



## Instructions for applications for teaching positions at the Faculty of Social Sciences

- Applications for positions advertised at Umeå University are made via an electronic application system called My Network, which can be accessed via the university's web page for "Open positions". Instructions are found there for what qualifications should be included. This document presents guidelines for how each category should be completed. You upload the files that are stipulated (cover letter, CV, list of publications etc.) when you are logged in to the electronic application system.
- The documents you upload must have relevant names (including your own name).
- Applications for promotion, adjunct professor or adjunct assistant professor must be sent to the Registrar at Umeå University, [umea.universitet@umu.se](mailto:umea.universitet@umu.se).
- Applications must also be written in English if that is stated in the advertisement.
- All documents must have been received by the end of the application period.

### Instructions for the format and content of the application for employment as:

- Professor (also adjunct)
- Assistant Professor (also promotions and adjuncts) (*universitetslektor*)
- Deputy Assistant Professor, for tenure (*biträdande universitetslektor*)
- Assistant Professor, temporary (*forskarassistent*)
- Researchers (in those cases where an examination has not already been made) (*forskare*)

In the employment regulations at Umeå University there are basic instructions for what a complete application must contain, namely:

- A cover letter, including contact information
- CV
- List of publications
- Account of scientific or artistic activities
- Account of teaching activities
- Account of development and leadership of activities and staff
- Account of collaboration with society at large and popular science activities
- Explanation of intent/programme for scientific activities (mainly relates to research-oriented employment)
- Copies of relevant degree certificates
- Copies of specifically cited scientific and teaching work
- References, including contact information

The faculty has the right, beyond what is said in the employment regulations, to request further information from applicants in the areas of scientific, educational and collaboration qualifications. In

this document you will find instructions for how applications are to be structured. A standard template makes it easier for experts to make their assessment.

Scientific, educational and other qualifications must be verifiable through certificates, references or other materials. See also item 10. Regarding the accounts of teaching qualifications, please turn also to the Umeå University employment regulations.

Links to the Higher Education Ordinance, the University's employment regulations and attachments, and the Faculty of Social Sciences guidelines for the assessment of professors are all found below:

<http://www.uk-ambetet.se/>

[www.umu.se/om-universitetet/lararekrytering/](http://www.umu.se/om-universitetet/lararekrytering/)

**For all the above positions, applications must be structured as follows:**

**1. Cover letter/letter with information on**

- a) The applicant's name
- b) Indication of which position is being applied for (in the case of applications for tenure, as well as for promotion from lecturer to assistant professor, this is indicated here).
- c) Reference number for the advertised position (if more than one position is applied for simultaneously, one application must be sent for each position).

**2. CV**

Personal information including name, civic registration number, home address, telephone number and e-mail address.

A summary of qualifications for the position applied for, relevant education, courses and work experience in chronological order written as follows:

- a) Higher education degree (year, subject area and university/college).
- b) Doctoral degree (year, discipline/subject area, university, title of thesis and supervisor).
- c) Post-doctoral positions and visiting scholar, year and location.
- d) Associate Professor (*Docent*) qualifications and/or skills as qualified/excellent teacher (year, subject matter and universities).
- e) Current employment (period of appointment and scope).
- f) Previous employment (specify type of employment and period of appointment).
- g) Career breaks (describe breaks in your career which affected your qualification possibilities due to parental leave, sickness, positions of trust or other reasons of corresponding character; specify the reasons and state the time and date of the break).

Substantiate the information with certificates. The certificates should be uploaded according to section "10 Appendices" below. For employees at Umeå University, upload your current service certificate.

**3. Account of scientific qualifications (maximum 7 pages)**

- a) Scientific activities so far (in the presentation, your own contributions to the development of knowledge should be emphasised with examples from the cited works). Any overlaps between different publications must be stated and your own role must be clarified in the case of co-authorship).
- b) Ongoing and planned scientific activities, including the basic scientific ethos.
- c) Scientific awards and prizes.
- d) External research funds granted (state the project name, funder, year and amounts, and whether you were the main applicant or a co-applicant).
- e) Research supervision (enter the doctoral student's name, year, whether you were the main supervisor or assistant supervisor, and whether the degree was for a doctorate or licentiate).

- f) Academic commissions (external examiner, editor for a journal, referee commissions for international journals, assessment commissions in research councils, expert commissions etc).
- g) Participation in scientific conferences (in particular if you contributed as the organiser of the conference or if you organised sessions).
- h) Other scientific qualifications (you can write information here that does not fit under the other headings).

**4. Account of teaching qualifications (maximum 5 pages)**

- a) Account of the applicant's teaching ethos/self-reflection
- b) Summary of teaching activities (volume and levels)
- c) Account of course development work and teaching development work
- d) Education planning, education administration
- e) Evaluation of teaching initiatives (by directors, colleagues and students, for example)
- f) Teaching awards and prizes
- g) Account of university teacher training and continuing professional development (volume and content in weeks or credits)
- h) Production of teaching materials, own research on teaching
- i) Organiser of/participation in teaching conferences/workshops
- j) Other teaching qualifications (you can write information here that does not fit under the other headings)

**5. Account of collaboration qualifications (maximum 3 pages)**

Compilation and account of contacts/collaboration with trade and industry, the public sector, cultural life and organisations.

- a) External contacts that are of relevance
- b) Collaboration projects with external actors
- c) Popular scientific works
- d) Participation in contract education
- e) Experience of external activities
- f) Other collaboration qualifications

**6. Management qualifications and other relevant commissions**

- a) Management qualifications such as head of department, director of studies, work in planning and/or governing bodies at the faculty or university level.
- b) Board commissions or other commissions relevant to the position
- c) Other management qualifications

### **7. Complete publications list**

Attach your complete publications list in which you mark the ten publications that are most important for the position with an asterisk (\*). Mark any overlaps in the publications list (e.g. between your thesis and articles) with a number sign (#). Sort the publications under numbered headings in this order:

- a) Monographs, books (state editorship) and special issues
- b) Articles in international journals with a referee procedure
- c) Articles in Swedish with a referee procedure
- d) Book chapters at international publishers
- e) Book chapters at Swedish publishers
- f) Refereed conference papers (not abstracts), refereed contributions to proceedings
- g) Popular science journals
- h) Textbooks and teaching materials
- i) Miscellaneous and non-published material (such as reports, working papers, and non-refereed articles and conference papers).

The latest works must be listed first. State your own role in cases of co-authorship, either by way of an author's declaration in an appendix or in free text in conjunction with a scientific account (see item 3).

### **8. Cited publications**

List of the 10 publications which the applicant is citing in the first instance.

### **9. Other merits**

Any merits that do not fit under any of the other headings may be added in this item, such as trade union work.

### **10. Appendices**

- a) Copies of degree certificates.
- b) Copies of relevant service certificates, docent certificates and so on
- c) Course certificates from university teaching courses etc.
- d) Examples of summarised course evaluations, teaching materials produced
- e) Copies of certificates for scientific and teaching prizes and awards
- f) Any reference letters and author's declarations
- g) Other attachments that corroborate qualifications referred to in the application