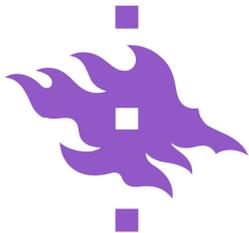


Procedure for employing professors in the Faculty of Theology at the University of Helsinki

The procedure is based on the Regulations of the University of Helsinki (8 October 2009) and the Universities Act (558/2009). The process description was updated on 12 October 2012.



1 The commencement of the appointment process

A vacant or newly established professorship shall be filled according to the human resources plan of the Faculty. If the position is not mentioned in the human resources plan, the proposal for filling it shall be discussed in the Faculty Council. The Dean shall decide on the field of the professorship and the commencement of the appointment process. When needed, the Dean shall consult the Rector before his or her decision (when the field of the professorship is totally new or different and is not included in the human resources plan).

Invitation to the position of professor

According to the Universities Act, the position of professor can be filled by invitation without a public notice of vacancy when a person of particular merit is invited to fulfil the position or the position will only be filled for a fixed term. Only a person who indisputably fulfils the qualification requirements may be appointed to the position by invitation. Specific grounds must be given when using the invitation procedure. The decision to initiate the invitation procedure shall be made by the Dean. Before making the proposal, the Dean shall consult the Faculty Council as well as the professors in the relevant discipline.

2 The call for applications

According to the Universities Act, the position of professor must be publicly announced as vacant when a person is to be employed until further notice. An international application procedure shall be observed when filling the position of professor, unless special reasons warrant an exception.

The dean shall attend together with the vice-dean or a faculty professor to draw up a position overview and a call for applications for the professorship, and ensure that the call for applications is actively disseminated.

The call for applications shall mention possible limitations to the number of publications sent to the assessors as well as information on other materials to be included in the application. The applicants shall be requested to enclose a university portfolio in which the applicant presents his or her qualifications relevant to the position.

When deemed necessary, the applicants may be requested to enclose a plan for the development of teaching and research in the field of the professorship.

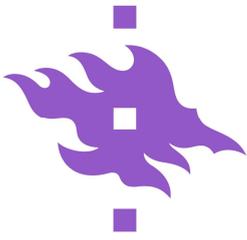
The instructions for the university portfolio:

<http://www.helsinki.fi/teol/tdk/english/administration/posts.htm>

3 Establishing a search committee

After the application period, the dean shall establish a search committee to prepare for the appointment process of a professorship or the invitation procedure. A chair shall be appointed for the search committee, unless the Dean serves as the chair.

When the professorship is being filled through an open application procedure, the search committee shall consist of five invited members, three of whom must be professors. The other two members must hold the title of docent. The majority of the search committee members shall represent the discipline of the professorship or a discipline related to the field of the professorship. At least one of the members should be an external member (from another faculty of the University or from another university), and both sexes must be represented. The provisions for disqualification (as



specified in the Administrative Procedure Act) must be taken into account. If deemed necessary, other members can also be invited to serve on the committee.

Invitation to the position of professor

When the professorship is being filled through an invitation procedure, the dean shall appoint a search committee with at least three members who are professors.

4 The selection of applicants on the short list

The search committee shall select the applications to be sent to the assessors. The selection for the shortlist shall be based on the search committee's understanding of which applicants can primarily be considered for the position.

5 Assessors

The search committee shall make a proposal for the nomination of assessors. The dean shall invite two to four assessors of international merit. The schools of thought and research fields that the applicants represent shall be taken into account when selecting the assessors, and overall impartiality shall be maintained.

The provisions for disqualification must be taken into account. Consequently, a person who has served as a supervisor for one of the applicants or has otherwise engaged in close cooperation with some of the applicants cannot be appointed as an assessor. The assessor should not submit a statement if he or she has been disqualified.

Both sexes must be represented among the assessors and, as far as possible, at least one of the assessors should be from another country.

Once the assessors have been nominated, the applicants shall be informed of the assessors' names.

Expert assessment

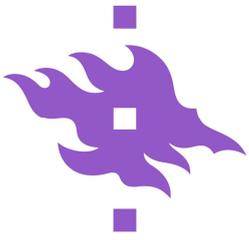
The assessors shall be sent the application documents and information pertaining to the position deemed necessary for their work. The assessors are requested to issue a written statement on the scientific qualifications of the applicants and, when possible, on other merits related to the professorship. The assessors are asked to assess the applicants' scholarly qualifications in relation to the field of the position, the field of teaching and the work environment.

The assessors may consult each other and may even decide to submit a joint statement. The assessors should not rank the applicants or establish an order of preference among them. In his/her statement, an assessor may, however, compare different aspects of the candidates and their qualifications.

The assessor's statements will be made public after all the required statements have arrived at the Faculty.

Invitation to the position of professor

When following the invitation procedure, the assessors are asked to comment on whether the intended invitee is indisputably qualified for the position.



6 Assessment of teaching skills

Based on the application documents and the assessor's statements, the search committee will invite one to three leading candidates to the teaching skills assessment. If deemed necessary, the number of short list candidates can be raised to four.

The teaching skills and merits will be assessed separately by a committee formed to assess the teaching skills. The committee shall give a statement on the teaching skills of the applicants for the position of professor. An appointee to a professorship must have the ability to provide top level teaching based on research. Good teaching skills are a prerequisite for the position of a professor at the Faculty. Attention shall be given to teaching experience and pedagogical training, the ability to produce teaching material, other teaching merits and, if necessary, a demonstration of teaching skills as well as the applicant's participation in doctoral education.

The instructions for assessing teaching skills at the Faculty of Theology:
<http://www.helsinki.fi/teol/tdk/english/administration/posts.htm>

7 Interviewing potential candidates

The search committee shall interview the applicants deemed most suitable. The Dean shall be present at the interviews even if he or she is not a member of the search committee.

8 Making a proposal for appointment

The search committee shall make a proposal on the short list and the primary candidate for the position based on the merits presented by the applicants, statements from the assessors and the teaching skills committee, and any other points that may arise, for example, in the interview with the applicants.

Invitation to the position of professor

The search committee shall make a proposal on whether the proposed invitee is indisputably qualified for the position, based on the merits presented by the applicants, statements from the assessors and the teaching skills committee, and any other points that may arise, for example, in the interview with the applicants.

The search committee shall request a statement from the Faculty Council before making the final proposal. The Faculty Council may find that there is no reason for a statement to be issued.

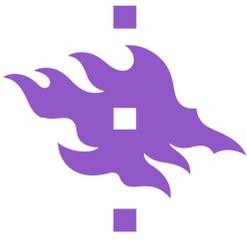
The search committee shall then submit its proposal to the Dean, who may add comments to the documents before the proposal is sent to the Chancellor.

9 The appointment decision and the handling of disputes

After receiving the documents, the Chancellor of the University shall decide on whether the proposed applicant or invitee may be appointed professor.

If a dispute about an appointment arises between the search committee and the Dean, or some other issue calls for additional clarification, the Chancellor shall invite the Dean and the chair of the search committee to a meeting to reach consensus on the matter. The Chancellor may also invite applicants for interviews and arrange for any necessary additional clarification.

Based on the consensus reached with the Dean and the Chancellor, the Chancellor shall decide to appoint or invite to the position the primary candidate or another candidate found suitable by



the search committee, or terminate the appointment process, in which case no appointment is made.

If the Chancellor and the Dean cannot reach consensus on the matter, the Chancellor shall decide which of the shortlisted candidates is appointed professor or whether the proposed invitee will be appointed professor. The Chancellor may also return the matter to the search committee for further preparation, or he or she may terminate the appointment process, in which case the filling of the position must be reconsidered.

After this, the Chancellor shall announce the decision of appointment to the faculty, which shall then prepare the employment contract for the professor, or if the process has been terminated, consider further action.

Statutes relevant to the appointment process

- Yliopistolaki (558/2009) (Universities Act, Finland)
- Yliopistoasetus (770/2009) (Universities Decree)
- Regulations of the University of Helsinki, 8 October 2009
- Hallintolaki (434/2003) (Administrative Procedure Act, Finland)