Komiteens medlemmer:

NN

…………….@...................

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| Your ref | Our ref | Date |
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**Professor/associate professor/researcher in………. – Appointment of Evaluation Committee**

We highly appreciate your willingness to serve on this committee, ref. our previous communication.

On the authority of the Dean, the Head of Department has appointed the evaluation committee to assess the applicants for the above position at the University of Bergen (UiB):

* Title NN, Department of …………….., University of Bergen, chair
………..@uib.no
* Title NN, Department of …………….., Institution ……………..,
………..@………..
* Title NN, Department of…………….., Institution ……………..,.
………..@………..

Alternativt: Title NN, Department of ……, University of Bergen, has been appointed as the coordinator of the committee.

**Applicants**

By the closing date ……… there were …. applicants for the position.

**Access to job applications, etc.**

Job applications, including job advertisement and lists of applicants, can be found on the UiB jobseekers database Jobbnorge. You will shortly receive an e-mail from Jobbnorge with instructions on how to access the database. Please take note that you are required to activate your log on within 24 hours of receiving the e-mail, this is a safety measure.

**Applicable regulations**

The committee’s remit is set out in clause 6.2.3 of the regulations for appointments to academic posts and academic/administrative management positions:

<http://regler.app.uib.no/regler_en/Part-3-Human-Resources-and-HSE/3.1-Human-Resources/3.1.2-Rules-for-appointment/Regulations-for-appointments-to-academic-posts-and-academic-administrative-management-positions>

**The committee’s deadline**

The committee’s report should normally be submitted within 3 months of having obtained access to necessary papers etc. If the committee is unable to meet the deadline, it should submit a report to the Faculty, giving a reason for the committee’s failure to meet the deadline.

The committee’s chair will contact the other members regarding the committee’s work. Usually the committee works together electronically.

**Fee**

The external member(s) of the committee will be entitled to a fee, which for … applicants will amount to NOK ……..,-.We therefore require you to complete the enclosed “skatteopplysningsskjema” / tax deduction card application and banking details forms together with a copy of your passport (*stryk det som ikke passer*). Please return the document(s) to us as soon as possible. The fee will be disbursed after completion of the committee’s report.

Yours sincerely

Name

Head of Department Name
 Title

|  |
| --- |
| *This document has been electronically approved and therefore has no handwritten signatures* |

Attachments:

1. Tax deduction card application form
2. Banking details form