Application instructions for positions as Professor, Adjunct Professor, Lecturer, Adjunct Lecturer and Researcher

It is important that you follow these instructions so the recruitment team and experts advisors can make a fair judgment of your application.

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.

Applications for promotions or positions as Adjunct Professor or Adjunct Senior Lecturer should be sent to registrator@umu.se The application should include the documents listed below.

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. Intent/programme explanation regarding planned scientific activities
6. Presentation of educational activities
7. Presentation of clinical activities
8. Presentation of development and management of activities and personnel
9. Presentation of third stream activities and education and outreach activities
10. Copies of relevant degree certificates
11. Copies of selected referenced scientific and educational work
12. References including contact details to at least 2 references

Additional information to point 3-9

3. List of publications
The individual work that is included in the thesis should be highlighted. Mark in bold the applicant’s name in the list of authors.

How to specify the publication list:
1. List 10 publications or other work that you think mainly should be considered. State the names of all authors in the order found in the publication. Applicant's name in bold. The essay title. The complete name of the journal. Volume number. The first and last pages. Year of publication. This list may include publications from all of the following groups 2-10. Explain and comment the selection.
2. Original articles - original scientific papers published in international “peer-reviewed” journals. State the names of all authors in the order found in the publication. Applicant's name in bold. The essay title. State the complete name of the journal. Volume numbers. The first and last pages. Year of publication.
3. Manuscripts which are under peer review in international journals State as above (see #2) if applicable. Note that only manuscripts that are of sufficient importance to be among the 10 selected works under item 1 are to be listed here.
4. Review articles
List the articles as above for original published essays. If applicable, also state the editor and publisher.
5. Scientific articles in national journals
Essays published in “Läkartidningen” or similar can be stated here. State as above (see #2) if applicable.
6. “Correspondence”
Published “letters to the editor” in, for example, Nature, Lancet, etc.
7. Reports of scientific meetings
Brief general papers from scientific meetings. State as above (see #2 and 3) if applicable.
Note! Conference abstracts should not be included.
8. Textbooks
State whether these are for undergraduate- or graduate programs. Include publisher, year of publication and page references (first to last).
9. Miscellaneous
International reports, etc. State title, author and activity.
10. Patents
11. 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.

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

5. Intent/programme explanation regarding scientific activities
Write maximum five pages containing:

- introduction/background
- hypothesis/research aim
- methods and preliminary results
- significance

6. 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

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

7. 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
- participation in pharmaceutical recommendations, pharmaceutical committee work.

8. 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.

**9. Presentation of third stream activities and education and outreach activities**
This refers to third stream activities with a point of departure in your own scientific activities, for example, through efforts to develop relationships with business, public sector, organizations, industry including proprietary patents, patient associations or similar media.

**12. References including contact details**
References will be asked for in connection with the job interview invitation. We recommend that these references be informed in beforehand.