# Instructions for external experts

At Umeå University, educational expertise is to be assessed in connection with an application to the University's model for acquisition of educational qualification. To be appointed as recognised or distinguished teacher, the applicant must meet the requirements for eligibility[[1]](#footnote-1) as well as the criteria for recognised or distinguished teacher found on the universitys’s intranet under *Acquisition of educational qualification*. All criteria must be met, but not all of the indicators need to be. Other indicators can also be used.

The procedure for assessment of educational expertise are stated in the *Procedure for the acquisition of educational qualification at Umeå University.* How the pedagogical achievements should be compiled can be found in *Instructions for applicants* andthe *Guide for documentation of pedagogic achievements (in Swedish)* on the intranet under *Acquisition of educational qualification*. A link to the webpages on the intranet is supplied by each faculty.

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.

The task of the external expert is to assess the eligibility regarding courses in higher education pedagogy, whether the applicant meets the criteria for recognised or distinguished teacher and also to provide constructive feedback to the applicant. Assessments shall consider both the main text, including appendices, and the pedagogical CV. The *Guide for documentation of pedagogic achievements (in Swedish)* can also be a guide for the assessment as it clarifies the meaning of the criteria.

The review should result in a written statement from the external expert following the headings in the template below;

1. A brief summary of the applicant's educational activities.

A comment on whether the eligibility requirement regarding courses in higher education pedagogy is met or not.

If needed, a validation of other training or assessment of corresponding competence can be made using the *Recommendations on general learning outcomes for the teaching qualifications required for employment as academic teacher and on mutual recognition* (SUHF rek 2016:1).
2. An assessment, with explicit motivations, of the degree to which the applicant meets each criterion. It is important to also provide motivations for positive assessments, by referring to the documentation in the application.
3. Comments on how the content of the documentation or application could be developed for future applications are also desirable.
4. Finally, the external expert shall make an overall assessment and consider whether the applicant meets the requirements regarding courses in higher education pedagogy as well as the criteria for recognised or distinguished teacher in the university’s model for acquisition of educational qualification.

In case of an incomplete or unclear statement, the Pedagogical Qualification Board will contact the external expert for clarification or supplementary information.

Date:

Name of applicant:

Name of external expert:

Contact information for external expert (e-mail):

1. A brief summary of the applicant's educational activities.
2. Comment on whether the applicant meets the requirements regarding courses in higher education pedagogy equivalent to at least 10 weeks or 15 hp
3. Assessment of the fulfilment of criteria, including motivation
4. Comments on how the documentation can be developed
5. Overall assessment; does the applicant meet the requirement regarding completed courses in higher education pedagogy as well as the criteria of the current level

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Signature

Print and sign the statement. Then scan and upload it in

the e-recruitment system. You do not need to submit any paper copies of the statement

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 credits. [↑](#footnote-ref-1)