HUMANISTISKA
OCH TEOLOGISKA
FAKULTETERNA

LUNDS
UNIVERSITET

DECISION   1

25 NOV 2020   Reg. no STYR 2020/2048
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The Working Committee

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

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

The application documentation is to consist of the parts listed below, of which the CV/list of qualifications including appendices and written reports 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, which is typically the case for appointments as professor. Requested documents are to be uploaded in pdf format.

- CV/list of qualifications including appendices (submitted as PDF)
- References (written directly in to the recruitment system)
- Language skills (written directly in to the recruitment system)
- Report on research experience (submitted as PDF)
- Self-assessment and reflection on teaching qualifications (submitted as PDF)
- Report on administration and communication experience (submitted as PDF)
- List of publications (including ISBN/ISSN/DOI number of publications) (submitted as PDF)
- Publications – **no more than ten are to be submitted** (submitted as PDFs)

CV/list of qualifications (submitted as PDF)
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.

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 an appointment as senior lecturer or professor. 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. If qualifying training in teaching and learning in higher education is missing, the applicant should provide evidence that equivalent expertise and skills have been obtained in another way. If there are special grounds, for example if the

applicant did not have the option to gain such expertise in their previous position, a decision to employ them can still be made.

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
PhD (subject, year)   Appendix 4
Other degrees   Appendix 5
Associate professorship (subject, year)   Appendix 6

Appointments and positions
Senior lecturer from–until   Appendix 7
Postdoctoral research fellow/Postdoc from–until   Appendix 8

Research qualifications
1. Publications 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 elected offices, research distinctions.

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.

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

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.

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, visiting research fellowships.

Academic leadership/assignments as a research manager

External projects
Information about funding bodies, whether the applicant was the main applicant or co-applicant, the title of the project, size of grant and the period during which the project was granted funds.

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

Administrative qualifications
Assignments as a head of department, director of studies, head of division, etc.

Assignments in planning bodies, special committees, boards, etc.

Administrative employment (programmes director, study adviser, research administrator, communications officer, etc.).

Other.

References (written directly in to the recruitment system)

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.

Language skills (written directly in to the recruitment system)

Report on research experience − max. 1 500 words (submitted as PDF)
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 research education in general and outline their research profile in relation to the research field as a whole. Finally, the applicant is to specify which examples of research (research output) they consider to be the most important and that they wish to primarily 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.

Self-assessment and reflection on teaching qualifications − max. 1 500 words (submitted as PDF)
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.

Report on administration and communication experience − max. 1 500 words (submitted as PDF)
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).

List of publications (submitted as PDF)
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, for example in the form of template for co-author statements provided at the same web page as these instructions.

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 contributions
6.9. Other

Publications – max. 10 submitted (submitted as PDFs)
The papers which the applicant wishes to submit for expert assessment are to be attached in electronic format to the application in the e-recruitment system.

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Trial lectures/interviews
Trial lectures and/or interviews are normally organised for appointments to teaching positions. These trial lectures are open to the 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.

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 recruitment system no later than the last day for applications.