



Sveriges lantbruksuniversitet  
Swedish University of Agricultural Sciences

**Faculty of Veterinary Medicine and  
Animal Science**  
VH Docent Board

## **APPLICATION TEMPLATE**

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

## 1 IMPORTANT INFORMATION

As SLU strives at engaging international external reviewers in the process of appointing docents, the application in its whole must be written in English. When working in ReachMee it is recommended that you type the text in another program (for example Word), then copy and paste it into ReachMee to minimize the risk of any information getting lost while working with your application. Questions marked with an asterix (\*) are mandatory.

Please note that besides this application the Head of Department need to send, via email to the secretary of the Docent Board, a justification where it is clearly stated why (or why not) you should become a docent and what the organization will gain with you as a docent at SLU. The Head of Department also need to send in a proposal of two external experts, one of each gender and preferably from outside SLU. The persons proposed shall be aware of, and prepared to, undertake the assignment, which shall be indicated in the proposal. The Head of Department must state that the disqualification (bias/conflict of interest) and equality aspects have been observed. The proposal must also include a brief explanation concerning the competence of the recommended persons in relation to the doctoral education subject for the docent and the applicant's scientific profile. Full address, phone number and e-mail address of recommended persons should be included. CV's of the two proposed external experts are also to be included.

Prior to the commencement of you application, please make sure to read the governing document *Guidelines for the appointment of docent at SLU* and the information about the *Current doctoral education subjects at SLU*. In your application it is required that you state the doctoral education subject and specialisation in which you wish to be appointed docent in. You will access the information by visiting the staff web [here](#). At this webpage you will also find a template for application. It is recommended to read this document while working with your application as it is meant to function as a technical aid to the writing process.

**2.1 Department within VH-faculty\*** (Alternative question)

**3.2 Doctoral education subject\*** (Alternative question)

**4.3 State proposed specialisation within doctoral education subject in both English and Swedish (please observe that you state a proposed**

**specialisation, which the Docent Board is mandated to decide upon. Some of the doctoral education subjects offers associated specialisations, however if none of the associated specialisations is fitting or if your doctoral education subject does not offer any associated specialisations, you are supposed to propose your own specialisation. When doing so, please note that a short and concise proposal is preferable and more likely to be approved.** \* (Free text)

At VH-faculty the Docent Board decides to approve or not approve the applicant's specialisation. However, you are expected to propose a specialisation. Please see the *Current doctoral education subjects at SLU* which can be found on the staff web and accessible through the page *Appointment of docent (associate professor)/ Att bli docent*. Don't hesitate to contact the Head of Department, should you need to discuss your specialisation or the translation of such.

**5.4 Current appointment (type of appointment including department address?)\*** (Free text)

Giving exact description including date of employment.

**6.5 Previous academic appointments (including postdoctoral studies)\*** (Free text)

**7.6 Leave of absence\*** (Free text)

**8.7 University degrees and diplomas (state degree and year)\*** (Free text)

**9.8 State title of PhD thesis and year of PhD certificate\*** (Free text)

**10.9 State main supervisor and co-supervisor(s), PhD thesis\*** (Free text)

**11.10 Upload PhD certificate, \*** (Document upload)

**12.11 Other relevant education** (Free text)

**13.12 Previous assessments (possible previous applications for professor, senior lecturer or other academic positions. In the event that assessments are referred to, all opinions of the respective application must be attached).** (Document upload)

**14.13 Evaluations of the applicant's scientific activities (research councils etc.) In the event that assessments are referred to, all opinions of the respective application must be attached.** (Document upload)

e.g. certificates, diplomas, assessments etc. regarding your participation in projects, councils etc.

## **15 SCIENTIFIQ QUALIFICATIONS**

**16.14 Scientific activities, independence and depth with emphasis after dissertation (max 1 A4 page)\*** (Free text)

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. 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.

**17.15 15. Grants including reference-id where applicable (financier, amount, duration, project title, name of first applicant and co-applicant)\*** (Free text)

Past and current funding situation.

e.g. Research council funding, Foundation funding, EU funding and international funding, Other.

**18.16 Describe vision of future research (max 1 A4 page)\*** (Free text)

Describe 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.

**19.17 Research policy assignments** (Free text)

e.g. Member of a government research council or one of its committees, Member of other research funding board or committee, Other assessments of Swedish or foreign research applications (number/year), Other evaluation or advisory activity.

**20.18 Collaboration with surrounding society** (Free text)

Describe your outreach activities including information regarding research and development work. eg. External contacts and external activity, Commercial collaboration, Research information.

**21.19 Other merits (eg. international referee, assignments as opponent, member of grade committees, expert advisor, missions of trust etc.** (Free text)

e.g. International activity, Working abroad, incl. post-doc positions, 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.), International engagements (working on the boards etc. of international organisations), Editorial/advisory board of international journals, Referee for international journals (state journal and extent), Patents, National and international awards, Assignments as external reviewer, member of examining committee, external expert, University administration, for example member of a faculty board or an election (nominating) committee.

**22. PUBLICATIONS**

Please make sure that your ORCHID (Open Researcher and Contributor ID) is updated as we will make a bibliometric analysis and only publications listed in your ORCHID will be included.

**23.20 Upload list of publications with ORCHID number (1 pdf)\***

(Document upload)

Mark the publications to separate between publications in the PhD thesis from publications not included in the PhD thesis work. **Also, mark all publications that are authored with any of your previous supervisor/co-supervisor during your PhD education.** Separate peer-reviewed scientific work, reports and conference proceedings, popular publications, abstracts and other publications. **In any joint publication you must state your personal contribution.** It must also be clear from the list which pieces of work are referred to in the application, mark those with an asterisk (\*).

**24.21 Upload list of submitted manuscripts (1pdf)\*** (Document upload)

**In any joint publication you must state personal contribution.**

**25.22 Upload publications referred to in the application (max 10 publications) \*** (Document upload)

**26. PEDAGOGIC QUALIFICATIONS**

**27.23 State courses in Teaching in higher education (state the course title including scope) corresponding to at least 10 weeks of full time study of which 3 weeks should be a course in doctoral supervision (kurs i forskarhandledning) undertaken at SLU or corresponding. \* (Free text)**

The Docent Board may, after consulting with the Head of the Division of Learning, Media and Digitalisation, approve training in teaching in higher education from other than that offered by SLU.

Regardless whether training has been undertaken in Sweden or outside Sweden, the applicant is responsible for contacting the Education Development Unit (Enheten för pedagogisk utveckling, EPU) at SLU in order to have these courses approved.

Regarding course equivalency of training undertaken outside Sweden, please observe that in your contact with EPU, you will be asked to show syllables in addition to course certificates.

Regarding courses undertaken in Sweden, please observe that it must be courses that are offered by higher education institutions' higher education pedagogical units (equivalent to EPU at SLU). It is thus not possible to cite courses in pedagogy (general focus that include children and young adults) which are also available within the academy.

**28.24 Upload course certificates for the courses in previous question (including certificate from EPU regarding pedagogic courses undertaken outside Sweden and /or email correspondence with EPU in pdf confirming the approval of pedagogic courses undertaken outside SLU, if applicable)\* (Document upload)**

**29.25 Describe your teaching and course responsibility in basic education/ground level (max 1 A4 page)\* (Free text)**

**30.26 Describe your teaching and course responsibility in research education (max 1 A4 page)\* (Free text)**

For 29.25 and 30.26 Describe and reflect on your teaching methods, motivate why you use that method, 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.

**31.27 State your experience as supervisor, for example PhD students or MSc students (max 1 A4 page)\* (Free text)**

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. e.g.

1. Supervision of independent work (degree projects)
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.

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. 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.

**32.28 Upload a list of produced teaching materials and teaching aids\***

(Document upload) The list will give an overview about the range of pedagogical approaches and methods that you utilize in your teaching.

**33.29 Upload example(s) of teaching materials (eg. lab instructions, compendia) (Document upload)**

Upload a number of those aids or materials listed above by choosing those who most signifies your teaching approach e.g. text books, multimedia, compendia, slides from PowerPoint presentations 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.) It is advised not to submit side up and side down with PowerPoint presentations unless they show evidence of an argued teaching approach. Examples could well be met and related to in the running text under the headline pedagogical vision.

**34.30 Upload course evaluations for courses where you have been the responsible leader (Document upload)**

**35.31 Pedagogical vision with emphasis on supervision (max 1 A4 page)\* (Free text)**

With your basic pedagogical objective as a starting point and how this is expressed in your teaching practice e.g. using the attached documentation of teaching materials, describe how you have developed your view of learning and how your way of working over time will lead you forward. 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? Your description should show the breadth and depth of your pedagogical expertise.

**36.32 Other pedagogical merits (Free text)**