

# Template for application

This section contains guidelines for applicants to the position of professor, senior lecturer, post-doctoral researcher and lecturer. It also applies to applications for promotion to professor or senior lecturer, and for associate professor appointments.

The application must be completed according to the guidelines below. Upload the document as an attachment when you register your application on our website, via the link “Jobs and vacancies”.

In addition to the application form, certificates may be enclosed such as:

- university degrees and other degrees, certificates or diplomas which are mentioned in the application
- a associate professor certificate, if applicable
- any written testimonials from heads of department (or equivalent), containing a qualitative assessment of teaching expertise
- a compilation of course evaluations
- management training

## **1 APPLICATION**

State which position the application concerns, including the day-book number (dnr). If the application concerns a promotion or a position as associate professor, the subject field must also be indicated.

### **1.1 Personal details about the candidate**

- Name
- Civic registration number
- Address
- Telephone number
- Mobile telephone number
- E-mail address
- List of enclosed documents
- Signature

## **2 CV**

### **2.1 Personal details**

Name

Date of birth

## **2.2 Degrees**

Indicate university degrees, including year, qualification title, subject and higher education institution. Any doctoral thesis appraisal should also be enclosed.

## **2.3 Other education**

State any other relevant education/training and degrees, certificates or diplomas.

## **2.4 Associate professor**

Applicants who have acquired associate professor qualifications are to indicate subject field, appointment year and higher education institution.

## **2.5 Employment history**

Current employment, including the exact job title and duration.

Previous employment, including job titles and duration.

Leave of absence periods, and the reasons for these.

## **2.6 Other information**

Assignments, commissions, scholarships, etc.

## **3 DECLARATION OF INTENT/POLICY**

Plans and visions for the future regarding both academic and pedagogical work within the framework of the employment applied for (max one page).

## **4 ACADEMIC QUALIFICATIONS**

(See point 5 for information about appointments of an artistic nature.)

### **4.1 Description of academic work**

A description of the applicant's own academic efforts, which should provide a coherent and complete picture of the work the candidate has performed up to the date of application, and which is relevant to this position. It should clearly describe the applicant's own roll and responsibilities, as well as the development of the applicant's academic work, and the academic and social contribution the research projects have made. The research results should also be highlighted from an international perspective.

This section should comprise at least two pages, but not more than five.

## **4.2 Publications**

- **Selection**

The applicant may select a maximum of 10 publications which are cited in support of the application, comprising academic as well as any other works. The selection should be accompanied by a brief motivation, and the author's own contribution in multi-author works must be clearly stated. The selected publications must have the same reference numbers as in the complete list of publications (see below).

- **Complete list of publications**

The publications may be listed under separate headings:

- Monographs
- Peer-reviewed articles
- Other academic articles
- Anthologies
- Other academic work
- Other work, such as course literature and work of a popular scientific nature

Each publication must be uniquely numbered. It should emerge clearly from the list which publications the applicant submits for review by an external subject specialist.

## **4.3 External research funding**

List external research funding and other major resources received as main or joint applicant. For each grant, indicate the name of the main applicant and any joint applicant(s). Also provide information about the funding body, amount and date.

## **4.4 Other academic qualifications**

For example, provide information about the following:

Any commissions as an opponent, member of an examining committee, or external subject specialist.

International experience.

Participation in national and international conferences relevant to the field of research.

International journal editorial/advisory board assignments, and referee assignments for journals. State which journals and the number of commissions per year.

## **4.5 Distinctions, awards, academy membership, etc**

## *5 ARTISTIC QUALIFICATIONS*

(To be filled in only for appointments of an artistic nature.)

### **5.1 Description of artistic work**

The description should be in the form of an essay, and provide a coherent and complete picture of the work the candidate has performed up to the date of application, and which is relevant to this position. It should clearly describe the applicant's own role and responsibilities, as well as the development of the applicant's artistic work.

### **5.2 Artistic qualifications**

- **Selection**

The applicant may select a maximum of 10 artistic works which are cited in support of the application. The selection should be accompanied by a brief motivation, and the candidate's own contribution in multi-artist works must be clearly stated.

- **Complete list**

The applicant must submit a complete list of all other artistic/academic achievements.

## **6 PEDAGOGICAL QUALIFICATIONS**

### **6.1 Basic pedagogical outlook and educational work**

Candidates shall submit a description of their basic pedagogical view and how this is expressed in their own work. They should also provide a motivation for and reflections on their own teaching practice, based on pedagogical theory and systematized experience in relation to the content and structure of their own discipline.

This section should comprise at least two pages, but not more than five.

### **6.2 Pedagogical training**

State any higher education teacher training courses, training in doctoral supervision, teacher education, pedagogical conferences, seminars and projects. Include dates and scope.

### **6.3 Teaching experience**

Describe teaching experience in first-cycle (undergraduate) and third-cycle courses and study programs, and in further professional education and training. State the scope, width, level and degree of responsibility for the courses mentioned. Also describe experience of various examination and teaching methods.

#### **6.4 Supervisor experience**

- In first-cycle (undergraduate) education – state the number of supervised degree projects.
- In third-cycle education – state the doctoral student’s name, year of admission and graduation, and any other supervisors where applicable. Also describe any supervision of doctoral students which is currently taking place, either in the capacity of principal or assistant supervisor, and include the student’s year of admission.

#### **6.5 Course development and education administration**

Describe the planning and development work involved in listed courses. Also list assignments such as director of studies, student counsellor, subject representative and course coordinator.

#### **6.6 Pedagogical work and study materials**

Production of study materials:

Books, articles, etc.

compendiums/course materials Indicate form, level, scope and significance for the course.

It should emerge clearly from the list which publications the applicant cites in support of the application (see also 4.2 above).

#### **6.7 Distinctions and awards**

#### **6.8 Other pedagogical qualifications**

This can be, for example, participation in pedagogical conferences, educational development work, or national and international teacher exchange programmes.

#### **6.9 Assessment of pedagogical work**

Written compilations from the heads of department or directors of studies, containing a qualitative assessment of the candidate’s teaching expertise, should also be submitted. If applicable, include compilations of course evaluations – not single individually submitted assessments.

## **7 ADMINISTRATIVE QUALIFICATIONS AND MANAGEMENT TASKS**

### **7.1 Describe assignments and experience of, for example**

Organizational development and management, including university and non-university human resource management.

Staff and financial administration.

Research administration.

Other professional and voluntary assignments.

### **7.2 Contribution to planning and execution of conferences**

For example as organizer or panel coordinator.

### **7.3 Management training**

### **7.4 Research and education policy tasks**

Membership in governmental research councils or committees, or in the board/committee of other funding bodies. Assignments involving the assessment of Swedish or foreign research applications, or similarly relevant commissions. Indicate also evaluations of projects, education programmes or equivalent.

## **8 EXPERIENCE OF THIRD-STREAM ACTIVITIES**

Applicants list third-stream activities – e.g. liaisons with trade or industry – using their own academic and educational work as a starting point, and include any information about their own patents, liaisons with public authorities, cultural organizations, and national and international networking.

Also include efforts regarding the spreading of information about research and development work, such as non-academic lectures, work with social media, conference talks, book reviews, etc.

## **9 OTHER PROFESSIONAL SKILLS**

**(To be filled in only for appointments on a non-academic or non-artistic basis.)**

Other professional experiences or skills which are of relevance to the employment.