

RULES ON ACADEMIC APPOINTMENTS

The Iceland University of the Arts faculties include artists, designers and scholars, all of whom are active in their respective fields. The rector appoints deans, heads of departments, professors, associate professors, and assistant professors after an assessment of the evaluation committee. Positions are advertised but 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 exists¹. Appointment of adjunct lecturers is recognised without a formal assessment of qualifications. 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 standing members who are appointed for two years at a time, and one appointed for each evaluation process. Alternate members should be appointed for both standing members. 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 head of department in question appoints the third representative in consultation with the rector and submits a proposal for confirmation to the management council. For positions of deans and heads of departments, Rector submits a proposal for the third representative 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 IUA's field of instruction, but the third member may be external to the field. The evaluation committee shall hold at least two members who do not hold a permanent position at the IUA.
- 1.3. The chair of the evaluation committee receives application documents from the IUA'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 two days. At

¹ 3.7

the end of that period the committee has, under normal circumstances, fifteen business days to return its assessment to the rector.

- 1.5. If deemed necessary, the board of the Iceland University 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 Higher Education no. 63/2006. The assessment of the evaluation committee shall conform to these laws, the IUA'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 no. 63/2006.

For the appointment of *university lecturers in the fields of the arts*, the Iceland University of the Arts requires that they have completed at minimum a Master's degree, or an equivalent study programme in the area of specialisation related to their work at the IUA. 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 lecturer in academic disciplines* the IUA 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 IUA'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 recognised artist or scholar with substantial knowledge of her/his area of specialisation. She/he is among the leaders of her/his field on a national level, as well as having been 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 IUA'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 recognised artist or scholar with substantial knowledge of her/his area of specialisation. 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.

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. 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 rise 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. APPOINTMENTS

- 4.1. The evaluation committee assesses the competence of applicants for the position of assistant professor, associate professor, or professor. Assessment of competence is however not decisive in appointing as the needs of the relevant departments are taken into account.
- 4.2. 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.
- 4.3. The employment period of assistant professors, associate professors, professors and head of department is four years. Reappointment is permitted at the end of the first four-year period without advertising the position for an additional four-year period and then for an additional two-year period but with the provision that the total appointment period not pass 10 years. The employment period of deans is five years. Reappointment is permitted at the end of the former five-year period without advertising the position for another five-year period but with the provision that the total appointment period not pass 10 years. The appointment of adjunct may be temporary or indeterminate. Any absence from work, e.g. temporary transfer within the IUA or a leave does not extend the period of appointment.

5. REAPPOINTMENT AND PROMOTION

- 5.1. In accordance with 4.3. reappointments without advertising is permitted but with the provision that the total appointment period not pass 10 years.
- 5.2. At the end of each appointment four-year period, assistant professors and associate professors can apply for a promotion. The new position will then adhere to the appointment period of the original contract of employment (maximum of 10 years).
- 5.3. Adjunct lecturers without a valid assessment of qualifications cannot be promoted.
- 5.4. 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, 29 April 2020