



Instructions for applicants in recruitment of teachers

These instructions are intended as a complement to *Appointment Regulations for Uppsala University*

<http://regler.uu.se/Detaljsida/?contentId=92570&kategoriId=129>

and the Faculty of Languages Supplementary Guidelines for the *Appointment Regulations for Uppsala University*

http://www.sprakvet.uu.se/For_medarbetare/Befordran/ and are intended to provide applicants with guidance regarding how an application should be structured and what documents should be appended. It is essential that applicants follow these instructions as closely as possible to enable the expert panel and the recruitment group to carry out an adequate assessment of the applicants' qualifications.

The application and its appendices and the writings brought to bear are to be submitted in paper form, in the number of copies indicated in the posting.

The application must include the following:

1. Application letter

State what position is being applied for, including the log number. The application letter must contain information about the applicant's name, civic registration number, home address, work address, telephone number, and e-mail address. A list of appendices must be included or submitted under separate cover.

2. Curriculum Vitae

The application must contain a list of qualifications in the form of a *curriculum vitae*. This must include the qualifications being brought to bear (academic, teaching, and other qualifications), presented in chronological order.

- Education, degrees and recognitions
 - Higher-education degrees and years

- Reader (associate professor) competence
- Admission as an excellent teacher
- Training in tertiary-level education (weeks/credits)
- Other training in education
- Positions held, with dates of employment
- Management assignments (head of department, director of studies, etc.)
- Distinctions and prizes
- Personal circumstances that may be relevant to the assessment of qualifications, such as parental leave, military service.

Relevant certificates and other documents must be enclosed to substantiate the above account.

3. Account of academic qualifications

3.1 Reflections about your own research (2-3 pages)

These reflections must include a personal account of the applicant's academic activities, with a description of goals, strategies, and methods, if possible with an illumination of research findings in an international perspective. The account must make it possible to assess the independence and productivity of the applicant, as well as the quality of the research.

3.2 List of publications

The list must comprise all of the applicant's academic works, presented in accordance with the structure below. The list, or a separate list, must make it clear which academic works (no more than ten) are being brought to bear.

- Monographs
- Academic articles (refereed articles must be marked)
- Descriptive articles
- Research reports
- Reviews
- Editorship of anthologies and journals
- Other academic qualifications

3.3 Academic collaboration, external and internal research funding

Collaborative projects (content, the role of the applicant) and research funding obtained are to be presented here (amounts, dates). By external funding is meant funding garnered in open international/national competition and for which applications were subjected to thorough academic quality assessment (e.g. research councils, research foundations, the EU, etc.) By internal research funding is meant faculty allocations.

3.4 Participation in national and international conferences and congresses

An account is to be given here of participation, especially as an organiser or introductory speaker, but also as a speaker, as well as guest lectures at other higher-education institutions.

3.5 Academic and research-policy assignments

Documented here are academic assignments as an expert, external examiner at dissertation defences, and member of examining committees for dissertations. Research-policy assignments include e.g. membership in governmental research councils, other boards and committees that grant funding, review and assessment of Swedish and foreign project applications, and research at other higher-education institutions.

4. Teaching qualifications

4.1 Reflections about one's own teaching (2-3 pages)

Applicants must give a brief account of their fundamental views on teaching and in what ways these views have found expression in the applicants' own teaching. Applicants' reflections must cover what the applicants have done, how it was done, why they did it in this way, and what the outcomes were.

4.2 Teaching activities and educational planning

The account must address the following: scope of teaching (time periods), breadth and levels, course responsibility (scope and level), experience with different forms of teaching and examining, production of teaching and examination materials, course development, participation in educational planning and development of forms of teaching.

4.3 Experience as a supervisor

The account must address the type, level, and scope of supervision as well as the degree of responsibility. Regarding doctoral-level supervision, it must be stated whether the applicant was the principal supervisor or deputy supervisor, number of doctoral candidates, names, year of completion, or whether the supervision is on-going.

4.4 Teaching works

This is an account of textbook chapters, books and articles, substantial compendia or course materials, and Web-based courses (may be appended above and beyond the academic publications).

4.5 Other teaching qualifications

This is an account of experience with popularising activities and research information.

Relevant certificates and other documents to substantiate the account of teaching qualifications and skills must be enclosed. Certificates regarding teaching experience should be issued by a director of studies (equiv.) and contain both quantitative and qualitative assessments.

5. Account of other qualifications

This is an account of various types of basic and competence-enhancing administrative training and administrative qualifications, experience from activities outside of higher education, collaboration with the wider community, and experience of popularising activities and research information.