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| **Faculty of Landscape Architecture, Horticulture and Crop Production Science**LTV Docent Board | **GOVERNING DOCUMENT** SLU ID: SLU.ltv.2023.2.5.3-478 |

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Instructions and template for application to be appointed as a docent for researchers/teachers at the LTV Faculty of the Swedish University of Agricultural Sciences

## The application process

Docent applications are accepted twice a year with the last application date being 1 March and 15 September respectively. To support its decision DN-LTV (the docent board at the Faculty of Landscape Architecture, Horticulture and Crop Production Science - LTV) will normally use one or more external experts to examine the applications received. The examination by an external expert should normally be completed within 6 weeks. If DN-LTV finds that the requirements for docentship are met, the board can decide to allow the applicant to present a trial lecture for appointment as a docent. If the requirements are not met, DN-LTV can reject the application.

An applicant who is given the opportunity to give a trial lecture for appointment as a docent must send a summary of the lecture (1 page pdf document in Times New Roman 12) to the DN-LTV secretary at the latest 3 weeks prior to the docent lecture. The summary must be written in the language in which the lecture will be given (English or Swedish) and, like the lecture, be addressed to all PhD students of the LTV Faculty. A certificate showing that the head of department has examined and approved the summary and the subject for the lecture must be enclosed. After the lecture for appointment as a docent has been presented and approved by an expert in the subject appointed by DN-LTV, as well as an educational expert, DN-LTV can appoint the applicant as docent at its next meeting.

## Instructions for application

It is preferable that your application is written in English, since the application may be assessed by experts from both Swedish and foreign universities. Use the English template when completing the application in English.

The application must be written according to the template in this instruction and submitted digitally to the university’s electronic application system (ReachMee). Each enclosure must be uploaded separately in the system, see page 4.

All enclosures and publications must be in digital format. If there is no digital version, books cited for expert assessment can be sent in 2 copies to the SLU Registrar LTV (SLU Alnarp, Registrator, Box 190, 234 22 Lomma). The books must be labeled with the SLU ID of the application.

## Justification and suggestions for experts from the head of department

The head of department should give a justification as to why the department wishes, or not, to appoint the person in question docent and what this would bring to department activities.

The head of department suggests two experts to evaluate the application and two expert assessors to evaluate the lecture. The justification and suggestions should be given in accordance with the document ”Information till prefekter gällande behovsprövning och förslag på sakkunniga samt ämnesrepresentanter vid ansökan om docentkompetens”.

In the suggestion of experts to evaluate the application both genders must be represented unless exceptional reasons prevent this, and at least one of the suggested experts should be active at a foreign university. The suggested experts must have docent competence or similar. The suggestion must include the CVs and the publication lists of the suggested experts.

In the suggestion of expert assessors to evaluate the lecture both genders must be represented unless exceptional reasons prevent this, and at least one of the suggested expert assessors should be active at another faculty than LTV or at another university. The suggested expert assessors must have docent competence or similar. The suggestion must include the CVs and the publication lists of the suggested external expert assessors.

## External researchers and teachers

In order to be admitted as a docent at the LTV Faculty the applicant must have established research or teaching collaboration with researchers/tutors at the LTV Faculty. The recognition of docent competence at the LTV Faculty for individuals not connected to the faculty is not an appropriate way to develop collaboration with existing staff at the faculty.

External applicants must attach to the application a certificate from the head of department at the relevant SLU department concerning ongoing and future collaborations in research and education. The certificate must, furthermore, include a motivation regarding in which way the LTV faculty in the future will benefit from appointing the applicant as a docent.

 **Faculty of Landscape Architecture,
Horticulture and Crop Production Science**

Enclosures and CV template for the application for appointment as unpaid docent at the LTV Faculty

Enclosures for the application must be uploaded digitally in the university’s recruitment system ReachMee. One file (pdf) per enclosure.

**Enclosures. (Enclosures A, B, C D, E and F are mandatory).**

1. CV (use template on page 4)
2. PhD certificate
3. Certificates of completion of higher education teacher training (normally at least 10 weeks full-time study)
4. Signed justification from the current head of department
5. Signed suggestions from the current head of department for 2 experts
6. Publications cited for expert assessment (books that are not available in digital format must be submitted in 2 copies)
7. Enclosures in addition to the mandatory enclosures

**Curriculum Vitae:**

(According to the outline shown below. All the headings, even those that are irrelevant, must be included.)

Material that has been forwarded might be examined using SLU’s tool for tracking plagiarism (currently Urkund).

**1 PERSONAL INFORMATION**

**1.1 Name**

**1.2 Current position,** giving exact description including date of employment. Descriptions that are not in English must be accompanied by a translation into English.

**1.3 Earlier positions** (indicate any periods of leave of absence)

**2 EDUCATION**

Descriptions that are not in English must be accompanied by a translation into English.

**2.1 Higher education qualifications** (state year)

**2.2 Other education**

**3 SCIENTIFIC MERITS**

**3.1 Brief description of own research profile, independence and depth** (maximum 7,000 characters including spaces). The scientific independence can be shown by the applicant having published freely from his or her old supervisory group, having been ‘senior author’, held a post doc position, as the main applicant having obtained research funds, acted as a project manager or coordinator of a research programme. Scientific depth can be shown by publication of review articles, publication in different periodicals, popular science publications or other interaction with the outside world. Some of the work cited in the docent application must be in English in order to prove the importance of the research in an international context. The applicant must state clearly which works are in English.

**3.2 Description of own scientific vision of the future** (maximum 7,000 characters including spaces)
Present, in the form of text, how you view the development of your field of research in the future and how you fit into this development. Describe how you view your own subject matter development as a researcher in the future, what central questions you have identified, how you can work with these and further widen your research activities.

**3.3 Publications** clearly marking the works that are submitted in support of the application (these publications must be enclosed in appendix F). A maximum of 10 scientific works are to be enclosed with the application. Your own contribution must be clearly shown in cases of co-publication. State the scope of your own contribution to each work: \*\*\* primary responsibility \*\* equal responsibility with the co-authors or \*secondary role. Supplement with a meaningful clarification your individual contribution in the form of planning, implementation, analysis, results and writing.
***3.3.1 The thesis***[ ]  compilation thesis
[ ]  monograph
Title:
Year:
Supervisor:
Scientific papers included in the thesis:
***3.3.2 Published original articles in peer reviewed journals based on results from thesis research
3.3.3 Published original articles in peer reviewed journals after being awarded a doctorate, in addition to the above mentioned.
3.3.4 Other accepted peer-review publications
3.3.5 Published review articles, monographs, book chapters, etc.
3.3.6 Contributions to proceedings, abstracts, letters etc.
3.3.7 Other publications, e g popular science, reports, etc.
3.3.8 Artistic production***

**3.4 Evaluation of own scientific activity**

Evaluations from research councils as well as opinions of professor competence during the last 5 years can be enclosed with the application. In the event the assessments are cited, all the assessments must be enclosed.

 **3.5 Past and current funding situation** (state financier, project title, main or co-applicant, time period and amount, project management)
***3.5.1 Research council funding
3.5.2 Foundation funding
3.5.3 EU funding and international funding
3.5.4 Other***

**3.6 Research policy responsibilities**

***3.6.1 Member of a government research council or one of its committees***

***3.6.2 Member of other research funding board or committee***

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

***3.6.4 Other evaluation or advisory activity***

**3.7 Other scientific merits**

Descriptions that are not in English must be accompanied by a translation into English.
***3.7.1 National and international awards***

***3.7.2 Member of academies etc.***

***3.7.3 Assignments as external reviewer, member of examining committee, external expert***

***3.7.4 Editorial/advisory board of international journals***

***3.7.5 Referee for international journals*** (state journal and extent)

***3.7.6 Patents***

**4 PEDAGOGICAL MERITS – PEDAGOGICAL MERIT PORTFOLIO**

Descriptions that are not in English must be accompanied by a translation into English.

**4.1 Summary of pedagogical merits**

Describe in the form of a list the teaching and supervision you have carried out and other pedagogical merits you hold. For each merit state the time period, level and type of teaching or activity. Make reference to relevant enclosures, for example certificates to show completed education.
***4.1.1 Teaching at first-cycle, second-cycle and third-cycle level, including experience as course leader***

***4.1.2 Teaching in other contexts***

For example assignment teaching or staff training

***4.1.3 Supervisory experience.*** To be considered as a docent requires pedagogical experience important for the main supervisory function, such as assistant supervisor, supervision of degree projects or similar.

*4.1.3.1 Supervision of independent work (degree projects)*

*4.1.3.2 Supervision of completed doctoral degrees*

State the research student’s name, year of admission and qualification, if you have been main/assistant supervisor, including the name of other supervisors.
*4.1.3.3 Supervision of completed licentiate degrees*

State the research student’s name, year of admission and qualification, if you have been main/assistant supervisor, including the name of other supervisors.

*4.1.3.4 Current supervision of doctoral students*

State the research student’s name and year of admission, if you are the main/assistant supervisor, including the name of other supervisors.
***4.1.4 Pedagogical education****4.1.4.1 Higher education teacher training* (state the course title including scope)Minimum 10 weeks (full time) documented higher education teacher training where at least three weeks training in research supervision is undertaken at SLU. The DN-LTV can, following consultation with the Educational Development Unit, approve education that is not part of SLU’s educational development courses.

*4.1.4.2 Teacher training*

*4.1.4.3 Other courses, conferences or other training****4.1.5 Production of study material for the teaching***

Text books, multimedia, compendia etc.

Enclose a maximum of 10 products together with a description of what role you have had in the teaching and the students’ learning (multimedia study material can be included as an internet link.)
***4.1.6 Pedagogical management***

*4.1.6.1 Work as director of studies, responsible for undergraduate education or similar*

State periods and extent of work

*4.1.6.2 Work on programme boards etc.****4.1.7 Pedagogical development work***

For example pedagogical project, programme development or new development of courses.
***4.1.8 Other pedagogical assignments and merits.*** Published pedagogical papers must be registered in the same manner as the scientific papers. A maximum of 5 pedagogical papers are to be enclosed with the application.

**4.2 Pedagogical self-reflection** (maximum 7,000 characters including spaces)

Present, in the form of text, a self-evaluation of your pedagogical merits including teaching, supervision, presentation of study materials, pedagogical management and development work. Describe your teaching methods, why you work in that manner, and the result of your work. Use relevant and concrete examples from your own practice to endorse your description. Your reflections must highlight the qualities you refer to and place your pedagogical merits in a larger context. If possible, relate to knowledge based on reflected experience or pedagogical research.

Describe your basic pedagogical objective and how this is expressed in your teaching practice. You must also show how you have developed your view of learning and your way of working over time. Remember that your description must show the breadth and depth of your pedagogical expertise.

Refer to the relevant enclosures to substantiate the statements in the self-reflection, for example course evaluations, certificates of work input, course planning or reports from pedagogical projects.

**4.3 Future visions, planned pedagogical development and activity** (maximum 7,000 characters including spaces)

How will you develop in your role as a teacher? How will you develop the courses and programmes you participate in? What do you see as the general development needs within your subject?

**5. OTHER MERITS**

**5.1 International activity
*5.1.1 Working abroad, incl. post-doc positions***

***5.1.2 Active participation at international conferences, primarily during the last 5 years*** (state the type of activity, for example plenary lecture, invited lecturer, chairmanship, session organisation, postings etc.)

***5.1.3 International engagements*** (working on the boards etc. of international organisations)

**5.2 Collaboration with the surrounding community including information regarding research and development work**

***5.2.1 External contacts and external activity***

***5.2.2 Commercial collaboration***

***5.2.3 Research information***

**5.3 University administration,** for example member of a faculty board or an election (nominating) committee.

**6. OTHER INFORMATION** (Breaks in career, parental leave etc.)

**ENCLOSURES IN ADDITION TO THE MANDATORY ENCLOSURES**Enclosures submitted to support scientific, artistic or pedagogical expertise, or collaboration with the surrounding community must be arranged in a logical structure and be clearly numbered (G1, G2, G3 etc.). Enclosures are referred to by using numbers (G1, G2, G3 etc.)