

## 6 Instructions for applicants for appointment as professor (including promotion)

The instructions given below regarding the structure of applications for appointment as professor or promotion to professor 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

State what position is being applied for, along with its log number. 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)
- Qualification for Swedish *docent* (reader, associate professor)
- Recognition as excellent teacher (equiv.)
- Current and previous positions and employment periods
- Supervision of doctoral students. The account should indicate whether the applicant was the principal supervisor or assistant supervisor, the number of doctoral students, and whether the supervision is ongoing or completed. The account should indicate whether any (if so, how many) doctoral candidates have been supervised from admission to public thesis defence (provide names and years of public defence).
- 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

- Reflection on the applicant's own research (2-3 pages)

Included here should be an account of the applicant's academic activity with descriptions of goals, strategies, and methods, preferably with an elucidation of research findings in a national and/or international perspective. A programme declaration/research plan should be included in the account. The applicant should give an account of his/her research profile in relation to the research field in general and what view he/she has of research and third-cycle education. The account should make it possible to assess the applicant's independence and productivity as well as the quality of the research.

- Major external research funding received.
- National and international research collaboration

- Participation in national and international conferences, etc.
- Academic and research policy assignments
- Other academic qualifications

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 ten) are being primarily brought to bear for the appointment. Teaching materials may be brought to bear besides these ten works.

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

#### **5 Account of teaching qualifications**

- Own reflections on teaching (2-3 pages)

The applicant should give a brief account of his/her basic thoughts about teaching and in what way they have found expression in his/her own teaching activities. The applicant's reflections must elucidate not only what the applicant has done but also how it has been done, why the specific methodology has been chosen as well as the outcome of the process. Similarly, the applicant must reflect upon what he/she has learned from their teacher training and how these lessons have been applied in teaching.

- Teacher training

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 ten weeks of teacher training of relevance for University operations (cf. AO 33 §), the account must show in what way the applicant has acquired the equivalent knowledge.

- Teaching activities and educational 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, educational leadership (such as director of studies, programme coordinator), involvement in educational planning and development of forms of instruction, experience of popularizing activities and research information.

- Other teaching qualifications, such as educational works or any distinguished teaching awards.

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 ten) 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.