



Kunnskap for en bedre verden

Appointment/ renewal of
Adjunct Professor and
Adjunct Associate Professor
positions at EPT



EPT Procedure for appointments/ renewals



Professor

- Nominating Professor/ Associate Professor should always consult strategic importance for appointment/ renewal with Head of Group prior of initiating appointment
- The nominating Professor/ Associate Professor **completes Mach Form** (including required documentation) for appointment/ renewal
- HR receives Mach Form and sends via email to PØ/ Controller for approval of financing

Head of Group

- HR sends Mach Form and required documentation via email to Head of Group for evaluation
- Head of Group evaluates the appointment/ renewal documentation against criteria (attached) and discusses as necessary with nominating Professor/ Associate Professor for further details
- If in support of appointment/ renewal, **Head of Group writes recommendation for approval by Deputy Head for Research**

Deputy Research

- Deputy Head for Research evaluates the documentation and decides whether trial lecture/ research seminar is required
- **Deputy Head for Research writes statement of approval/ rejection to Head of Group, cc nominating Professor/ Associate Professor and HR**

Professor/HR

- **Approval of appointment/ renewal:** HR proceeds with process (including trial lecture/ research seminar if appropriate)
- **Rejection of appointment:** nominating Professor/ Associate Professor informs candidate, if appropriate
- **Rejection of renewal:** nominating Professor/ Associate Professor informs candidate, HR sends notification of the end of the current contract

Nomination of
candidate/
renewal

Evaluation/
Recommendation by
Head of Group

Evaluation/
approval by
Deputy Head for
Research

Appointment/
renewal/ end of
contract process

Criteria for appointments/ renewals

- The role of Adjunct Professor/ Associate Professor positions is to enhance research collaboration. They can provide guest lectures but should not be responsible for significant parts of or full courses that belong to degree programmes unless there is a temporary need at the departmental level (leave/sabbatical).
- Appointments (up to 0.2 FTE) can be for a minimum of 2 and a maximum of 4 years and may be renewed if appropriate
- The Adjunct Professor/ Associate Professor must be able to:
 - document a track record of national or international research through high level publications
 - provide added value to existing research activities in terms of research output
 - enhance the national or international visibility of the research group (e.g., prestige/reputation/network building)
 - or demonstrate industrially relevant research within strategic areas important to the Department
- Adjunct Lecturer (førstelektor) positions may be used for teaching purposes at the discretion of the Head of Department and Deputy Head for Teaching

Further detail

- Adjunct Professors/ Associate Professors:
 - can be co-supervisor of PhDs/Postdocs but a Professor/ Associate Professor at EPT **must be the main supervisor**.
 - can be, in exceptional circumstances, the main applicant of research proposals with approval of the Head of Department/ Deputy Head for Research on a case-by-case basis
 - **must publish** under EPT or joint EPT/home affiliation
 - can be from industry, if they **can document research excellence within EPT`s strategic areas**
- The Adjunct Lecturer (førstelektor) position category (not the Adjunct Professor/Associate Professor position category) may be used for teaching appointments. The appointment/renewal process must include a trial lecture

Requirements for PhD supervision

- All PhD-candidates should have a main supervisor and a co-supervisor
- Adjunct Professors can co-supervise PhD Candidates, but the main supervisor must be a permanent Professor/ Associate Professor at EPT
- Adjunct Lecturer (førstelektors) **cannot be the main supervisor or the co-supervisor** of a PhD Candidate
- <https://i.ntnu.no/wiki/-/wiki/English/PhD+candidate+supervision>