

Academic Appointments Board  
Anna Kvist, Recruitment Coordinator

## **Instructions for applications to Assistant Professor (Associate Senior Lecturer) positions within Lund University Programme for Global Excellence**

### **Formal requirements**

The Joint Faculties of Humanities and Theology only accept applications submitted through Lund University's official recruitment system Varbi. Incomplete or late applications will not be considered. Please visit [Apply for a job at Lund University](#) for more information.

### **Formatting and language**

All written attachments, where applicable, shall be formatted using:

- 12-point Times New Roman font
- Single line spacing
- Margins of 2.54 cm (1 inch) on all sides

The CV and all requested reports—namely:

- Report on research experience
- Report on teaching experience
- Report on leadership, administration, and interaction with wider society
- Research plan

shall be written in English, unless otherwise specified in the vacancy announcement.

## **Application content and required documents**

- A. Curriculum vitae (maximum 5 pages)
- B. Report on research experience (maximum 2 pages)
- C. Report on teaching experience (maximum 2 pages)
- D. List of publications
- E. Publications (maximum 5)
- F. Report on leadership, administration and interaction with wider society (maximum 2 pages)
- G. Research plan (maximum 6 pages)
- H. Certificates and diplomas
- I. References
- J. Language skills

### **A. Curriculum vitae (maximum 5 pages)**

The CV should contain the following subheadings:

1. Contact information (address, telephone number, email)
2. Education (degree, subject, supervisor, university, title of thesis, year)
3. Employment (current at the top, include proportion of research, teaching, etc.)
4. Leave of absence (including parental leave)
5. Postdoctoral stays (year, host institution, supervisor)
6. Awards and distinctions
7. Important assignments (commissions within the research community, year)
8. Research grants (name of PI, year, project name, funding agency, amount funded)
9. Teaching assignments as lecturer, supervisor, instructor, or teaching assistant (year, course name and/or level, institution)

10. Teaching training (year, course name, institution)
11. Other relevant information of significance for the application

## **B. Report on research experience (maximum 2 pages)**

The following information should be included:

Provide a concise yet comprehensive overview of your research experience. Outline your research profile and key achievements in relation to the field of research. Describe how the merits you state in your CV and list of publications confirm your competence as project leader. Describe your perspectives on research and research education more broadly.

## **C. Report on teaching experience (maximum 2 pages)**

The following information should be included:

1. Summary of teaching experience

Describe your teaching experience, production of teaching material, formal training in teaching, (co-) supervision of Bachelor and Master students, and PhD students.

2. Reflection on teaching activities

Briefly reflect on experiences of planning or performing teaching activities, (co-) supervising Bachelor, Master, and PhD students, as well as creating and implementing new syllabi or courses (if applicable). What challenges and successes have you experienced during teaching? What kind of teaching activities worked well and not so well?

## **D. List of publications**

List the publications in chronological order (most recent first). The DOI code for each publication is to be provided where applicable. The applicant's name should be highlighted.

In the list, the following publications should be marked:

- The five most important publications (mark each with \*)

- The single most important publication among the 5 after the PhD examination (mark with #)

Each marked publication should be accompanied by a brief comment (maximum 150 words) that includes:

- a. the applicant's specific contribution to the publication (if not single-authored),
- b. a motivation explaining why the applicant considers it one of their most important publications, and
- c. the publications relevance to the research plan (if applicable).

### **E. Publications (maximum 5)**

The (maximum) five selected publications marked with \* in *List of publications* (as specified in section D. above), are uploaded in PDF format to the recruitment system.

### **F. Report on leadership, administration and interaction with wider society (maximum 2 pages)**

The following information should be included:

1. Summary of experiences in academic leadership and administrative activities. Relevant assignments outside higher education institutions may also be listed.
2. Summary of activities associated with external engagement, outreach, and interactions with wider society.

## G. Research plan (maximum 6 pages)

The research plan must provide a clear, concise, and complete description of the research project you intend to carry out during the five-year period that may be funded through the Swedish Research Council's initiative Strategic Recruitment of Associate Senior Lecturers. References may be provided either throughout or at the end of the plan. The research plan is uploaded as a PDF-file in the recruitment system Varbi.

Aligning with the [Swedish Research Council's guidelines](#), the research plan should be structured as follows:

1. Purpose, background and significance
2. Project design and implementation
3. Research environment, collaboration and infrastructure.

### 1) Purpose, background and significance

Provide an overall account of the purpose and the specific objectives of the research project. We suggest that the proposal is structured around a clear overarching research question and a set of well-defined core aims. Begin by stating what you intend to do and why, before situating the project in relation to existing research.

Very briefly summarise the current state of the art within the field or area to which the project belongs, cite key references. Describe how the project relates to previous research and the potential significance of the project in the short and long term, and in what way it advances or renews the current research front.

Briefly describe your own previous research and any pilot studies or preliminary results that make it likely that the project can be carried out. If there are no preliminary results, state this.

Use your CV to demonstrate how your expertise and skills make you well suited to carry out the project and to contribute original, ground-breaking research.

*Address the following points:*

- The overarching research question and core aims of the project
- The rationale for each aim, explaining why each component of the project is necessary
- The conceptual and methodological approach
- The project's positioning in relation to existing research
- Relevant expertise and skills, as evidenced in the CV
- Research track record and experience relevant to your development as a research leader
- Leadership activities and responsibilities to date.

## 2) Project design and implementation

### **Theory, method and data analysis**

Describe the underlying theory and methods that will be applied to achieve the project's objectives. Also describe how you plan to analyse the data collected and which statistical methods will be used (if applicable).

### **Timeline, implementation and risk management**

Provide an overview of the project timeline during the 5-year grant period, including key phases and milestones.

Highlight the practical, organisational, and material requirements of the project and demonstrate that it is feasible, well planned, and realistically implementable within the proposed time frame. Describe any critical risks or obstacles that may affect implementation and how these will be managed. Recruitment plans must be realistic and clearly justified. Applicants should describe each planned recruitment by outlining the required competencies, the specific role and responsibilities in the project, and when (e.g. which project phase) the person will be involved.

*Address the following points clearly and explicitly:*

- Project organisation and timeline (up to five years); including collaborations, publication strategies, and risk management.
- Recruitment plans: roles, responsibilities, and timing.
- Practical implementation: *who does what, why, and when.*

### **Project organisation and independent line of research**

Clearly demonstrate that you are an independent researcher with ownership of your research ideas and the ability to lead research activities autonomously. Explicitly explain your intellectual independence, particularly if you have published extensively with your former PhD supervisor or other senior collaborators.

Clearly describe your own role, contributions, and decision-making responsibilities, and explain how your current and planned research differs from or builds beyond earlier collaborative work. Focus on concrete achievements that provide evidence of independence, such as initiating research ideas, leading publications, securing funding, or establishing new collaborations or research directions.

You are also encouraged to clearly express your motivation and commitment to the research field, including why the proposed research matters to you scientifically and professionally. Why is what you do important to you?

*Address the following points clearly and explicitly:*

- Intellectual independence and ownership of the research ideas underlying the project
- Motivation and long-term commitment to the research field
- Key publications, grants, or initiatives demonstrating independence
- Evidence of research leadership, including initiating research directions, making strategic scientific decisions, coordinating collaborations, or supervising junior researchers.

### **3) Research environment, collaboration and infrastructure**

#### **National and international collaboration**

Articulate your vision for future research and team building, explaining how you plan to develop your research profile and contribute to a strong research environment, at Lund University and internationally, over time.

#### **Equipment and research infrastructure**

Specify the project's need for international, national or local research infrastructure. Describe required facilities, data, or collaborations, and how they will be applied.

Address the following points clearly and concisely:

- Vision for future research directions and team building
- National and international networks
- Infrastructure, facilities, and material resources.

## **H. Certificates and diplomas**

Copies of relevant diplomas and certificates listed in your CV.

## **I. References**

References (maximum 3) are listed directly in the recruitment system Varbi.

## **J. Language skills**

Language skills are listed directly in the recruitment system Varbi.