



Instructions for Applications to be Appointed as Docent at the Faculty of Science and Technology

Purpose: A Docent can be appointed by the Faculty Board, provided that the appointment is considered beneficial for research and education at the Faculty. The purpose of the appointment is to provide an official acknowledgement of competence of a person whose scientific work has been assessed and found to be of such quality that they can serve as main supervisor, examiner at the doctoral level, opponent at a public doctoral dissertation, etc. Please observe that applications can be rejected if the benefits for the Faculty are considered to be too limited.

Eligibility: The Faculty Board has high demands for appointments as Docent. In addition to a doctoral degree, the applicant is expected to have accomplished a substantial scientific production within his/her research area, with publications in international journals of good quality. The applicant needs to have acquired an independent research profile and scientific proficiency, mainly documented through his/her post-doctoral publications and other activities.

The applicant should also have a well-documented broad academic teaching experience, preferably at more than one academic education level. It is regarded as an additional qualification to have served as a course coordinator and have been engaged in the development and planning of courses. Special emphasis is placed on experience of supervision at graduate and post-graduate levels.

The applicant is required to have completed a course in the supervision of postgraduate students. In addition, the applicant should have completed at least two courses dealing with pedagogy in higher education.

The applicant is assumed to be willing to support the work at the Faculty to the best of his/her ability.

Application: The person who would like to be assessed for appointment as Docent should direct the application to the Board of the Faculty of Science and Technology and send it to the Registrar's Office at Umeå University. In addition to a curriculum vitae, including a complete list of publications, where the applicant should specifically indicate the ten most relevant scientific publications, the application should include a short summary of the applicant's previous and planned research. Furthermore, a summary of pedagogical activities should be included. For details, see instructions below.

Statement: The Head of the Department/Head of Research at the Department concerned should make a statement regarding the value of appointing the applicant as Docent to the Faculty. If the research area of the applicant is outside the field of expertise of the Head of the Department/Head of Research, he/she should, prior to writing the statement, internally consult with a professor with appropriate expertise. The Head of the Department/Head of Research should also suggest at least three external experts that could serve as external evaluators of the application.

Preparation: The Research Committee of the Faculty prepares the case and can, if found necessary, request additions and clarifications. By delegation of the Faculty Board, and in consultation with the Research Committee, the Dean appoints an external evaluator to assess whether the applicant fulfills the requirements that have been specified under "*Eligibility*" above. The evaluator receives remuneration in accordance with current rules.



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Trial lecture: After approval by the Head of the Department/Head of Research at the Department, the external evaluator, and the research committee, the applicant should, unless special reasons apply, perform a trial lecture for appointment as a docent (*swe.* Docentföreläsning) in the form of a lecture at the Department concerned. The lecture should normally take place during term time but can be held, if necessary, during the period from 15 August to the start of the term or from the end of the term until 15 June. The exam should be announced by the faculty at least three weeks before it is to be held. The Head of Department/Head of Research at the Department is responsible for the practical arrangements around this lecture (title; time and place for the lecture; and dissemination of information within the department, to the examination committee, and the pedagogical expert).

The lecture should have a broad scope, be held at a first or second cycle academic level, and last 45 minutes. Alternatively, the lecture can have a popular science character. The subject of the lecture, which should not be a summary of the applicant's own research, should be chosen in cooperation with the Head of the Department/ Head of Research at the Department. The applicant is encouraged to use appropriate pedagogical tools, suitable for the content of the lecture.

The trial lecture is examined by a committee of three docent-competent teachers and one postgraduate student. Among the teachers, one should be a member of the Research Committee, and at least one should be associated with a department/unit different from that of the applicant. The committee is selected by the Dean based on suggestions from the Head of the Department/Head of Research. A pedagogical expert is co-opted to the trial lecture. When the lecture is completed, the committee should, together with the pedagogical expert, provide oral feedback to the applicant. Furthermore, the committee should submit, to the Faculty Board, a written statement concerning the outcome (pass or fail) of the trial lecture.

Decision: When the conditions above have been met, the Dean decides, based on the recommendation from the Research Committee, whether the applicant should be appointed as Docent. If the applicant is appointed, a certificate will be issued.



Application

The application should include

- 1) a short description of the applicant's documented scientific and pedagogical work/activity and education up to the present (no more than four pages in length);
- 2) a *Curriculum Vitae* that should be presented according to the checklist given below;
- 3) a list of pedagogical merits that should be presented according to the checklist given below;
- 4) a complete list of publications that should be presented according to the checklist given below. The ten most relevant publications for the evaluation of Docent competence should be specifically indicated. Note that no publications should be attached to the application. After notification from the Research Committee the applicant should instead send these ten most relevant publications directly to the evaluator;
- 5) proofs of participation of supervisor courses (official certificates to confirm completion of these courses);
- 6) a self-evaluation of achieved scientific independence; and
- 7) a declaration of future planned research (about two pages in length).



Checklist as support for presenting the *Curriculum vitae* (point 2 in the application)

The following information must be clearly stated:

Personal information

Ph.D. degree or equivalent

- year of defense
- subject area
- title of dissertation
- main supervisor

Post-doctoral studies

- time period and scope
- Place and research leader

Current position

- type of position
- extent in time
- percentage of time for research
- source(s) of financing

Previous positions

- types of positions
- extent in time

Parental leave

- time period(s)
- extent in time

Research grants

- granting body(-ies)
- time period(s)
- amount per grant
- main/co-applicant

Supervisor for diploma projects

- name of student(s)
- title of diploma project(s) as well as scope in ECTS credits

Supervisor for Ph.D. students

- name of Ph.D. student(s)
- acceptance/public defense dates
- title of dissertation (if applicable)
- main/co-supervisor

Cooperation within/outside your own main area

- name of cooperation partners
- subject content
- scope

Distinctions and special assignments

General

- participation at conferences
- international research cooperation
- commitments as referee



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Checklist as support for presentation of pedagogical merits (point 3 in the application)

1 Pedagogical experience

1.1 Teaching experience

- Extent of teaching experiences in different areas and levels (for example, basic courses, courses on advanced/graduate level, postgraduate courses, diploma projects, external courses).
- Experience of different teaching formats (e.g. lectures, seminars, laboratory exercises, exercises, problem-based learning, case methodology, projects, supervision of diploma students and Ph.D. students).
- Experience from alternative examination formats.
- Responsibility for leadership, development, planning and evaluation of courses.

Example of documentation: Certificates/References

1.2 Basic pedagogical education

- Education in postgraduate (i.e. Ph.D.) supervision
- Education in university pedagogy (e.g. education in pedagogy and communication technology)
- Teacher education for compulsory school or high school.
- Academic studies in pedagogy.

Example of documentation: Course certificates, grades

2 Ability to fulfill the pedagogical role

- Examples from implementation and follow ups of course evaluations.
- Statements from the Head of the Department and Director of Studies.
- Pedagogical distinctions (pedagogical prizes, awards, stipends or equivalent).
- Invitations to give survey or special lectures at international conferences.

Example of documentation: statements, distinctions, evidence from implementation and follow ups of course evaluations

3 Interest in renewal

3.1 Pedagogical courses

- Participation in courses about alternative pedagogical methods.
- Leadership of pedagogical courses.

Example of documentation: Course certificate, grade

3.2 Production of teaching material

- Production of books, compendia, collection of examples.
- Production of teaching material (IT-based teaching material, material for distance education, visual material, etc.)

Example of documentation: The produced material

3.3 Development of new courses

Example of documentation: Syllabi, course descriptions, evaluations

3.4 Pedagogical development work

- Pedagogic development work of primarily teaching and examination methods (for example, research and experiments regarding new teaching methods).
- Work of evaluation or evaluation-like character regarding education, teaching and examination.
- Recipient of funding for pedagogical development work

Example of documentation: Project plans, reports, funding decisions

4 Pedagogical self-appraisal

- Describe in short your pedagogical viewpoint/teaching philosophy and development as a teacher.



5 General

- Participation in conferences about education, pedagogical development work, etc.
- Study trips with a connection to educational questions.
- Participation in national or international teacher exchanges.
- Expert assignments in investigations with connections to education questions.

Documentation: list



Checklist as support for presentation of publications (point 4 in the application)

A complete list of publications should be included. If available, include links to the pages on the Internet where the publications can be found, impact factors of the various journals, as well as number of citations.

Note that the ten most relevant texts designated by the applicant for evaluation of Docent competence should be marked. On request from the Research Committee these are to be sent to the evaluator.

The publications presented should be organized according to the following:

- a) Articles in international journals with a peer-review system.
- b) Articles or chapters in internationally distributed books.
- c) Proceedings from international conferences with a peer-review system.
- d) Proceedings from conferences without a peer-review system.
- e) Articles in Swedish language journals
- f) Popular science articles
- g) Reports
- h) Computer programs, generally accessible
- i) Pedagogical articles or the equivalent.

For c) and d) it should be specifically noted if the applicant was invited as “keynote” or “invited” speaker.