

PERSONNEL REGULATIONS for the Hanken School of Economics

Chapter 1 General provisions

1 §

Coming into force and links to other legislation

The Board of the Hanken School of Economics approved these personnel regulations on 10 December 2009 and they come into force on the 1st of January 2010.

These regulations apply subject to the provisions of the Universities Act (558 /2009), the Act on the Implementation of the Universities Act (559 / 2009), the Universities Decree or other Acts or Decrees, a labour market agreement or Hanken's Administrative Regulations.

2 §

The Hanken staff structure

Hanken has the following categories of academic staff: research or teaching assistants, hourly paid teachers, doctoral students, project researchers, postdoctoral researchers, university teachers, associate professors, professors and research professors. In addition, there are personnel for performing other tasks.

Chapter 2 Qualification requirements

3 §

General qualification requirements

Any person to be employed by Hanken must have the qualifications and experience required for the successful execution of the duties of the position in question. These requirements will be defined by the Rector separately for each position before recruitment is commenced. Language skill requirements are defined in paragraph 4 below and in separate personnel plans.

4 §

Language skills

Language skill requirements for academic staff are defined separately for each task, considering that an adequate number of teaching and research staff should have a command of Swedish, which is the teaching, examination and administrative language of the School, and is required for carrying out the School's societal mission. Some specific tasks can be defined such that the teaching language is English or some other language, and that knowledge of Swedish is not required. The assessment of which language skills are required for each task will be made based on the units' personnel plans. The final decision is made by the Rector.

For tasks including 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

executing tasks that do not include teaching in Swedish, when necessary, "good" or "satisfactory" command of Swedish may be required in order to enable the executor of the tasks to take part in the common activities and decision making of the School.

Command of Swedish can be assessed by language exams for the state administration, by general language exams, by studies in the Swedish language or by 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 School provides support for staff members with an insufficient knowledge of Swedish to enable them to take part in common activities and decision making at the School. Support staff should have the language skills that their tasks require.

5 §

Managerial tasks

A higher university degree, knowledge of the required tasks and demonstrated sufficient leadership skills are required for undertaking managerial tasks within support functions.

6 §

Professor, research professor

Professors / research professors should have completed a PhD, demonstrated a high level of academic competence, gained experience from leading academic research, have good teaching skills and teaching experience, and experience from doctoral education and international research co-operation.

When evaluating an applicant's academic merits, prime consideration is given to academic publications. In addition, academic merit from teaching and doctoral education will be considered, as well as international academic expert assignments. Trial lectures, external research funding, active participation in the research community and pedagogical education can also be used as an indicator of merit.

7 §

Associate Professor

In addition to a PhD degree, research activities equal to the extent and quality demanded for a docent are required from an associate professor. In addition, good teaching skills are required.

The title of docent (adjunct professor) may be awarded to a person who has comprehensive knowledge of his or her own field, a capacity for independent research demonstrated through publication or in some other manner, and good teaching skills (Act 558/2009, §89). The Rector makes the decision about the process for assessing docent competence.

When evaluating an applicant's academic merit, the following matters are considered: academic work and academic publications, teaching experience, pedagogical education, other academic merit gained through teaching, and when necessary, trial lectures.

8 §

Postdoctoral researcher

A PhD degree completed within the previous five years (with time extensions for parental leave) within a relevant field is required of a postdoctoral researcher.

When evaluating an applicant's merit, research activity and teaching experience are considered.

9 §

University teacher

A university teacher should have a higher university degree within a relevant field, good knowledge of the field of teaching and good teaching skills.

When evaluating an applicant's merit, the following are considered: teaching experience, pedagogical education, the ability to produce teaching materials, other merit gained through teaching, and when necessary trial lecture.

10 §

Doctoral Student

A doctoral student is required to have a higher university degree and to have been accepted for doctoral studies at Hanken. In addition, applicants are required to have demonstrated during their degree that they have the ability to undertake doctoral studies and to pass a doctoral degree in accordance with a study and / or a research plan.

11 §

Research or teaching assistant, project researcher

A research or teaching assistant is required to have a higher university degree in a relevant field. In exceptional circumstances, a student with a lower university degree but currently studying for a higher degree can be employed. A project researcher is required to have a higher university degree in a relevant field and a good knowledge of the research area.

Chapter 3 Recruiting and employing staff

12 §

Employment decision

The Rector employs all personnel unless he or she has delegated the decision making to another staff member. This also applies to staff reporting directly to the Rector. The employment decision is based on the applicant's competence and suitability for the position. All applicants should be treated impartially, considering the principle of non-discrimination and gender equality.

13 §

Appointments procedure

The competence requirements are assessed individually for each position considering the unit's need for staff, the personnel plan and the resources available.

Before a position is declared open, the language skill requirements shall be determined, and also whether additional language skills shall be considered adding to an applicant's merit.

Suitable channels are to be used when positions declared open. Academic positions are usually advertised internationally. Under exceptional circumstances, employment decisions can be made without declaring the position open.

14 §

Procedures for appointing a professor, associate professor or postdoctoral researcher

Experts' reviews are required when recruiting, appointing or inviting a professor. The applicants'

qualifications for research, teaching and other skills required for carrying out the task successfully are to be evaluated by at least two experts appointed by the Academic Council.

Expert reviews can also be used when recruiting associate professors and postdoctoral researchers. The Rector decides on use of experts' reviews and the number of reviewers that should be used in each case.