



Instructions for applicants

The acquisition of educational qualifications is a two-step process. The application for appointment as distinguished teacher may only be submitted by teachers who have previously been appointed as recognised teacher.

To be appointed as recognised or distinguished teacher, the applicant must meet the requirements for eligibility¹ as well as the criteria for recognised or distinguished teacher found on the intranet under *Acquisition of educational qualification*.

The application shall consist of a main text including appendices, pedagogical CV and a statement from the head of department. The head of department's statement only needs to certify the applicant's eligibility regarding employment and teaching experience. External experts assess eligibility regarding courses in higher education pedagogy. These courses must be included in the pedagogical CV and corroborated with course certificates or other appendices where the contents and scope of the courses are clearly stated.

To facilitate the assessment, the criteria for recognised or distinguished teacher should be distinguishable in the main text. It is important that the application shows *what* the applicant has done, *how* the applicant has done it and *why*, and what the *results* were. The appendices should substantiate what is described in the main text and the pedagogical CV. For guidance on how to compile your pedagogical achievements please refer to *Rules for pedagogical portfolios* as well as *Guide for documentation of pedagogic achievements (in Swedish)* on the intranet under *Acquisition of educational qualification*.

The main text in the application may be a maximum of 8 pages, merit list excluded + a maximum of 12 appendices. Only complete applications will be sent for assessment by external experts. The overall assessment is made by the Pedagogical Qualification Board. Appointment decisions are made by the dean of each faculty.

¹ To be eligible for application, the applicant must be employed as a teacher at Umeå University and have

- at least five (5) years of teaching experience in higher education, equivalent to at least two years of full-time teaching.
- courses in higher education pedagogy equivalent to at least 10 weeks or 15 hp.