

Recruitment Policy in LUT University

As a rule, all positions are announced to the public and open for applications – and internationally, if needed – which allows the most qualified applicants to pose their candidacy. The professional field of the position, the statutory qualification requirements, and other preconditions for the successful fulfilment of the duties are defined in the job advertisement as specifically as possible. Hence an unbiased appointment may be made from among applicants with professional expertise and experience that meet the requirements of the position as closely as possible. Scientific and educational merits are taken into account in the filling of all research and teaching-related positions.

Advertising and application phase

For each open position, the most suitable advertising channels are identified. In addition to publishing the recruitment ads in regular channels like LUT webpage www.lut.fi/careers, Euraxess and Academic Positions, other academic job portals and important national and international recruitment channels in the field are used.

The application period of tenure track positions is always at least 30 days. The application period may be extended if the selection committee or recruiting supervisor so decides. The application period of non-tenure track and other positions may be shorter than 30 days.

All applications with the requested documents are to be sent online in an electronic application system by the date mentioned in the job advertisement. Paper or email applications or belated applications are not taken into account.

If the application period is extended or the selection process will prolong, the applicants will be informed about the extension or prolongation.

Selection and evaluation phase

LUT regulations and the instructions for the four-step researcher career define the eligibility and selection criteria for research positions. The eligibility criteria must be brought up in the recruitment advertisement and the evaluation of applicants is based on these criteria.

In case of recruitment of junior researchers (doctoral students) or researchers on non-tenure career, the evaluation of applicants and the selection is done by the recruiting supervisor or together with a recruitment team from the research group or department.

For the recruitment of the tenure track positions, a selection committee is nominated by the dean of the recruiting school, and separately for each open position. The selection committee makes

the first level evaluation based on the eligibility and tenure-track criteria for appointment and shortlists the most potential candidates. After shortlisting, the HR unit informs all applicants about the result of shortlisting.

In the second evaluation phase, a group of external experts (minimum three senior, internationally recognized academics) will assess the shortlisted candidates and give their statements on each shortlisted candidate. Expert evaluations will be distributed to the candidates as well.

Depending on the position, the selection process includes 1-2 interviews. The most potential/shortlisted candidates may be first interviewed online or by video interview, but at least the second interview is made face-to-face. In case the position includes teaching, a public teaching demonstration might be required from the candidates too.

After the evaluations, interviews and possible teaching demonstrations, the selection committee or the recruiting supervisor makes the selection proposal.

In addition, the most potential candidates may take part in the personnel assessment, which is conducted by the external personal assessment expert.

Appointment phase

Based on the recruitment proposal made by the selection committee, the LUT tenure track committee firstly assess the proposal and the level of tenure track is in accordance with LUT principles before the recruitment decision is made by the dean of the recruiting unit. Finally, the rector of LUT makes the appointment decision.

In case of non-tenure or non-academic positions, the appointment is made by the dean or manager of the recruiting unit.

Once the decision about the new expert to be recruited has been made, the recruiting supervisor informs the selected candidate and those interviewed for the position. HR unit informs all other applicants and the experts about the selection decision and the final selection criteria.

LUT's internal process moves on to the proposal about an employment contract with the selected candidate. The goals for the tenure period are defined at the beginning of employment. The situation is monitored annually and after achieving the goals, he can be promoted to the next tenure level.

Should a candidate wish to have more detailed information on the selection criteria in his case, either the chair of the selection committee, recruiting supervisor or HR unit should be contacted. If the applicant notice a mistake in the recruitment process, he should first contact HR unit to discuss the matter. The applicant has the right to see those recruitment documents, which concerns him.