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Instructions for applications for and expert assessments of appointment as professor

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

The instructions contain:

- Qualification requirements for appointment as professor
- Criteria for the assessment of academic and pedagogic skills
- Format of the application
- Task of external experts
- Assessment of promotion to professor

Appointment as professor – qualification requirements

Professor is the most senior form of teacher employment. 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).

In accordance with Chapter 4 § 3 Higher Education Ordinance, a person who has demonstrated both academic and pedagogic skills shall be qualified for appointment as professor at the Faculty of Social Sciences. 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

As a basis for assessment when hiring a professor, the degree of such skills that are a requirement for eligibility for employment shall apply, ie scientific and pedagogical skills. Other assessment criteria worthy of consideration, for example, leadership and administration skills, can be included in the appointment description and advertisement, in which case the applicant shall include them in the application.

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.

Criteria for the assessment of academic skills

Width and depth of research

The distinctive characteristics of a professor at the Faculty of Social Sciences are that he or she has demonstrated skills in planning, initiating, leading and developing research. Academic skills must have been demonstrated through independent research work with a well-developed ability to formulate problems, extensive knowledge of theories and methods, and analytical skills. The subject matter of the applicant's research must be sufficiently broad so that the applicant can



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represent the research topic linked to the professorship. Priority will be given to broader, deeper and more recent production.

Originality of research

The main research done by the applicant must be characterised by originality, that is, the research question, methods and results must be new in relation to other people's research. Research that has summarised other people's research or replicated research results with new data is not sufficient. If the applicant is not the sole writer, the distribution of responsibility for the work must be stated.

Productivity

The applicant has had many scholarly works of good quality published, normally at least twice the amount required for appointment as a docent, in the form of articles or books in reputable scholarly journals or for reputable publishers, with peer review.

Contributions to the international academic community

A professor at the Faculty of Social Sciences has gained a high degree of both national and international recognition. This recognition is confirmed primarily by international publications, beyond the Nordic countries and after peer review, and by being cited by other researchers. Contributions to the international academic community can also be demonstrated by research collaboration in, for example, different kinds of professional networks, such as collaboration with researchers at other universities and higher education institutions, or participation in international research organisations.

Engagements within the academic community

The applicant has had repeated engagements in the form of different review assignments, service as an external reviewer, and as the member of an examining committee. A professor at the Faculty of Social Sciences must be able to demonstrate leadership in research projects and successful supervision.

Ability to obtain external research funding where competition exists

The distinctive characteristics of a professor at the Faculty of Social Sciences are that he or she, as the main applicant, has obtained research funding in a context of national or international competition.

Collaboration with the outside society

The distinctive characteristics of a professor at the Faculty of Social Sciences are that he or she can utilise the knowledge gained from their research through collaboration and other activities that extend beyond the university and academic community. The communicating and spreading of research demonstrates the imparting of knowledge gained from the applicant's own research to others. This can be done through, for example, direct collaboration with trade and industry and societal organisations, through the applicant being contracted as an expert in various contexts, through popular science works, or through participation in other forms of social debate.

Criteria for the assessment of pedagogical skills

For appointment as professor, pedagogical skills must be demonstrated through documented experience of teaching on academic or artistic grounds within the higher education institution. The applicant's competence can be supplemented through pedagogical training in university teaching and learning.



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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. This applies equally to the way support is given to the students and to the subject matter of the study programme/course. A professor at the Faculty of Social Sciences has extensive responsibility for the tuition provided at all levels.

Applicants are required to have a very high degree of pedagogical skills that are demonstrated by experience of education at first, second and third cycle level of good quality, and a special ability to supervise doctoral students to the completion of their doctorates. The latter implies that experience as a supervisor must be demonstrated in the first instance by experience of being main supervisor for at least one doctoral student up to the attainment of doctorate.

The applicant must demonstrate an ability to plan, conduct and evaluate teaching by giving an account of, for example,

- Experience of teaching activities (extent and levels)
- Experience of supervising doctoral 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

A professor at the Faculty of Social Sciences must have broad and up to date subject knowledge, and extensive knowledge about factors that influence students' learning. A 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 tuition and examination by, for example, giving an account of:

- 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

For appointment as professor at the Faculty of Social Sciences, the applicant must have an ability to cooperate with both internal and external parties, so as to promote the development of courses and study programme and support students' learning, and the students' transition to working life. The applicant must demonstrate an ability to cooperate with others by describing:

- Contacts with the world around that are of relevance to the subject area in question
- Examples of collaboration in an educational context
- Participation in popular education work and popular science projects

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

A professor at the Faculty of Social Sciences has the ability to continuously develop his or her teaching practices. This ability can be described, for example, in an account of:



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- Experience of course development and pedagogical development work
- The development of teaching materials or the applicant's own research on education
- Experience of pedagogical leadership

A reflexive approach to students' learning and the role of teacher

The applicant must demonstrate the ability to assume a reflexive approach towards his or her own teaching practices. This is demonstrated by the applicant:

- Being aware of his or her pedagogical approaches and standpoints
- Problematising the course content and forms of tuition through discussion with colleagues and students
- Participating in discussions or debates on teaching and education in pedagogical journals or other journals
- Presenting his or her pedagogical experiences at conferences or similar events

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 a professor must contain

- Personal letter, including contact details
- List of qualifications/CV
- List of publications
- Account of academic or artistic work (see the assessment criteria for academic skills)
- Account of pedagogic work (see the assessment criteria for pedagogical skills)
- Account of the development and management of activities and staff (see advertisement or appointment description)
- Statement of intent for academic or artistic work (see advertisement or appointment description)
- Verified copies of relevant degree and other certificates
- 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. This is set out in the advertisement and in the recruitment system, which also states what documents the applicant must submit.

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



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Task of external experts

For appointment of a professor, assessments 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, based on the advertisement, appointment profile as well as any interviews and trial lectures.

The expert's task is to examine and assess the scholarly, pedagogical and other skills of qualified applicants. The same care shall be applied to the evaluation 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 profile.

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 trial lecture, at which members of the appointment committee and representatives from the department participate. Experts have the right to attend and actively participate at interviews and sample lectures in person, via telephone or via a digital channel. After that, the experts provide a final statement in which the candidates in the top group are ranked. Thus, experts provide two, independently produced, statements.

The purpose of the first statement is to propose a top group of candidates for an interview and sample lecture. That statement must contain:

- a) a description of each of the applicants and their qualifications in order to determine which candidates are qualified for appointment.
- b) and a more detailed assessment of the applicants who may be considered to be the top group. These people should not be ranked, but be described as belonging to a top group with a motivation for how the top group differs from the other applicants.

The second statement is written after interviews, where experts rank the candidates in the top group. The statement must contain a clear justification for the placement of the applicants in the ranking.

Application for consideration for promotion to professor

The conditions for promotion from senior lecturer to professor are also stated in the Appointments Procedure. A senior lecturer with an open-ended contract may be provided with the opportunity of being considered for promotion to professor, on the basis of the needs and circumstances of the university.

When promoted to professor, the applicant must be evaluated in the same way as when hiring a professor, and have completed training for the role of supervisor training or equivalent, in addition to the requirements for eligibility and assessment criteria set out above. Additional assessment criteria may be stipulated.

An application for consideration for promotion to professor is addressed to the Dean and submitted to the registrar.