



28 October 2015

Reg. no STYR 2015/982

# LUND UNIVERSITY

Joint Faculties of Humanities and Theology

Academic Appointments Board

## Instructions and information for applicants concerning advertised positions as senior lecturer or professor

Please note that only applications submitted through the recruitment portal Mynetwork (see <http://www.lunduniversity.lu.se/about/work-at-lund-university>) are accepted.

1. Cover sheet
2. Report on research experience
3. Self-assessment and reflection on teaching qualifications
4. Report on administration and communication experience
5. CV/list of qualifications including appendices
6. List of publications (including ISBN/ISSN/DOI number of publications submitted for assessment)
7. Papers/publications – **no more than ten are to be submitted when requested by the Academic Appointments Board**
8. Other (check carefully the instructions of the specific vacancy announcement)

### 1. Cover sheet

The cover sheet is to include the following information:

- \* The promotion or appointment concerned and the subject
- \* The name, academic title and personal identity number of the applicant
- \* Home address, telephone number and email address
- \* Place of work, including address, telephone number and email address

### 2. Report on research experience (max. 1500 words)

The report is to be written as running text. It is to provide a coherent and comprehensive picture of the applicant as a researcher. The applicant is to describe his or her view on research and research education in general, outline his or her research profile in relation to the research field as a whole, and provide an account of his or her research activities.

Finally, the applicant is to specify which *examples of research* (research output) that he or she considers to be the most important and that he or she primarily submits for assessment. The applicant must briefly discuss the reasons for the selection, including where the selected examples are situated within the applicant's own research process and within the general knowledge development of the subject. The report is to be **signed by the applicant**.

### 3. Self-assessment and reflection on teaching qualifications (max. 1500 words)

The self-assessment is to be written as running text, in which the applicant analyses his or her teaching, and any development as a result of increasing experience. The report should cover: methods of structuring and organising a body of knowledge, ways of organising processes to promote and support students' learning, ways of communicating with students, stimulating their commitment and activating their learning, as well as ways of sharing teaching experiences and collaborating with colleagues. The self-assessment is to be **signed by the applicant**.

### 4. Report on administration and communication experience (max. 1500 words)

In this part, the applicant is to report on any administrative assignments within a department or within university organisations in general. Other relevant assignments outside higher education institutions are also to be included. The report (max. three pages) should also include the applicant's third stream activities, such as popular science lectures and participation in public debates. The report is to be **signed by the applicant**.

### 5. CV/list of qualifications

The CV, which is to document the information in the reports and self-assessment, shall be designed in accordance with the template below. The list of qualifications is *only* to present the information that is relevant to an application for promotion/appointment as Reader. Any previous positions included in the CV is to clearly state the appointment (title), and present evidence of actual service. Certificates of employment and any other certificates supporting the information provided are to complement the CV. Applications for *promotion* are to include an attached copy of the *certificate of employment of the applicant's permanent position*. Applications for the *appointment as Reader* are to include *a statement from the department*.

The quantitative information on teaching and administrative experience is to be complemented by *qualitative judgements* by the Director of Studies/equivalent.

*Introductory training in teaching and learning in higher education* of at least five weeks, or equivalent knowledge, as well as *demonstrated teaching expertise*, are *required for promotion* to Senior Lecturer and Professor. When applying for appointment as Reader, training in teaching and learning in higher education is considered an additional qualification. The application is to include evidence of such training and other teaching qualifications, through course certificates or similar.

All copied documents must be **certified** – with the signature, names and telephone numbers of **two people** who are not subject to a conflict of interest in relation to the applicant, and who can confirm the accuracy of the information provided, and verify that the copies correspond to the original documents.

**TEMPLATE**

Title	<b>CV/list of qualifications</b>
NAME	
Home address	YYYY-MM-DD
Phone number (home)	
Phone number (work)	
Email address	

Personal identity number or date of birth

First cycle qualification (main subject, year) Appendix 1

Second cycle qualification (main subject, year) Appendix 2

Licentiate (subject, year) Appendix 3

PhD (subject, year) Appendix 4

Other degrees Appendix 5

Reader (subject, year) Appendix 6

**Appointments and positions**

Senior lecturer from–until Appendix 7

Research fellow/postdoc from–until Etc.

Etc.

**Research qualifications**

1. Publication submitted for assessment, max. 10 (also to be included in the list of publications, cf. item 6 below)
2. Participation in/management of research projects
3. Other research assignments (e.g. as an expert, peer reviewer, external reviewer, member of an examining committee, editor, editorial board member, conference organiser)
4. Board membership, other relevant memberships, research awards

**Teaching qualifications**

1. Completed training in teaching and learning in higher education, at least 5 weeks/7.5 credits. If the training took place somewhere else than Lund University, the course syllabus/syllabi are to be attached
2. Teaching and supervision:
  - a) *Scope* (working hours specified in semesters and 60-minute segments)
  - b) *Cycle* (first, second and third, supervision of doctoral students – number of students who have obtained a doctoral degree)
  - c) *Range* (types of course, different forms of teaching, etc.)

Material/documents that highlight the applicant's teaching expertise, such as:

3. Planning and leading of teaching (autonomous responsibility to plan and implement teaching, as well as for assessment on a course/programme)
4. Produced study and teaching materials (e.g. printed and/or digital)
5. Development work in teaching and learning, including evaluation and inquiry
6. Assessment of student performance, such as exam design, pass rates and exam frequency
7. Report of exam results and student projects
8. Course evaluations – to be presented in the form of a summary by a qualified person, usually director of studies
9. Teaching awards
10. Any project assignment within coursework in teaching and learning in higher education – summary.

### **Research information**

#### **International experience**

(e.g. participation in international conferences, visiting research fellowships).

#### **Visiting lecture**

#### **Administrative qualifications**

1. Assignments as a head of department, director of studies, head of division, etc.
2. Assignments in planning bodies, special committees, boards, etc.
3. Administrative employment (programmes director, study advisor, research administrator, communications officer).
4. Other.

### **6. List of publications**

The complete list of publications is to be numbered, and include the name of the applicant. *It is to clearly indicate which of the publications the applicant wants to submit for assessment and intends to send (mark with \*).* If such publications have multiple authors, the individual contribution of the applicant must be clearly indicated.

If the publications have been peer reviewed, this is to be indicated for each item. Under heading 6.7 (*Teaching materials*), the publications that were primarily produced to be used as teaching material are to be presented, but also any other publication included in the list that has been used as teaching material (and if so, where and on what courses).

The list of publications (including ISBN/ISSN/DOI numbers) is to be divided as follows:

- 6.1. Monographs
- 6.2. Edited volumes (anthologies or equivalent)
- 6.3. Articles and anthology contributions
- 6.4. Conference papers
- 6.5. Reviews
- 6.6. Other research work
- 6.7. Teaching materials for higher education
- 6.8. Popular science work
- 6.9. Other

## 7. Publications

The Academic Appointments Board usually decides on a shortlist of applicants for a more detailed assessment. The shortlisted applicants will be requested to submit a maximum of ten publications within 14 days.

The publications are to be **numbered in accordance with the list of publications** included in the application and submitted sorted into three (senior lecturer) or four (professor) identical sets that can be forwarded to the external experts without further sorting. Normally, *digital publications* cannot replace print versions.

## 8. Other

### References

Please provide a list of references. The Academic Appointments Board may contact the references to obtain views on the applicant. However, letters of recommendation are not taken into account.

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### Trial lectures/interviews

Trial lectures and/or interviews are normally organised for appointments to teaching positions. These lectures are public. The external experts and Academic Appointments Board participate during the interviews, and the Head of Department concerned or manager at the corresponding level are invited to attend.

### Questions about the processing of applications

All questions about the processing of applications are to be directed to the secretary of the Academic Appointments Board at the Office of the Joint Faculties of Humanities and Theology.

## CHECK LIST FOR APPLICATIONS

NB! It is the responsibility of the applicant to ensure that the application is complete according to the vacancy notice and the instructions above, and that the entire application is scanned (*as two PDF files* \*) and received by the University through the recruitment portal MyNetwork no later than the last day for applications.

\* Parts 1-6 together should make up the PDF called "SurnameName\_Application"

\* The attachments for part 5 should make up the PDF called "SurnameName\_Attachments"

<b>OK</b>	
	<b>1.</b> Cover sheet, signed
	<b>2.</b> Report on research experience, signed
	<b>3.</b> Self-assessment and reflection on teaching qualifications, signed
	<b>4.</b> Report on administration and communication experience, signed
	<b>5.</b> CV/list of qualifications (see template)
	Appendices to the CV/list of qualifications: Grades, certificates, etc., including PhD certificate
	Two valid certified copies of grades, certificates, etc.
	<b>6.</b> List of publications
	ISBN/ISSN/DOI numbers for the publications submitted for assessment by the external experts
	If the list of publications includes other items than those submitted for assessment, use Bold, asterisk, etc. for those that are submitted for assessment
	<b>7.</b> Publications: <b>max. 10</b>
	Training in teaching and learning in higher education