

# Instructions to applicants

The board of the Faculty of Science and Technology has adopted the following instructions regarding applications for teaching positions within the Faculty.

It is important that applicants follow these instructions so that the recruitment committee and the board of experts will be able to make a fair judgement. Note that applications are official documents and publicly available under the freedom of information act.

The application should be written in English.

## 1. Cover letter including a list of attachments

## 2. Curriculum Vitae

Comprising the following:

- PhD degree (university and date)
- Post-doctoral fellowship (placement and year)
- Docentship<sup>1</sup> (university and year)
- Present employment (include percentage of time allocated to research)
- Previous positions held
- Supervision of PhD students (name of the PhD student and year for PhD degree, level of responsibility: principal supervisor or co-supervisor)
- Appointments/board participation (e.g. board of experts, appointments as opponent to a doctoral/licentiate thesis defense, thesis evaluation committee, evaluation board, scientific council)
- Distinctions and awards

## 3. PhD diploma

Transcript of the PhD degree or equivalent diploma.

## 4. Summary of scientific achievements

- List of scientific works:
  - Doctoral thesis, including all papers/manuscripts that were part of it
  - Articles in international scientific journals
  - Books and book chapters
  - Contributions to conferences
  - Popular science publications
  - Other scientific publications/reports
  - Patents
- List of acquired external funding (funding agency, name of project, year, received sum, level of responsibility (main applicant or co-applicant))
- Other scientific merits/achievements

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<sup>1</sup>*Docent* is an academic title within the Swedish academy not connected to employment. A docentship is an award that can be given to a person who has achieved a level of merits that significantly exceeds the doctoral degree.

## 5. List of attached publications

List a maximum of 10 selected publications to be attached under point 11.

## 6. Research vision

Provides a brief description of the applicant's scientific work and vision, including strategies, methods, and scientific policy statement. For applications to positions as tenure track position as Assistant Professor 1-2 pages; as Associate Professor/Professor 4-5 pages.

## 7. Summary of pedagogical achievements

This comprises the quantitative part of the pedagogical portfolio (for the qualitative part, see point 8). It should be concise, like a CV, and include the following points:

- Teaching experience
  - course names, course credits, level (first cycle studies, second cycle studies), types of educational activities (e.g. lecture, laboratory), extent (number of hours or percentage of teaching), teaching language/s, number of students
  - experience of different teaching and examination methods
- Experience as supervisor
  - nature and level of supervision (B.Sc., M.Sc., PhD, post doctor) and extent
  - degree of responsibility in supervision (main supervisor or co-supervisor)
- University pedagogical education
  - university pedagogical and/or subject-didactic courses undertaken and the extent of these (number of hours, days or weeks)
  - seminars, conferences and the extent of these (number of hours or days)
  - additional qualifications and the extent of these (number of hours, days or weeks)

In addition, the following should be listed if qualifications are available:

- Pedagogical development work
  - course development and course planning (undergraduate, graduate and post-graduate studies)
  - development of teaching- and examination materials as well as general educational materials
  - pedagogical innovation and development projects: name of project, purpose and extent
  - other type of pedagogical development work
- Pedagogical leadership
  - course direction/leadership: course name/s, course credit/s, level/s (first cycle, second cycle) and extent
  - participation in education committees, program committees, boards of studies, etc.
  - educational coordination roles (e.g. director of studies)
  - pedagogical mentorship: type of mentorship and extent
  - other pedagogical leadership
- Pedagogical studies and dissemination of pedagogical vision/knowledge
  - contributions to pedagogical conferences
  - list of pedagogical publications
  - educational and degree programme assessment and evaluation work
- Pedagogical distinctions and awards
- Other pedagogical merits
  - experience of popular science activities
  - relevant experiences outside academia

## 8. Pedagogical approach/reflection

The pedagogical reflection is the qualitative part of the pedagogical portfolio, where focus lies on *how* it was done, *why* it was done in a particular manner, and what the *results* were and what the learning outcome is. The reflection on the own work should be related to the faculty criteria for pedagogical performance which implies clear statements on the following:

- View of education and learning in relation to your own subject (preferably related to pedagogical or subject-didactic research)
- Examples of how your pedagogical philosophy manifests itself in specific pedagogical activities. Examples should refer to teaching at all levels, including postgraduate studies, and cover examination, supervision, pedagogical development work and leadership
- Reflection over the results you have achieved, e.g. reflection over course evaluations (to be attached under point 10)
- Description of future plans for pedagogical engagement and development

## 9. Presentation of other merits

Additional merits, not mentioned above, should be listed here:

- Administrative merits
  - staff responsibility
  - budget responsibility
  - responsibility for degree programs
  - development responsibilities
- Decision-making and leadership
- Experience outside the university/college environment
- Co-operation with and information directed towards the surrounding community
- Additional merits

## 10. Attachments confirming your pedagogical merits

The attached documents should confirm what has been presented under point 7 and 8. Attachments include, but are not limited to:

- Course certificates confirming university pedagogical education
- Statements from, e.g. heads of department, directors of studies or colleagues
- Compilations of course evaluations
- Compilations of teaching material
- Examples of examination
- Reports from pedagogical projects
- Other merits

## 11. Attachment of research publications

Attach the publications listed under point 5 here.