

Instructions to applicants when Collaboration and Outreach expertise is included in the assessment

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)
- Docentship¹ (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

¹*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. Summary of Collaboration and Outreach achievements

Applicants are required to describe their competence in Collaboration and Outreach under the following headings:

- Collaboration between academia, industry and other actors in society
- Collaboration with school and liberal adult education
- Policy engagement and influencing decision-making
- Entrepreneurship and innovation
- Leadership experience and formal qualifications

Examples of activities and merits relevant to each heading are provided in Appendix 1.

10. 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

11. 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

Faculty of Science and Technology 2026

12. Attachment of Collaboration and Outreach merits

The attached documents should confirm what has been presented under point 9.

13. Attachment of research publications

Attach the publications listed under point 5 here.

Appendix 1. Examples of merits in Collaboration and Outreach

- **Collaboration between academia, industry and other societal stakeholders**
Experience of collaboration with research- and education-relevant alumni, and with private and public organisations such as companies, government agencies, foundations and non-profit organisations. Examples include:
 - collaborative research (e.g. within competence centres), shared access to and joint use of research infrastructure, Citizen Science².
 - external funding obtained for collaborative projects (e.g. Horizon Europe, Eurostars, Vinnova)
 - collaboration within academic education (e.g. guest lectures, project-based courses, study visits, degree projects), work-based learning and placements, commissioned education, and lifelong learning
 - participation in research-initiating events (e.g. AimDays, partnership days, industry fairs and exhibitions)
 - awards and other distinctions relevant to collaboration between academia and societal stakeholders
 - mobility projects
 - supervision of industrial doctoral students / collaborative doctoral students
 - publications co-authored with industry partners

- **Collaboration with school and liberal adult education**
Experience of interaction and collaboration with a focus on school pupils and individual members of the public. Examples include:
 - School outreach activities, such as visits to and lectures for primary and upper secondary schools, and activities aimed at widening participation and broadening recruitment
 - participation in public activities such as cultural and science events, seminars, and continuing education or outreach courses
 - production and dissemination of popular science, for example through articles, courses or other informational materials aimed at society and schools;
 - prizes, awards and other forms of recognition relevant to school collaboration and public education;
 - media engagement and participation
 - publication of educational materials (e.g. for primary and secondary education, as well as for adult education and commissioned courses).

- **Policy engagement and influencing decision-making**
Experience of interaction and collaboration focused on participation in and support of decision-making processes, policy development and public advocacy. Examples include:
 - commissioned work for organisations such as companies, public authorities, foundations and associations, for example expert consultancy, participation in

² Citizen science (active public participation, for example involving school pupils in data or information collection).

Faculty of Science and Technology 2026

consultation and review processes, inquiries, expert panels, external board memberships and third-party review or validation;

- participation in public debate, professional networks, conferences and seminars of relevance to industry and society;
- production and dissemination of popular science, for example articles and informational materials aimed at industry and the wider society
- contributions to media; prizes, awards, and other forms of recognition relevant to policy development and decision-making.

- **Entrepreneurship and innovation**

Experience of knowledge exchange and the utilisation of research and development outcomes, with a focus on entrepreneurship and business or organisational development (either independently or as a participant in others' initiatives).

Examples include:

- development of new products and services, patents, and companies
- expert contributions related to the commercialisation or societal use of research and development, such as assessment of innovation calls, business coaching, or participation as a speaker in seminars and panel discussions;
- prizes, awards and other forms of recognition relevant to entrepreneurship and innovation.

- **Leadership experience and formal qualifications**

○ Experience of leadership roles and formal qualifications related to engagement and collaboration activities. Examples include:

- leadership responsibilities and administrative roles related to engagement and collaboration;
- completed courses or training programmes relevant to engagement, such as science communication, media training, dialogue competence and widening participation in education;
- participation in development projects related to engagement and collaboration at a previous higher education institution, company or other organisation;
- prizes, awards and other forms of recognition relevant to leadership and formal competence in engagement and collaboration.