Terms of reference for the ST Tenure and Promotion Committee

Members:
The dean is chair of the committee. The remaining members are the vice-dean for talent development and a professor from each department at ST appointed by the dean; two professors from Bioscience are to be appointed. The members are appointed for a three-year term. All members are selected on the basis of their personal qualifications.

Administrative support for the committee is provided by: To be clarified. No minutes will be taken at the meetings of the committee.

Responsibilities:
The responsibilities of the committee are to:

- Advise the dean in connection with all appointments to permanent academic positions (tenure track, associate professor, senior researcher, senior adviser and professor).
- Ensure the quality of all appointments.
- Ensure fast and flexible decision-making processes in connection with permanent positions at ST.
- Ensure cross-departmental dialogue and knowledge-sharing regarding appointments.
- Ensure the development of uniform expectations regarding the individual job categories across disciplinary boundaries.
- Ensure that the adopted guidelines for recruitment processes at ST are followed in connection with academic appointments at ST.
- Meet 1-2 times a month (virtually if convenient).

With regard to the committee’s responsibilities in connection with tenure track appointments:

- The committee is to advise the dean in connection with the appointment of candidates to tenure track positions.
- In connection with the midterm evaluation of candidates for tenure, the committee member representing the department in question is to be consulted (as described in ST’s model for tenure track appointments).
- In connection with the tenure candidate’s transition to the position of associate professor/senior researcher, the committee is to submit a recommendation to the assessment committee. The committee’s role in this connection is to advise the assessment committee (of which the head of department is ex officio chairman), and is responsible for ensuring the objectivity of evaluation criteria and the transparency of the process.
Materials available to the committee:

<table>
<thead>
<tr>
<th>Academic appointments (including access to tenure track)</th>
<th>Tenure candidates’ transition to associate professor/senior researcher</th>
</tr>
</thead>
<tbody>
<tr>
<td>• The assessment committee’s recommendation</td>
<td>• The candidate’s material</td>
</tr>
<tr>
<td>• The head of department’s recommendation of the candidate as well as description of the foregoing process, including the use of a search committee, the involvement of employees, interviews with the appointment committee, etc.</td>
<td>• External reviews</td>
</tr>
<tr>
<td>• The candidate’s CV and list of publications</td>
<td>• The department’s recommendation</td>
</tr>
<tr>
<td>• Material from the search committee (where applicable)</td>
<td>• The head of department’s description of the post-tenure track process (including a summary of the midterm evaluation, motivation for appointment of external reviewers and assessment committee)</td>
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</tbody>
</table>