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IT Faculty, University of Gothenburg
Rules for the appointment as associate professor

Rules and regulations regarding appointment of associate professors at the IT Faculty, determined by the IT Faculty Board on May 31, 2018; additional decision on subject December 11 2019.

This document is a translation of the Swedish original for reference purposes only. In the event of any discrepancy between this translated document and the Swedish original, the original shall prevail.

Appointment is at the IT Faculty possible in the following subjects: Informatics, Interaction Design, Applied Information Technology, Computer Science, Cognitive Science, Communication and Software Engineering.

Application for promotion

The person who wants to apply for an appointment as associate professor must contact their closest manager and the Head of Department prior to the application. The Head of Department is responsible for the distribution of a letter of recommendation from a professor at the department – familiar with the subject area – to the Academic Appointments Board regarding the appointment. The Head of Department is also responsible for suggesting the external reviewers to the Academic Appointments Board.

The application submitted to the IT Faculty Academic Appointments Board shall contain a CV and a list of the scientific work and other documents that the applicant wishes to claim (according to the template attached). In the CV, pedagogical qualifications in form of courses, publications and development of teaching materials should be reported and documented. Experience of management and administrative tasks and collaboration with the surrounding community, such as research information about research and experience of popular science work should also be reported and documented. The template for the application is available at the IT Faculty’s website.

In addition to the CV, the application for promotion must contain a brief report of the applicant's scientific and educational activities, preferably in English. Scientific works should be listed together with the application, with links, in a single pdf. Scientific works that are not available electronically have to be sent to the IT Faculty Office.

Processing of application

The chair of the Academic Appointments Board appoints – on the proposal of the Head of Department – an expert reviewer for the applicant’s scientific work. The Dean also decides whether to appoint an expert reviewer in pedagogics.

After receiving the expert opinion(s), the appointment case is discussed in the Academic Appointments Board, which also submits its proposal for decision to the chair of the board.
If the proposed decision is positive, the candidate is asked to give a trial lecture (so called “docentföreläsning” in Swedish).

The Board can delegate the assessment of the trial lecture to the chair of the Academic Appointments Board. After a proposal from the Academic Appointments Board the Dean makes the decision on appointment.

**Guidelines for the appointment of associate professor**

To get an appointment as an associate professor, the applicant must be an independent qualified researcher and teacher. The competence of an associate professor gives in the subjects where doctoral studies conducts at the IT Faculty. To be considered for an appointment, the applicant must be affiliated with the IT Faculty and at the time of the appointment be active in the research or the academic teaching at the IT Faculty. Examples of affiliations are adjunct senior lecturers and guest lecturers.

The scientific skills must have been demonstrated through own research. The applicant should have deepened and broadened his/her research experience in quality, extent and independence, and – in addition to the PhD thesis – show significant scientific work at least equivalent to another doctoral dissertation.

In the cases where co-authors exist, the applicant's contribution must be clearly distinguished. The applicant must indicate whether he or she is the main author or, if not, his or her contribution to the research. The normally required level of quality is that the work has been accepted as a paper in international journals or as a conference paper, where a referee system has been applied.

The pedagogical skills should at least correspond to what is required to obtain a position as senior lecturer. At the time of application, the applicant must have undergone courses within University of Gothenburg (HPE 101, HPE 102 and HPE 103), as well as advanced level pedagogical training (HPE 201), or in other ways acquired equivalent knowledge, determined by validation in accordance with the Vice Chancellor’s examination procedure for the examination and recognition of higher education.

**Trial lecture**

The purpose of the trial lecture is for the applicant to show his/her ability to hold a sharp and easy understandable scientific lecture in 45-60 minutes. The trial lecture should be addressed to a varied audience, preferably in a way that gives the audience an overview of the subject. The subject should extend beyond the research specialty of the applicant.

If there are special reasons, the Dean can make exemption from the trial lecture.

The trial lecture should be made public announced at least one week in advance, and is led by the Dean or by the person appointed by the Dean. The lecture is public and open to all interested. The audience takes part in the discussion and asks questions to the applicant after the trial lecture. When the discussion is are complete the Dean makes a decision on appointment as associate professor.
When the trial lecture is completed and the Dean has approved, a proof of qualification as associate professor will be issued.