*Exempt from public disclosure: offl § 25*

**Evaluation of applicants for position as Associate Professor/Professor in (field) at the Department of 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. **Introduction**

At the Faculty of Mathematics and Natural Sciences - Department of XXX, a vacancy was announced as (title) in (field), with application deadline (date).

At the application deadline, there was xx number of applicants for the position.

Deadline for assessment is set to (date).

**1.1 Appointed expert committee**

* Title name, place (coordinator)
* Title name, place
* Title name, place

**1.2 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 About the position**

*Briefly about the position and the qualification requirements in the announcement text.*

**3.0 Basis for the assessment**

The assessment is made based on the guidelines and regulations as shown below:

* Qualification requirements set out in the announcement text
* [Regulations concerning appointment and promotion to teaching and research posts](https://lovdata.no/dokument/SFE/forskrift/2006-02-09-129)
* [Rules for appointment to Professor and Associate Professor positions at UiO](https://www.uio.no/english/about/regulations/personnel/academic/rules-appointment-professor.html)
* [Guidelines for UiO to the Regulations concerning appointment and promotion to teaching and research posts](https://www.uio.no/english/about/regulations/personnel/academic/regulations-appointment-promotion-teaching-research-posts-guidelines-uio.html)
* [Rules for practising the requirement for basic university pedagogical competence at UiO](https://www.uio.no/english/about/regulations/personnel/academic/rules-basic-pedagogical-competence.html)
* [Guide for members of expert committees](https://www.uio.no/english/about/regulations/personnel/academic/guide-expert-committee.html)

**3.1 Information about the assessment**

It is important to note the division of roles between the expert committee, the interview committee, the board at the Department of XXX 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, [Rules for appointment to Professor and Associate Professor positions at UiO part 5, section 16.](https://www.uio.no/english/about/regulations/personnel/academic/rules-appointment-professor.html#toc20). 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, references, and an assessment of the gender balance at the section before decision is made regarding employment.

**3.2 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 part 2, section 7, 7.2.](https://www.uio.no/english/about/regulations/personnel/academic/rules-appointment-professor.html#toc9)

**4.0 Evaluation of applicants**

*The experts shall provide an instructive assessment, in which at least three of the applicants who are deemed competent according to the job description are ranked cf.* [*Rules for appointment to Professor and Associate Professor positions at UiO part 3, skills requirements.*](https://www.uio.no/english/about/regulations/personnel/academic/rules-appointment-professor.html#toc12)

 *The competence profile operates within the following five areas:*

* *Academic qualifications (Point I below)*
* *Educational qualifications (Point II below)*
* *Applied knowledge (Point III below)*
* *Qualifications in the field of academic management and administration (Point IV below)*
* *Personal qualifications – not assessed by the expert committee*

*Other relevant competence can be considered where the announcement text provides the basis for this.*

**Name (ID: xx)**

I. Academic qualifications

II. Educational qualifications

III. Applied knowledge

IV. Qualifications in the field of academic management and administration

VI. Summary and conclusion

**Name (ID: xx)**

I. Academic qualifications

II. Educational qualifications

III. Applied knowledge

IV. Qualifications in the field of academic management and administration

VI. Summary and conclusion

**5.0 Conclusion and ranking**

*In their assessment of the applicants, following a first review of the candidates' qualifications, the experts shall arrive at a limited number of applicants who they find are qualified above the others, according to the job description. The experts will undertake a thorough assessment of the competence of at least three of the applicants, if so many applicants are considered to be qualified.*

***The Expert Committee shall give an opinion as to what differentiates the selected applicants from the rest.*** *This means that the Expert Committee must give a brief review of all the applicants and their qualifications. An applicant who withdraws their application before the expert assessment is available will normally not be discussed, but the review cannot be retroactively removed cf. [Rules for appointment to Professor and Associate Professor positions at UiO, part 5, section 16, 16.2.](https://www.uio.no/english/about/regulations/personnel/academic/rules-appointment-professor.html%22%20%5Cl%20%22toc21)*

*The Committee shall rank the applicants who, after an overall assessment and according to the job description, are considered best qualified for the position. Normally, at least three applicants should be ranked in the order they should be considered when there are several qualified applicants for a position. In the ranking of qualified applicants, the entire breadth of qualifications will be included in the evaluation and be assessed explicitly. For ordinary Professor positions or Associate Professor positions, priority will be given to academic qualifications over unless otherwise stated. Then educational qualifications, unless otherwise stated in the announcement text, will be given priority over qualifications within the areas of applied knowledge and qualifications in the field of academic management and administration.* *Personal qualities are assessed by the recommending authority later on in the process.*

***If the committee finds several of the candidates to have approximately equal qualifications, please make this clear in this section****. The nomination committee will assess whether it is relevant to use the affirmative action rules when hiring. It is therefore important that the expert committee clarify whether there are several candidates who are approximately equally qualified.**The committee must still rank the candidates individually even though they have approximately equal qualifications, and it is not allowed to rank candidates in groups.*

*If there is dissent within the expert committee, the different stances should be clarified and justified.*

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

Place /date:

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Name Name Name