

INTEGRATION & INTRODUCTION DOCUMENT for the SciLifeLab Fellows' program

1. This document is aimed to support the Fellows' program, including recruitment, follow-up and exit processes, i.e. a reference guide for all involved stakeholders.
2. It is not a formal steering document; it instead builds on other, previous decisions and university agreements.
3. It needs to be updated regularly and whenever there are major changes in, or addition of, steering documents
4. It will be kept in a folder accessed by all stakeholders (e.g. scilifelab.se/community) with additional documents describing the Swedish academic system, SciLifeLab's organization, etc.

The document has been circulated to SciLifeLab's Management group, Host university committees, Fellows, Strategic council (integration directors), CS director, Operations Office, CS Site Support and IT support. It was approved by Strategic Council on 210121, and presented to the board on meeting no. 49 on 210203, and has been annually updated.



1. The Swedish academic system

Excerpts from uhr.se

Legal rights, requirements and obligations in the Swedish academic system

Chapter 4 Teaching staff

Employment

Section 1

Teachers are employed by the higher education institution. Ordinance (2010:1064).

Qualifications and assessment criteria for appointments

Professors

Section 3

Qualification requirements for employment as a professor, except in disciplines in the fine, applied or performing arts, are fulfilled by someone who has demonstrated both research and teaching expertise. Qualification requirements for employment as a professor in disciplines in the fine, applied or performing arts are fulfilled by someone who has demonstrated both artistic and teaching expertise.

The assessment criteria for appointment as a professor must be the degree of expertise required as qualification for employment. As much attention must be given to the assessment of teaching expertise as to the assessment of research or artistic expertise. Each higher education institution otherwise determines the assessment criteria that must be applied to the appointment of a professor.

Ordinance (2010:1064).

Senior lecturers

Section 4

A person qualified for appointment as a senior lecturer is

1. except in disciplines in the fine, applied or performing arts, someone who has demonstrated teaching expertise and been awarded a doctorate or has the corresponding research competence or other professional expertise that is valuable for the post's subject matter and duties, and
2. in disciplines in the fine, applied or performing arts, someone who has demonstrated teaching expertise and been awarded a doctorate in fine, applied or performing arts, has demonstrated artistic expertise or has some other professional expertise that is valuable for the post's subject matter and duties.

The assessment criteria for appointment as a senior lecturer must be the degree of expertise required as qualification for employment. As much attention must be given to the assessment of teaching expertise as to the assessment of other qualifying criteria stated in the first paragraph. Each higher education institution otherwise determines the assessment criteria that must be applied to the appointment of a senior lecturer. Ordinance (2010:1064).

Associate senior lecturers

Section 4a

Qualification requirements for employment as an associate senior lecturer are fulfilled by someone who has been awarded a doctorate or has the corresponding research competence. Primary consideration should be given to someone who has been awarded a doctorate or achieved the equivalent competence within five years of the deadline for application for employment as an associate senior lecturer. However, someone who has been awarded a doctorate or achieved the equivalent expertise at an earlier date may also be considered if there are special grounds. Special grounds are sick leave, parental leave or other similar circumstances.

Each higher education institution decides the assessment criteria that must be applied to the appointment of an associate senior lecturer. Prior to such an appointment, the higher education institution must also establish the assessment criteria that will be applied to an application for promotion to senior lecturer under Section 12c. Ordinance (2017:844).

Associate senior lecturers

Section 12a

An associate senior lecturer may be employed until further notice, but for no less than four years and no longer than six years, which is decided by the higher education institution prior to employment. The purpose of the appointment is for the teacher to have the opportunity to develop research autonomy and acquire the scholarly and teaching qualifications required for eligibility for appointment as a senior lecturer.

An appointment under the first paragraph may be extended for a maximum of two years, if the associate senior lecturer's sick leave, parental leave or other special grounds means that additional time is needed to achieve the purpose of this appointment.

An appointment under the first and second paragraphs is otherwise subject to the provisions of the Employment Protection Act (1982:80)

Exceptions may be made to the first and second paragraphs through a collective agreement that is made or approved by a central employees' organisation. Ordinance (2017:844).

Section 12b

If a teacher has been employed pursuant to Section 12a on a fixed-term appointment at a higher education institution, no agreement may be reached on a fixed-term appointment as laid down in Section 5 of the Employment Protection Act (1982:80) between the higher education institution and the teacher within six months of the date on which the employment pursuant to 12a came to an end.

Exceptions may be made to the first paragraph above through a collective agreement concluded or approved by a central employees' organisation. Ordinance (2012:523).

Promotion to senior lecturer
Section 12c

An associate senior lecturer who is employed at a higher education institution under Section 12a must on application be promoted to senior lecturer at the higher education institution provided they are

1. eligible for employment as a senior lecturer, and
2. assessed as suitable for such an appointment in accordance with the assessment criteria that the higher education

institution has decided, under the second paragraph of Section 4a, must be applied to an application for promotion to senior lecturer.

Such a promotion entails indefinite employment as a senior lecturer. Ordinance (2017:844).

Decisions on appointments
Section 13

Teachers are employed through a decision by the vice-chancellor. This also applies to decisions due to an application for promotion, as in Section 12c. Decisions concerning the appointment of professors may not be delegated. Ordinance (2017:844).

2. The SciLifeLab organisation

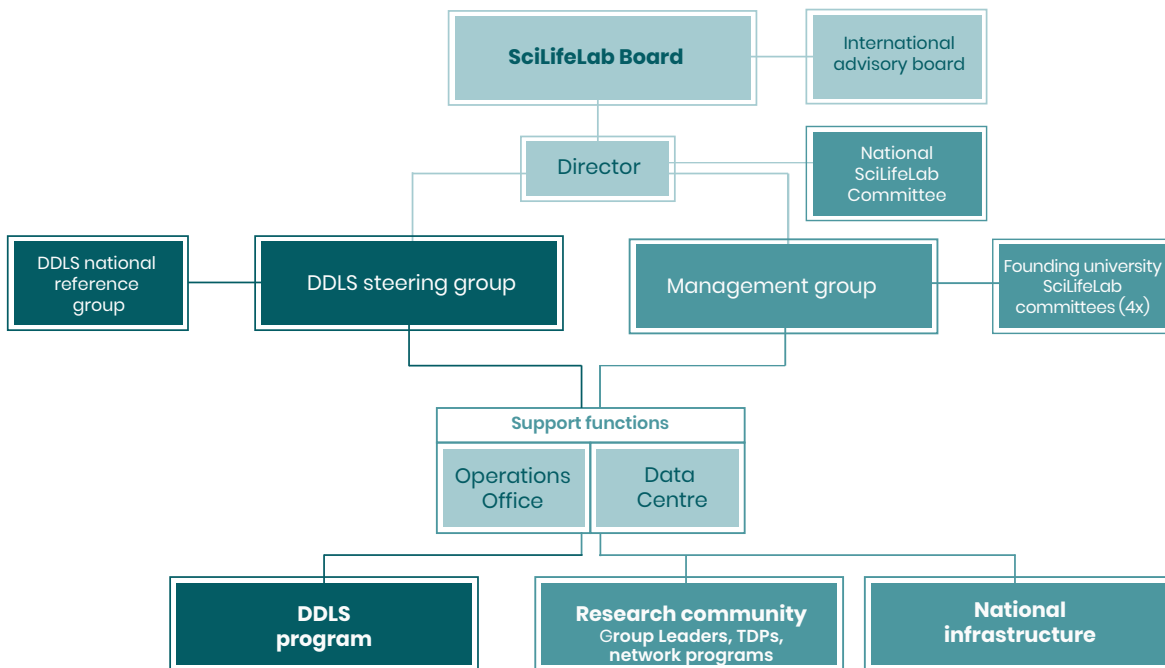
SciLifeLab management, roles and research community efforts

The management, roles and community efforts of SciLifeLab is presented in the table below.

Title	Description	Abbreviation
Campus Solna	SciLifeLab's Solna site, located in the buildings Alfa and Gamma	CS
Campus Solna Director	Primary responsibility for Campus Solna campus-specific operations	CS Director
Data Centre	Coordinates and supports activities throughout the SciLifeLab infrastructure life cycle of data: from project planning, data production, data analysis, data sharing, to publishing and reuse of data	DC
Infrastructure Director	Primary responsibility for the SciLifeLab national infrastructure facilities, instrumentation and staff, member of the Management group	Infra-Dir
Integration Director	Responsible for the integration and communication of each university's strategic decisions with the SciLifeLab management group, member of the host university committee	ID
International Advisory Board	SciLifeLab biannually produces reports to its International Advisory Board, https://www.scilifelab.se/about-us/management/international-advisory-board-reports/	IAB
Management Group	Is led by the SciLifeLab Director, who reports to the Board. The group includes a Co-Director, an Infrastructure Director, the Campus Solna Director, and four Scientific Directors, each representing one of our founding universities KI, KTH, SU and UU	MG
National SciLifeLab Committee	Links SciLifeLab with other HEI in Sweden	NSC
Navet, BMC	SciLifeLab's Uppsala site, located in area E10 of BMC	
Operations Office	SciLifeLab Operations Office supports national level operations on behalf of the national Management Group within the areas: Infrastructure support, Research community support, Communications, Events and training, External relations, Financial control, Management support	OO
SciLifeLab Sites	SciLifeLab has 6 formal sites in Stockholm, Uppsala, Umeå, Linköping, Gothenburg, and Lund	
Scientific Director	Represents each of the four founding universities in the Management Group	SD
SciLifeLab Board	The Board includes one representative each from the four host universities, three representatives from other Swedish universities, one representative from the industry, and is led by chairman Ylva Engström, appointed by the Swedish Government. The Board is responsible for the national infrastructure, the management and the communication of SciLifeLab.	
SciLifeLab Co-Director	National SciLifeLab Co-Director, member of the Management Group	
SciLifeLab Director	National SciLifeLab Director, leads the Management Group	
Technology Development Projects	Research community strategic initiative focused on developing SciLifeLab's infrastructure, funded by SciLifeLab national funding and host university SFO funding	TDPs
Host University SciLifeLab Committees	Each host university has its own SciLifeLab Committee that decides over its own SFO, and governs university-specific issues and contributions to SciLifeLab. This includes a position of the Integration Director	

National organization

The organizational structure of SciLifeLab is presented in the figure below.



Read more

Learn more at scilifelab.se

3. Timeline Campus Solna (KI, KTH, SU)

Timeline (recommended)	Activity	Responsible person/body	Other participants	Comment
1-1.5 years prior to start	Integration Director initiates discussions about new SciLifeLab Fellow recruitments at respective host university and in SciLifeLab committee	ID	Host university committee including SD	
	Coordination within host university (between faculties, departments, centers...) and with SciLifeLab committee on suggestion of research field for recruitment	ID	Host university committee including SD	Identify the research fields that best represent SciLifeLab, and which will increase the research quality on a national level. Discuss location within host university.
	Integration Director initiates discussions about new SciLifeLab Fellow recruitments with CS Director	ID	CS Director	
1 year prior to start	Discussion around the research field, at Strategic Council	Strategic council		If Strategic council finds that the research field has a poor fit to SciLifeLab's profile areas, it should be returned to host university for further discussions
	Decision on research field for recruitment within each university and SciLifeLab committee	Host university, SciLifeLab committee	ID	Approval of the position by the host university according to normal routines for new positions
	Preliminary CS space allocation (before announcement of position)	CS Director	CSC, Site support	
	Inform OO research coordinator about the discussion at Strategic council	SD		
	Inform Operation office	Research coordinator	SD and SciLifeLab committee	
	Inform Site Support CS	CS Director		
	Announcement of position(s) by the host university(ies)	Host university, Host department(s)		Very important to advertise the position internationally. Recommendation to use the common SciLifeLab template for the public announcement and include links to the host university's formal announcement
	Posting of vacancy at scilifelab.se and Social Media	Comms. Office		
	International advertising of position by SciLifeLab	Research coordinator		
12-6 months prior to start	Evaluation of applications, interviews, selection of top candidate(s)	Host university and ID		At faculty or department level according to normal routines. Recommendation to involve SciLifeLab representation in the recruitment process
	Update SD and research coordinator about evaluation process and names of candidates called for interview, with contact info	ID, Head of department		Plan site visits to CS/Navet in connection with interviews
	In connection with interviews: Invite candidates to Campus Solna/Navet for a visit, and to meet other Fellows. Also invite fellow candidate(s) to the host department	Research coordinator, Head of Department (for coordination of visit at department)	ID, SD	Important that candidate gets introduced to SciLifeLab organization (structure, management), and the relation to the host department. Provide opportunity to meet with other Fellows
	Host department is appointed, if not yet done	Host university, Faculty/School, Head of department, Fellow		For very broad announcements, the host department may be appointed after the selection of top candidate
	During negotiation with selected candidate, offer to visit Campus Solna/Navet again if possible. Inform about support and expectations from host department	Head of department, ID		Discussion with host department eg. matters related to space allocation and teaching, and introduction to university/department organization
6 months prior to start	Inform SD and OO Research coordinator about the selected candidate, with contact info	Head of department, ID		
	CS: Discussion on space allocation and preliminary decision in CSC	CS Director	CSC, Site support	
	CS: Space planning	Site support		

4 months prior to start	Upon decision (fellow accepts offer): contract signing	Head of department/ Head of school/ Dean/Vice- rektor		Signing at host university by person with the correct mandate
	Upon decision (fellow accepts offer): Inform about promotion requirements, deadlines and related matters	Head of department		
	Upon decision (fellow accepts offer) send introduction letter	Research coordinator		
	CS: Upon decision (fellow accepts offer) introduction meeting with Fellow	Research coordinator	SD, CS Director, Head of department, Site support, IT support	Important that fellow gets introduced to both SciLifeLab organization (structure, management) and routine meetings, as well as university/department organization. Requirements and optimal interaction should be revised (preferably immediately once selected candidate arrives). Provide opportunity to meet with other Fellows
	Upon decision: inform controllers at fellow host department to set up accounts and projects	Head of department		
	Upon decision: Assure that all appropriate decisions are taken regarding SFO-funding linked to Fellow	ID	Head of department	
	CS: Upon decision make final decision on space allocation (based on fellow requirements)	CS Director	Site support	
	Upon decision: department contact info (controller, admin) to Research coordinator	Head of department	Controller, SciLifeLab	
	Upon decision: <ul style="list-style-type: none"> Set up webpage and email account Ensure that the fellow is advertising positions as it is a lengthy procedure to get positions approved and suitable candidates applying Inform about grants and application strategy Facilitate help of visa processing for non-EU fellows Inform about challenging housing/rental market in Stockholm/Uppsala Help with (temporary) housing if possible (especially difficult to enter Sweden without local address and getting housing without Swedish personal number) Inform about arrangement with a bank that would accept clients without Swedish personal number 	Host department		This list is a recommendation, but may vary dependent on local routines
	Upon decision: SciLifeLab account and email address	Site support		The email should be set up before start as it is needed for advertising positions and recruiting group members
	Upon decision: Fellow should start process to announce vacancies and recruit	Fellow	Comms. office	
	Agreement document signed between Host department and SciLifeLab	Research coordinator	Host department, SciLifeLab HoOp, Host university representative (Dept head/ Vice rektor/ ID...)	Recruitment and employment processes differ between the universities. Depending on mandate, one or several host university person(s) should sign the agreement.
	1-2 month prior to start	CS: ensure office space and lab space is prepared for fellow	Site support	Site support
CS: Planning of IT-solutions and space		IT support		

Start	Upon start: Fellow on SciLifeLab web, advertise vacancies in fellow lab (continuous support to all fellows)	Comms. Office, Research coordinator		
	CS: Introduction day	Research coordinator	Site support, floor representative	
	Fellow employment administration <ul style="list-style-type: none"> • Confirm SciLifeLab registration of fellow • Employment contracts and stipends for lab members • Travel bills and reimbursements • Certificates • Vacation and sick leave • Insurances • Employment law issues • Employment benefits • Salary • Occupational health services • Support to groups leaders regarding personnel issues 	Host department		
	Introduction to the University's Research Support Office/Grants Office, and other support services	Host department		
	Introduction to host department	Head of department		Discussion around short and long term integration into the host department, participation in teaching and other matters related to research and teaching
Prior to or at start, or within 2 years	Mentorship program	Host university, Faculty/School, Host department		Fellows are invited to be enrolled in a mentorship program at the host university according to established routines
Start (+) 1 month	Fellow introduction/research presentation at MG meeting	Research coordinator	Administrative coordinator	
	CS: Lab safety training	Site support Lab safety officer		
	CS: Introduction meeting with CS Director	Research coordinator	CS Director	
	Assignment of a SciLifeLab/Campus Solna contact person	SD		Assign a PI as contact person (local CS mentor), besides the SD, who can give advice during the first year.
	Assignment of a host university contact person	Host department		Recommendation to assign a PI as contact person, besides the Head of department, who can give advice during the first year.
Start (+) 1-3 months	Introduction research seminar at Campus Solna	Research coordinator	SciLifeLab seminar series coordinator, SD	
Start (+) 1-6 months	Take actions to make the Fellow visible as a new colleague at CS/Navet	Research coordinator, SD		For example invitation to give seminar, presentation in news letters, web pages and so on.
	Take actions to make the Fellow visible as a new colleague at the host department	Head of department, ID		For example invitation to give seminar, presentation in news letters, web pages and so on.
1-2 years	CS: Follow-up fellow meeting	Research coordinator	Fellow, Head of Department, SD, CS Director	
3 years	Recommended half-time evaluation	Fellow, host university, host department		Only relevant for Fellows with 5-6 year employment
3-4 years	Promotion process for 4-year employments. If successful, extension of funding year 5+6	Fellow, host university, host department	According to host university routines	
4-6 years	Promotion process for 5-6 year employments.	Fellow, host university, host department	According to host university routines	
4-5 years (15 months prior to end of program)	CS: Exit process (move to other location/campus, or stay at CS)	Fellow, Head of department, CSC	Research coordinator	

4. Timeline UU

Timeline (recommended)	Activity	Responsible person/body	Other participants	Comment
1-1.5 years prior to start	Integration Director initiates discussions about new SciLifeLab Fellow recruitments at respective host university and in SciLifeLab committee	ID	Host university committees, SDs, Head of Departments	
	Coordination within host university (between faculties, departments, centers...) and with SciLifeLab committee on suggestion of research field for recruitment	ID	Host university committees, SDs, Head of Departments	Identify the research fields that best represent SciLifeLab, and which will increase the research quality on a national level. Discuss location within host university. Head of Departments can suggest subject areas to be processed by SciLifeLab
1 year prior to start	Discussion around the research field, at Strategic Council	Strategic council		If Strategic council finds that the research field has a poor fit to SciLifeLab's profile areas, it should be returned to host university for further discussions
	Decision on research field for recruitment within each university and SciLifeLab committee	Host university, SciLifeLab committee	ID	Approval of the position by the host university according to normal routines for new positions
	Inform OO research coordinator about the discussion at the Strategic council	SD		
	Inform Operation office	Research coordinator	SD and SciLifeLab committee	
	Announcement of position(s) by the host university(ies)	Host university or Host department(s)		Very important to advertise the position internationally. Recommendation to use the common SciLifeLab template for the public announcement and include links to the host university's formal announcement
	Posting of vacancy at scilifelab.se and Social Media	Comms. Office		
	International advertising of position by SciLifeLab	Research coordinator		
12-6 months prior to start	Evaluation of applications, interviews, selection of top candidate(s)	Host university and ID		At faculty or department level according to normal routines. Recommendation to involve SciLifeLab representation in the recruitment process
	Update SD and research coordinator about evaluation process and names of candidates called for interview, with contact info	ID, Head of department		Plan site visits to CS/Navet in connection with interviews
	In connection with interviews: Invite candidates to Campus Solna/Navet for a visit, and to meet other Fellows. Also invite fellow candidate(s) to the host department	Research coordinator, Head of Department (for coordination of visit at department)	ID, SD	Important that candidate gets introduced to SciLifeLab organization (structure, management), and the relation to the host department. Provide opportunity to meet with other Fellows
	Host department is appointed, if not yet done	Host university, Faculty, Head of department, Fellow		For very broad announcements, the host department may be appointed after the selection of candidate
	During negotiation with selected candidate, offer to visit Campus Solna/Navet again if possible. Inform about support and expectations from host department	Head of department, ID		Discussion with host department eg. matters related to space allocation and teaching, and introduction to university/department organization
6 months prior to start	Inform SD and OO Research coordinator about the selected Fellow, with contact info	Head of department, ID		

4 months prior to start	Upon decision (fellow accepts offer): contract signing	Head of department		
	Upon decision (fellow accepts offer): Inform about promotion requirements, deadlines and related matters	Head of department		
	Upon decision (fellow accepts offer) send introduction letter	Research coordinator		
	UU: Upon decision (fellow accepts offer) introduction meeting with Fellow	Research coordinator	SD, Head of department	Important that candidate gets introduced to SciLifeLab organization (structure, management), and the relation to the host department. Provide opportunity to meet with other Fellows
	Upon decision: inform controllers at fellow host department to set up accounts and projects	Head of department		
	Upon decision: Assure that all appropriate decisions are taken regarding SFO-funding linked to Fellow	ID	Head of department	
	Upon decision: department contact info (controller, admin) to Research coordinator	Head of department	Controller, SciLifeLab	
	Upon decision: <ul style="list-style-type: none"> Set up webpage and email account Ensure that the fellow is advertising positions as it is a lengthy procedure to get positions approved and suitable candidates applying Inform about grants and application strategy Assign a mentor Facilitate help of visa processing for non-EU fellows Help with housing (especially difficult to enter Sweden without local address and getting housing without Swedish personal number) Inform about challenging housing/rental market in Stockholm/Uppsala Inform about arrangement with a bank that would accept clients without Swedish personal number 	Host department		This list is a recommendation, but may vary dependent on local routines
	Upon decision: SciLifeLab account and email address	Site support		The email should be set up before start as it is needed for advertising and recruiting
	Upon decision: Fellow should start process to announce vacancies and recruit	Fellow	Comms. Office	
	Agreement document signed between Host department and SciLifeLab	Research coordinator	Host department, SciLifeLab HoOp, Host university representative (Dept head/ Vice rektor/ ID,...)	Recruitment and employment processes differ between the universities. Depending on mandate, one or several host university person(s) should sign the agreement.

Start	Upon start: Fellow on SciLifeLab web, advertise vacancies in fellow lab (continuous support to all fellows)	Comms. Office, Research coordinator		
	Fellow employment administration <ul style="list-style-type: none"> • Confirm SciLifeLab registration of fellow • Employment contracts and stipends for lab members • Travel bills and reimbursements • Certificates • Vacation and sick leave • Insurances • Employment law issues • Employment benefits • Salary • Occupational health services • Support to groups leaders regarding personnel issues 	Host department		
	Introduction to the University's Research Support Office/Grants Office, and other support services	Host department		
	Introduction to host department	Head of department		Discussion around short and long term integration into the host department, participation in teaching and other matters related to research and teaching
Prior to or at start, or within 2 years	Mentorship program	Host university, Faculty/School, Host department		Fellows are invited to be enrolled in a mentorship program at the host university according to established routines
Start (+) 1 month	Fellow introduction/research presentation at MG meeting	Research coordinator	Administrative coordinator	
	UU: Lab safety training	Host department Lab safety officer		
	Assignment of a SciLifeLab contact person	SD		Assign a PI as contact person e.g. UU SciLifeLab group leader, besides the SD, who can give advice during the first year.
	Assignment of a host university contact person	Host department		Recommendation to assign a PI as contact person, besides the Head of department, who can give advice during the first year.
Start (+) 1-3 months	Introduction research seminar	Research coordinator	SciLifeLab seminar series coordinator, SD	
Start (+) 1-6 months	Take actions to make the Fellow visible as a new colleague at SciLifeLab/Navet	Research coordinator, SD		For example invitation to give seminar, presentation in news letters, web pages and so on.
	Take actions to make the Fellow visible as a new colleague at the host department	Head of department, ID		For example invitation to give seminar, presentation in news letters, web pages and so on.
1-2 years	UU: Follow-up fellow meeting	Research coordinator	Fellow, Head of Department, SD	
3 years	Recommended half-time evaluation	Fellow, host university, Host department		Only relevant for Fellows with 5-6 year employment
3-4 years	Promotion process for 4-year employments. If successful, extension of funding year 5+6	Fellow, host university, host department	According to host university routines	
4-6 years	Promotion process for 5-6 year employments.	Fellow, host university	According to host university routines	