



UMEÅ UNIVERSITY

PROCEDURE FOR THE APPOINTMENT AS DOCENT AT THE FACULTY OF SCIENCE AND TECHNOLOGY

Type of document:	Procedure
Date:	14 September 2021
Reg. no.:	FS 1.1-476-21
Approved by:	Dean
Validity:	14 September 2021 until further notice
Field:	Human Resources, Equal Opportunities and Work Environment



UMEÅ UNIVERSITY

Contents

1.	Description	3
2.	Background.....	3
3.	Procedure from application until decision.....	3



UMEÅ UNIVERSITY

1. Description

This procedure describes the process of how to apply for, and be appointed as, docent at the Faculty of Science and Technology at Umeå University.

The procedure also describes how the faculty, in a transparent and legally certain way, processes applications until decision is made.

2. Background

The Faculty of Science and Technology appoints teaching staff and researchers as docent if it is deemed beneficial for research and education at the faculty. Holders of a docentship have both scientific and educational qualifications closely linked to one of the faculty's departments.

Due to the content and nature of this document, concerns for perspectives regarding collaboration, sustainability and international matters have not been taken into account. This document is not expected to have any gender equality consequences at the university.

3. Procedure from application until decision

1. The application must be drawn up in accordance with the Faculty of Science and Technology's *Instructions for Applications to be Appointed as Docent at the Faculty of Science and Technology* (FS 1.1-1356-20).
2. Applicants register their interest in applying for docentship by email to the faculty's research coordinator. The subject field of the docentship must be stated. The faculty office coordinator retrieves a registration number and opens a case in the e-recruitment system Varbi and publishes the case with a hidden link. The applicant receives a link via email.
3. The applicant submits his or her application through the recruitment system.
4. The research coordinator requests the following information from the head of department/head of research at the relevant department:



UMEÅ UNIVERSITY

- a) a statement regarding the value of appointing the applicant as docent to the faculty/department in the given subject, and
 - b) a proposal of at least three potential expert advisers who can assess the applicant's scientific and educational qualifications. These individuals must **not** be contacted in advance.
5. The working group of the Research Committee processes the application, assesses the value to the faculty of appointing the applicant as docent, and review the incoming proposals for expert advisers. Subsequently, the working group ranks those who are assessed as suitable (based on subject field, conflicts of interest, etc.) The chairperson of the Research Committee asks (based on the ranking) one by one of those assessed as suitable until one of these has accepted the assignment. In case none of the proposed experts assessed as suitable can accept the assignment, the research coordinator is to ask the head of department for further proposals of expert advisers.
 6. The chairperson of the Research Committee then proposes to the dean to appoint the person who has accepted the assignment as reviewer of the applicant's application for docentship. The dean reaches a formal decision about the appointment of the expert adviser.
 7. The research coordinator submits the documents (application, instructions and the remuneration claims form) to the expert adviser. The applicant is asked to submit his/her ten most important publications to the expert adviser.
 8. The expert adviser submits a report on the assessment and the working group of the Research Committee decides whether a trial lecture is to be held. The working group of the Research Committee appoints one of its members as chairperson of the Examination Committee for the trial lecture.
 9. The head of department/head of research at the department proposes title and date of the trial lecture, three other members of the Examination Committee, two of these members should be docent competent themselves and one of them should be from another department than the applicant. The third of these members should be a doctoral student. Furthermore, an educational expert (representing the Centre for Educational Development) and a chairperson of the trial lecture should be proposed. The proposed Examination Committee, chairperson of the trial lecture, the title and date are to be approved by the dean.



UMEÅ UNIVERSITY

10. A grading protocol from the trial lecture is submitted to the Research Committee, which then decides to recommend or advise against the appointment of the applicant as docent at the faculty.
11. The dean reaches a decision and a certificate for the docentship is issued.



UMEÅ UNIVERSITY

