

INSTRUCTIONS FOR APPLICANTS IN CONNECTION WITH PROMOTIONS TO OR APPOINTMENTS OF ACADEMICALLY QUALIFIED TEACHING STAFF OTHER THAN PROFESSORS

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Administrative Officer	Eva Englund
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Summary	Replaces document: Instructions for Applicants in connection with Appointments of Academically Qualified Teaching Staff other than Professors (for example, Assistant Senior, Senior Lecturer)(P 2012/178).

This document is a translation of the Swedish original. In the event of problems of interpretation or differences between the Swedish and English text, the Swedish text which constitutes the basis of the information, shall always take precedence.

Instructions for Applicants in connection with Promotions to and Appointments of Academically Qualified Teaching Staff other than Professors

The Faculty of Arts has established the following application procedure for appointments of/promotions to academically qualified teaching staff other than professors.

Applicants are to report the qualifications in question to which they wish to refer in four different portfolios: one for scholarly qualifications, one for pedagogical qualifications, one for managerial and administrative qualifications and one for qualifications relating to third-stream activities.

In addition to reporting qualifications in the attached portfolios, applicants should attach two concise texts describing their scholarly and pedagogical activities. The scholarly account is to indicate the scholarly relevance of the applicant's research findings, and these findings should also be presented from an international perspective. Applicants are to describe and reflect upon their pedagogical work in the pedagogical account.

In addition to the applicant's doctoral thesis and any teaching materials, the applicant should attach a maximum of ten publications, unless the advertisement specifies a different number. These publications constitute part of the documentation for assessing both scholarly and pedagogical proficiency. The Faculty of Arts takes a positive view of the submitted publications including publications of a pedagogical and subject didactic nature. However, these are to be kept separate in the application.

The following documents should be enclosed with the application:

- A description of scholarly and pedagogical work
- A list of degrees and employment
- Academic portfolio I: Scholarly qualifications
- Academic portfolio II: Pedagogical qualifications
- Academic portfolio III: Managerial and administrative qualifications
- Academic portfolio IV: Qualifications relating to third-stream activities
- Publications that the applicant wishes to be considered, including doctoral thesis, and also a separate list of these documents

Eligibility and assessment

A person who has been awarded a doctoral degree is qualified for appointment as a postdoctoral research fellow. Primary consideration will be given to applicants who have

been awarded a doctoral degree no more than three years prior to the application deadline.

A person who has a doctoral degree or corresponding level of scholarly competence is qualified for appointment as an associate senior lecturer or research assistant. Primary consideration will be given to applicants who have been awarded a doctoral degree no more than seven years prior to the application deadline.

A person who has demonstrated pedagogical proficiency and has either been awarded a doctoral degree or has a corresponding level of scholarly competence is qualified for appointment as a senior lecturer.

Managerial skills and administrative experience as well as thirdstream activities are considered relevant qualifications.

Scholarly proficiency must have been demonstrated through own research involving complex and demanding issues, significant theoretical awareness, strong methodological skills and a high level of analytical ability.

Scholarly qualifications must be demonstrated through publication, in the form of monographs and contributions to anthologies and/or journals that have been peer reviewed prior to publication. The requirements include having been published by a variety of academic institutions, as well as parts of the scholarly output having been published within the last seven years. There should be substantial contributions to the international academic community, taking into consideration the traditions and prerequisites of the subject.

Another requirement is that the applicant is active and has the confidence of the research community, as demonstrated by, for example, external research grants received or assignments as a faculty examiner/student reviewer in connection with public defences of theses, a member of an examining committee or an expert in connection with nominations for academic positions or peer reviewing of articles and books prior to publication.

Pedagogical proficiency should be founded on broad and varied experience at all levels of teaching. Pedagogical proficiency is assessed based on the scope and breadth of the teaching experience, the extent to which the applicant has planned and developed courses at different levels, and the applicant's experience of supervising students at different levels. The applicant's pedagogical proficiency should be documented through the authoring of teaching materials, and/or completed course development and a capacity for conveying knowledge confirmed through certificates of service, together with a written self-evaluation.

Proficiency within management and administration is demonstrated through a good ability to lead, plan and develop activities. This not only includes advanced management assignments within research and education projects, management assignments within the University, but also holding positions on boards and committees.

Capacity for third-stream activities is to be demonstrated through assignments in relation to the public sector, culture and industry, and through popular science activities and participation in public debate.

Advertising appointments

For new appointments, the basic purpose of assessing qualifications is to determine, using the Swedish Higher Education Ordinance and guidelines issued as guidance, whether applicants have documented eligibility and sufficient proficiency to be able to perform the relevant work tasks well. For new appointments involving multiple applicants, a comparison should also be made between those applicants to whom primary consideration should be given for the appointment advertised.

Promotion

For internal promotion to the position of senior lecturer, the purpose of assessing qualifications is to establish whether the applicant meets the eligibility requirements for proficiency. The criteria are the same as for appointments. If the employee meets the entry requirements, they should be promoted. Promotion does not involve a new appointment and does not entail any change to the work tasks but is regarded as a competence assessment.

One requirement for promotion is a course in teaching and learning in higher education determined by the Vice-chancellor or equivalent knowledge recognised through assessment.

Procedure

In the case of recruitment through advertising, the chair of the Teaching Staff Recruitment Board appoints at least one expert on the recommendation of the respective head of department. Applications for promotion are reviewed by the Board, which assesses whether to appoint an expert. If this is the case, the chair of the Board appoints an expert. The expert opinion is reviewed by the Teaching Staff Recruitment Board, which makes a recommendation to the head of department who makes a decision.

Supporting information

Description of scholarly and pedagogical work

The scholarly account is to specify the scholarly relevance of the applicant's research findings, and these findings should also be presented from an international perspective. The applicant is to describe and reflect upon his/her pedagogical work in the pedagogical account.

List of degrees and employment

Name

Year of birth

Degree, year

- academic first degree
- licentiate degree
- doctoral degree
- other degrees
- unpaid *docentship* (readership)

Employment or other appointments of significance, year

- assistant researcher
- postdoctoral research fellow
- lecturer
- senior lecturer
- professor
- other

Academic portfolio I: Scholarly qualifications

1. Scholarly publications

Each publication should be listed in bullet point form only. State the year of publication, ISBN/ISSN, format (for example, printed, digital) and, where relevant, the number of pages. Specify for each publication whether it has been reviewed by external experts (peer review) or reviewed by book editors (editorial review). The applicant's own contribution should be clearly distinguished in the case of co-publication. Unpublished manuscripts that have been accepted by a publisher can also be submitted, when applicable, but in that case future publication should be demonstrated through a certificate.

- a) Monographs
- b) Editorship (books, journals)
- c) Scholarly articles

- i. newspaper articles
 - ii. chapters in anthologies (including conference volumes)
 - d) Reviews, interviews
 - e) Other: Only used when no other type of publication is applicable. This includes, for example, translations, source publications, investigations, reports, etc., as well as conference contributions that have undergone a peer review, but have not been published in official proceedings or conference announcements
2. Research projects and research collaborations
 - a. Externally financed research projects, project leader
 - b. Externally financed research projects, contributor
 - c. Other forms of research collaboration (national/international)
 - d. Supervision of postdoctoral research fellows
 3. Scholarly assessment assignments – national and international
 - a) Expert for employment or promotion
 - b) Faculty examiner/student reviewer in connection with public defence of theses
 - c) Examining committee member
 - d) Referee for scholarly work
 - e) Expert for research applications
 - f) Other
 4. Other tasks in connection with research at university, faculty or department level
 5. Other qualifications
 - a) Organising conferences
 - b) Conference invitations (plenary papers)
 - c) Conference participation (papers, posters)
 - d) Visiting researcher at foreign educational institution
 - e) Other invitations
 - f) Prizes and other awards
 - g) Other qualifications

Academic portfolio II: Pedagogical qualifications

1. Own pedagogical education
 - Course in teaching and learning in higher education

- Supervisor training
- Other

2. Teaching and supervision

a) At first- and/or second-cycle level

- Breadth and scope
- Supervision
- Course development
- Interdisciplinary co-operation
- Other

b) At third-cycle level

- Teaching and development of third-cycle education
- Supervision of doctoral students (differentiate between principal and assistant supervisor, those whose theses have been defended and those whose theses have not yet been defended; state names and year of defence; in those cases where supervision has only been carried out during part of third-cycle education, the length of time should be stated)
- Administration of third-cycle education
- Leadership of doctoral and research seminars
- Interdisciplinary co-operation
- Other

3. Pedagogic development work

- Evaluations
- Projects
- Pedagogical conferences
- Subject-didactic research
- Other

4. Teaching material and pedagogic publications

- Printed materials
- Digital materials
- Other

5. Other tasks in connection with teaching at faculty or department level

6. Other pedagogical qualifications, e.g. visiting lecturer at foreign higher education institution

References, certificates of service and other kinds of written subjective opinion, together with summaries and follow-ups of course evaluations, are attached as a basis for assessing pedagogical proficiency.

Academic portfolio III: Managerial and administrative qualifications

Management assignments (state term of office)

- a) University/university college level
 - Vice-chancellor, pro-vice chancellor, assistant vice-chancellor
 - Member of university board
 - Member of committees, boards, etc.
 - Other

- b) Faculty or section level
 - Dean, pro dean, assistant dean
 - Member of faculty or section board
 - Member of academic appointments board or equivalent
 - Member of a preparatory body
 - Other

- c) Department level
 - Head of department, acting head of department, assistant head of department
 - Director of studies
 - Director
 - Member of department board or equivalent
 - Working groups
 - Other

References, certificates of completed training and certificates of service, together with other written subjective opinions from employers (or equivalent), are attached as a basis for evaluating management/leadership proficiency.

Academic portfolio IV: Qualifications relating to third-stream activities

1. Books, reports, articles and reviews relating to popular science
2. Assignments in relation to the public sector, culture and industry
 - a) Appearances and lectures
 - b) Interviews and debates
 - c) Other: Activities that contribute to interaction between the research community and the rest of society should be presented here

Publications that the applicant wishes to be considered and also a separate list of these

Appendices