

8 Instructions for applicants for appointment as associate senior lecturer or postdoctoral research fellow

The instructions below regarding the structure of applications for appointment as associate senior lecturer or postdoctoral research fellow are intended to provide applicants with guidance in how an application should be set up and what documents should be appended. It is important for applicants to follow these instructions as closely as possible in order to enable experts and the recruitment group to perform a satisfactory assessment of the applicant's qualifications.

The application with appendices and works brought to bear are to be submitted in triplicate in paper form.

1 Letter of application including list of appendices

The letter of application must contain personal information such as name, home address, work address, telephone number, and e-mail address. A list of appendices must be included with the application or sent separately.

2 Curriculum Vitae

The CV should primarily cover the following points:

- Education (higher education degrees and years)
- Current and previous positions and employment periods
- Assignments/memberships (head of department, expert, faculty examiner, etc.)
- Distinctions and prizes
- Personal circumstances that may be of significance in assessing qualifications, such as parental leave of absence, military service, extended sickness leave.

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

3 Account of academic qualifications

Beside a brief reflection on the applicant's own research, the account should include information about any external research funding received, academic cooperation, participation in conferences, scientific or research political assignments.

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

4 List of publications

The list must comprise all the academic works of the applicant, presented under the headings below. This list, or a separate list, should make it clear which academic works (maximum of five) are being primarily brought to bear for the appointment. Teaching materials may be brought to bear besides these five works.

- Academic articles, monographs, another publications that have undergone peer review
- Other academic works
- Popularizing works
- Teaching materials

5 Account of teaching qualifications

Beside a brief reflection on the applicant's teaching, the account should include information about the applicant's experiences of teaching and teaching planning. For example, the account can cover

the following: the extent, breadth, and level of teaching, responsibility for courses (scope and level), experience of different forms of teaching and examination, choice and production of teaching and examination materials, course development, pedagogical awards etc. Experience as supervisor should be described with designation to the type of supervision, level and extent as well as level of responsibility.

Give an account of tertiary-level teacher training or the equivalent, stating the length of the training (weeks/credits) and any other educational studies and the like. If the applicant has not undergone five weeks of teacher training of relevance for University operations (cf. AO 38 §), the account must show in what way the applicant has acquired the equivalent knowledge.

Enclose relevant certificates and other documents to substantiate the above account. A certificate of teaching experience should be issued by a director of studies (equiv.) and contain both quantitative information and a qualitative assessment.

6 Account of other qualifications

Besides the above, other qualifications may be presented. For example, an account may be given of administrative qualifications, management competence, experience from operations outside of academia, involvement in the University's Third Mission, and experience of popularizing activities and presentation of research information.

Enclose relevant certificates and other documents to substantiate the above account.

7 Academic works and any educational works being brought to bear

The academic works (maximum of five) is being brought to bear for primary consideration and educational works being brought to bear. The works are to be submitted in triplicate in paper form.