



Instructions for applications for and expert assessments of appointment as associate professor

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

The instructions contain:

- qualification requirements for appointment as associate 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 associate professor

Appointment as associate professor – qualification 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).

According to Chapter 4, Section 4 of the Higher Education Ordinance, a person shall qualify for appointment as associate professor if he or she has demonstrated pedagogic skills and holds a doctorate or has attained equivalent academic competence or other professional skills relevant with regards to the subject area of the appointment and the work duties included in the appointment;
and, within an artistic discipline, has demonstrated pedagogic skills and holds an artistic practice-based doctorate, and has demonstrated artistic skills or has attained other professional skills relevant in relation to the subject area of the appointment and the work duties included in the appointment.

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.

Assessment criteria

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.



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Criteria for the assessment of academic skills

Width and depth of research

Academic skills must have been demonstrated by independent research work. In the account, the applicant's own contribution to the development of knowledge must be pointed out through examples from the listed works.

Any overlapping of the different publications must be stated. In the case of co-authorship, the candidate's own role must be made clear.

Originality of research

Originality of research is described by an account of the applicant's academic activities and basic academic outlook. The essence of the candidate's research must be of an original nature, that is, the research question, methods and results are new in relation to others' work. Scholarly awards and prizes can also be used to describe the originality of the research.

Productivity

The applicant must have demonstrated skills in planning, conducting and reporting research. This can be exemplified through publications (to be stated in an attached list of publications) or granted external research funding (state the project name, financier, year and amount, and if you were the main applicant or a co-applicant).

Contributions to the international academic community

Contributions to the international academic community can be demonstrated through, for example, participation in academic conferences (state specifically if you participated as organiser of the conference or of sessions) or publications in international journals or by international publishers.

Engagements within the academic community

Engagements within the academic community can be, for example, editorship or serving as a referee for national or international journals, serving as an expert, or the supervision of doctoral students.

Collaboration with the outside society

The communicating and spreading of research demonstrates the imparting of knowledge gained from the applicant's own research to others. This can be done for example through direct collaboration with trade and industry and public organisations, by contributing expertise in different contexts, writing popular science works or participating in other forms of public debate. A associate professor at the Faculty of Social Sciences must be able to impart knowledge about his or her research to others through collaboration and other activities that go beyond the university and academic community.

Criteria for the assessment of pedagogic skills

For appointment as associate professor, pedagogical skills must have been demonstrated through documented experience of academic or artistic teaching at higher education level. The applicant's competence can be supplemented through university pedagogical training.

Ability to plan, conduct and evaluate teaching activities and the ability to supervise and examine students at all levels of education

Teaching is to be based on a disciplinary foundation. For appointment as associate professor, a high degree of pedagogical expertise is required, demonstrated through experience of teaching at first and second cycle level. The



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applicant must demonstrate an ability to plan, conduct and evaluate his or her teaching by, for example, giving an account of:

- experience of teaching activities (extent and levels)
- experience of having responsibility for a course or course component
- evaluation of teaching activities (by, for example, head of department or other managers, colleagues, students)

The ability to use a variety of teaching methods and forms of examination in relation to intended learning outcomes and the character of the subject in question

An associate professor at the Faculty of Social Sciences must have a high level of subject knowledge and understanding of factors that influence students' learning. An associate professor must also be very familiar with different methods of teaching and examination, influencing factors and consequences. The applicant must demonstrate an ability to use a variety of forms of teaching and examination by giving an account of, for example,

- experience of different teaching methods
- experience of different forms of examination
- experience of working with constructive links between intended learning outcomes, teaching methods and examination

Experience of collaboration with the outside society when planning and delivering courses

An associate professor at the Faculty of Social Sciences must have an ability to cooperate with both internal and external parties, so as to promote the development of study programmes and courses and support students' learning and students' transition to working life. The applicant must demonstrate an ability to collaborate by giving an account of, for example,

- contacts with the outside world, of a kind that is relevant considering the area of research
- experience of collaboration in teaching
- participation in contract courses

Participation in the development of learning environments, teaching and learning materials

An associate professor at the Faculty of Social Sciences must have the ability to continually develop his or her teaching practices. This ability can be described, for example, in an account of:

- experience of course development and pedagogical development work
- the production of teaching materials and the applicant's own research on education
- experience of pedagogical leadership

A reflective approach to students' learning and his/her own role as a teacher

An associate professor must demonstrate an ability to assume a reflective approach to his or her teaching. This is demonstrated by the applicant:

- being aware of his or her own pedagogical starting points and standpoints
- being able to problematise the course content and forms of teaching in discussions with colleagues and students
- using course evaluations to develop content and form



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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 associate 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 pedagogic work (see the assessment criteria for pedagogical skills)
- If applicable, an account of the development and management of activities and personnel (see advertisement or appointment description)
- 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 will be 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 associate 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 write a final statement which contains a ranking of the candidates in the top group.



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The experts write 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 and assessment of promotion from lecturer to associate professor

A person who had an open-ended appointment as lecturer on 31 March 2018 and who attains a doctorate has the right to apply for consideration for promotion to associate professor.

As of 1 April 2018, a person given an open-ended appointment as lecturer and who attains a doctorate has the right to apply for consideration for promotion to associate professor if this is in line with the needs and circumstances of the area of activity in question. The Dean decides in each case whether it is possible to grant consideration.

The application is to be structured and will be assessed in accordance with this document's instructions for application for and assessment of appointment as associate professor.