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Reg. no STYR 2022/1678  
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## LUNDS UNIVERSITET

Humanistiska och teologiska fakulteterna

Academic Appointments Board

Faculty coordinator Sofia Kvarnbo

# Rules and information on applications to be promoted to Associate Professor

## Compilation of application

The application is to consist of the five parts listed below. The report on research experience and research communication is to be written in Swedish (Norwegian or Danish) or English. The applicant must be prepared to submit an English translation of this report if the external expert does not speak a Scandinavian language.

The application is to be submitted in *duplicate*, sorted into two separate copies. The entire application is to be unstapled to facilitate registration of the documents.

The application is to be addressed to the Board of the Faculties of Humanities and Theology (address: LUX, Kansli HT, Box 192, 221 00 Lund) and is to be signed by the applicant.

Additions can be made until an external expert has been appointed.

### 1. Cover sheet

The cover sheet is to include the following information:

- \* That the application concerns promotion to Associate Professor and the subject area concerned
- \* 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 and communication (maximum. 2,000 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 their views on research and third-cycle education in general, outline their

research profile in relation to the research field as a whole, and provide an account of their research activities. Relevant employment and external engagements beyond universities and higher education institutions are also to be presented. These might, for example, include lectures in popular science, participation in public debate, employment outside higher education or grants awarded for the purpose of facilitating collaboration between academia and the private, public and third sectors.

Finally, the applicant is to specify which examples of research (research output) they consider to be the most important and that they wish primarily to submit 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.

### **3. 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 the application for promotion to associate professor. Certificates of employment and any other certificates supporting the information provided are to be attached.

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#### **TEMPLATE**

	<b>CV/list of qualifications</b>
Title	
NAME	
Home address	20XX-XX-XX
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
Associate professor (subject, year)	Appendix 6
<b>Appointments and positions</b>	
Senior lecturer from–until	Appendix 7
Research fellow/postdoc from–until	Etc.

#### **Research qualifications**

1. Publications submitted for assessment (also to be included in the list of publications, cf. item 4 below). A maximum of ten publications may be submitted, one of which must always be the applicant's doctoral thesis. A manuscript that has been accepted for publication, with appropriate evidence supplied, can be approved for review.
2. Participation in/management of research projects
3. Other research assignments (e.g. as an external expert, peer reviewer, external reviewer, member of an examining committee, editor, editorial board member, conference organiser)
4. Board membership, other relevant memberships, research distinctions.

## **External engagement and research communication**

### **International experience**

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

### **Visiting lectures**

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## **4. List of publications**

The complete list of publications is to be numbered, and include the name of the applicant. *The list 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. This is done by attaching a signed co-author statement for each publication where this is applicable (see <https://www.ht.lu.se/en/the-faculties/academic-vacancies/instructions-for-applicants/>). The number of pages the cited publications amount to is also to be indicated.

If the publications have been peer reviewed, this is to be stated for each item. Under the heading *4.7 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:

- 4.1 Monographs
- 4.2. Edited volumes (anthologies or equivalent)
- 4.3. Articles and anthology contributions
- 4.4. Conference papers
- 4.5. Reviews
- 4.6. Other research work

- 4.7. Teaching materials for higher education
- 4.8. Popular science contributions
- 4.9. Other information

### ***5. Appendices to the CV/list of qualifications:***

Certificates of employment and any other certificates supporting the information provided in the CV/list of qualifications are to be attached.

### **Submission of cited publications**

Cited papers/publications are to be submitted at the request of the Academic Appointments Board. Whether the publications are to be sent digitally/and or physically is decided after contact with the Academic Appointments Board secretary, according to the preference of the external expert. A maximum of two physical sets of publications will be required.

The publications are to be **numbered as in the list of publications** and, in cases where two copies of each publication are submitted, are to be collated into two identical sets of copies that can be sent to the external expert **without the need for further sorting**.

### **Requirements for promotion and processing of applications**

Rules for the admission of associate professors at the Faculties of Humanities and Theology, see: <https://www.ht.lu.se/om-fakulteterna/ledning-och-organisation/namnder-mm/lararforslagsnamnden/>

### **Processing of applications**

1. The application is received.
2. A case is created in the document registration system and the application is registered.
3. The department is requested to submit a statement and propose an external expert.
4. The external expert is appointed by the Academic Appointments Board after consultation with the head of department.
5. The applicant receives information about the appointed external expert and the opportunity to contest the decision. The invoked publications are requested along with any additions.
6. After the period for objections to the decision has expired, the application is sent to the external expert.
7. Final meeting (usually within four months).

8. The minutes and the dean's decision are sent to the applicant and other interested parties.
9. The case is archived.