

# **RULES ON ACADEMIC APPOINTMENTS**

The Iceland Academy of the Arts seeks to attract highly qualified faculty in each of its disciplines; its faculty includes artists, designers and scholars, all of whom are active in their respective fields. The rector appoints deans, professors, associate professors and assistant professors after an assessment of the evaluation committee, but the appointment of adjunct lecturers is recognized without a formal assessment of qualifications. In exceptional cases it is permitted to hire professors, associate professors and assistant professors without a previous call for applications so long as a formal and valid assessment of qualifications exists. These rules do not apply to the recruitment of part-time faculty.

## **1. THE APPOINTMENT AND WORKING PROCEDURES OF EVALUATION COMMITTEES**

- 1.1. The evaluation committee shall comprise three representatives, two of whom are appointed for two years at a time, and one appointed for each evaluation process. Two representatives are appointed by the academic council, while the third representative is appointed on the basis of her/his specialist knowledge of a specified field. The dean in question appoints the third representative in consultation with the rector and submits a proposal for confirmation to the management council. The rector confirms the appointment of the evaluation committee with a letter to the representatives concerned, and appoints a chair who should be one of the two members appointed for two years.
- 1.2. Evaluation committee members may only be appointed according to international standards for university teachers as listed in chapter 2. The working procedures call for at least two members of the committee to be experts within the Academy's field of instruction, but the third member may be external to the field. At least one member of the evaluation committee should not hold a permanent position at the Academy.
- 1.3. The chair of the evaluation committee receives application documents from the Academy's office and convenes the committee. The committee is authorized to call for additional documentation and applicants must be given equal treatment. The rector appoints a committee secretary whose role is to assist the committee and prepare discussions on applications.
- 1.4. The applicants shall be informed of the appointment of the evaluation committee and are given the opportunity to comment on its composition within five business days. At the end of that period the committee has, under normal circumstances, ten business days to return its assessment to the rector.

- 1.5. If deemed necessary, the board of the Iceland Academy of the Arts can set further rules on the operations of individual evaluation committees.

## **2. ASSESSMENT OF QUALIFICATIONS**

Appointments are made in accordance with the Law on Universities nr. 63/2006. The assessment of the evaluation committee shall conform to these laws, the Academy's regulations on academic appointments, the advertisement for the position in question, and the guidelines described below. The evaluation committee can seek references from experts on the applicants' previous employment or specific work.

### **2.1. Education**

University teachers with the title of professor, associate and assistant professor shall have 'knowledge and experience required by international guidelines for the specific professional title in their academic discipline, confirmed with the assessment of the hiring committee or with a Ph.D. from a recognized university,' see sect. 18, on the Law on Universities nr. 63/2006.

For the appointment of *university teachers in the fields of the arts*, the Iceland Academy of the Arts requires that they have completed at minimum a master's degree, or an equivalent study programme in the area of specialization related to their work at the Academy. In exceptional cases, when an applicant has significant experience as an artist, her/his career can be valued as the equivalent of a formal education.

When appointing a *university teacher in academic disciplines* the Academy requires that they have completed a graduate or doctoral course of study.

### **2.2. Artistic Practice**

When assessing artistic work the following factors shall be included: venue, context, relations and impact. In practice, the assessment shall be based on the Academy's evaluation criteria for output in the field of the arts.

*A professor* shall be a leading artist or scholar with extensive knowledge of her/his field. She/he is among the leaders of her/his field on a national level, as well as being active in her/his field internationally.

*An associate professor* shall have consolidated her/his position as a recognized artist or scholar with substantial knowledge of her/his area of specialization. She/he is among the leaders of her/his field on a national level, as well as being active internationally.

*An assistant professor* shall possess considerable knowledge of her/his field and have communicated her/his work publicly within the professional environment on a national level. In addition, experience of the international context is preferable and should demonstrate that she/he has the necessary potential to become a leading voice in her/his field.

### **2.3. Research**

Assessment of research shall include the following factors: venue, context, relations and impact. The assessment process shall be based on the Academy's evaluation criteria for output in the field of the arts.

*An associate professor* shall have consolidated her/his position as a recognized artist or scholar with substantial knowledge of her/his area of specialization. She/he is among the leaders of her/his field on a national level, as well as being active internationally.

*An assistant professor* shall possess considerable knowledge of her/his field and have communicated her/his work publicly within the professional environment on a national level. In addition, experience of the international context is preferable and should demonstrate that she/he has the necessary potential to become a leading voice in her/his field.

#### **2.4. Teaching and Academic Experience**

When assessing teaching and academic experience the following factors shall have relevance: teaching platform, cycle of studies, participation and initiative in institutional development, final thesis supervision and teaching assessment.

*A professor* shall have extensive knowledge of academic work and teaching at a university level.

*An associate professor* shall have substantial experience of academic work and teaching at the university level.

*An assistant professor* shall have considerable experience of teaching at the university level.

#### **2.5. Administration**

Assessment of administrative experience shall include the following factors: active membership in professional associations and interest groups, as well as committees and councils, academic administration, institutional and business management, and further work in the service of the arts and culture.

### **3. THE EVALUATION COMMITTEE'S FORMAL ASSESSMENT AND ITS PROCESSING**

- 3.1. At the beginning of its formal assessment the evaluation committee shall articulate the criteria, documentation and sources that underpin its assessment.
- 3.2. All documentation, application files, the evaluation committee's assessment and other documentation related to its work shall be treated with confidentiality.
- 3.3. The evaluation committee shall assess whether the applicants meet certain minimum requirements to take up the position in question. The committee's conclusion is not a comparison of the candidates' internal qualifications. The committee's assessment shall be decisive. Should disagreements arise within the committee, it must vote on each candidate, in which case it is obligatory for each member of the committee to take a position. Each committee member is permitted to make her/his assessment known with an individual report.
- 3.4. The evaluation committee's assessment shall be signed by all its members, and sent with other application documents to the rector. Should the rector find the assessment unsatisfactory he has the authority to send it back to the committee along with her/his comments. The committee is obliged to respond to the rector's comments.
- 3.5. The candidate has the opportunity to submit written comments on the evaluation committee's assessment before it is processed. Should comments arrive before the

specified deadline they shall be submitted to the committee. The candidate's comments along with the committee's reply should be attached to the assessment for its final processing.

- 3.6. If the evaluation committee does not evaluate any applicant qualified for the position the rector shall fill the position with a temporary appointment.
- 3.7. The formal assessment of qualifications is valid for three years.

## **4. APPOINTMENT**

- 4.1. After the evaluation committee has completed its work and extensive interviews with qualified applicants have been conducted, the rector appoints the suitable candidate to the position, see art. 2.1–2.5.
- 4.2. Before the appointment is announced other applicants must be notified that they have not been selected for the position.

## **5. REAPPOINTMENT AND PROMOTION**

- 5.1. Dean are authorized, in consultation with the rector, to make two reappointments for each position without advertising it, but with the provision that the total appointment period not pass 10 years.
- 5.2. At the end of each appointment period, and without advertising the position, a faculty member with the position of assistant professor can apply for a promotion to the position of associate professor on the basis of a new assessment of qualifications. The same is true of an associate professor seeking promotion to a full professorship. The new position will then adhere to the appointment period of the original contract of employment (maximum of 10 years). Once an assessment of qualifications is completed, it is possible to promote an adjunct lecturer to the position of assistant professor without advertising the position.
- 5.3. At the end of the appointment period the faculty member in question can apply for the same position on a competitive basis, should it be re-advertised.

Approved by the board, 19 May, 2015