



## UMEÅ UNIVERSITET

# Application instructions for positions as Professor, Adjunct Professor, University Lecturer (Associate professor), Adjunct University Lecturer (Adjunct associate professor), Researcher, Junior Faculty positions as Associate Senior Lecturer and Research Fellow

Umeå University are using an electronic recruitment system. Please follow the instructions and upload the documents stated in 1-12 below. Make sure that you name your documents correctly. It is important that you follow these instructions so the recruitment team and expert advisor can make a fair assessment of your application.

**Application professor:** Foreign expert advisors will participate in the scientific assessment of the applications. Please write your application in English in order to ensure that your application is assessed correctly.

Applications for promotions should be sent to [ADNmedfak@umu.se](mailto:ADNmedfak@umu.se)

Applications for positions as Adjunct Professor or Adjunct Senior Lecturer should be sent to [registrator@umu.se](mailto:registrator@umu.se)

### Your application should include the following documents:

1. A cover letter including contact details
2. Curriculum vitae
3. List of publications
4. Presentation of scientific activities
5. Presentation of educational activities
6. Presentation of clinical activities
7. Presentation of development and management of activities and personnel
8. Intent/programme explanation regarding planned scientific activities
9. Certified copies of relevant diplomas
10. References including contact details to at least 2 references

### Additional information to point 3-10

#### 3. List of publications

The applicant should specify an author's index stating, for example, the h-index according to Web of Science (alternatively, specify author identification such as ORCID ID). The individual work that is included in the thesis should be highlighted. Enter the names of all authors in the order listed on the publication, mark in **bold** the applicant's name. Enter the title of the thesis, the full name of the journal, volume number, first and last page and publication year.

If an article has more than six authors and the applicant is not a first or last name, the applicant shall specify how the applicant contributed to the publication according to recommendations from ICMJE <http://www.icmje.org/recommendations/browse/roles-and-responsibilities/Defining-the-role-of-authors-and-contributors.html>

How to specify the publication list:

- A. List 10 publications or other work that you think mainly should be considered. Please explain and comment the selection.



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- B. Original articles - original scientific papers published in international "peer-reviewed" journals. Publications in national journals (e.g Läkartidningen) should be listed under E.
- C. Manuscripts which are under peer review in international journals.  
Note that only manuscripts that are of sufficient importance to be among the 10 selected works under item A should be listed here.
- D. Review articles  
If applicable, also state the editor and publisher.
- E. Scientific articles in national journals  
Articles published in "Läkartidningen" or similar can be stated here.
- F. "Correspondence"  
Published "letters to the editor" in, for example, Nature, Lancet, etc.
- G. Reports of scientific meetings  
Brief general papers from scientific meetings. Note! Conference abstracts should not be included.
- H. Textbooks  
State whether these are for undergraduate- or graduate programs. Include publisher, year of publication and page references (first to last).
- I. Miscellaneous  
International reports, etc. State title, author and activity.
- J. Patents
- K. Other scientific qualifications  
For example, active participator in international scientific conferences as an invited speaker or moderator.

#### **4. Presentation of scientific activities**

##### Scientific collaboration and external research funding

Account for your national and international collaborative projects, external research funding received as principal during the past five years (the funding body, amount, date, etc.) external research funding received as co-applicant during the last five years (the funding body, amount, date, etc.). It must be clear whether you are the principal or co-applicant of the accounted research funding. Finally, please state local sources such as e.g ALF-grants or smaller local funds.

##### Research supervision/education

Account for your ongoing supervision of doctoral students. State the registration date and the midterm follow-up for doctoral students that you have been a supervisor for up until doctoral dissertation or licentiate. The summary shall clearly indicate which doctoral students you have been the main supervisor or co-supervisor to, and which of these that have become docents.  
Describe the activity as a lecturer and organizer of postgraduate courses and development work in postgraduate studies.

##### Assessment of others' work

Account for your assessment such as evaluation, specialist assignments, review assignments, 'peer-



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review' assignments, editorship, member of the examining committee and assignments as a faculty opponent, assignments within international scientific bodies.

## 5. Presentation of educational activities

According to the Higher Education Ordinance (ch 4, § 5), "equal attention shall be given to the assessment of educational skills as to the assessment of scientific skills".

The presentation should follow Umeå University's guidelines for the documentation of educational qualifications.

[Click here to download the guidelines](#)

The educational activities are divided according to the following headings:

- Self-reflection (maximum 4 pages)
- Teaching activities
- Educational training and continued professional development
- Development of courses
- Teaching administration/course master
- Outcome of course evaluations
- Research within educational science
- Other educational qualifications
  - e.g information and education materials, primarily aimed at actors outside the universities and with an interest in the subject/area.

Please note that the educational qualifications must be verified by certificates, course evaluations, references and other relevant material.

## 6. Presentation of clinical activities

Examples of areas that could be accounted for by applicants for clinical positions.

### Clinical competence and formal training

Document here, including dates:

- Completion of clinical training documented through specialist competence/continued professional development (specialist degree is a merit)
- Number of years of service as a specialist
- Experience in clinical work
- Leadership within the clinic
- Participation in on-call services (number of years as senior physician on call)
- Own clinical competence/profile area (specialist knowledge, which e.g. resulted in patients being referred regionally or nationally)
- Documentation of clinical competence (breadth and quality)
- Expert assignments within healthcare organizations and other agencies/organizations as a result of clinical competence.

### Clinical development work

Document here, work that has improved care or has been of a cost-efficiency nature, as well as participation in clinical teaching.

- development/establishment/evaluation of new forms of treatment regimens
- development of national/international clinical guidelines- clinical supervision for specialist and/or continued professional development



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- participation in pharmaceutical recommendations, pharmaceutical committee work.

## **7. Presentation of development and management of activities and personnel**

### Formal education

Account for the formal education and degrees in economics, personnel administration and leadership and ethics, gender equality, work environment and environmental issues.

### Leadership positions

Account for positions of responsibility and leadership internal and external the academia.

- Chair of academic boards (or equivalent), investigations, national and international projects, etc. Number and type.
- Conference organizer (number and type)
- Directorships at companies, public authorities and national or international organizations (number and type).

### Committee work

Account for:

- Work on committees, boards and adviser at local, national and international level
- Honorary positions within academic organizations
- Student union work

Active work with ethics, gender equality, work environment and environmental issues

Account for active work with ethics, gender equality, work environment and environmental issues.

### Clinical management and collaborative skills

Account for ability to organize different activities and to lead organizations. This includes among others:

- Principal responsibilities/areas of responsibility
- Administrative assignments in healthcare
- Implemented quality assurance procedures
- Set-up of team activities/interdisciplinary clinical collaboration projects capability to lead and collaborate with colleagues and other staff groups in healthcare.

## **8. Intent/programme explanation regarding planned scientific activities**

Write maximum five pages containing:

- Introduction/background
- Hypothesis/research aim
- Methods and preliminary results
- Significance

## **9. Certified copies of relevant diplomas**

Certificate that strengthens your education and teaching, e.g:

- Specialist diploma
- Ph.D. diploma
- Course certificate (e.g. Higher education courses)
- License to practice/professional status qualification etc.



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**10. References including contact details to at least 2 references**

References will be asked for in connection with the job interview invitation. We recommend that these references be informed in advance.