

8 Instructions for applicants for appointment as associate senior lecturer

The following instructions concerning the formulation of an application for appointment as associate senior lecturer 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)
- Present and previous positions held and their duration
- Courses taken in teaching and learning in higher education
- 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, elected office in a trade union or student organisation, protracted illness, parental leave or other similar circumstances.
- List of reference persons.

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

3. Presentation of research qualifications

In addition to brief reflections on the applicant's own research, this presentation should contain information about any research grants received, research collaborations, participation in conferences, research or research policy roles, etc.

Relevant certificates and other documents to confirm this account should be attached.

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 five) the applicant wishes to cite in the application. Teaching and learning publications may be cited in addition to these five publications.

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

5 Presentation of educational qualifications

In addition to brief reflections on the applicant's own teaching and learning, the presentation should contain information about the applicant's experience of teaching activities and educational planning. This information should refer, for example, to the scope, breadth and level of teaching; responsibility for courses; experience of different teaching and examination formats; production of materials for teaching and examination; course development; teaching awards, etc. Experience as a supervisor should be documented and substantiated, stating the type, level and scope of supervision and the degree of responsibility.

Courses taken in teaching and learning should be reported, stating the length of the course (weeks/credits). If an applicant has not completed at least five weeks of teacher training of relevance to operations at the University (cf. Appointment Regulations, Section 39), this account should show how the applicant has acquired equivalent knowledge.

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

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

- **five weeks of training in teaching and learning in higher education**, or other qualifications that can be equated with the required training in teaching and learning in higher education.

6 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.

7 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.