



## UMEÅ UNIVERSITET

# Instructions for applications for employment, promotion and docent review at the Faculty of Arts

The following instructions are for applications for employment, promotion and docent review at the Faculty of Arts. The instructions for docent applications include instructions for the assessment of docent applications. These instructions have been formulated in accordance with Umeå University's appointments procedure, which is available (in Swedish) [here](#). For general instructions about making your application, see pp 1-6. For docent applications and their assessment, see p 7.

These instructions are for applications for the following positions:

- professor
- adjunct professor
- visiting professor
- senior lecturer
- adjunct university teacher and visiting lecturer
- associate senior lecturer
- researcher

### What the application comprises

A complete application must include seven separate parts:

1. **Cover letter**
2. **Cover sheet**
3. **Curriculum vitae with annexes**

#### Presentation of:

4. **Scientific or artistic portfolio with annexes**
5. **Educational portfolio with annexes**
6. **Administrative portfolio with annexes**
7. **Project plan (not all positions require a project plan)**

Applications for open positions must be made digitally via our recruitment system, Varbi, which is accessed via the relevant advertisement on the university's Open Positions web page: <https://www.umu.se/en/work-with-us/>

Applications for promotion to lecturer or professor and applications for docent review, are to be sent



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to the Registrar of Umeå University, [registrator@umu.se](mailto:registrator@umu.se)

All documents, preferably in electronic form must have been received by the closing date for applications. An application or a supplement to an application arriving after the closing date may be considered if it does not cause any inconvenience and if it is in the university's interest to consider it.

- 1. **Cover letter stating your motivation for applying for the position.**
- 2. **Cover sheet**

The cover sheet must be structured as shown in the example below. The following information must be included on the cover sheet:

- What position the application is for, including its registration number
- The applicant's name and personal identity number
- Home address, including telephone number and email address
- Place of work (as applicable), with the address, telephone number and email address
- Signed application
- References, with contact details

*Example of a cover sheet:*

Application for the position of Senior Lecturer of Philosophy at the Department of historical, philosophical and religious studies  
AN 2.2.1-63-2016

Name: Anders Andersson, 750809-6886  
Address: Mariehemsvägen 33, 906 60 Umeå  
Telephone: 090-121212  
Mobile: 070-121314  
Email: [anders.andersson@telia.com](mailto:anders.andersson@telia.com)  
Workplace: Umeå universitet  
Telephone: 7865000  
Email: [anders.andersson@umu.se](mailto:anders.andersson@umu.se)

Umeå, 4 April 2012

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Anders Andersson

References:

Kurt Karlsson  
Morkullevägen 2  
090-121611

Inga Jonsson  
Rödhavevägen 26  
090-171819



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### • 3. Curriculum Vitae

The CV must be structured as shown in the example below. Certificates of employment and any other certificates corroborating the information in the CV are to be included as annexes.

#### *Example of a Curriculum Vitae:*

Name: Anders Andersson, 750809-6886

Upper secondary school certificate or similar	Annex
First-cycle qualification (main subject, year)	Annex
Doctoral degree (subject, year)	Annex
Other qualifications	Annex
Admitted as docent (subject, year)	Annex
Language skills	
Employment positions in chronological order	Annex

### • 4. Scientific or artistic portfolio with annexes

The presentation (running to five pages at most, excluding any bibliography) must be written as a continuous text. It must give a coherent and comprehensive picture of the applicant's professional activity, as relevant to the employment sought, until the date of application. The applicant must further account for his/her scientific/artistic specialisation as it relates to the research domain of the employment sought and experiences of public outreach and collaboration with the surrounding society.

In addition to the presentation, the applicant must specify which examples of his/her scientific publication s/he considers most relevant to the employment sought, and would therefore primarily adduce. If the adduced publications have more than one author, the applicant must clearly indicate what constitutes his/her contribution.

The applicant must include a brief discussion of the reasons for his/her selection, with an assessment of the role played by the selected examples in the applicant's research as well as in the general development of knowledge within the research domain.

The applicant may only cite such scientific writing as has been published or is ready for publication; doctoral theses must have been approved before the closing date for applications.

Scientific practice and publications must be presented as follows:

- monographs
- editorship (anthologies or similar)
- articles and anthology contributions (indicate which ones have been peer reviewed)
- conference papers
- reviews
- other scientific work, education and outreach work etc
- scientific appointments (external reviewer, external expert, examining committee etc)
- national and international contacts



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- research network
- visiting researcher at another university/equivalent
- other

In applications for employment as researcher, associate senior lecturer or lecturer, a maximum of five publications of specially cited scientific work is normally submitted.

In applications for employment as senior lecturer or professor, and for docent review, a maximum of ten publications of specially cited scientific work is normally submitted.

- **5.  Educational portfolio with annexes**

### **Educational portfolio**

An educational portfolio is a qualitative and quantitative account of a teacher's educational qualifications, and is intended to give evidence of educational skill. At Umeå University, educational skill is assessed in connection with recruitment and promotion of teachers, and with applications for inclusion in the University's educational qualifications system. An educational portfolio can also be used for personal career planning and in connection with career development and salary discussions. This means that the educational portfolio is to be regarded as the depository for educational qualifications, but its contents need to be structured in different ways depending what it is going to be used for, and depending on what qualification requirements and criteria underlie the assessment.

An educational portfolio must always include:

- a) the teacher's account of his/her educational principles and positions
- b) detailed examples of how these are expressed in his/her educational practice, and
- c) others' evaluations and opinions of the teacher's educational practice

All three of the above must be corroborated in annexes, literature references or links, in order for the documentation to be comprehensive and credible. The educational portfolio must furthermore be supplemented with a CV. Formatting must be for hard copies as well as web viewing, or a viable combination of the two. The portfolio should not exceed eight pages of printed text, excluding annexes and CV.

### **Template for an educational portfolio**

The following is an overview of what an educational portfolio must contain.

#### **a) Educational principles and positions**

An educational portfolio must include a presentation of your educational vision – your educational principles and positions. You must also describe how the context in which you work influences your teaching, and how you relate to this. Refer to literature, links, annexes or your CV where appropriate. Use the citation style of your choosing.

#### **b) Educational practice**

Most of the portfolio will consist of examples of actual teaching experiences which includes experiences of public outreach and collaboration with the surrounding society,

. The examples you choose must show how your educational vision is applied and how the criteria for



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educational skill are fulfilled. In each example, describe the activity, target group, educational choices, results, lessons learned and personal reflections. These descriptions must be corroborated with references to annexes, literature, links or your CV where appropriate.

Observe the instructions and criteria that apply for employment, promotion or inclusion in the educational qualifications system when you choose what practical experiences to highlight in your portfolio.

### **c) Evaluations and opinions**

The educational portfolio must include attestations or evaluation documentation from e.g. heads of department, directors of studies, colleagues, external assessors and students (via e.g. course and programme evaluations). Reference persons must be specified.

### **Examples of annexes in the educational portfolio**

The annexes included in the portfolio must constitute a careful selection and be connected with part a, b or c in the educational portfolio, or with the CV. A list of annexes can include the following headings:

- Reports or assignments completed on courses in higher education teaching
- Study guides or other instructions to students
- Exams and evaluations
- Textbooks and teaching aids
- Educational distinctions
- Certificates of participation on courses and programmes
- Summaries of course evaluations
- Opinions from superiors or colleagues

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

A CV covering educational practice must supplement the portfolio. This educational CV is to focus on quantitative aspects. Include the extent, level, and a brief description of content where possible, of the following:

- teaching activities including supervision
- educational training, skills development and continuing professional development
- educational development work
- production of teaching aids, textbooks or similar
- participation in educational conferences
- programme planning or appointments with educational responsibility
- educational distinctions

Certain parts of the CV may be corroborated by reference to annexes.

In applications for **employment as researcher and associate senior lecturer**, a maximum of five publications of specially cited educational work is normally submitted. In applications for **employment as senior lecturer or professor, and for docent review**, a maximum of ten publications of specially cited educational work is normally submitted.



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### • 6. Administrative portfolio with annexes

In this portfolio the applicant accounts for administrative appointments, within the university organisation as well as outside it. For example:

- development of activities and staff
- management of activities and staff
- management training programmes
- scientific administration
- educational administration

Where possible, the quantitative information on administrative activities must be supplemented with documents stating the quality of the qualifications, e.g. in the form of service certificates from a head of department, director of studies or equivalent which describe and evaluate the applicant's administrative ability.

### • 7. Project plan

Here the applicant presents his/her project plan in a continuous text over a maximum of five pages, describing scientific practice, pedagogic practice and/or public outreach within the framework of the employment sought. *NB:* Not all advertised positions require a project plan. Individual advertisements will specify what documents to submit with the application.

## Docent instructions

Applicants for docent appointments must have a PhD or equivalent, as well as the requisite scientific and educational skills. A docent may only be appointed if the appointment will benefit research and education at the Faculty of Arts, Umeå University.

### Processing

Docent applications received will be processed in the following way: The Appointments committee at the Faculty of Arts considers the application and decides whether to proceed with a docent review. A list of proposed experts is submitted by the head of department. The dean then appoints experts.

Once the Appointments committee has obtained expert opinions, it makes a final assessment of the applicant's scientific and educational skills. The dean then reaches a decision and issues a docent certificate.

The obligatory trial lecture is held by the applicant on a subject of his/her choosing on a designated 'docent day', normally arranged twice a year.

### Application

A person wishing to be appointed docent should first raise the matter with the head of department, in order to obtain an idea of whether the application is justified. However, being advised against applying does not preclude going ahead with the application.

The head of the department in question must submit, along with the application, a written statement



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following consultation with subject specialists, in which the applicant's scientific and educational skills are described. Benefits to the department, and to the faculty's activities, of appointing the applicant docent must also be described.

The application must be structured in accordance with the instructions in items 2-5 above and be addressed to the Faculty of Arts, Appointments committee, at Umeå University. The application must specify in which subject area the applicant wishes to be reviewed.

The application, preferably in electronic form must be in Microsoft Word or Adobe PDF format. The application must be in duplicate if a hard copy is submitted.

The application is sent to [registrator@umu.se](mailto:registrator@umu.se).

### Assessment of docent competence

#### Assessment of scientific skill

In quantitative terms, the successful applicant must have produced ground-breaking scientific work, presented in journal articles or monographs, equivalent to a further dissertation. In qualitative terms, this body of work must be judged to exceed the minimum requirements for a further dissertation by a considerable margin. If the applicant is citing works in which s/he is a contributing author, the text of the application must clearly account for the nature of the collaboration underlying the cited work, as well as which sections of text in the work that s/he is the principal author of. The cited works must have been accepted for publication at the time the application is submitted.

The applicant must have shown an ability to identify interesting problems, to relate these to the current state of research and to relevant theory, as well as to pursue lines of reasoning and find fruitful solutions. In general, the applicant must have demonstrated a critical awareness and an ability to see the bigger picture. Naturally, the applicant must also have shown that s/he dominates the scientific craft and that s/he is thus able to choose or construct practicable methods and approaches, and to apply them with [circumspection](#) ['kringsyn'] and precision.

#### Assessment of educational skill

A person declared to be qualified for an appointment as docent must possess documented educational skill.

(Educational qualifications are to be presented as specified in item **5. Educational portfolio with annexes**, p 4)

The educational qualifications constitute the basis for the assessment of the teacher's educational skill. Educational skill is manifested in:

1. What the teacher has done,
2. What motives the teacher has had for his/her educational choices, and
3. In what way, as well as with what results, teaching has been carried out

In assessing skill, qualitative as well as quantitative aspects are important. The teacher's possession of the relevant educational competence for higher education, as well as a will to develop, are significant



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**prerequisites for pursuing professional educational activities.**

**Typically, the applicant accepted for a docent appointment will have completed supervisor training, or equivalent training, at the time of making the application.**

**Under normal circumstances, teaching experience should correspond to approximately one year of full-time teaching in higher education. The educational training courses, including the supervisor course, should amount to approximately five weeks of training.**