

Application Guidelines for the Appointment and Promotion of Teaching and Research Staff

Application for appointment as professor, senior lecturer and assistant senior lecturer should be submitted in three identical sets of documents ready for distribution to the experts. Application for appointment as research assistant should be submitted in two identical sets of documents. One set of documents should be unstapled to facilitate duplication. All documents must be delivered before the application closing date.

The applicant is responsible for documenting qualifications in such a way that a factual and qualitative assessment of merits and skills can be made. Qualifications will be assessed on the basis of submitted documentation. Quality, rather than quantity, will primarily be considered.

Application should include the following items:

1. Cover sheet/Letter of application
2. List of qualifications (CV) with attachments and references
3. Account of pedagogical qualifications
4. Account of academic (or artistic) qualifications
5. Account of administrative and additional qualifications
6. Future plans (separately, or included in accounts 3-5)
7. List of publications
8. Publications

See below for more detailed information regarding each item.

1. Cover sheet/Letter of application

Includes:

- The post applied for, including the reference number, or the request for promotion
- Name, title, home address, phone numbers, e-mail, etc.
- Personal introduction

2. List of qualifications

It is to be recommended that the list of qualifications is concise and clearly arranged. It should include:

- Education and Degrees, with copies of certificates enclosed
- Employments, with copies of certificates and letters of recommendation
- Research projects, research grants, etc.
- International and national networks, conference and seminar contributions, etc
- Supervision
- Administrative functions
- Language skills
- Other qualifications relevant to the post

3. Account of pedagogical qualifications

According to the *Higher Education Ordinance* as much attention should be given to the assessment of pedagogical skills as to the assessment of academic skills. Some examples of what an account of pedagogical skills can include are listed below. Some areas border on or

overlap with other areas such as academic skills. The enumeration is not to be taken as a requirement but as a suggestion of ways to document pedagogical skills.

Applicants from non-academic environments are requested to document pedagogical skills from their organisation in similar ways through references etc.

Pedagogical philosophy

Describe your educational ambitions, visions and goals and the means by which you will achieve them.

Pedagogical skills

Documentation can include syllabi, course instructions and evaluation results, descriptions of course structure, process, examination and result.

Supervision

Supervision of degree projects, supervision of doctoral students, and post-graduate teaching experience.

Pedagogical education

Documentation can include course certificates and reports written as part of pedagogical training.

Development, educational research and subject teaching research

Documentation can include syllabi, research surveys, project plans, reports, recommendations and expert statements.

Study material

Documentation can include course books, compendia, course material, study guides, films, video and audio-visual programmes, illustrations and exercises.

Planning and administrating education

Documentation can include functions such as director of study, management team member, course responsibility, or various board and committee memberships.

Research dissemination

Documentation can include research dissemination in connection with external contacts, popular science activities, popular science publications, media participation or equivalent.

Internationalisation in and of education

Documentation can include experience of :

- developing courses with an international perspective or in international cooperation
- relating teaching to international issues and perspectives
- teaching courses offered in English or other language
- developing opportunities for students to study abroad and developing cooperation projects with other higher education institutions.

4. Account of academic qualifications

- Visions, future plans, self-reflection on scholarship and research
- Description of research activities and academic profile
- Postgraduate degrees

- Appointments or positions at universities abroad
- Research grants (single or co-recipient)
- Patent
- Appointment as doctoral opponent, member of expert panel, member of examination committee, etc.
- Assignment as referee
- Organiser/co-organiser of conference

5. Account of artistic qualifications

- Visions, future plans, and self-reflection on artistic activities
- Description of artistic activities and artistic profile
- Artistic higher education and professional development
- Scope of public performance/exhibition: examples of documentation are photos, audio-visual recordings, concert programmes
- Renewal and innovations in the field of art
- Quality aspects, originality, innovative skills: examples of documentation are reviews, expert opinions, citations
- Guest lecturing, etc.

6. Account of administrative and additional qualifications

- Visions, future plans, and self-reflection on administrative and additional qualifications
- Appointment as head of department, director of study, board/committee chairperson, etc.
- Leadership experience
- Experience of and skills in external cooperation
- Skills in disseminating research and development results, or artistic activities
- Appointment as expert, referee, member of examination committee, etc.
- Membership of national and international organisations

7. List of publications

List of publications (co-authorship or co-editing must be clearly indicated)

8. Publications

Enclose a selection of relevant works, a maximum of ten academic publications and a maximum of five productions designed to disseminate knowledge, e.g. textbooks, educational software or popular science articles.

The applicant must be prepared to submit additional work if required. Three copies of each publication should be submitted for appointments as professor, senior lecturer, assistant senior lecturer, two copies for appointment as research assistant and one copy for appointment as lecturer.