



# ASSESSMENT CRITERIA AND INSTRUCTIONS FOR DOCENTSHIP APPLICATIONS AT THE FACULTY OF MEDICINE

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

*This document has been translated into English. In case of divergence of meaning between the English and Swedish wording of this document, the Swedish wording shall prevail.*

## Background

A docentship within a specific area of research or teaching may be applied for once the applicant has been awarded their doctoral degree. The justification for a docentship is that it must be useful for research and education 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 education.

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 Hiring and Docent 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. An overall assessment is made of the applicant's qualifications. 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

## 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 education and research within the discipline in question, *i.e.* able to support continued activity in education 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, the requirement on continued activity in education and research in the subject is considered to be fulfilled by their appointment.

**If the application is incomplete**

An incomplete application will be rejected by the ADN and the applicant may submit a new application when complete

**Docentship lecture**

After the Dean has decided to admit the docent, on the recommendation of the ADN, 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 [registrator@umu.se](mailto:registrator@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 (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 scientific independence**

The applicant must describe his/her independence as a researcher and how the applicant has extricated from the former principal supervisor. If applicable, the applicant should describe how the research line relates to previous postdoctoral supervisor's research. This is particularly important if the applicant has an active collaboration that has resulted in shared publications after postdoctoral period or after the thesis.

e) **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<sup>1</sup>. Examples from course evaluations and a report of the applicant's aims in regard to the development of teaching at the Faculty must be included.

f) **Reporting teaching qualifications**

Report teaching experience (at least 120 hours, see description below; *Subject expertise*) that you wish to invoke as a basis for your docent application. See table that must be completed and signed by the Head of the Department. At least 30 hours must consist of education in undergraduate and graduate level, carried out at a Swedish university. This is because the

<sup>1</sup> Is currently (15/05/2019) available: <https://www.aurora.umu.se/en/education-and-research/support-for-education/teaching-portfolio/>

applicant must be familiar with education at university level in Sweden. Teaching conducted outside Sweden must be confirmed by a signed certificate, in Swedish or English, from the institution/department where the teaching was conducted.

**g) 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 regard 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 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 education. 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.

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

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

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

**k) 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, completed at a Swedish university, equivalent to at least two weeks.

If the applicant wishes to invoke foreign higher education courses for teaching at university level, the syllabus must be enclosed, in English or translated into Swedish/English.

**l) 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. An overall assessment is made regarding the applicant's scientific independence, where clear independent research line after the thesis defence is decisive. The minimum for research production is normally 15 original pieces of work, including articles that form part of the thesis, but quality and author position on the articles are taken into account. 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. The 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. If an article has more than six authors, and the applicant is not first or last name, the applicant shall specify how he/she contributed to the publication according to recommendations from ICMJE<sup>2</sup>.

The applicant's independence must be apparent in the application. This independence may, for example, be demonstrated through taking responsibility for one's own research, a new area of research, or supervision of doctoral or postdoctoral students or visiting researchers. The applicant must have at least two articles 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 own external research grants as principal investigator is 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. An invitation to write review articles and an invitation as the keynote speaker at international conferences are also merits

### Subject expertise

**Subject expertise is assessed primarily based on 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 post doctorate. 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*

<sup>2</sup> <http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>

*medical research.*

### **Teaching experience and proficiency as an educator**

Docentships at the Faculty of Medicine at Umeå University require experience of at least 120 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. There will be an overall assessment of the pedagogical skills.

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 120 hours can be credited, as well as what else needs to have been fulfilled:

- A significant part of the teaching must be completed during the last 6-year period.
- The main part (at least 60 hours) shall consist of teaching at undergraduate and graduate levels.
- *At least* 30 hours' of the teaching must be completed at a Swedish university.
  - teaching at foreign education at university level may be taken into account and needs to be certified by course coordinator or the Head of the Department where the teaching took place.
- Within the required 120 hours a mixed and balanced distribution between different types of teaching must be presented. Examples of different types of teaching are:
  - lectures
  - practical teaching such as group supervision and/or practical teaching, laboratory work, bedside, clinical elements, etc.
  - seminars
  - online teaching
  - scientific supervision of students (maximum 40 hours of the totally 120 hours)
    - main supervision for degree projects at undergraduate and graduate levels (15-credit degree projects correspond to 20 hours)<sup>3</sup>.
    - main supervision of students at post-graduate level (supervision for 6 months is equivalent to 40 hours).
    - assistant supervision of students at post-graduate level (supervision for 6 months is equivalent to 40 hours). The role as assistant supervisor needs to be described.
- Some form of course management/administration/development *must* have been completed at undergraduate or graduate level or at doctoral degree level. The course management/administration/development must be clearly presented.

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<sup>3</sup> 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.

- the course management may consist of responsibility for a course component in a larger course. Course description must be attached. Single/occasional cases/practical exercises or lectures do not count as courses.
  - course management and responsibilities for specialist training for licensed personnel in health care can be included. Syllabus must be attached.
- Scheduled teaching on doctoral degree level *may* be counted.

### ***Higher education teacher training course elements***

All courses in teaching and learning at university level given by Centre for Educational Development, UPL, at Umeå University, can be taken into account. Corresponding educational courses from other Swedish universities can be counted. The courses must have been completed within the last 15 years before the application date (unless there are special reasons).

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

- Higher education teacher training course elements for teaching at university level, covering at least four weeks (6 credits)
  - basic higher education teacher training course elements for teaching at university level, covering at least two weeks (3 credits)
  - courses for education within the subject area for the docentship
  - foreign higher education courses for teaching at university level may be taken into account (syllabus and course certificate must be attached).
- Doctoral supervision course equivalent to at least two weeks (3 credits) at a Swedish university