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 6 September 2023, and they come into force on 1.10.2023. The instructions have been revised (22.4.2024) in so far as they concern teaching-oriented tenure-track positions, and employment at the Centre for Language and Business Communication. The instructions have been revised 3.6.2025 regarding the Swedish-language titles in § 6 and §7. Personnel employed under former personnel instructions continue their employment according to the provisions of the former instructions for 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 §

Personnel structure at Hanken

At Hanken there are the following employment categories: research-oriented faculty positions, teaching-oriented faculty positions, non-permanent positions, practice-oriented faculty positions, research project positions, faculty positions in languages and business communication, faculty positions according to previous personnel instructions and staff performing administrative support functions.

Chapter 2 Recruitment and employment

3 §

Appointments procedure

The Rector appoints all staff members, except for the leading staff directly subordinate to the Rector. The employment decision is based on the applicants' qualifications, merits and suitability for the position. Employment processes should be in accordace with the strategy of Hanken. All applicants are to be treated equally, and the principles of non-discrimination and gender equality are to be considered.

4 §

Competence Requirements

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' merits.

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

Chapter 3

Tenure Track

5 §

General provisions for Tenure Track

Tenure track is a system applied at the departments at Hanken. The tenure track system consists of a research-oriented track and a teaching-oriented track.

Research Track

6 §

Assistant Professor (national career level 2)
(in Swedish: **biträdande professor (nivå 1)**)

An assistant professor is required to have a doctoral degree and the potential to conduct high quality research and provide high quality teaching, as well as institutional service and societal impact. The assistant professor position is always fixed-term. The basis for the fixed-term employment is merit for career level 3.

7 §

Associate Professor (national career level 3) (biträdande professor)
(in Swedish: **biträdande professor (nivå 2)**)

In addition to the requirements for an assistant professor, an associate professor will have achieved and can demonstrate internationally high levels of research within the scientific field of the position. An associate professor is also expected to have achieved high levels in teaching and contributed through institutional service and societal impact. The research track associate professor position is permanent.

8 §

Professor (national career level 4) (in Swedish: professor)

In addition to the requirements for associate professors, a professor will have achieved and can demonstrate that she or he is an internationally recognised researcher with continued internationally high levels of research within the scientific field of the position. A professor is also expected to demonstrate continued high levels in teaching, institutional service and societal impact. The professor position is permanent.

9 §

Process for advancement

An assistant professor is subject to evaluation of her or his qualifications to determine whether she or he meets the requirements for tenure and promotion to associate professor, in accordance with Hanken's promotional guidelines and processes.

An associate professor is subject to evaluation of her or his qualifications to determine whether she or he meets the requirements for promotion to professor in accordance with Hanken's promotional guidelines and processes.

Teaching Track

10 §

Lecturer (career level 2) (in Swedish: lektor)

A lecturer in economics or business administration subjects is required to have a doctoral degree in a relevant field, good knowledge of the field of teaching, and teaching experience. A lecturer is also expected to have the potential to provide high quality teaching, conduct scientific research, and contribute through institutional service and societal interaction. The lecturer position is permanent.

11 §

University Lecturer (career level 3A) (in Swedish: universitetslektor)

In addition to the requirements for a lecturer, a university lecturer is expected to demonstrate high levels in teaching, higher education pedagogical studies and research activity. A university lecturer is also expected to have experience in development of and leadership within teaching and have contributed through institutional service and societal interaction. The teaching track university lecturer position is permanent.

12 §

Senior University Lecturer (career level 3B) (in Swedish: äldre universitetslektor)

In addition to the requirements for a university lecturer, a senior university lecturer will have achieved and can demonstrate long-term and high-quality teaching, comprehensive and multifaceted higher education pedagogical studies, and active and long-term research activity. A senior university lecturer is also expected to have significant and diverse experience of development of and leadership within teaching as well as contribution through responsible assignments within the scope of institutional service and continued societal interaction nationally and/or internationally. The teaching track senior university lecturer position is permanent.

Chapter 4

Fixed-term employment

13 §

University Teacher (in Swedish: universitetslärare)

The University teacher can be teaching- or research-oriented and is required to hold a master's degree in a relevant field. The university teacher position is full-time or part-time for a fixed term in one of the departments at Hanken.

A university teacher is for temporary needs or for qualification and therefore fixed-term full-time or part-time employment at one of Hanken's departments.

14 §

Professor of Practice (in Swedish: arbetslivsprofessor)

A Professor of Practice is a scholarly qualified leader with extensive work experience relevant to the field of teaching and research from the corporate world, the public sector or the third sector. The Professor of Practice holds a PhD degree.

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 can be part-time or full-time.

15 §

Executive in Residence

An Executive in Residence is a qualified leader with extensive work experience relevant to the field of teaching from the corporate world, the public sector or the third sector. The position as Executive in Residence 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.

16 §

Junior Researcher, Postdoctoral Researcher and Senior Research Fellow (in Swedish: **yngre forskare, postdoktoral forskare, äldre forskare)**

A junior researcher is required to hold a master's degree in a relevant field. The junior researcher position is full-time or part-time for a fixed term.

A postdoctoral researcher is required to hold a doctoral degree in a relevant field and possess good knowledge of the research area of the position. The postdoctoral researcher position is full-time or part-time for a fixed term.

A senior research fellow is required to hold a doctoral degree in a relevant field and have extensive research experience. The senior research fellow position is full-time or part-time for a fixed term.

17 §

Doctoral Researcher (national career level 1) (in Swedish: **doktorand)**

A doctoral researcher is required to hold a Master's degree and to have been accepted for doctoral studies at Hanken. A position as doctoral researcher is full-time or part-time for a fixed term.

Chapter 5

Faculty Positions in Languages and Business Communication

18 §

University Teacher (in Swedish: **Universitetslärare)**

A university teacher in languages and business communication is required to hold a master's degree in a relevant field, pedagogical training, have good knowledge of the field of teaching, and teaching experience. A university teacher is also expected to have the potential to contribute through institutional service and societal interaction. The position is permanent.

19 §

University Lecturer (in Swedish: **Universitetslektor)**

A university lecturer in languages and business communication is required to have a doctoral degree and pedagogical training. In addition, a university lecturer will have

achieved and can demonstrate high quality teaching, experience in development of and leadership within teaching, and research activity. A university lecturer is also expected to have contributed through institutional service and societal interaction. The position is permanent.

§20

Fixed-term employment in Languages and Business Communication

A university teacher or university lecturer in languages and business communication can be employed for a fixed term on a full-time or part-time basis to meet temporary needs within the Center for languages and business communication.

A university teacher with fixed-term employment is required to have a master's degree, as well as teaching experience.

A university lecturer with fixed-term employment is required to have a doctoral degree, pedagogical training, extensive teaching experience and research activity.

Chapter 6

Qualification requirements

21 §

Language skills

The language skill requirements for faculty are defined separately for each position, taking into account that a sufficiently large proportion of faculty must have knowledge of Swedish, the language of teaching, degrees and administration, in order for the School to be able to carry out its mission. Certain positions can be held by faculty teaching in English or some other language, and in these cases knowledge of Swedish may not be required.

Language skills in Swedish or English must be at such a level that communication and cooperation within Hanken works.

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, to enable the member of faculty is able to participate in the development of the higher education community and in decision-making at the university.

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.

22 §

Leadership positions

Leadership positions in administatio require a Master's degree, knowledge of the field, and leadership skills to the extent needed for the tasks in.

Chapter 7

Internal recruitment to tenure track

23 §

Internal recruitment

Faculty employed in the tenure track-system within the previous personnel instructions or with a permanent employment contract may apply to Rector to be transferred to follow this personnel instruction and be evaluated for a promotion to associate professor (research track, national career level 3), professor (research track, national career level 4), university lecturer (teaching track, national career level 3) or senior university lecturer (teaching track, national career level 3B). Faculty employed in the research- oriented tenure track within the previous personnel instructions may apply to Rector to be transferred to follow these personnel instructions.