

Guidelines for the Assessment of Applicants for Associate Professor Positions at the Faculty of Humanities, University of Bergen

Adopted by the Faculty Board on 17 June 2025

1. The Role of the Expert Committee in the Recruitment Process

In accordance with the Universities and University Colleges Act § 7-2, second paragraph, appointments and promotions to teaching and research positions shall be based on an expert assessment.

The purpose of the expert assessment is to provide a basis for the further processing of the recruitment case by the university's governing bodies. The expert assessment forms part of the overall foundation upon which the recommending authority bases its recommendation to the appointing body. At the Faculty, the recommending authority is the head of department or centre, while the Faculty Board makes the final decision.

The Faculty's established [procedure for appointments to academic positions](#) provides a step-by-step guide that explains the role of the expert assessment in the recruitment process.

2. The Mandate of the Expert Committee

In accordance with the Regulations to the Universities and University Colleges Act § 3-12, the Expert Committee shall assess academic, educational, and artistic qualifications through an expert evaluation based on the requirements specified in the job announcement.

On the basis of the submitted materials and documented information, the Expert Committee shall carry out an assessment of:

- The applicants' academic and/or artistic qualifications, in accordance with established international or national standards, and in relation to the academic and/or artistic qualification requirements for the position as specified in the job announcement and position description.
- Educational qualifications, assessed in accordance with the applicable regulatory provisions and criteria established by the University of Bergen for the vacant position, as specified in the job announcement and position description.
- Other documented academic qualifications based on the requirements set forth in the job announcement and position description.

For standard appointments to positions as Associate Professor, unless otherwise specified, academic qualifications shall be accorded greater weight than other categories of qualification. Similarly, educational qualifications shall, unless otherwise specified in the job announcement, be accorded greater weight than qualifications in dissemination, administration, and leadership.

The Expert Committee shall not evaluate or comment on matters related to gender equality, preferential rights, personal suitability, or other aspects not related to the applicants' overall documented qualifications.

The Head/Administrator of The Expert Committee has responsibility for ensuring that the Expert Committee's report is prepared in accordance with these guidelines. Generally, the Expert Committee's assessment should be completed within two months after appointment. In cases where the number of applicants is substantial, the Expert Committee's assessment should be completed within three months of its formal appointment. The precise deadline for submission of the assessment will be specified in the letter of appointment.

The Expert Committee's work shall be grounded in the following regulations and guidelines:

- [The Universities and University Colleges Act](#) (Norwegian only)
- [The Regulations concerning The Universities and University Colleges Act](#) (Norwegian only)
- [Rules for Appointment to Teaching and Research Positions, Recruitment Position and Fixed-Term Leadership Positions, UiB's regulations](#) (Norwegian only)
- Job announcement and position description

3. About the Assessment

3.1 Work distribution

The Expert Committee shall provide a joint assessment. In the event of dissent, the minority position must provide separate written justification. While the Expert Committee can allocate primary responsibility for individual applications among its members, the Head of the Committee is responsible for ensuring that all applicants receive equal treatment and that the assessment adheres to the rules and guidelines.

3.2 Sorting of Applicants

The assessment should initially distinguish between applicants who meet the minimum qualification requirements and those who do not. For candidates deemed unqualified, a detailed assessment is ordinarily not necessary; however the report must clearly state the grounds upon which each applicant has been found not qualified.

Furthermore, the assessment should differentiate between qualified applicants and a select

group of the best-qualified applicants. For the former group, a concise evaluation will generally suffice, provided that the rationale for excluding each applicant from the group of best-qualified candidates is clearly stated.

3.3 Discussion of a Limited Number of Applicants

The assessment shall include a thorough and comprehensive evaluation of each of the best qualified applicants. This discussion must encompass the applicant's academic qualifications, educational qualifications, and any other relevant qualifications, in addition to providing a comprehensive overall appraisal of the applicant.

3.4 Overall Assessment and Ranking

In determining the ranking of the most highly qualified applicants, the full range of the applicants' qualifications is to be considered explicitly. The Expert Committee shall provide a reasoned final assessment of the overall qualifications.

The Expert Committee is required to rank those applicants who, on the basis of a comprehensive assessment and in accordance with the position description, are deemed best qualified for the position. Ordinarily, where multiple qualified candidates exist, at least three applicants shall be ranked in the order in which they ought to be considered.

To facilitate the subsequent deliberations of the recommending and appointing bodies, the Expert Committee must articulate with clarity the relative overall competence of the qualified applicants. Furthermore, to enable the recommending authority to determine the appropriate weight to be accorded to interviews, trial lectures, and the rules for moderate gender quotas, the assessment shall clearly state whether the academic differences between the ranked applicants are major or marginal. Applicants with approximately equivalent qualifications shall be ranked equally. In the event of dissent amongst the Expert Committee's members, both the majority and minority positions must be accompanied by a reasoned justification.

4. Competence Profile

To ensure a flexible and comprehensive framework for assessing applicants, the Expert Committee should base its work on the competence profile in UHR's Norwegian Career Assessment Matrix (NOR-CAM). An example of a qualification assessment matrix (UiO-CAM) is included as an appendix to the guidelines.

The competence profile includes the following components:

1. Academic Qualifications

- Academic work and contributions across various stages of the research process, or alternatively, artistic qualifications.

2. Educational Qualifications

- Educational qualifications anchored in the institution's requirements for basic competence in university pedagogy.

3. Applied Knowledge

- Dissemination, innovation, and interaction with society.

4. Qualifications in Academic Management and Administration

- Research and educational management, relevant experience/education in management/administration, participation in councils, boards, committees, etc.

5. Personal Suitability (for advertised jobs only)

- Personal qualities relevant to the position (e.g., strong collaboration skills, communication abilities, positive contributions to the working environment). Personal suitability is not to be assessed by the expert committee but is evaluated by the recommending authority later in the recruitment process

4.1 Academic Qualifications

4.1.1 Research

To be granted the requisite competence for appointment as Associate Professor, the applicant must hold a doctoral degree in a relevant discipline, or demonstrate equivalent competence documented through either scientific or artistic work of comparable scope and quality.¹

The assessment of Applicants' academic qualifications shall be predicated upon the quality and originality of their academic work. In conducting the evaluation, the Expert committee shall consider the time span within which the results were achieved, whether the results have been peer-reviewed, and place additional weight on recent achievements.

Furthermore, the Expert Committee shall assess the applicants' participation in various parts of the research process, including research leadership and networks, project work, and experience in securing external funding.

4.1.2 Documentation Requirements

The applicant is responsible for documenting all aspects of their competence in the application. The qualification assessment matrix provides examples of documentation expected in the application.

A complete list of the applicant's academic works must accompany the application. The applicant shall select up to five scholarly works they deem most significant in their production, which will be submitted as the basis for the assessment. The committee shall primarily base its evaluation on the submitted works, while retaining the discretion to consider the remainder of the applicant's production as evidenced by the publication list. The committee may also request submission of additional works

As a general rule, the majority of the submitted works should be published and subject to

¹ [Forskrift til universitets- og høyskoleloven §3-6](#) (Norwegian Only).

peer-review. In its evaluation of each applicant, the Expert Committee must specifically address and justify the weight given to any unpublished works.

Works submitted for assessment where the applicant is one of several authors must include a statement outlining the applicant's individual contribution to the work.

4.2 Educational Qualifications

The Expert Committee shall assess the applicants' educational qualifications based on documented experience with teaching, teaching design, educational management and formal pedagogical training, along with any other relevant experience. For illustrative examples of qualifying activities and appropriate documentation, reference should be made to the matrix

Applicants shall be assessed – though not ranked - on whether they satisfy the following requirements:

Completion of a dedicated program (minimum 200 hours)/relevant courses and own practical teaching experience, and developed basic skills in planning, implementing, evaluating, and developing teaching and supervision (basic competence for teaching and supervision at university and college level).

Such competence must be documented by the applicant in the form of a systematic and comprehensive presentation consisting of an overview of the applicant's practical experience and competence, documentation, and a brief reflection statement. The reflection statement shall be grounded in the applicant's own teaching experience and address achieved results, development work, and sustained efforts in quality improvement. Self-reflection should preferably be linked to knowledge of student learning in higher education. The assessment of whether the above requirements are met may be based on documentation of the following:

- Completed courses in basic university pedagogy or equivalent
- Planning and implementation of teaching based on the course's learning outcome descriptions
- Research supervision at various levels
- Testing of various forms of assessment, learning, and teaching, including digital methods, aimed at improving student learning outcomes
- Ability to justify one's own views on learning and knowledge and reflect critically on one's role as an educator
- Collection and utilization of feedback from students, colleagues, and society to develop teaching and learning processes
- Ability to analyze, develop, and revise course descriptions and study programs

If applicants cannot document sufficient educational competence at the time of appointment, the assessment committee shall describe what remains to be fulfilled. The

appointee will then be required to meet these requirements within two years of appointment.

4.3 Applied Knowledge

Documented and high-quality contributions to popular science shall be regarded as a positive merit. Popular science experience may be documented through, for example, lectures, media appearances, or popular science publications.

4.4 Qualifications in Academic Management and Administration

Applicants are expected to provide documentation of any academic-administrative experience, including but not limited to project management, academic-administrative roles, etc.

4.5 Personal Qualifications

Personal suitability shall not be assessed by the expert committee but will be evaluated by the recommending authority later in the recruitment process.