 2 of the Government Decree on Universities (770/2009), a university



may grant exemption from the language proficiency requirement (defined below) in accordance with its regulations. In compliance with Section 34 of the University of Jyväskylä Regulations, the Rector, in individual cases, can grant exemptions from the qualification requirements when the dean of the respective faculty so proposes.

According to Section 1 of the Government Decree on Universities (770/2009), proficiency in the Finnish language is required from university teaching and research staff. Sufficient proficiency of Finnish presumes an excellent command of spoken and written Finnish as defined in the Decree on the Demonstration of Proficiency in the Finnish and Swedish Languages in the Civil Service (481/2003).

As a rule, the ability to teach in English is regarded as an advantage.

According to the University of Jyväskylä Language Policy, employees providing teaching and guidance in a language other than Finnish are required to have achieved an advanced level (CEFR: C1) in the target language or language of instruction. International employees are required to have at least developing basic skills in Finnish (CEFR: A2.2) within three years from the beginning of the employment relationship.

According to the Rector's decision (Chapter 5.4), the required language competence may be demonstrated with a test lecture or in a session arranged specifically for demonstrating the proficiency.

According to Section 33 of the University of Jyväskylä Regulations, the person appointed to the position of associate professor must complete studies in university pedagogy or corresponding studies within two years from the start of employment if the selected person has not completed these studies before the start of employment. The requirement is valid for employees who are hired for an indefinite period or for a fixed term of at least five years. The Rector supplies more specific instructions on the extent of studies required and their substitution with other studies.

When an employee has been selected for a fixed-term assistant professorship, an external evaluation procedure is used regarding the employee's merits for the next level (Associate Professor, step 2, or Professor, step 3) in the tenure track. The evaluation procedure shall begin before the end of the fixed-term contract and involve an expert evaluation procedure. If the person's progress does not fulfil the set targets or the criteria of the evaluation procedure, the employment relationship on the tenure track will end.

3. Trial period

A trial period of six months will be used when the position is first filled.



4. External evaluators

According to Section 13 of the University Regulations, when associate professors are employed, the dean nominates a team for preparing the appointment process and selects experts to evaluate the candidates. Prior to the decision on employment, evaluation statements must be requested from a minimum of two but a maximum of four expert reviewers. When the application procedure is international, at least half of the evaluators must be foreign, unless there are special reasons to make an exception in this regard. In selecting the external evaluators, due attention is to be paid, among other things, to the disciplinary orientations of the applicants. Sections 27–29 of the Administrative Procedure Act (434/2003) are followed in determining potential disqualification of evaluators.

5. Test lecture and interview

A preparation team appointed by the dean will interview those candidates selected by the dean who in the group's opinion are the most qualified for the position. Should the team consider it necessary, all the external evaluators may be given the opportunity to participate in the interview. The experts may, then, complement their earlier statements immediately after the interview. If needed, the preparation group will also decide on acquiring the necessary tests, etc. Separate instructions will be given about a potential test lecture. The test lecture is to be given in public.

6. Appointment proposal to the Rector

Based on the materials, merits, evaluation statements of experts, personal interviews, potential test lectures, the report of the preparation team and other relevant considerations, the Faculty Council makes a proposal on the candidate that should be hired, or decides not to propose anyone for the position.

7. Rector's decision and contract of employment

The Rector will decide on appointing a candidate to the associate professorship after having received the Faculty Council's proposal and all the material gathered on the issue. The Rector may also conduct further interviews and request additional clarifications.

Once the Rector has made the appointment decision, a contract of employment is prepared for the Rector to sign.