



Human Resource Office

31 October 2017

## **Application Guidelines for the appointment/promotion of professor or senior lecturer and appointment of associate senior lecturer and postdoctoral research fellow**

Application is made in the university's web recruitment tool. Applicants register an account in the recruitment tool, to which there is a link in the vacancy advertisement. The account provides an overview of your applications and you can reuse information from previous applications. You can save the application and continue later as long as it takes place within the period of application.

Publications, articles and other enclosures should be attached to the electronic application. Three copies of submissions that cannot be sent electronically, for example books, publications, CD discs, should, clearly stating the Ref.no. of the position, be sent to the following address: Karlstads universitet, Registrator, 651 88 Karlstad,

All documents must be delivered before the application deadline. Applicants are responsible for documenting qualifications in a way that allows for an objective and qualitative assessment of candidates. Qualifications will be assessed on the basis of submitted documentation. Quality, rather than quantity, will primarily be considered. Remember to enclose certificates of a doctor's degree, associate professor (docent) appointment and other relevant documentation.

Application should include the following items:

1. Letter of application
2. List of qualifications (CV) with attachments and references
3. Account of teaching qualifications
4. Account of research (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
9. Certificates verifying education, assignments, appointments

See below for more detailed information regarding each item.

### **Letter of application**

Includes:

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

### **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

### **Account of teaching qualifications**

According to the *Higher Education Ordinance* as much attention should be given to the assessment of teaching skills as to the assessment of research skills. Some examples of what an account of teaching skills can include are listed below. Some areas border on or overlap with other areas such as research skills. The enumeration is not to be taken as a requirement but as a suggestion of ways to document teaching skills.

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

### **Pedagogical philosophy**

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

### **Teaching 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**

Include course certificates of teaching in higher education, documentation of course program, doctoral supervision, and other course certificates, diplomas and reports written as part of pedagogical training.

According to the recommendations of the General Assembly of the Association of Swedish Higher Education (SUHF) 2016, employment as academic teacher requires higher education teaching qualifications (see Karlstad University's Regulations for the Appointment and Promotion of teaching staff 2017-06-12, attachment: <https://www.kau.se/files/2017-10/Anstallningsordning%2020170613.pdf>). Note that a candidate who lacks qualifications to teach in higher education can still be employed on condition that a commitment is made to complete the training within the first two years of employment.

### **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 convener, 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.

### **Other**

Expert assignments in inquiries or educational development projects, positions of trust, participation in work groups or committee reports, active interest in equality and diversity issues and student participation.

### **Account of teaching 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 external reviewer at doctoral thesis defence, member of expert panel, member of examining committee, etc.
- Assignment as referee
- Organiser/co-organiser of conference

### **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.

**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
- Account of relevant experience of other organisations
- Leadership training

**List of publications**

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

**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. HR Office staff can give further information.