

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 considered 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 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 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 considered.

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 appointments 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.

Interview questions and evaluation criteria are defined in advance and are directly linked to the qualification requirements stated in the call. All candidates are assessed in a comparable and non-discriminatory manner.

In case the position includes teaching, a public teaching demonstration might be required from the candidates too. Teaching demonstrations are assessed based on predefined pedagogical criteria.

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.

A documented and reasoned selection memo is prepared for each recruitment.

Appointment phase

Based on the recruitment proposal made by the selection committee, the LUT tenure track committee first assesses 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. The Dean of the recruiting faculty and the provost jointly prepare the final appointment proposal for the Rector. 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, they can be promoted to the next tenure level.

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

Tenure track and research career progression

LUT University applies a structured researcher career system, including a tenure track to teaching and research personnel.

The tenure track consists of fixed-term appointments progressing through defined evaluation stages, leading to a permanent professorship upon successful evaluation. The structure and qualification requirements of the positions are defined in LUT University Regulations and related Rector's decisions.

Recruitment to tenure track positions is based on an open international call as a rule and includes external expert evaluation. The eligibility criteria and evaluation criteria are stated in the call for applications and are applied consistently in the assessment of candidates.

The evaluation criteria for progression within the tenure track are defined at the beginning of each appointment period and communicated to the candidate in advance. The achievement of agreed objectives is monitored regularly during the tenure period. The final tenuring evaluation is conducted as an external assessment to ensure an independent and merit-based decision.

Supervisors support researchers' career development through annual discussions and follow-up of agreed objectives.

In accordance with LUT principles, tenuring of LUT employees may take place without a new open international call when the candidate has previously been recruited through an open international procedure and fulfils the qualification requirements following a successful tenure evaluation.

LUT University supports interdisciplinary research and international cooperation through university-level research structures. These structures provide open research environments that enable collaboration across disciplines and strengthen the competitiveness and impact of research activities. Participation in such structures may contribute to interdisciplinary merits in recruitment and career progression.