Assessment criteria and instructions for docentship applications at the Faculty of Medicine

(Established by decision of the Board of the Faculty of Medicine 15-03-2016, valid from 01-07-2016. The Swedish version has priority over this translated version when decisions are made)

**Background**

A docentship within a specific area of research or teaching may be applied for once the applicant has been awarded their doctorate. The justification for a docentship is that it must be useful for research and teaching at the Faculty of Medicine at Umeå University. Therefore, the prospective docent must be active as both researcher and teacher in one of the programmes within the faculty. The applicant must also be able to document both research proficiency and subject expertise, as well as teaching competence within the subject relevant to the application. A docentship requires the applicant to be associated with an institution within the relevant subject area, and to have shown him or herself to be of use to the institution in terms of research and teaching.

A docentship involves both rights and responsibilities. A docent in the Faculty of Medicine at Umeå University is entitled to conduct independent research and to supervise doctoral students. However, a docentship does not automatically come with special resources. The Faculty of Medicine, for its part, expects continuing research activity and is entitled to demand that the docent assist in teaching and other tasks, such as supervision, membership of examining committees, and expert assignments. The docentship gives those who do not hold a teaching position in the faculty a natural link to it. A docent may also be used as a faculty opponent.

**Handling of applications**

The application for a docentship is assessed by the appointments and docentship board [anställnings- och docenturnämnden (ADN)], which accepts or rejects applications on the basis of application documents, expert statements and a statement from the head of department. Decisions regarding the admission of an unsalaried docent are taken by the Dean. The subject designation of the docentship must reflect its chief scientific and educational focus.

To be eligible for a docentship within a specific subject area, the candidate must fulfil the following criteria.

Research proficiency
• Expertise within the subject area
• Teaching experience and proficiency in education
• Connection with the Faculty of Medicine, Umeå University

The most common reasons for rejection of docentship applications are that there is too little scientific output, that the applicants’ independence is unclear or that educational qualifications are insufficient (or have not been documented).

**Fixed term**

A docentship at the Faculty of Medicine, Umeå University, is in the first instance limited to a fixed term of six years, with the possibility of extension. Before the end of this six-year appointment, the docent must apply for a renewal, and the subject representative must attest that the docent continues to be of use for teaching and research within the discipline in question, *i.e.* able to support continued activity in teaching and research in the subject. If this cannot be attested, the title of docent may be retained, but the docentship is no longer associated with the Faculty of Medicine at Umeå University. The association may be subsequently reinstated on application. For docents who are tenured teachers at the Faculty, this requirement is considered to be fulfilled by their appointment.

**If the application is incomplete**

An incomplete application will be rejected by the Board.

**Docentship lecture**

After the Dean has made a decision to admit the docent, on the recommendation of the ADN (appointments and docentship board), the new docent must make an approximately 45-minute presentation on his or her current and future planned research and teaching. The department is responsible for ensuring that this takes place.
Instructions for the application

The application should be submitted digitally to the Registrar’s office and archive at registrar@umu.se. If you also wish to submit a paper application or an application via USB, the mailing address is: Registrar’s office and archive, Umeå University, 901 87 Umeå.

The application must be accompanied by:

a) **CV (list of educational qualifications and previous work experience)**

b) **List of publications**
   Publications should be listed in the following categories:
   1. Original academic papers, both published and accepted for publication, including meta-analyses, in international academic journals using the peer review system. Papers that form part of your thesis must be marked as such in the list.
   2. Chapters in books, review articles and systematic literature reviews.
   3. Miscellaneous, such as articles in professional journals (such as for example the Swedish medical journal *Läkartidningen*). Conference abstracts should not be listed or submitted.

c) **Description of research activity**
   The emphasis must be on ongoing and planned research. A research programme must be appended. The description must also state if the applicant is supervising any doctoral students and if the applicant has been/is a principal or co-applicant for any research grants obtained. If so, the grant source, project title, time period and size must be specified.

d) **Description of educational activity and subject expertise**
   The applicant must provide an educational portfolio according to the guidelines for teaching position applications at the Faculty of Medicine (https://www.aurora.umu.se/en/units/faculty-of-medicine/human-resources/academic-positions-and-docentship/). Examples from course evaluations and a report of the applicant’s aims in regards to the development of teaching at the Faculty must be included.

e) **Reporting teaching qualifications**
   Report teaching experience (at least 150 hours, see description below) that you wish to invoke as a basis for your docent application. See table that must be completed and signed by the head of department.

f) **Statement from the head of department (or head of unit/professor within the subject area as delegated by the head of department) regarding the applicant’s education, teaching competence and scientific skills**
   This reference statement must set out clearly the applicant’s subject expertise. The **docentship subject must be specified.** In regards to research skills, the subject representative’s statement
must above all make clear the applicant’s independence and standing within the subject. His or her teaching competence must also be noted. The statement must also confirm that the subject area given is appropriate and how the docentship will benefit research and teaching within the faculty/institution. If the applicant is not an employee of the institution, it is especially important for the subject representative to clearly state how the admission of the applicant as a docent would benefit research and teaching. An external expert, who must be at docent level or above must be suggested. This person should have agreed to take on the task and should have no conflict of interest. If the head of department delegates the task of writing the statement to a head of unit or professor in the subject, the statement must be countersigned by the head of department.

g) **Doctoral degree certificate (certified copy)**

h) **Where relevant, certificate of specialist competence**

i) **Where relevant, certification of qualification as a teacher of merit or excellence**

j) **Certification for completed higher education teacher training courses**
   The following educational course elements must be completed and documented:
   a. Basic higher education teacher training course elements, covering at least four weeks, for teaching at university level
   b. Doctoral supervision course equivalent to at least two weeks

k) **As a separate attachment, offprints (pdf files) of published work and manuscripts accepted for publication post thesis**

**Assessment criteria**

**Research proficiency**
In addition to what is required for the doctoral degree, the applicant must be able to demonstrate for their total scientific output, a proficiency and independence within their area of research. Research proficiency will be assessed by an external expert. The minimum for research production is normally 15 original pieces of work, including articles that form part of the thesis. Monographs will be subject to separate assessment. The articles must be published or accepted for publication (supported by copies of communications from journals) in international academic journals using the peer review system. Normally the most important part of a person’s academic production will have appeared post thesis. This academic production must demonstrate sufficient depth and breadth. What above all qualifies an applicant for a docentship is original work in which the person has a clearly identifiable role. The applicant’s independence must be apparent. This independence may, for example, be demonstrated through taking responsibility for one’s own research, a new area of research, or supervision of doctoral students or visiting researchers. The applicant must have at least two pieces of original work following the defence of their thesis on which he or she is first or last author, and on which the main graduate
supervisor is not a co-author. Success in obtaining external research grants as principal investigator is a strongly meritorious. Experience from working in a different research team from the one in which the applicant carried out his or her thesis work is also strongly meritorious.

**Subject expertise**

Subject expertise is assessed in the first instance on the basis of the head of department’s statement. The applicant must have deepened and broadened their subject expertise considerably above and beyond what is required for a doctoral degree. This may have occurred, for example, through a postdoctoral placement at another institution, active participation in seminars within the institution, attendance at national and international conferences within the subject, or through independently planning and managing teaching within the subject for students at both basic and advanced undergraduate levels.

As a minimum requirement, it is usually the case that the applicant must have worked within the subject for five years, of which two to three years need to be postdoctorate. For doctors and dentists, the applicant must be a specialist in the clinical subject in which the docentship is being applied for. If the applicant is not a specialist, a docentship in the subject may be applied for with the addition of “experimental” before the subject or “research” after the subject, e.g. *experimental surgery* or *general medical research*.

**Teaching experience and proficiency as an educator**

Docentships at the Faculty of Medicine at Umeå University require experience of at least 150 hours’ individual teaching time, as well as participation in certain forms of teaching as listed below. Teaching experience should include programmes at both basic and advanced undergraduate levels, and where
relevant, specialist medical training programmes. An assessment as excellent or qualified in the university’s educational qualification system is of special merit. Furthermore, certain completed higher educational teacher training course elements are required (see below).

**Teaching qualifications**

The application must list the following teaching qualifications. Preparation time is *not* included in the hours stated. These refer *only to hours when the person interacts with students*. Below follows a list of how the required 150 hours can be credited, as well as what else needs to have been fulfilled:

*Programmes at first and second year undergraduate levels*

- *At least 30 hours’ scheduled group supervision and/or practical teaching* (laboratory work, bedside, clinical elements, etc.) *must* have been completed.
- *At least 30 hours’ scheduled lectures* *must* have been performed.
- *Main supervision of at least two (2) degree projects* *must* have been completed\(^1\). Two 15-credit degree projects together correspond to 40 hours.
- *Some form of course management/administration/development* *must* have been completed.
- *Online teaching in one subject central to the programme* *must* have been performed.

*Programmes at post-graduate level*

- *Supervision of students at post-graduate level* *may* be counted (supervision for 6 months is equivalent to 40 hours).
- *Scheduled teaching on post-graduate level* *may* be counted.

*Higher education teacher training course elements*

The following documented educational course elements *must* have been completed:

- Basic higher education teacher training course elements for teaching at university level, covering at least four weeks (6 credits)
- Doctoral supervision course equivalent to at least two weeks (3 credits)

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\(^1\) Supervision of academic work of interns, equivalent to at least 10 weeks with reporting in the form of a presentation as well as a written report, will be regarded as equivalent to supervision of one 15-credit degree project.