



# Faculty of Arts and Humanities' guidelines and assessment criteria for docentship<sup>1</sup> applications

The guidelines and assessment criteria for docentship applications at the Faculty of Arts and Humanities at Umeå University address both applicants and external experts.

Document content:

- Requirements for being appointed docent<sup>2</sup>
- Structure and content of the application
- Processing applications
- External experts' assignment

## Requirements for being appointed docent

An individual who can benefit research and teaching at Umeå University through his/her research and teaching qualifications, can be appointed docent. In addition, the applicant is required to have a doctoral degree and employment at Umeå University. Individuals who have a lasting cooperation with a department (or equivalent) at the Faculty of Arts and Humanities can, in exceptional cases, be appointed docent if special circumstances exist. In these cases, the application must be initiated and supported by the department hosting the research subject. For more information regarding the appointment as unpaid docent, contact the administration official of the Appointment Committee.

## Structure and content of the application

An individual who wishes to be appointed docent should first raise the question with the Head of department in order to get an estimation of whether there is justification for an application. Dissuasion, however, does not hinder an application.

The Head of department in question, after consulting subject specialists, submits the application and, concomitantly, a statement describing both the applicant's research and teaching qualifications and the benefits for the department and the faculty if the applicant is appointed docent.

The application is to be structured according to the instructions at item 1-4 below and submitted to the Appointment Committee at the Faculty of Arts and Humanities at Umeå University. The application must clearly indicate in which subject area the applicant wishes to be evaluated. The application is preferably submitted electronically, in word or pdf format. The application is sent to [registrator@umu.se](mailto:registrator@umu.se).

## Application sections

A complete application must include four separate sections:

---

<sup>1</sup> equivalent in the UK: *readership, senior lectureship*; in the US: *associate professorship*

<sup>2</sup> equivalent in the UK: *reader, senior lecturer*; in the US: *associate professor*



1. Cover sheet
2. Curriculum vitae with appendices

An account of:

3. Research activities with appendices
4. Teaching portfolio with appendices, alternatively the certificate and external expert's report for appointment as recognized/ distinguished teacher or equivalent

### 1. Cover sheet

The cover sheet must include the following information:

- Which subject area the application concerns
- The applicant's name and personal identity number
- Home address, including telephone number and e-mail address
- Workplace address, telephone number and e-mail address (where appropriate)

### 2. Curriculum Vitae with appendices

The CV must be structured as shown in the example below. Certificates of employment and any other certificates supporting the information in the CV must be appended.

*Example of Curriculum Vitae:*

Name: first name, surname, personal identity number

Upper secondary school certificate or equivalent	Appendix
First-cycle degree (main subject, year)	Appendix
Doctoral degree (subject, year)	Appendix
Other degrees	Appendix
Language skills	
Employment positions in chronological order	Appendix

### 3. Account of research activities with appendices

The account (comprising a maximum of five pages) must be in running text and present a coherent and comprehensive overview of the activities relevant for the docentship application, up until the application date. The applicant must further present his/her research specialization in relation to the research subject relevant for the docentship application, as well as experiences of collaboration with the surrounding society.

In addition to this account, the applicant must specify which publications or other works he/she considers most relevant for the docentship application and wishes to be primarily used in the evaluation. If these publications have more than one author, the applicant must clearly indicate what constitutes his/her contribution.

The applicant must include a brief discussion about the reasons for the selection, including an assessment of the place the selected publications take in his/her research process as well as in the development of the general knowledge within the main research area.

The applicant may only select research publications that are already published or accepted for publication.



A research CV supplements the account of research activities. It is to be structured as follows:

- research assignments (opponent, assignment as external expert, member of examining committee, etc.)
- supervision of doctoral students
- external grants and research projects (state the main applicant / co-applicant, funding agency and extent)
- national and international cooperation
- research network
- guest researcher at another university/ equivalent
- research collaboration
- other

Parts of the CV can be supported by references to appendices.

The publication list is to be structured as follows:

- monographs
- editorship (anthologies or equivalent)
- articles in research journals (peer reviewed)
- chapters in anthologies (indicate which ones are peer reviewed)
- conference proceedings
- reviews
- other research works, popular research works etc.

In addition to the publication list, the publications selected for evaluation and other works that are most relevant for the application are to be enclosed.

**A maximum of ten publications** are normally submitted for the appointment as docent. The publications selected for evaluation must be marked as such in the publication list.

#### **4. Presentation of the teaching portfolio with appendices**

If the applicant is appointed as a recognized/distinguished teacher or equivalent, the certificate and external expert's report will be appended instead of a teaching portfolio.

##### **The teaching portfolio**

A teaching portfolio is a qualitative and quantitative account of a teacher's pedagogical qualifications and aims to highlight her or his pedagogical skills. At Umeå University, pedagogical skills are assessed in connection with recruitment and promotion of teachers as well as in connection with the application for placement within the University's pedagogical qualification system. A teaching portfolio is to be regarded as a depository for pedagogical qualifications, but its contents need to be structured in different ways depending on what it will be used for and what qualification requirements and criteria constitute the basis for the assessment.

A teaching portfolio must always include:

- a) the teacher's account of their pedagogic starting points and attitude
- b) examples of how these are expressed practically in the teacher's pedagogic work, and
- c) the valuations and judgments of others, with regard to the teacher's pedagogic activity.

These three parts must be supported by appendices, literature references or links in order for the documentation to be comprehensive and credible. Furthermore, the teaching portfolio must be supplemented with a CV, in either paper or digital format or a combination of the two. The portfolio should not exceed eight pages of printed text, excluding appendices and CV.



## **Template for the teaching portfolio**

Here follows an overview of what a teaching portfolio must contain.

### **a) Pedagogical starting points and attitude**

A teaching portfolio must include an account of the applicant's pedagogical vision, starting points and attitude. The applicant must also describe how the context in which he/ she works influences teaching, and how he/she adapts to it. The applicant is to refer to literature, links, appendices or CV where appropriate. Any reference system can be used.

### **b) The pedagogical practice**

The bulk of the portfolio must consist of examples of concrete teaching experiences, including experiences of collaboration with the surrounding society. The chosen examples must show how the applicant's pedagogical vision is applied and how the criteria for pedagogical skills are met. The activity, target group, educational choices, results, lessons learned and reflections are to be described in each example. These descriptions are to be supported by references to appendices, literature, links or CV where appropriate.

### **c) Evaluations and estimations**

The teaching portfolio must include certificates or evaluation documentation from e.g. Heads of department, directors of studies, colleagues, external assessors and students (via e.g. course and program evaluations). References can be named.

### **Examples of appendices in the teaching portfolio**

The appendices included in the portfolio must be carefully selected and connected with part a, b or c in the teaching portfolio, or with the CV. A list of appendices can include the following headings:

- Reports or assignments produced for higher education courses
- Study guides or other instructions to students
- Exams and evaluations
- Teaching materials and aids
- Pedagogical awards
- Certificates of participation in courses and programs
- Summaries of course evaluations
- Assessments by superiors or colleagues

### **Curriculum Vitae (CV) for teaching qualifications**

A CV accounting for teaching activities is to supplement the portfolio. The pedagogical CV is mainly focused on quantitative aspects. Include extent, level, and a description of content where possible, of the following:

- teaching activities including supervision
- pedagogic education, competence development and professional development
- pedagogic development work
- production of teaching materials, textbooks or similar
- participation in pedagogic conferences
- education planning or assignments with pedagogical responsibility
- pedagogic awards
- pedagogic collaborations

Parts of the CV can be supported by references to appendices.



## Processing applications

Received applications for docentship will be processed in the following way:

The Faculty of Arts and Humanities' Appointment Committee processes the application and decides whether to proceed to assessment. The Head of department submits a proposal for an external expert to the administrative official of the Appointment Committee. The Dean then appoints the external expert. Once obtaining the external expert's report, the Appointment Committee makes a final assessment of the applicant's research and teaching qualifications. The Dean thereafter decides on the appointment as docent and issues a docent certificate.

The obligatory lecture is held by the docent on a subject of his/her choosing on a designated "docent day" which is normally arranged twice a year.

## The external expert's assignment

An external expert within the relevant subject area from another university is appointed to assess each docentship application. The external expert's assignment consists of assessing the applicant's research and teaching qualifications and submitting a written report adhering to the following instructions:

The report should consist of about 3-4 pages (1600 words). It must clearly state whether the applicant's research and teaching qualifications are of such quality that he/she can be appointed docent.

The report regarding the research qualifications consists of descriptions of:

- the applicant's research focus and extent of production
- the applicant's contribution to the relevant research literature through examples from his/her research production
- and an evaluation of the contributions in relation to previous literature.

In the report, the external expert takes a clear position on whether he/she proposes that the application be rejected or approved.

*This document is a translation of "Anvisning vid ansökan om docentur och bedömning av docentansökan". If there are discrepancies between the English and Swedish versions, the latter takes precedence.*



## Assessment criteria for docentship<sup>1</sup> qualifications

### *Assessment of research qualifications*

The applicant who is appointed docent<sup>2</sup> must have produced research that is distinct from their dissertation, in the form of articles or monographs that quantitatively must be the equivalent of at least one additional dissertation. At minimum, one publication must be issued by an international publishing house or by an international non-Nordic journal, using peer-review procedures or the equivalent.

These works must together have a significantly higher scholarly quality than what is required for a doctoral degree. The applicant must have demonstrated the ability to observe interesting problems, to relate them to current research and to relevant theories, as well as the ability to further arguments and find fruitful solutions. The applicant must generally have demonstrated a critical awareness and an ability to see larger contexts. Naturally, the applicant must also have shown that he/she masters the scholarly skill, can choose or design useful methods and approaches and apply them with proficiency and accuracy.

If the applicant selects for evaluation works of which he/she is co-author, he/she must clearly and in running text account for the kind of cooperation that constitutes the basis for the work, as well as specify what sections of the text he/she is the main author of. The works selected for evaluation must be published or accepted for publication at the time the application is submitted.

### *Assessment of teaching qualifications*

The applicant who is declared eligible as docent must have documented pedagogical skills. The teaching qualifications constitute the basis for the assessment of the teacher's pedagogical skills. The teacher's relevant higher education competence and aims for further individual development constitute important prerequisites for conducting professional pedagogical activities. The applicant must persuasively demonstrate a qualitative development of his/her pedagogical competence. The pedagogical skills are reflected in the teacher's achievements, his/her reasons for pedagogical choices, and in what way, and with what results, the teaching has been carried out.

The applicant who is appointed docent has normally completed a higher education course in supervision or the equivalent at the time of application.

The teaching experience must cover different levels and types of tasks, e.g. course planning,

---

<sup>1</sup> equivalent in the UK: *readership, senior lectureship*; in the US: *associate professorship*

<sup>2</sup> equivalent in the UK: *reader, senior lecturer*; in the US: *associate professor*



## UMEÅ UNIVERSITET

course coordination, examination and supervision. The higher education courses, including the supervision course, should normally correspond to at least 5 weeks of training.

*This is a translation of “Bedömning av docentkompetens”. If there are discrepancies between the English and Swedish versions, the latter takes precedence.*