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Document(s) repealed: Application guidelines for appointment as professor or senior lecturer at SLU, SLU ua Fe.2011.2.5.0-3180 and Guidance notes for applications for appointment as/promotion to professor or senior lecturer in artistic disciplines at SLU, 18/12/2008.

Annex to: Vice-Chancellor's decision on application guidelines for appointment as professor, senior lecturer or associate senior lecturer at SLU.

Application guidelines for appointment as professor, senior lecturer or associate senior lecturer at SLU

(These guidelines apply to appointments advertised after 1 May 2017 or later.)

SLU's appointment procedures (AO) from 1 October 2013 or later and the guidelines for application of the appointment procedures at SLU from 1 October 2013 or later apply to applications for advertised positions and to applications for promotion.

Applications for advertised positions must have documents of qualification attached. They must be submitted in accordance with the instructions in the job advertisement.

Promotion applications are submitted in agreement with the respective faculty. Read more about promotion regulations in the appointments procedure at SLU.

The employment application is to be submitted to the registrar.

Applications written in English are welcomed since they will be assessed by both Swedish and foreign experts.

1 PERSONAL DATA

1.1 Name

1.2 Current appointment with precise title together with date of appointment. Nordic applicants must state their title both in a Scandinavian language and in English (state any periods of leave of absence).

1.3 Previous appointments (state any periods of leave of absence)

2 EDUCATION AND EVALUATIONS

2.1 Higher education qualifications (state year)

2.2 Appointed docent (state year) – primarily concerns the employment categories senior lecturer and professor.

2.3 Other education

2.4 Previous assessments of applications for professor, senior lecturer or other academic positions. Assessments made during the last five-year period may be attached to the application. In the event that assessments are referred to, all opinions of the respective application must be attached.

3 SCIENTIFIC QUALIFICATIONS

According to the Higher Education Ordinance (Chapter 4, Section 3), a person who has demonstrated research or artistic skills as well as teaching expertise is qualified for employment as a professor. The Higher Education Ordinance also states: “As much attention shall be given to the assessment of teaching expertise as the assessment of research or artistic expertise”. The same statement applies to senior lecturers (Chapter 4, Section 4). According to the Higher Education Ordinance (Chapter 4, Section 12a, third paragraph), those qualified to be employed as associate senior lecturers are individuals who have been awarded a PhD or have attained equivalent research competence. Preference should be given to those who were awarded a PhD or attained equivalent research competence no more than seven years prior to the expiry of the application period.

Sections 3.4–3.7 are primarily relevant to those who apply to be appointed professor or senior lecturer.

3.1 Short description of the applicant’s research profile (max. 2 pages)

3.2 Short description of planned research activity (max. 2 pages)

3.3 Complete list of publications – the works submitted in support of the application must be clearly marked. In the event of joint publication, the applicant’s own contribution shall be clearly indicated.

3.3.1 International, peer-reviewed publications

3.3.2 Other publications including books and chapters of books

The scientific works must be consecutively numbered in the list of publications, starting with 1 and upwards, and thus be kept separate from the numbering of other documents of qualification. In the list of qualifications, the selected works submitted with the application must be separately marked.

A maximum of 10 scientific works may be attached to the application for professor and senior lecturer.

A maximum of 5 scientific works may be attached to the application for associate senior lecturer.

3.4 Evaluations of the applicant's scientific activities (evaluations from research councils, etc.)

3.5 Grant situation (state the funder, project title, main and joint applicants respectively, time period and amount)

3.5.1 Research council funds

3.5.2 Foundation funds

3.5.3 EU funds and other international funds

3.5.4 Other

3.6 Research policy assignments

3.6.1 Member of national research councils or their committees

3.6.2 Member of other boards and committees that award grants

3.6.3 Other assessments of Swedish and foreign research applications (number/year)

3.6.4 Other evaluation or advisory activities

3.7 Other scientific qualifications

3.7.1 National and international awards

3.7.2 Member of academies, etc.

3.7.3 Editorial/advisory board for international journals

3.7.4 Assignments as external reviewer, member of examining committees, expert advisor

3.7.5 Peer reviewer for international journals

3.7.6 Patents

3 ARTISTIC QUALIFICATIONS

When applying for artistic positions, the structure described below must be followed. It replaces the header **SCIENTIFIC QUALIFICATIONS**.

According to the Higher Education Ordinance (Chapter 4, Section 3), a person who has demonstrated both artistic and teaching expertise shall be qualified for employment as a professor in disciplines in the fine, applied or performing arts. The Higher Education Ordinance also states: "As much attention shall be given to

the assessment of teaching expertise as the assessment of research or artistic expertise". The same statement applies to senior lecturers (Chapter 4, Section 4).

3.1 Brief description of the applicant's own artistic development work and/or artistic research profile (max. 2 pages)

3.2 Brief description of planned artistic development work and/or artistic research (max. 2 pages)

3.3 List of completed works

3.3.1 List of architectural/design projects and/or artistic works carried out.

The works submitted in support of the application must be clearly marked. (In the case of joint projects, the applicant's own contribution must be clearly indicated.)

3.3.2 Complete list of publications. The works submitted in support of the application must be clearly marked. (In the case of joint publications, the applicant's own contribution must be clearly indicated.)

The list of projects/works and the list of publications must both be separately numbered from 1 upwards, thus being numbered separately from other qualification documents. The selected works submitted must be clearly marked in both the list of projects/works and the list of publications.

A maximum of 10 works (projects/works and/or publications) may be attached to the application for professor and senior lecturer.

3.4 Artistic awards, distinctions and assessments

3.4.1 Awards in architecture and design competitions

3.4.2 Artistic works in public environments or joint exhibitions

3.4.3 Obtained reviews and/ or other assessments

3.5 Clients and/or funding situation (specify commission or sources of funding, type of assignment, any colleagues/joint applicants, time frame and amounts)

3.5.1 Clients or type of commission

3.5.2 Government funding received for artistic development work or research

3.5.3 Foundations or other grant sources

3.5.4 EU and other international funding

3.5.5 Other

3.6 Professional and/or artistic assessment assignments

3.6.1 Member of national research councils and their committees

3.6.2 Member of other boards or committees that award grants

3.6.3 Jury membership in architecture and design competitions, membership of committees for artistic assessment

3.6.4 Other evaluation or advisory activities

3.7 Other artistic qualifications

3.7.1 Membership of academies and professional and/or artistic organisations

3.7.2 Membership of editorial boards of periodicals and books

3.7.3 Arrangement of exhibitions or other artistic events

3.7.4 Assignments as external reviewer, member of examining committees, expert advisor

3.7.5 Debate and/or review articles in the trade press or other media

3.7.6 Patents or design rights

4. TEACHING QUALIFICATIONS – TEACHING PORTFOLIO

The Swedish Higher Education Ordinance (Chapter 4, Section 3 and Chapter 4, Section 4) states: “As much attention shall be given to the assessment of teaching expertise as to the assessment of research or artistic expertise”. To make an assessment of teaching expertise possible, it must be well documented in qualitative terms (see 4.2, below).

The teaching expertise assessment will be based on specifications in the job advertisement and the criteria stated in the appointment procedures at SLU.

Sections 4.1–4.2 and 4.4 are relevant to the employment categories professor and senior lecturer. Sections 4.1 and 4.3 are relevant for the position of associate senior lecturer.

4.1 Summary of teaching qualifications

Present, in a list, your teaching and supervisor activities as well as other teaching qualifications according to the structure below. For each qualification state period of time, level and type of teaching or activity. Refer to relevant attachments, e.g. certificates to verify completed training.

4.1.1 Teaching first-cycle, second-cycle and third-cycle courses

4.1.2 Teaching in other contexts (for example, contract education or staff training)

4.1.3 Experience as supervisor

4.1.3.1 Supervised degree projects

4.1.3.2 Supervised doctoral students who have received a Degree of Doctor

State the name of the doctoral student, year of admission and degree, whether you were the principal or assistant supervisor and the names of other supervisors.

4.1.3.3 Supervised doctoral students who have received a Degree of Licentiate

State the name of the doctoral student, year of admission and degree, whether you were the principal or assistant supervisor and the names of other supervisors.

4.1.3.4 On-going supervision of doctoral student(s)

State the name of the doctoral student, year of admission, whether you are the principal or assistant supervisor and the names of other supervisors.

4.1.4 Teacher training

4.1.4.1 Higher education teacher training

4.1.4.2 Teacher training

4.1.4.3 Other courses, conferences or training

4.1.5 Production of teaching materials and teaching aids

Course books, multimedia, compendia, etc.

Attach no more than ten products along with a description of the role they have in your teaching and for student learning (multimedia learning materials can be attached in the form of an internet link).

4.1.6 Educational leadership

4.1.6.1 Position as director of studies

State period and extent of responsibilities as director of studies.

4.1.6.2 Member of programme boards, etc.

4.1.7 Educational development work

E.g. educational development projects, programme development or course design.

4.1.8 Other educational assignments or qualifications

Published educational works must be listed in the same way as scientific works (above). A maximum of 10 educational works may be attached to an application for professor or senior lecturer. A maximum of 5 works may be attached to an application for associate senior lecturer.

4.2 Teacher self-reflection (applies to professors and senior lecturers – max. 4 pages)

Present, in running text, a self-reflection on your educational expertise including teaching, supervision, production of teaching materials and educational leadership and development work. Present how you work to support student learning, why you work this way and the results of your practice. Support your reflections with relevant, concrete examples from your own practice. Your self-reflection must make visible the qualities you want to show and put your qualifications into a wider context. Relate your practice, where possible, to knowledge based on reflected experience or research on teaching and learning.

Describe your teaching philosophy and how it affects your way of teaching. From the self-reflection it should also be possible to see how your view on teaching and learning and your teaching practice have developed over time. Your presentation is supposed to demonstrate both the breadth and depth of your teaching expertise.

Refer to appropriate attachments to support statements in your self-reflection, e.g. course evaluations, certificates, course designs or reports from teaching and learning projects.

4.3 Teacher self-reflection (applies to associate senior lecturers – max. 2 pages)

Present, in running text, a self-reflection on your educational expertise. Present how you work to support student learning, why you work this way and the results of your practice. Support your reflections with relevant, concrete examples from your own practice.

4.4 Visions for the future, planned educational development and activity

(applies to professors and senior lecturers – max. 2 pages)

In what way do you want to develop as a leader? How do you want to develop the courses and programmes where you are involved in planning or teaching? What is your view of the needs for teaching and learning development within your subject area in general?

5. OTHER QUALIFICATIONS

5.1 International activities

5.1.1 Internships, including post-doc periods

5.1.2 Active participation in international conferences, primarily during the last five-year period (state form of activity, e.g. plenary lectures, invited speaker, chair, session organisation, posters, etc.)

5.1.3 International commitments (board work, etc., with international organisations)

5.1.4 International collaboration that resulted in publications

5.2 Administrative assignments

5.2.1 Experience from managing units (research group, division, department, etc., stating time and size of unit)

5.2.2 Membership of boards within a university/higher education institution, primarily during the last five-year period (faculty board, etc.)

5.2.3 Other professional administrative assignments (management of research networks, etc.)

5.3 Collaboration with society and information about research and development work

5.3.1 External contacts and external activities

5.3.2 Collaboration with trade and industry

5.3.3 Research information

5.3.4 Popular science work

5.3.5 Other third-stream activities (e.g. taking part in public debate)

6. OTHER INFORMATION (interruptions to career, parental leave, etc.)

ATTACHMENTS

Attachments supplied to support scientific, artistic or educational skills, or interaction with society must be arranged in a logical structure and be clearly numbered. Attachments are referenced with numbers.

One copy shall be submitted of works verifying scientific, artistic, educational or other professional skills. When the external experts (three for professors, two for senior lecturers and associate senior lecturers) have been selected, one copy of the works referred to by the applicant must be sent to each one of these experts, following instructions from the administrative officer.