

The Working Committee

Instructions and information for applicants concerning advertised positions as lecturer [swe. universitetsadjunkt]

Please note that only applications submitted through the recruitment portal, ([see <http://www.lunduniversity.lu.se/about/work-at-lund-university>](http://www.lunduniversity.lu.se/about/work-at-lund-university)) are accepted. You can find information about which files should be uploaded under which tabs in the e-recruitment system, see the last section of this document (in the checklist for applications).

The application documentation is to consist of the eight parts listed below. Points 1–5 are to be in Swedish, Norwegian, Danish or English. The applicant should be prepared to provide an English translation of their application if one of the experts is not proficient in any Scandinavian language. All documents are to be uploaded in pdf format.

1. Cover sheet
2. CV/list of qualifications including appendices
3. Report on work experience and other experiences of relevance to the position
4. Self-assessment and reflection on teaching qualifications
5. Report on administration and communication experience
6. List of publications where applicable (including ISBN/ISSN/DOI number of submitted publications)
7. Submitted papers/publications where applicable – **no more than five are to be submitted.**
8. Other (it is important to note whether any other documents are requested in the announcement)

1. Cover sheet

The cover sheet is to include the following information:

- * The appointment concerned and reference number
- * The name, Swedish personal identity number or date of birth and academic title of the applicant
- * Home address, telephone number and email address
- * Place of work, including address, telephone number and email address

2. 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 position being applied for. Certificates of employment and any other certificates supporting the information provided are to complement the CV.

Evidence should be provided of any training in teaching and learning in higher education that has been undertaken and other teaching qualifications by way of a course certificate or similar.

TEMPLATE CV/list of qualifications	
Title and NAME	DD-MM-20XX
Home address	
Phone number (home)	
Phone number (work)	
Email address	
Swedish 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
Other degrees	Appendix 4
Appointments and positions	
Lecturer from–until	Appendix 5
Etc.	
Research qualifications	
1. Publications submitted for assessment, max. 5 (also to be included in the list of publications, cf. item 6 and 7 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 elected offices, research distinctions.	

TEMPLATE CV/list of qualifications (*cont.*)

Teaching qualifications

1. Completed training in teaching and learning in higher education or equivalent. If the training took place at a non-Swedish higher education institution, 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 and/or second cycles)
 - 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.
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. Compilation of examined papers and other student projects.
8. Summary of course evaluations.
9. Teaching awards.
10. Summary of any project assignment within coursework in teaching and learning in higher education.

Research information

International experience

For example, participation in international conferences.

Lectures and presentations

Guest lectures, other invitations, opening/key-note speeches.

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 adviser, research administrator, communications officer, etc.).
4. Other.

**3. Report on work experience and other experiences relevant to the position
(max. 1 000 words)**

The report is to be written as running text. It is to provide a coherent and comprehensive picture of the experiences the applicant wishes to communicate. These can be professional experiences, international experiences and, where applicable, research activities.

4. Self-assessment and reflection on teaching qualifications (max. 1 000 words)

The self-assessment is to be written as running text. It should present the applicant's analysis of their basic view of teaching and development as a university lecturer. 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.

5. Report on administration and communication experience (max. 1 000 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 should furthermore include external engagement (what is also known as third-stream activities, such as popular science lectures and participation in public debates, but also other forms of collaboration with wider society).

6. List of publications where applicable

If the applicant wishes to draw attention to written works of some kind, a list of publications is to be drawn up. Examples of written works that can be included in the list are papers, monographs, articles and contributions to anthologies, popular science articles or teaching materials.

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 and intends to send (mark with *).* If such publications have multiple authors, the individual contribution of the applicant must be clearly indicated, for example in the form of a template for co-author statements provided at the same web page as these instructions. The number of pages in the publications mentioned is also to be specified. If the publications have been peer reviewed, this is to be indicated for each item. If the publications have an assigned ISBN/ISSN/DOI number, this is also to be provided. 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).

7. Submitted papers/publications where applicable.

The papers which the applicant wishes to submit.

8. Other

References

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

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.

APPLICATION CHECKLIST

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 received by the University through the e-recruitment portal no later than the last day for applications.

OK		<p>The following files should be uploaded under the following tabs in the e-recruitment system:</p>
	<p>1. Cover sheet</p> <p>2. CV/list of qualifications (see template)</p> <p><i>Appendices to the list of qualifications: Grade transcripts and certificates, etc. including proof of completed second-cycle degree</i></p>	<p>Uploaded under the “CV” tab as a pdf.</p> <p>This should be labelled as “LastnameFirstname_CV”.</p>
	<p>3. Report on yrkeserfarenhet och annan erfarenhet av relevans för anställningen</p> <p>4. Self-assessment and reflection on teaching qualifications</p> <p>5. Report on administration and communication experience</p>	<p>Uploaded under the “cover letter” tab as a pdf.</p> <p>This should be labelled as “LastnameFirstname_Reports”.</p>
	<p>6. List of publications where applicable</p> <p><i>ISBN/ISSN/DOI number for the papers/publications to be submitted.</i></p> <p><i>If the list of publications contains more papers than the applicant wants to have assessed: Bold font and asterisk next to the papers the applicant is submitting.</i></p> <p>7. Submitted papers/publications where applicable: maximum of 5</p> <p>8. References</p>	<p>To be uploaded as a separate document under the “other files” tab.</p> <p>These should be labelled in line with principle outlined above, i.e. “LastnameFirstname_List of publications” or “LastnameFirstname_Listofpublicationsforreview”, “LastnameFirstname_[paper/title]”, “LastnameFirstname_References” etc.</p>