



Instructions for application for a docent position and assessment of candidates

The instructions for application for a docent position and assessment of candidates at the Faculty of Social Science are intended for both applicants and external experts.

The instructions include:

- Conditions for appointment as a docent
- Criteria for assessment of scientific and teaching skills
- Formulation and content of the application
- The external experts' remit

Conditions for appointment as a docent

A person can be appointed as a docent if, through their research and teaching skills, they have demonstrated that they could be of benefit to research and education at Umeå University. In addition, the applicant must have a PhD and be employed at Umeå University. Under special circumstances, an individual who has a long-term cooperation with a department (or similar) in the Faculty of Social Science can be appointed as a docent. In such cases, it is necessary for an application to be initiated and supported by departments where the research subject is based.

Docents can be accepted in subjects for which third-cycle programmes are offered at the Faculty. Docent appointments can also be made in a subject that does not meet this requirement, but which is nevertheless within the social sciences and can clearly be linked to the faculty's activities. Such cases may occur when the subject is a postgraduate subject at another Swedish university, when the faculty intends to build up competence in the area to eventually establish it as a postgraduate subject, or if the subject is of an interdisciplinary nature. However, the subject must constitute a broad or general area, and not just a specialization of an existing subject. In cases where the subject is not an already existing third-cycle programme at the faculty, the application must contain a justification from the department or unit why the subject is valuable to the faculty.

Criteria for assessment

The expertise of a docent is primarily based on scientific skills, but a docent is also expected to have sufficient teaching skills to be able to convey their knowledge satisfactorily within and outside the university. A docent must also be able to assess scientific and teaching expertise as an expert, in examining committees or assignments as an external expert, as well as supervise PhD students obtaining their doctoral degrees.



Criteria for assessment of scientific skills

Breadth and depth in the research

Scientific skills for docent expertise must be demonstrated through the candidate's own research, including both analytical skills and breadth of subject. Research conducted after the doctoral thesis should show progression in scientific depth or breadth.

Originality in research

The main research effort must be original; i.e., the research problems, methods and results must be new in relation to others' efforts. Originality in research also means that over time an increased independence in scholarly work can be shown.

Productivity

A docent must have a scientific production corresponding to at least two doctoral theses of good quality, published in article or book form in reputable journals or by reputable publishers which apply the peer review process. Docent competence cannot be based on scientific work that only exists in manuscript form which has not yet been accepted for publication. If a manuscript is accepted for publication a certificate to this effect signed by the editor/publisher must be attached. In the assessment, the publication traditions within a discipline can be considered. Importantly, quantity is not the same as quality.

Contribution to the international scientific community

The applicant must have contributed to the international scientific community, through e.g., publication in journals outside of the Nordics or by international publishers which apply the peer review process, through research collaborations or involvement in international research organisations.

Assignments within the scientific community

The applicant must be able to show experience of reviewer roles within the scientific community, such as an external reviewer, external expert, or a reviewer for scientific journals or publishers.



The ability to competitively obtain external research funds

A docent at the Faculty of Social Science has obtained research funds in competition with other parties, through active participation in an application process.

Collaboration with the surrounding society

The dissemination of research and research findings through e.g., collaborations with industry and community organisations, authorship of popular science works or participation in public debate.

Criteria for assessment of teaching skills

The teaching skills required for a docent position are equivalent to those required for appointment as a senior lecturer, and must be demonstrated through documented experience of teaching on a scientific or artistic basis within higher education. This expertise can be supplemented through training in higher education pedagogy.

Applicants who already hold a university lecturers position or have been awarded the title Recognized or Distinguished University Teacher (Meriterade eller Excellent lärare) are considered to have met the criteria for teaching skills as long as the teaching skills are within the area of the docent's subject and the applicant can demonstrate skills in supervision at postgraduate level.

The criteria consist of:

- The ability to plan, implement and evaluate teaching and the ability to supervise and examine students at every level of education (the competency to supervise at postgraduate level is normally demonstrated with a higher education pedagogy course; corresponding the Centre for Educational Development's course *Postgraduate supervision in practice*)
- The ability to vary teaching methods and examination formats in relation to anticipated study results and the nature of the subject
- Experience of collaboration with the surrounding society in planning and implementation of education
- Participation in the development of learning environments, teaching aids and study resources
- A reflective approach to student learning and one's own role as a teacher



Formulation and content of the candidate's application

It must be possible to confirm scientific and teaching qualifications with certificates, references or other materials.

The application must adhere to the following structure and contents:

Cover sheet or letter containing information on

- The applicant's name
- The subject field of the docent position

The application must be signed by the applicant.

1. List of qualifications with personal details and

- a. Doctoral degree (year, discipline, higher education institution, title of thesis and name of supervisor).
- b. Postdoctoral stays and guest lectureships, year and location.
- c. Current position (duration of appointment).
- d. Previous relevant positions (indicate type of employment and duration of appointment).

Career breaks (indicate breaks in your career that may have affected your ability to gain qualifications due to parental leave, sick leave, honorary posts or other reasons of a similar nature; please specify the reasons and length and dates of the break).

2. Presentation of scientific qualifications (maximum 7 pages) under the headings:

Breadth and depth of research, originality, productivity and internationalisation

- Scientific activities to date (your presentation should underline your own contributions to knowledge development through e.g., examples from the works referred to). The applicant's progression with regard to theory, empirical work and method must be described.
- You must make mention of any overlaps between different publications and clarify your specific role in cases of co-authorship.
- Participation in scientific conferences (specify in particular if you assisted as an organiser of the conference or arranged sessions)
- Short description of ongoing and planned activities.



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Assignments within the scientific community

- Academic assignments such as the role of external reviewer, journal editor, reference assignments for international journals, assessment assignments on research councils, expert assignments and similar.
- Management qualifications, such as head of department or work in planning or management bodies at faculty or university level.
- Directorships in research activities.
- Research awards and prizes.

Granted external research funds, excluding travel and conference funding

- Specify project name, funder, year and sum, as well as whether you were the main applicant or a co-applicant.

Collaboration with the surrounding society

- External contacts in research and collaboration projects with external stakeholders.
- Popular science works.

Other scientific qualifications Here you can mention anything that does not fit under the other headings, such as management qualifications of relevance to the docent position.

3. Presentation of teaching qualifications (maximum 4 pages)

As stated previously, applicants who already hold a university lecturers' position or have been awarded the title Recognised or Distinguished University Teacher (Meriterade eller Excellent lärare) only need to submit a confirmation from the department that their teaching skills are within the subject area of the docent application as well as verification that supervision skills at postgraduate level have been achieved. The latter is normally proven with a certificate of completed university pedagogical training in postgraduate supervision as well as a description of experience, if any, in supervision assignments at the postgraduate level. All other applicants must give an account of educational qualifications under the following headings:

The ability to plan, implement and evaluate teaching and the ability to supervise and examine students at every level of education.

- List of your teaching activities by scope and level.
- Provide details of your experience of supervision of independent work and teaching at second-cycle or third-cycle level.
- Doctoral supervision (state name and year and specify whether you were the main or secondary supervisor)



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The ability to vary teaching methods and examination formats in relation to anticipated study results and the nature of the subject.

- Outline of course development and pedagogical development work, educational planning and educational administration.
- Evaluation of teaching initiatives (by the department head, department study director or a programme director).
- Teaching awards and prizes

Experience of collaboration with the surrounding society in planning and implementation of education

- Directorships in educational activities.

Participation in the development of learning environments, teaching aids and study resources

- Management experience such as director of studies at first, second or third-cycle level.

A reflective approach to student learning and one's own role as a teacher.

Other teaching qualifications

Here you can mention anything that does not fit under the other headings, such as a presentation of the scope and content of university teacher training and continuing professional development.

4. Complete list of publications (sort the publications by heading in the following order):

Publications must be divided under appropriate headings for the subject (dissertation, books, book capital, articles, etc.) but it must always be clearly stated whether the publication is or isn't peer-reviewed. List the most recent works first. Clarify your own role in any co-authorship, by means of an attached author declaration, or in the body text of the research statement. Highlight in the list of publications any overlaps (e.g. between dissertation and articles) with a hash (#).

Include an URL to at least one researcher ID profile (e.g. ORCID, ResearcherID, Scopus Author ID, or Google Scholar)

5. Referenced publications

A list of the (maximum 10) publications which the applicant references in the first instance. Your dissertation should be included in the list.

Other cited publications must be peer-reviewed and not contain material from the thesis unless substantial development of the material can be demonstrated (e.g., new analyses or expanded data collection). Clarify own role in co-authorship and how the publication demonstrates progression in scientific skill.



6. Other qualifications

Any qualifications that do not fit under any of the other headings can be included here.

7. Appendices

- a. Copies of degree certificates.
- b. Copies of the relevant certificates of employment and similar
- c. A reference letter from the head of department for the subject to which the senior lectureship relates
- d. Course certificates from courses in university teaching, etc.
- e. Copies of certificates of research and teaching prizes and awards
- f. Any declarations of authorship
- g. Other supporting documentation to confirm qualifications referenced in the application

Your application must be made to the Dean and sent electronically, with appendices, to registrator@umu.se.¹

External experts' review

For every assessment for a docent position, an external expert from the relevant subject area, and who is active at another higher education institution, is appointed. The review by the external expert consists of assessing the applicant's scientific and teaching qualifications in accordance with the above criteria, as well as submitting a written statement on the matter in accordance with the following instructions.

The statement should be around 3–4 pages (1600 words) long. The statement should clearly indicate whether the applicant's research qualifications are of sufficient quality that he or she can be appointed as a docent.

The statement must include descriptions of:

- the applicant's scientific orientation and the scope of their production and their progression
- the applicant's contribution to relevant scientific literature through examples from his or her scientific production
- an evaluation of the contributions in relation to the field of study.

In their statement, the expert shall take a clear position on whether they recommend that the application be rejected or approved.

¹ Note that your application and cited publications will be sent to an external expert once one is appointed. Further information will be provided by the Faculty of Social Science, Dean's Office.