

6 b) Instructions for applicants for promotion from senior lecturer to professor

The following instructions concerning the formulation of an application for promotion to professor are intended to provide applicants with guidance on how to put together an application and which documents to attach. It is desirable for applicants to follow these instructions as far as possible to enable referees and recruitment committees to make a satisfactory assessment of each applicant's qualifications.

Applications with attachments and publications cited are to be submitted in the University's recruitment system. See the link in the advertisement.

1 Application letter including list of attachments

Specify which position you are applying for, stating the reference number. The application letter should contain personal data such as name, home address, work address, telephone number(s) and email address. A list of attachments should be included in the letter or attached separately.

2 Curriculum Vitae

The main points to include in the CV are as follows:

- Education (degrees and years)
Docent status
Distinguished University Teacher status (or equivalent)
- Present and previous positions held and their duration
- Courses taken in teaching and learning in higher education (including training in doctoral student supervision)
- Supervision of doctoral students. When appropriate, the presentation should document whether the applicant has been principal supervisor or assistant supervisor, the number of doctoral students and whether supervision is ongoing or completed. The presentation should also document whether any doctoral students (and if so, how many) have been supervised from admission to thesis defence (name and year of defence are to be stated).
- Official duties/memberships (head of department, referee/external expert, external reviewer at a thesis defence, etc.)
- Distinctions and awards
- Personal circumstances that may be relevant to the assessment of qualifications, e.g. parental leave, military service, protracted illness

Attach relevant certificates and other documents to confirm the above account.

3. Presentation of research qualifications

- Reflection on own research (2-3 pages)

This should include an account of the applicant's research activity, describing goals, strategies and methods, preferably shedding light on the research results in a national and/or international perspective. This account should include a programme declaration/research plan. Applicants should describe their research profile relative to the research area in general and their view of research and doctoral education. The account should make it possible to assess the applicant's independence and productivity, and the quality of their research.

- Major external research grants received
- National and international research collaborations
- Participation in national and international conferences, etc.
- Research and research policy roles
- Other research qualifications

Attach relevant certificates and other documents to confirm the above account.

4 List of publications

The list should encompass all research publications produced by the applicant, recorded in the order indicated below. The list (or a separate list) should make it clear which publications (maximum ten) the applicant wishes to cite in the application. Teaching and learning publications may be cited besides these ten.

- Scholarly articles, monographs and other works published following peer review
- Other research publications
- Popular science publications
- Teaching materials

5 Presentation of educational qualifications

- Teaching and learning personal reflection (2-3 pages)

Applicants should give a brief account of their teaching and learning philosophy and how this has been expressed in their own teaching activities. Their reflections should clarify not just what they have done but also how it has been done, why this specific approach was chosen and what the results were. Applicants should also reflect on what they have learned from teaching and learning courses and how they have applied these lessons in their teaching.

- Teacher training

Give an account of training in teaching and learning in higher education or equivalent courses, stating the length of the course (weeks/credits), and any other studies in teaching and learning or similar. The teacher training must include third cycle (doctoral student) supervision. If an applicant has not completed ten weeks of teacher training of relevance to operations at the University (cf. Appointment Regulations, Section 32), this account should show how the applicant has acquired equivalent knowledge.

- Teaching activities and educational planning

The account may take up the following, for example: scope, breadth and level of teaching; responsibility for courses (scope and level); experience of different teaching and examination formats; choice and production of materials for teaching and examination; course development; educational management (e.g. director of studies, programme coordinator); participation in educational planning and development of teaching formats; experience of popular science activities and dissemination of research results.

- Other teaching and learning qualifications, e.g. publications on teaching and learning or any teaching awards.

Attach relevant certificates and other documents to confirm the above account. Certificates of teaching experience should be issued by a director of studies (or equivalent) and contain both quantitative information and qualitative evaluations.

6 Presentation of collegial responsibility

Applicants should give an account of how they have demonstrated collegial responsibility and contributed to the development of the University. Examples of collegial responsibility are taking on management and administrative roles, duties on committees or in working groups, or engagement in some other way in the development of the University and the department. Collegial responsibility also includes duties in the day-to-day internal work of the department, such as participating in and contributing to seminar activities, mentoring and research review.

In their applications, applicants should set out clearly and substantiate that they have:

- **ten weeks of training in teaching and learning in higher education**, including doctoral student supervision, or other qualifications that can be equated with the requirement of training in teaching and learning in higher education.
- **been principal supervisor to a doctoral student up to and including the thesis defence**, or have other qualifications that document equivalent depth and breadth of experience of supervision at doctoral level.
- **demonstrated collegial responsibility** and can be considered to contribute to the development of the University (Appointment Regulations, Section 67). Examples of collegial responsibility are taking on management and administrative roles, duties on committees or in working groups, or engagement in some other way in the development of the University and the department. Collegial responsibility also includes duties in the day-to-day internal work of the department, such as participating in and contributing to seminar activities, mentoring and research review.

7 Presentation of other qualifications

Other qualifications may be presented in addition to those specified above. Examples of other qualifications that may be presented here are administrative qualifications, management skills,

experience from activities outside academia, collaboration with the community, engagement in third-stream activities, and experience of popular science activities and dissemination of research results.

Attach relevant certificates and other documents to confirm the above account.

8 Scholarly and any teaching and learning publications cited

The scholarly publications (maximum ten) primarily cited and the teaching and learning publications cited are to be submitted electronically via the University's recruitment system. Any books cited that are not available in electronic format should be sent separately (**three copies**) to: Registrar's Office, Uppsala University, Box 256, 751 05 Uppsala. Write the reference number for the appointment on the package. Supplementary submissions should be received no later than one week after the deadline for applications.