



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 only be accepted in subjects for which third-cycle programmes are offered at the Faculty, except within the field of law. For the area of law, docents can be appointed in the area of law or in the area of jurisprudence. The chosen specialisation must be specified in connection with the application.

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, and supervise PhD students in 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.

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.



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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.

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.

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 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

- University degree (year, subject area and higher education institution).
- Doctoral degree (year, discipline, higher education institution, title of thesis and name of supervisor).
- Postdoctoral stays and guest lectureships, year and location.
- Current position (duration of appointment).
- 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, illness, 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).
- 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)
- Ongoing and planned activities.

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



– 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) under the headings:

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

- Here you will make a 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)

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 (for instance, by management personnel, colleagues and students).
- 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):



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 (#).

5. Referenced publications

A list of the (maximum 10) publications which the applicant references in the first instance.

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.

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.



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,
- the applicant's contribution to relevant scientific literature through examples from his or her scientific production,
- an evaluation of the contributions in relation to previous literature.

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