



Human Resources Office

29 October 2021

# What should be included with my application?

**Guidelines for those who seek employment as or promotion to professor, senior lecturer or associate senior lecturer.**

In order for us to achieve a correct assessment of your qualifications, it is of great importance that your application is thorough and contain all information and documentation requested in the advertisement. You are responsible for submitting a quality-assured application and for ensuring that the documentation allows for objective and qualitative assessments. A complete application should be submitted by the application deadline. Qualifications will be assessed on the basis of the submitted documentation. An incomplete application may jeopardise a fair assessment of qualifications.

All documents must be in Swedish or English. Name your documents so that it is clear what the contents are.

Main consideration will be given to quality, rather than quantity. In accordance with the Higher Education Ordinance, the assessments of teaching skills and scientific skills will be equally thorough. Consequently, it is important that you document both thoroughly.

The application is submitted via our web based recruitment tool. In order to submit your application, you need to register an account in the recruitment tool. There will be a link in the advertisement.

## **A complete application should include the following parts:**

1. Cover letter
2. CV
3. In-depth account of pedagogical qualifications, as well as verification of a completed course in higher education pedagogy or an account of equivalent skills
4. An in-depth account of research experience or artistic experience, respectively
5. An account of other work experiences
6. An account of managerial and administrative experience
7. Plans for future work
8. An account of collaboration, internationalisation and sustainability

9. A list of publications (in multi-authored publications, the role of the applicant must be specified)
10. Copies of course transcripts, degree certificates, and other certificates
11. No more than ten scientific publications and no more than five materials intended to convey knowledge, such as textbooks, computer programs for teaching, or popular science articles
12. Further information
13. References

## **Description of what the different parts of the application should contain:**

### **ITEM 1. COVER LETTER**

- A personal presentation with a brief description of the your qualifications and research interests in relation to the duties of the position
- State position or promotion applied for, as well as the reference number
- Name and contact details

### **ITEM 2. CV/LIST OF QUALIFICATIONS**

It is recommended that your CV is concise and clearly structured. Your CV should contain the following:

- Education and degrees
- Work experience: previous and current employments in chronological order
- Language proficiency
- Other qualifications relevant to the position

### **ITEM 3. AN IN-DEPTH ACCOUNT OF TEACHING QUALIFICATIONS**

Teaching qualifications shall be accounted for in a clear and in-depth manner. For a comprehensive assessment, both qualitative and quantitative documentation are important.

Give an account of your qualifications with the guidance of the following points:

#### **An account of teaching philosophy**

Describe your teaching philosophy and your pedagogical ambitions, visions and goals, as well as the means by which you want to achieve them. State how you view learning, teaching, the role of the teacher, examination, etc. Provide an account of how you are as a teacher, how you plan and conduct your teaching and why you work in this manner.

#### **An account of teaching experience**

State what course you have taught, at what level, scope, etc. Documentation can include course syllabuses and results from course evaluations, descriptions of course structures, implementation, examination and outcomes.

#### **Supervision**

Give an account of your experience of supervision, for example supervision of degree projects, supervision of doctoral students studying towards Degree of Doctor/Degree of Licentiate (either as principal supervisor or assistant supervisor), as well as supervising postdocs or other researchers with a PhD.

Give an account of your experience in teaching doctoral courses.

When applying for a professorship, you must submit documents that clearly corroborate your experience in supervising doctoral students. Documentation can include supervision certificates issued by for example the head of department or a previous doctoral student.

#### **An account of teaching education or equivalent qualifications**

State which higher education pedagogy courses, supervisor training and similar that you have completed. Documentation can include course transcripts, degree certificates, course syllabuses and reports written for higher education pedagogy courses.

Applicants from other work environments than universities, who have not completed any higher education pedagogy courses, should by means of documentation, references, etc. from their line of work, should provide an equivalent materials as basis of assessment.

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 2018-02-20, attachment 1). You can find this at [www.kau.se](http://www.kau.se) under Jobs and Vacancies. Please note that an applicant without higher education pedagogy qualifications may still be hired, provided the course in higher education pedagogy is completed within the first two years of employment. **For promotions, this requirement must be fulfilled when submitting the application.**

Verification of a completed course in higher education pedagogy or an account of equivalent skills shall be included with the application.

#### **Administrating education**

Give an account of your experience being course coordinator or of administrative work such as for example being director of studies or other assignments of an administrative nature. Give an account of your experience of course evaluations and course development.

#### **An account of development work and creating study material**

Give an account of development projects you have been a part of and study material you have contributed to, as well as your experiences in management and communication within this area. Documentation can include course syllabuses, project plans, reports, course material and textbooks of different kinds. It may also include videos and audio-visual programmes. Your contribution must always be clearly stated.

#### **Teaching awards**

Document any teaching awards you have won.

### **ITEM 4. AN IN-DEPTH ACCOUNT OF RESEARCH/ARTISTIC QUALIFICATIONS**

Give an account of your research qualifications in accordance with the following points:

- Academic activities and your academic profile
- Third-cycle qualification; Degree of Doctor, Degree of Licentiate
- Experience in working at universities abroad

- External research funding granted, also valid for co-recipients (note the principal applicants and co-applicants)
- Experience in review and assessment of other people's work, for example as an external reviewer for a doctoral thesis defence, a member of an expert panel or a member of an examining committee
- Referee assignments
- Organiser/participant of a conference
- Research projects, government research funding, etc.

Give an account of your artistic qualifications in accordance with the following points:

- Artistic activities and your artistic profile
- Artistic higher education and professional development courses
- Scope of public performance/exhibition
- Documentation can include photographs, audio-visual recordings, concert programmes
- New perspectives and innovations within the field of art
- Quality aspects, originality, ability to innovate
- Documentation can include reviews, expert opinions, citations in publications
- Experience in working as guest lecturer or similar

#### **ITEM 5. AN ACCOUNT OF OTHER EXPERIENCES**

Give an account of relevant experience in working in the private and public sector, as well as experience in voluntary work.

#### **ITEM 6. AN ACCOUNT OF MANAGERIAL AND ADMINISTRATIVE QUALIFICATIONS**

- Your experience in staff management, for example as a manager, research leader, etc.
- Any formal leadership training
- Experience and skills in educational planning, administration and economics
- Experience in management activities, as well as of being a member of a departmental board, education board or other board/committee.

#### **ITEM 7. PLANS FOR FUTURE WORK**

Give an account of your visions and plans for the future and how they relate to the activities at the department.

#### **ITEM 8. COLLABORATION, INTERNATIONALISATION AND SUSTAINABILITY**

Give an account of:

- collaborative activities with the wider society, in what way you have had a mutual exchange and worked towards your knowledge and skills being of benefit to society (nationally and internationally)
- international and national collaborations/contacts, such as participation in conferences and seminars

- experience in popular science, for example authorship in popular science articles, activities directed at mass media and social media
- patent applications
- international contacts and collaborations
- membership of national and international organisations
- describe how your research and teaching has promoted a sustainable development

### Internationalisation in your teaching

Give an account of your experience in:

- developing courses with an international perspective or in international collaboration projects
- providing international perspectives in your teaching
- teaching courses in English or another language
- creating opportunities for students to study abroad and
- developing collaboration projects with other higher education institutions

### **ITEM 9. LIST OF PUBLICATIONS**

A list of publications In case of co-authorship, your contribution must be clearly stated.

### **ITEM 10. COPIES OF COURSE TRANSCRIPTS, DEGREE CERTIFICATES, ETC.**

When possible, you should verify the information given in your application through appendixes.

Examples of documents that could verify your qualifications and which should be included with your application, are copies of:

- certificate of Degree of Doctor
- other relevant degree certificates
- certificate of docentship/associate professorship
- certificate of a completed course in supervision
- certificate of a completed course in higher education pedagogy
- recommendation letters
- other degrees, qualifications, certificates

All submitted documents must be in Swedish or English.

### **ITEM 11. ENCLOSE PUBLICATIONS**

No more than ten scientific publications and no more than five materials intended to convey knowledge, such as textbooks, computer programs for teaching, or popular science articles.

### **ITEM 12. FURTHER INFORMATION**

Give an account of:

- assignments as an expert in committees or experience in education/teaching development, commissions of trust
- participation in consultation committees and work groups
- an active interest in issues related to quality and diversity, as well as student influence
- other assignments relevant to the position

**ITEM 13. REFERENCES**

Give at least two references with knowledge of your professional skills, preferably related to equivalent or similar positions as the one you are applying for now. At least one reference should have a managerial position. Referees should be asked beforehand.

The applicant must be prepared to submit additional documentation if needed.  
If you have any questions regarding your application, contact the HR Office.