

Salary criteria guide for Linköping University

This guide gives an overall description of Linköping University's salary criteria. The descriptions are intended as support for managers to clarify the significance of the salary criteria in the operational unit where the employees work. All employees must be familiar with and understand the significance of the salary criteria and the expectations on meeting these.

Common criteria for all employees

Results and skill

I achieve good results and take responsibility for achieving the common operational goals and my individual goals as set out in the employee performance appraisal.

This means that I work effectively and take responsibility for my tasks. I contribute to the overall targets set for my operational unit and to my personal targets set in the employee performance appraisal. Achieving good results focuses on the end result of my work and how this contributes to individual as well as common goals.

I plan and carry out my work within the specified time and with good quality.

This stresses the importance of being able to plan and organise my work in such a way that I can handle time and resources efficiently. Planning and completing work tasks is hence about the process of structuring and carrying out my work within given limitations and maintaining a good quality result.

Active employeeship

I manage myself and take responsibility for my work.

I am self-reliant, which means that I take responsibility for and structure my tasks, and ensure that they are carried out effectively. Managing oneself and acting responsibly require a high degree of self-management and independence, and a well-developed sense of responsibility.

I learn new things and put knowledge and experience into practice.

I express a willingness to constantly develop and grow by learning new things. I am interested in not only amassing knowledge, but also in applying it in my work. This means that learning is about being curious and open to new ideas, and constantly striving to improve by gaining new knowledge and applying it in practice.

I propose and drive change and explore and take on new challenges.

Courage to suggest and drive changes stresses taking initiatives and being open to new challenges that can lead to operational improvements. I am willing to take initiatives and lead the way to changes that may improve operations. I am open to exploring new areas and taking on tasks that may be challenging. I have a solution-focused approach, where I focus on what is working and build on this.

Collaborate and contribute to a good working environment

I listen to and respect the knowledge and perspectives of others and share my knowledge and experience for common development and good relationships.

Listening and sharing knowledge stresses the importance of being an active listener and sharing knowledge to promote learning and good relations. This means that I listen to others and value their opinions and points of view. By also sharing my own knowledge and experience, I contribute to mutual learning and strengthen relations in the working group.

I give and take constructive feedback.

This is about being open to giving as well as taking feedback intended to improve work performance. This is also an important part of personal and professional development.

I am available, participate in meetings and have a commitment to collaboration with colleagues, students and the surrounding community.

Being available, participating in meetings and dialogue show openness and commitment to being an active part of the community. My availability indicates an open and cooperative attitude. Availability is within a given framework.

Criteria for technical, administrative and library staff**I use my knowledge and skills professionally, while also having a good understanding of my operational unit and its conditions, goals and processes.**

I use my expert knowledge and skills to achieve results and have a deep understanding of my operational unit and its conditions, goals and processes. By adapting my methods and working efficiently with colleagues, I contribute to achieving the overarching goals of the organisation.

I have a service-oriented approach, adapt to different situations and support my operational unit in following regulations and procedures.

Having a service-oriented approach means that I focus on meeting the needs of others and providing support in a helpful way. In doing this, I make sure that all actions and decisions follow set rules and procedures in my field of operations. I

strive to make it simple for others to follow rules and do the right things, which means that I have an attentive and flexible approach, while maintaining a high standard of professionalism and adherence to rules.

Criteria for teachers

Teaching (first and second cycle)

I plan and carry out teaching of good quality and create conditions for committed and student-centred learning.

This means that I carefully prepare my teaching, use effective and proven methods and scientific basis, and ensure a well-organised teaching session. I strive to make teaching sessions interesting and motivating for the students. My teaching is adapted to students' needs, interests and situation, and the teaching process is student focused.

I update myself on current research in my field of study to promote research superstructure in my teaching.

I keep myself informed of the latest research in my subject area. This enables me to integrate new knowledge and research results into my teaching, which contributes to creating a strong connection between research and education, and to ensuring updated and relevant teaching.

I use current research to improve and enrich my teaching. This may involve incorporating new theories, methods or data into my lectures and my course material, which helps students understand how research impacts and develops the subject area.

I evaluate and develop my teaching by analysing and thinking critically about my teaching methods, which helps me improve my teaching.

I scrutinise and improve my teaching by reflecting over and analysing my pedagogical methods, and look for ways to improve them. This may entail collecting feedback from students, looking at their performance and commitment and comparing my methods with best practice in education. I participate in pedagogical projects and collaborate with colleagues to develop new teaching methods and learning environments.

I lead, participate in and contribute to pedagogical activities.

I take an active part in the improvement and development of teaching methods and learning environments so as to contribute to the university's overarching pedagogical goals.

I am committed and develop programmes/courses on a high academic level. I lead and support colleagues in their pedagogical development.

Scientific work

I conduct research of good quality that I disseminate nationally and internationally.

This means that I conduct research that meets high scientific standards and is of importance both nationally and internationally. I make sure that my research results become available and acknowledged by the scientific community through publications, conferences and other academic platforms.

I actively seek and receive research funding for myself and my research group.

This means that I actively seek support for research by applying for funding from various sources. My receiving funding is a sign that the research that I and my colleagues engage in is valuable and has the potential to contribute to scientific progress.

I contribute to an active joint research environment.

This means that I participate in and contribute to a research environment encouraging collaboration and joint efforts. I share knowledge, resources and expertise with colleagues to promote a productive and supporting environment benefiting all involved. I share my expertise and experience to guide and inspire the next generation of researchers in my field.

I engage in doctoral education through supervision of doctoral students and participation in doctoral courses.

I engage in doctoral education by supervising doctoral students, which means that I act as a mentor and support for them in their research projects. In addition to this, I teach on doctoral courses, where I share advanced knowledge and methodological skills that are important for their academic development.

Collaboration

I contribute to utilisation and collaboration with the surrounding society in education and/or research.

I strive to make my research results and my expertise useful outside academia. By participating in various collaboration project and communicating my insights in an accessible manner, I contribute to the creation of value and development in the surrounding society.

I build and maintain collaborations and networks to promote innovation and knowledge exchange nationally and/or internationally.

I take an active part in creating and maintaining good relations and networks with various actors, within and outside Sweden. Through these collaborations, I promote innovation and knowledge exchange across borders, and contribute to increased knowledge to handle societal challenges.

Criteria for managers with personnel management responsibilities

I manage, represent, make decisions and develop my operational unit based on set goals, the operational conditions, and LiU's vision, strategy and fundamental values.

Managing and making decisions focuses on leading my operational unit in accordance with overall goals, existing conditions and strategic guidelines. This means that I actively manage my operational unit and make decisions in accordance with the goals and the strategy adopted by Linköping University. This also means that I support development and change. I represent the University and make sure that my operational unit is consistent with its strategy and fundamental values.

I lead employees and my operational unit to results based on effective working methods and take responsibility for the work environment.

This is about making sure that employees as well as the operational unit achieve results through efficient working methods. I create a sound work environment by being proactive and promoting.

I enable employees' freedom of action, responsibility, development and active employeeship, and I give a clear message on frameworks and mandates.

I create an environment where employees feel that they are encouraged to act and take responsibility. I promote their development and commitment to their work, while being clear about what mandates and limitations apply. Enabling employees stresses the importance of giving employees the space and opportunities to take responsibility and develop.