



Instructions for applications for and expert assessments of appointment as Assistant Professor

The instructions for applications for and expert assessments of appointment as assistant professor at the Faculty of Social Sciences are aimed at both applicants and experts.

The instructions contain:

- qualification requirements for appointment as assistant professor
- criteria for the assessment of academic and pedagogical skills

Instructions for:

- format of the application
- the task of the experts
- assessment of promotion to assistant professor

Appointment as assistant professor – qualifications requirements

For appointment, only objective factors, such as merit and competence, shall be taken into account (Chapter 12 § 5 Instrument of Government). Competence shall be the primary consideration, unless there are special reasons for doing otherwise (§ 4 Public Employment Act). The document *Appointments Procedure for Teachers at Umeå University* (Ref. no. FS 1.1-57-18) regulates the qualifications requirements and assessment criteria used for recruitment and promotion, and the task of external experts.

In accordance with Chapter 4 § 4 Higher Education Ordinance, a person with a doctorate or equivalent academic skills shall be qualified for appointment as assistant professor.

Priority should be given to applicants who attained their doctorate or the equivalent competence no more than five years before the end of the period of application for appointment as assistant professor. An applicant who attained their doctorate or equivalent skills prior to that can be considered if there are special reasons.

The position of assistant professor is a career-development position, the purpose of which is to provide the employee with opportunities to develop his or her independent work as researcher and acquire both the academic and pedagogic skills needed to fulfil the qualification requirements for appointment as senior lecturer. An appointment as assistant professor primarily involves the acquisition of academic skills; the remaining time is to focus primarily on the acquisition of teaching skills. The minimum time for the acquisition of academic skills is stated in the appointment description and advertisement.

An assistant professor may be given an open-ended position, although for a minimum of four and maximum of six years. The period of employment is stated in the appointment description and the advertisement. An appointment as assistant professor be extended, but for maximum two years, if more time is needed to fulfil the purpose of the appointment because of sick leave, parental leave or other special reasons.



Assessment criteria for appointments

A general assessment criterion for all teacher categories at Umeå University is good interpersonal skills, as well as the competence and suitability otherwise required to carry out the work duties successfully.

Other assessment criteria worthy of consideration, for example, leadership and administration skills, are set out in the appointment description and advertisement.

A general assessment criterion for assistant professor is the potential to acquire the skills needed for appointment as senior lecturer.

Criteria for the assessment of academic skills

Width and depth of research

Academic skills must have been demonstrated by independent research work. In the case of co-authorship, the candidate's own role must be made clear.

Originality of research

The originality of the research is described by an account of the applicant's basic academic outlook. Scholarly awards and prizes can also be used to describe the originality of the research.

Productivity

Productivity can be demonstrated through skills in planning, conducting and reporting research, for example, through publications (to be set out in an attached list of publications).

Contributions to the international academic community

Contributions to the international academic community can be demonstrated through, for example, participation in academic conferences or publications in international journals or international publishers.

Engagements within the academic community

Engagements within the academic community can be engagements in the form of reviews or positions of trust.

Collaboration with the outside society

The communicating and spreading of research demonstrate the imparting of knowledge gained through independent research to others, for example, through cooperation with trade and industry and public organisations, or participation in public debate.

Criteria for the assessment of pedagogical skills

For appointment as assistant professor, pedagogical skills are based on demonstrated interest in pedagogical development within the subject area, and also on experience of academic or artistic teaching at higher education level. Competence can be supplemented through training in higher education teaching and learning.



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Format of the application

At Umeå University, application for advertised appointments is done via a digital application system called Varbi which is accessed via the job advertisement on Umeå University's webpage called "Work for us". The applicant follows the instructions in the digital recruitment system, in which the required documents are uploaded.

All documents must have been received by the university by the end of the application period. The digital application system closes at midnight on the last day of application.

An application for appointment as assistant professor shall contain

- Personal letter, including contact details
- List of qualifications/CV
- List of publications
- Account of academic or artistic activities (see the assessment criteria for academic skills)
- Account of pedagogical activities (see the assessment criteria for pedagogical skills)
- Verified copies of relevant degree certificates and other documents showing pedagogical skills
- Copies of select academic publications (maximum ten) and a list
- References, including contact details

The content requirements of the application can vary depending on the appointment in question in which case this is stated in the advertisement and recruitment system. The documents that must be submitted by the applicant will also be stated.

The applicant may only list scholarly works that have been published or accepted for publication latest by the end of the application period.

Task of external experts

For appointment of an assistant professor, reports by at least two external experts regarding the skills of the candidate shall be obtained. An expert assessment is based on the documents presented by the applicant and the advertisement, appointment description and any other documents

The experts' task is to examine and assess the academic, pedagogical and other skills of qualified applicants. The same care is to be given to the consideration of academic skills and pedagogical skills. The criteria for academic and pedagogical skills are described above. Other assessment criteria and how they are weighted are stated in the advertisement and appointment description.

An expert's statement provides valuable guidance for the decision process. However, an expert has no responsibility for decisions. On the basis of the expert's examination, the experts present an evaluation of the candidates who should, in the first instance, be considered for appointment by creating a "top group", normally consisting of 3-4 candidates. Those candidates are then summoned for an interview and possibly a sample lecture, at which members of the appointment committee and representatives from the department participate. Experts have the right to attend and pass comment at interviews and sample lectures, either on the spot, via telephone or via a link. After that, the experts provide a final statement in which the candidates in the top group are ranked.



An expert provides two statements

The purpose of the initial statement is to propose a top group of candidates for an interview and sample lecture. The statement consists of two parts:

1. a description of each of the applicants and their qualifications, where it is first determined which candidates are qualified for appointment. After that, the qualifications of each of the qualified candidates are described. This part of the statement can be written by each expert separately or by the experts together.
2. an independent assessment by each of the experts regarding which of the applicants should be included in the top group. These persons are not to be ranked, only described as belonging to a top group with a statement explaining in what way the top group candidates distinguish themselves from the other applicants.

After the interviews, the experts write an independent final statement in which those of the top group who came for an interview are ranked. The statement must explain clearly the reasons why the applicants have been given their respective positions in the ranking.

Application for consideration for promotion from assistant professor to senior lecturer

There are established criteria for promotion which are stated in the appointment description and the advertisement. Application for promotion must be submitted at least six months before the appointment ends.

The application is to be structured and will be assessed in accordance with the instructions for application for and assessment of appointment as senior lecturer. The criteria for promotion to senior lecturer are thereby the same as those for appointment as senior lecturer. However, additional criteria for promotion may be set out in the appointment description and the advertisement.