

# **Routines for Evaluation of Assistant Professors (Post Doctorates) at the Department of Business and Management Science**

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## **1 Introduction**

The Department of Business and Management Science regularly recruits promising candidates in a four-year position as Assistant Professor (Post Doctorate). In the beginning of the fourth year of the contract period, the Department will initiate an evaluation process, which may lead to the announcement of a permanent position in the field. This document presents the administrative process (Section 2) and the criteria (Section 3) for evaluating the performance of an Assistant Professor (Post Doctorate).

The aim of this document is to ensure that our Assistant Professors (Post Doctorates) will be in a fair position to apply for permanent positions at the Department if and when such positions are announced, and also to ensure that the Department will have excellent potential applicants when it opens up new permanent positions.

## **2 The administrative process**

### *Stage 1: Submission of material to be evaluated*

The deadline for submitting the material to be evaluated is announced by the Head of the Department. The deadline should normally be no later than one month into the fourth year of the candidate's contract period (month 37), but can be delayed at request from the candidate – though at most by three months (month 40).

The evaluation is based on the submitted documentation as well as references and other retrieved information, using the evaluation criteria specified in Section 3. Specifically, the submitted documentation should cover the following:

#### *Research*

- Overview of research activities
- Published papers
- Discussion papers (with referee reports, if any)
- Other work in progress

#### *Teaching*

- Overview of teaching and supervision activities
- Copies of reports on student evaluations of teaching performance
- A proposal for future teaching obligations. This can include the continuation of current courses, description of potential new courses and an overview of what courses at the department the candidate can teach if needed.

### *Other contributions*

- Seminar invitations, conference presentations, journal refereeing
- Participation in network building
- Research administrative tasks
- Other activities (evidence of academic citizenship, Norwegian classes, etc.)

### *Stage 2: Evaluation by the Department's Management Board*

The Management Board of the Department (Ledergruppen) writes a short (confidential) report where the scientific contribution of the candidate is evaluated based on the submitted documentation.

The evaluation report should be finished no later than three months after the candidate's material has been submitted to the Department (month 40/43).

The candidate can submit acceptance or resubmission letters from journals until the committee report is finished.

### *Stage 3: The Board of the Department's evaluation process*

If the evaluation of the performance of the Assistant Professor (Post Doctorate) is successful, according to the criteria outlined in Section 3, the Department will consider opening a permanent position that matches the candidate's research profile. Here the Department will have to consider its long run recruitment policy, the overall resource situation in the Department and in particular the resource situation within the candidate's research profile/-group.

If the decision is to open a permanent position, the case will be presented to the Department Board according to regular procedures. A permanent position has to be publicly announced and will be filled following an open competition. The scientific merit of the applicants will at this stage be evaluated by a committee with external representation.

If the conclusion is that the Department should not open a new permanent position, no such initiative is taken, and the case is closed.

The final decision to open a permanent position or not should be made no later than two months after the evaluation report from the Management Board is submitted (month 42/45). Then a permanent position is announced when the potential candidate is eight months into the fourth year of the contract period, or in the case of a delay of three months, before the contract terminates (month 44/47).

The time plan is at all stages indicating the latest month. The Department will work hard to finish the process as early as possible after the candidate delivers his/her material.

The timeline for the different deadlines in the evaluation process is thus:

<b><i>Months into contract period</i></b>	<b>Candidate delivers material for evaluation</b>	<b>Committee delivers report</b>	<b>Department Board makes decision</b>	<b>If hiring is decided: Permanent position is announced</b>
<b>Normal timeline</b>	37	40	42	44
<b>Late timeline</b>	40	43	45	47

### **3 Criteria for a successful evaluation**

The candidate must demonstrate excellence in research, and strong potential to contribute to the teaching and the further development of the Department and NHH.

Teaching evaluations and degree of active departmental citizenship will also be considered.

More specifically, the decision will be based on performance in the following areas:

#### *a) Research*

The Department expects a high level of activity in research and dissemination of research. Quality of research will be evaluated against the following criteria:

- Publications
- Papers in the review process
- Paper presentations at major conferences
- Discussion papers and initiated projects
- Citations
- Awards and distinctions

The Department recognizes that it takes time to have papers accepted in international journals. The evaluation will therefore be based not only on published work, but on an assessment of the publication potential of all of the work submitted (including work initiated before starting in the position), and more generally of the candidate's potential as a researcher.

The Department emphasises in particular publications in highly ranked journals. Some of the candidate's papers should be published or publishable in journals listed at level two in the ranking of Universities Norway (UHR) or ranked at level 3 or 4 in the Academic Journal Quality Guide, published by the Association of Business Schools (ABS). Publications in the journals listed at NHH's bonus list are valued particularly highly, and may substitute for a smaller overall number of publications.

#### *b) Teaching*

It is expected that the candidate can contribute with high-quality teaching and supervision in

all full-time NHH programs (bachelor, master and PhD). The teaching load of tenured faculty follows a point system and represents about two full courses in addition to supervision. Teaching and teaching quality will be evaluated against the following criteria:

- Innovation in course design and teaching techniques
- Level of academic challenge
- Interaction with students
- Students' teaching evaluations
- Ability to teach courses that fits well with the needs of the department

*c) External visibility*

- Research seminar presentations
- Conference participation, paper presentations and discussions
- Research networking
- Journal refereeing
- Dissemination through media and presentations for government bodies or the business community

*d) Internal contributions and visibility*

The candidate is expected to contribute to the academic environment at NHH and to help in building and sustaining a sense of community as well as a high quality work environment. The following indicators will be used to assess internal contributions:

- Participation in research seminars
- Participation in recruiting new faculty members
- Time spent on organizing and supporting research seminars
- Research administrative tasks
- Collegiality/"being present"
- Other tokens of department citizenship, such as efforts aimed at strengthening NHH's external network, participation in internal committees, etc.