

CV TEMPLATE

To facilitate the handling of applications, applicants should follow the template below. Not every point is relevant to every applicant. In separate documents, the applicant should, in a reflective form, elaborate and clarify their scientific merits, teaching merits, experience of leadership and collaboration, and, where applicable, plans for future research. Unless there are special circumstances, the application should be written in English to facilitate international expert review. Documents, certificates, etc., that verify the information should be attached as appendices.

Application for promotion to [fill in relevant]

1. Basic information

- 1.1. Name and contact details
- 1.2. Current employment, title, subject area.
- 1.3. Previous employment
- 1.4. Other information

2. Degrees and evaluations

- 2.1. University degrees. State year of graduation, type of degree (e.g., Ph.D.). Attach degree certificate.
- 2.2. Docent competence (where applicable). Attach certificate.
- 2.3. Previous expert reviews (where applicable). Attach documents.

3. Scientific merits

- 3.1. Publications: a. Peer-reviewed articles in journals; b. Peer-reviewed chapters in anthologies; c. Monographs; d. Edited volumes; e. Other publications such as reports, popular science articles, reviews, newspaper articles, etc.
- 3.2. Externally funded research projects from research councils, EU, foundations, etc. Describe your role in the application. State principal investigator and co-applicants.
- 3.3. International collaboration. State, for example, research visits, networks, collaborations beyond what is stated in 3.2.
- 3.4. Organization of and participation in national and international conferences. State activities such as plenary lectures, invited talks, articles, posters, chairmanship, session organization, etc.
- 3.5. Reviewer experience and expert assignments, e.g., for international journals, assignments as opponent and member of grading committees, expert assignments in

recruitment processes, etc.

3.6. Other scientific work, e.g., exhibitions, international networks, collaboration with industry and authorities

3.7. National and international prizes and awards. Attach certificates.

3.8. Membership in academies, etc.

4. Teaching proficiency

Teaching proficiency refers to the development, implementation, and examination of teaching. List teaching experience. If the teaching experience is very extensive, provide an overview and focus on the last 5–10 years. Attach course evaluations.

4.1. Courses at undergraduate, advanced, and doctoral level. Specify role and responsibility.

4.2. Supervision at undergraduate and advanced level

4.3. Supervision at doctoral level. State the doctoral student's name, university, year of graduation. State your role and extent of involvement as supervisor.

Documentation supporting the role as supervisor should be attached.

4.4. Educational administration and formal leadership roles and collaborations within education.

4.5. Pedagogical development work/projects. Production and development of teaching materials and textbooks.

4.6. Other educational contributions and merits. Pedagogical prizes and awards.

4.7. Completed pedagogical courses. Attach course certificates.

5. Leadership and collaboration

5.1. Leadership assignments and administrative assignments. State role (research leadership, division, department) and time period.

5.2. Roles in boards and committees within and outside the university.

5.3. Completed leadership training

5.4. Research policy assignments within, e.g., research councils/committees, international research councils/programs, and other expert or leadership assignments of significance

5.5. Contacts with activities outside the university world. Experience of collaboration directly linked to own research and teaching experience is reported under points 3.3, 3.6, and 4.4.