



# *PERSONNEL INSTRUCTIONS*

## *for Hanken School of Economics*

### **Chapter 1 General provisions**

#### **1 §**

##### **Entry into force**

The Board of Hanken School of Economics approved these personnel instructions on 24 May 2017 and they come into force on 1 August 2017 (10 § changed 25.10.2018). Personnel employed under former personnel instructions continue their employment according to the provisions of the former instructions as long as their contract of employment is in force.

These instructions apply subject to the provisions of the Universities Act (558/2009), the Act on the Implementation of the Universities Act (559/2009), the Employment Contracts Act (455/2001), the Universities Decree or other acts or decrees, labour market agreements or Hanken's Instructions for Administration.

#### **2 §**

##### **Staff structure at Hanken**

At Hanken there are five employment categories. The first four categories of employment apply to the academic staff: (1) those in the tenure track system (fixed-term positions on the research track at level 2), (2) fixed-term contracts, (3) teaching staff in non-economic sciences, (4) staff employed according to previous personnel instructions. The fifth (5) category applies to general staff performing administrative support functions.

### **Chapter 2 Tenure Track**

#### **3 §**

##### **General provisions for Tenure Track**

Tenure track is a system where a person is employed within the scope of a career path, primarily on level 2, either as an assistant professor or a lecturer. The tenure track system is applied within the economics sciences at Hanken. The tenure track system consists of a research track and a lecturer track.

##### **Research Track**

#### **4 §**

##### **Assistant Professor (career level 2)**

A PhD degree is required of an assistant professor. The contract is for five years. If the employee fulfils the requirements for promotion to associate professor according to section 5, he or she will be appointed to level 3 with an indefinitely valid employment contract.

When evaluating the applicants' qualifications, academic publications, plans and potential for future academic research projects and publications, teaching experience and teaching skills, as well as pedagogical education are considered.

An assistant professor is subject to an evaluation of his or her qualifications and plans during the first and third year of employment. After a total of four years of employment, an evaluation of

whether the employee meets the requirements for associate professor is initiated. The employer and the employee can agree to begin the process sooner if the employee has held a similar position after receiving his or her PhD.

#### **5 §**

##### **Associate Professor (career level 3)**

An associate professor within the tenure track system is employed with an indefinitely valid employment contract.

An associate professor is required to hold a PhD degree, to have demonstrated a high level of academic competence, have good teaching skills, teaching experience, and experience of international research co-operation.

When evaluating the applicants' qualifications, prime consideration is given to academic publications.

Experience of developing teaching and pedagogical education are considered additional qualifications.

After a total of at least four years as associate professor, the employee can apply to be appointed professor. The employer and the employee can agree to begin the process sooner.

#### **6 §**

##### **Professor (career level 4)**

A professor is required to hold a PhD degree, to have demonstrated a high level of academic competence, have experience of leading academic research, good teaching skills, extensive teaching experience, and experience in developing teaching. In addition, experience of doctoral education, applying for external funding, international research co-operation and academic expert assignments, as well as experience of participation in administrative tasks within an academic department, faculty or university are required.

When evaluating the applicants' qualifications, prime consideration is given to academic publications.

The following additional qualifications are also considered: experience of responsibility for a degree programme, a subject, department, faculty or university, successfully raising external research funds, experience in leading the development of teaching, and pedagogical education.

When evaluating the applicants' qualifications in the above-mentioned areas, the main focus will be on the time period when the person has been associate professor at Hanken, or the person's qualifications from the last five years.

#### **Lecturer Track**

#### **7 §**

##### **Lecturer (career level 2)**

A lecturer within the economic sciences is required to hold a PhD degree within a relevant field, have good knowledge of the field of teaching and good teaching skills.

When evaluating the applicants' qualifications, prime consideration is given to teaching skills.

Experience of scientific work and academic publications, experience of developing teaching, and pedagogical education are considered additional qualifications.

## **8 §**

### **University Lecturer (career level 3)**

A university lecturer is required to hold a PhD degree, have pedagogical education, excellent teaching skills, experience of developing teaching, and research activities.

When evaluating the applicants' qualifications, prime consideration is given to teaching experience and teaching skills.

Experience of pedagogical leadership, developing teaching materials and participation in administrative tasks within a degree programme, a department, faculty or university are considered additional qualifications.

## **9 §**

### **Senior University Lecturer (career level 3B)**

A senior university lecturer is required to have a PhD degree, extensive education in university pedagogy or equivalent pedagogical studies, excellent teaching skills, lengthy teaching experience, experience of leading the development of teaching, as well as active participation in research activities.

When evaluating the applicants' qualifications, prime consideration is given to teaching experience, teaching skills and pedagogical leadership.

The following additional qualifications are also considered: experience of international co-operation and expert assignments within education, teaching in executive education, co-operation in externally funded research projects, and participation in administrative tasks in connection to a degree programme, a department, a faculty or a university.

## **Chapter 3 Fixed-term employment**

## **10 §**

### **Professor of Practice**

A Professor of Practice is a scholarly qualified leader with at least five years of work experience relevant to the field of teaching from the corporate world, the public sector or the third sector.

The position as Professor of Practice is filled by invitation by the rector. No procedures for statements on the qualifications and merits are required. The appointment is for a fixed period and part-time.

## **11 §**

### **Academic staff, administrative staff**

Contracts can be made fixed-term for a justified reason. Fixed-term employment is regulated in the Employment Contracts Act.

The qualification requirement for a researcher or a post doctoral researcher is a PhD degree in a relevant field and good knowledge of the research area, as well as good teaching skills if teaching is included in the tasks of the position.

## **12 §**

### **Doctoral Student (career level 1)**

A doctoral student is required to hold a Master's degree and to have been accepted for doctoral studies at Hanken. As a rule, the contract is limited to a maximum duration of four years (statutory leaves of absence extend the duration of the contract).

## **Chapter 4 Teaching staff in non-economic sciences**

### **13 §**

Teaching staff in non-economic sciences can be employed as lecturers or university lecturers.

A university lecturer is required to hold a Master's degree within a relevant field, have good knowledge of the field of teaching and good teaching skills.

A university lecturer is required to hold a PhD degree, have pedagogical education, excellent teaching skills, experience of developing teaching, and research activities.

## **Chapter 5 Qualification requirements**

### **14 §**

#### **Language skills**

The language skill requirements for academic staff are defined separately for each position, taking into consideration that a sufficient number of academic staff needs to master Swedish, which is the teaching, examination and administrative language of the School, in order for the School to be able to carry out its societal mission. Certain positions can be held by staff teaching in English or some other language, and in these cases knowledge of Swedish may not be required. The language proficiency in Swedish or English needs to be at a level that allows for communication and co-operation within Hanken.

For tasks involving teaching in Swedish, the command of the Swedish language should equal excellent command as outlined in the Decree on assessing the knowledge of Finnish and Swedish in the state administration (481/2003). For tasks that do not include teaching in Swedish, good or satisfactory command of Swedish may be required in order for the holder of the position to be able to take part in the development of and in the decision making of the School.

Command of Swedish can be demonstrated through language exams for the state administration, the national certificate of language proficiency, through studies in the Swedish language or before the School's language committee. When necessary and for specific reasons, the Rector can also accept command of Swedish that has been demonstrated in some other way.

The support staff should have the language skills that their tasks require.

### **15 §**

#### **Leadership positions**

A Master's degree, knowledge of the field, and leadership skills to the extent needed for the tasks in question are required for leadership positions within the support functions.

## **Chapter 6 Recruitment and employment of staff**

### **16 §**

#### **Appointments procedure**

The Rector employs all personnel. This also applies for personnel directly subordinate to the Rector. The employment decision is based on the applicants' qualifications and suitability for the position. The appointments process is to be in line with the strategy of the School. All applicants are to be treated equally, and the principles of non-discrimination and gender equality are to be considered.

### **17 §**

The competence requirements are assessed separately for each position, taking into account Hanken's need for personnel, diversity and the resources available.

Before a position is announced as vacant, the language skill requirements are determined, as well as whether additional language skills shall be considered adding to the applicants' merit.

Academic positions are generally announced internationally. Under exceptional circumstances, the Rector can make an employment decision without announcing the position as vacant.

#### **Chapter 7 Internal recruitment to tenure track**

##### **18 §**

Based on a strategic judgement, the Rector announces a number of positions each year aimed at Hanken staff with an indefinitely valid employment contract or a five-year contract financed by Hanken that is in force on 1 August 2017. The evaluation of the applications follows the provisions of the tenure track system.