*Exempt from public disclosure: offl § 25*

**Nomination of applicants for the position as Associate Professor/Professor in (field) at the Department XXX, The Faculty of Mathematics and Natural Sciences**

**Ref: xxxx/xxxx**

*Text marked in red and italics is indicative text for the committee, and shall be deleted upon completion of the document.*

**1.0 Introduction**

By closing date (date), there were a total of xx applications for the position as (title) in (field).

The Department of XXX appointed (minimum) three members of the interview committee:

Requirements for the [committee](https://www.uio.no/english/about/regulations/personnel/academic/rules-appointment-professor.html#toc24)

* Title name, place (Head of Department/representative from the Department)
* Title name, place (Scientific employee)
* Title name, place (Student representative)
* *E.g. Title name, place (employee(s) from the Department)*

*E.g*. Title, Name was involved as a resource person. Title, Name *(e.g. Head of Office)* was minute taker

**1.1 Impartiality**

*Short description of impartiality, if any of the members of the committee have any ties to the applicants. If the members of the committee have been a supervisor, co-author etc. some time ago, they can assess their own impartiality in relation to this and they are not necessarily partial. If none of the members have any ties, then the statement below can be used.*

None of the committee members has any ties as a supervisor, co-author, project employee to any of the applicants, nor any other form of personal relationship.

**2.0 Expert assessment**

The Expert Committee handed in their assessment of applicants (date) with the following ranking:

1. Name (ID: xx)
2. Name (ID: xx)
3. Name (ID: xx)

 **2.1 Information about the assessment**

It is important to note the division of roles between the expert committee, the interview committee, Department board and the Appointments Committee at the Faculty of Mathematics and Natural Sciences. The nominating leader (Head of Department) submits a proposal for a recommendation to the board at the Department of XXX (the recommending authority).

The expert assessment is only part of the recommendation basis for employment, cf. [Rules for appointment to Professor and Associate Professor positions at UiO § 8 (1)](https://www.uio.no/english/about/regulations/personnel/academic/rules-appointment-professor.html#toc25). The interview committee considers other qualifications in the process and shall make an overall assessment of the applicants based on formal qualifications in the light of the impressions from the interview, trial lecture, personal suitability and references before a decision is made regarding employment.

 **3.0 Gender balance and diversity**

UiO places emphasis on achieving a balanced age composition, diversity in the workforce and integration of groups that have difficulty in obtaining employment. UiO will work to raise awareness so as to prevent discrimination on the grounds of gender, age, ethnicity or functional ability, cf. [Rules for appointment to Professor and Associate Professor positions at UiO § 4 point 7.](https://www.uio.no/english/about/regulations/personnel/academic/rules-appointment-professor.html#toc16)

**3.1 Gender balance at the Department of XXX**

*Fill in information regarding gender balance at the department and the section as of today (this information will be provided the HR Adviser, and needs to be filled in here)*

As of (date), the statistics show that (number) women in Associate Professor positions equal xx % and (number) men in Associate Professor positions equal xx % are employed at the section/Department.

**3.2 Affirmative action rules at UiO**
In accordance to the [Rules for appointment to Professor and Associate Professor positions at UiO § 9 letter g.](https://www.uio.no/english/about/regulations/personnel/academic/rules-appointment-professor.html#toc39) in the case that several applicants in the selection below are considered to have approximately equal qualifications after assessment of the academic/professional, educational and other qualifications, an applicant from the underrepresented gender should be given precedence over an applicant from the overrepresented gender (Cf. Basic Agreement for State Employees.)

**4.0 Rationale for the selection of candidates for interview**

*The main basis for any assessment of applicants is the eligibility requirements in Clause 1.1. up to and including Clause 1.5 under* [*Section 9 Expert assessment*](https://www.uio.no/english/about/regulations/personnel/academic/rules-appointment-professor.html#toc32)*. As a supplement to the expert assessment, the various qualification areas can also be assessed by means of interview, trial lecture and* [*reference interviews*](https://www.uio.no/english/for-employees/support/human-resources/recruitment/recruitment-process/reference-interview.html)*.*

*It must be justified in writing if not everyone ranked for the position has been called for an interview.*

*If there are qualified applicants with* *disabilities, gaps in the CV or immigrant background, at least one applicant in each of these groups must be called for an interview. Ref. regulations to the State Employees Act. Comment if no applicants with a* *disability, gaps in the CV or immigrant background is considered qualified.*

**4.1 Evaluation of candidates**

*Description of relevant candidates.*

**Name – (ID: xx)**

1. Brief introduction of the candidate
2. Interview *- account of motivation,* [*personal suitability*](https://www.uio.no/english/about/regulations/personnel/academic/rules-appointment-professor.html#toc47) *and any other relevant information that emerge during the interview.*
3. Trial lecture *– information about time and place for the trial lecture, and a summary of the topic. Short summary of the impressions the interview committee got.*
4. Reference interview *- a short anonymized summary from the reference interview*
5. Summary and conclusion *– E.g. very well qualified/qualified/not qualified*

**Name – (ID: xx)**

1. Brief introduction of the candidate
2. Interview *- account of motivation,* [*personal suitability*](https://www.uio.no/english/about/regulations/personnel/academic/rules-appointment-professor.html#toc47) *and any other relevant information that emerge during the interview.*
3. Trial lecture *– information about time and place for the trial lecture, and a summary of the topic. Short summary of the impressions the interview committee got.*
4. Reference interview *- a short anonymized summary from the reference interview*
5. Summary and conclusion *– E.g. very well qualified/qualified/not qualified*

**5.0 Nomination and ranking of qualified applicants**

*In all appointments, the recommending authority shall base its recommendations on an overall assessment of the academic, societal needs and gender composition in the environment.*

*If there more than one qualified applicant for the position they should be ranked in the order in which they should be considered. Normally, a minimum of three applicants should be ranked. If the committee chooses to rank less than three candidates, this must be justified separately.*

*A justification should be given for the order in which the recommended applicants are placed.*

*A written statement shall be given on the qualifications and suitability for the position of the recommended applicants on the basis of the announcement text and, the job description, the experts’ assessment, assessment of the trial lecture, minutes from any interviews and reference interviews.*

*The recommending authority must then weigh the results of the different assessments against each other in the final ranking. Although the same general rule for weighting of qualifications is applied,* [*cf. Section 9 f*](https://www.uio.no/om/regelverk/personal/vitenskapelig/regler-ansettelse-professor-forsteamanuensis.html#toc38)***, an overall assessment may result in the recommending body arriving at a different ranking*** *than the expert committee.*

*The recommending authority shall ensure that the affirmative action rules are adhered to, and that other considerations are taken into account in accordance with applicable laws and regulations, cf.* [*Rules for appointment to Professor and Associate Professor positions at UiO § 12 – 1.*](https://www.uio.no/english/about/regulations/personnel/academic/rules-appointment-professor.html#toc46)

***If the committee finds several of the candidates to have approximately equal qualifications, the nomination committee shall consider whether the affirmative action rules should be applied.*** *Likewise, the nomination committee shall assess the gender balance at the section and make an independent assessment of whether the affirmative action rules are to be applied. The nomination committee’s leader and the Head of Department is responsible for maintaining the gender balance at the Department of XXX****.****If there is dissent in the recommending body, the different stances shall be clarified and documented.*

1. Name (ID: xx)
2. Name (ID: xx)
3. Name (ID: xx)

Place /date:

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Name Name Name