



What should be included with my application?

Guidelines for those applying for an 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 basis of submitted documentation. The application and any supporting documents, such as degree certificates, must be in Swedish, Norwegian, Danish or English. It is the applicant's responsibility to ensure that documents in languages other than those mentioned above are translated.

An incomplete application may jeopardise a fair assessment of qualifications.

When preparing your application, you should refer to the current announcement and what it asks for. The guidelines below are intended as a guide and include examples of what may be included in the application. Main consideration will be given to quality, rather than quantity. In accordance with the Higher Education Ordinance, as much attention must be dedicated to the assessments of teaching skills as to the assessment of scientific skills. It is therefore important that you document both thoroughly. The application is submitted via our webb based recruitment tool. To submit your application, you need to register an account in the recruitment tool. There will be a link in the advertisement.

The parts of the application:

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 an account of other work experiences
5. An account of managerial and administrative experience
6. Plans for future work
7. An account of collaboration, cooperations and networks, and internationalisation and sustainability

8. A list of publications
9. Account of language skills
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:

1. COVER LETTER

- A personal presentation with a brief description of 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

2. CV

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

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 how 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.

When applying for a professorship, you must also submit documents that shows that you have completed supervision training for doctoral studies. Please note that applicants without such completed supervisor training may still be hired, provided they commit to completing the courses within two years of employment. **When applying for promotion, this requirement must be met at the time of application.**

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 do not have completed any higher education pedagogy courses should, by means of documentation, references, etc. from their work, provide supporting documents for assessment in an equivalent form.

To be employed as a teacher at Karlstad University, you must have completed courses in higher education pedagogy in accordance with SUHF's recommendations (further information on SUHF's recommendations can be found at <https://www.kau.se/en/work-us/work/vacancies> under 'Vacancies'). Verification of a completed course in higher education pedagogy or an account of equivalent skills shall be included with the application.

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.**

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.

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

5. AN ACCOUNT OF MANAGERIAL AND ADMINISTRATIVE QUALIFICATIONS

Examples:

- 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.

6. PLANS FOR FUTURE WORK

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

7. COLLABORATION, COOPERATION AND NETWORKS, AND INTERNATIONALISATION AND SUSTAINABILITY

Examples:

- 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

8. LIST OF PUBLICATIONS

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

9. ACCOUNT OF LANGUAGE SKILLS

10. COPIES OF COURSE TRANSCRIPTS, DEGREE CERTIFICATES, ETC.

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

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

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.

12. FURTHER INFORMATION

Examples:

- 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

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.