



28 October 2015

Reg. no STYR 2015/982

LUND UNIVERSITY

Joint Faculties of Humanities and Theology

Academic Appointments Board

Rules and information on applications to be promoted to Professor or Senior Lecturer or appointed Reader

The application is to consist of eight parts. Parts 2–4 are to be written in English, or in Swedish, Norwegian or Danish, with a translation into English if the external experts are unable to read any of the Scandinavian languages.

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. Publications (can be complemented until the external experts have been appointed)
8. Other

All documents are to be submitted as

- *one* copy for promotion to *Senior Lecturer*
- *two* copies for appointment as *Reader*
- *four* copies for promotion to *Professor*.

With regard to the CV/list of qualifications including appendices (item 5), it is sufficient that one of the copies is the original, or that one of the copies have been certified with original signatures. The entire application is to be submitted unstapled, to facilitate copying for the members of the Academic Appointments Board.

Applications for promotion to Professor are to be addressed to the Vice-Chancellor (address: Lund University, Registraturen, Box 117, 221 00 Lund). The application must be signed by the applicant.

Applications for promotion to Senior Lecturer or appointment as Reader are to be addressed to the Board of the Faculties of Humanities and Theology (address: LUX, Kansli HT, Box 192, 221 00 Lund) and be signed by the applicant.

Publications submitted for assessment are to be sent to LUX, Kansli HT, Box 192, 221 00 Lund.

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	CV/list of qualifications
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 lectures**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. The number of pages in the publications referred to must also be specified.

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

Applications for *promotion to Senior Lecturer* normally do not require submitted publications.

Applications for *promotion to Professor* or *appointment as Reader* are not to include more than 10 publications. For applications for *appointment as Reader*, the doctoral thesis must always be included among the 10 publications. A manuscript that has been approved for publication, and for which there is evidence of such approval, can be accepted for assessment.

Publications and other documents are to be submitted in two copies for applications for appointment as Reader, and in four copies for promotion to Professor (cf. p. 1). The publications are to be **numbered in accordance with the list of publications**, and submitted sorted into two or four identical sets of documents that, **without further sorting**, can be sent to the external experts. *Publications in digital form* can usually not be submitted in lieu of printed versions.

If the application is for *promotion to Professor*, and the applicant has previously been ranked for the appointment of a corresponding professorship, expert assessments (max. 12 months old) can be used as basis for a decision, provided that they are three separate and well justified assessments. In this case, additional documentation is not required.

8. Requirements for promotion and processing of applications

Promotion to Senior Lecturer and Professor require completed training in teaching and learning in higher education, or equivalent knowledge acquired in some other way, of at least five weeks.

Promotion to Senior Lecturer generally requires a PhD.

Promotion to Professor requires that the applicant's research expertise is demonstrated through independent research activities that significantly exceeds the requirements for a readership. This means that the *research output is to comprise the equivalent of at least three monographs*.

For the Lund University Appointment Rules, please see:

<http://www.lusem.lu.se/media/ehl/recruitment/lund-university-appointment-rules.pdf>

For the Rules for the Appointment of Readers at the Faculties of Humanities and Theology, please see:

http://www.ht.lu.se/fileadmin/user_upload/ht/dokument/Fakulteterna/lararforslagsnamnder/Regl_f_oavl_doc_AU_141203_eng.pdf

Trial lectures/interviews

Promotion processes may involve trial lectures/interviews. 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! The applicant is responsible for ensuring that the application is complete and in accordance with the instructions above.

OK	
	Correct number of applications: Promotion to Senior Lecturer, 1 Appointment as Reader, 2 Promotion to Professor, 4
	1. Cover sheet, signed
	2. Report on research experience, signed
	3. Self-assessment and reflection on teaching qualifications, signed
	4. Report on administration and communication experience, signed
	5. 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.
	6. 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
	7. Publications: Reader/Professor, max. 10
	Training in teaching and learning in higher education
	Statement by the Head of Department (for appointment as Reader)