

Instructions for preparing applications for advertised teaching positions and promotion applications

Approved by	HR Manager
Document manager	HR Specialist
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This is an English translation.

Background

To facilitate the handling of applications, we provide instructions for compiling the application. These instructions apply to both advertised positions and applications for a promotion.

A complete application should normally include all parts. However, the sections may have different relevance depending on the position and whether it concerns an advertised job or a promotion application. Sections that are not relevant should be removed.

1. Specify the position or promotion for which the application is intended (in the case of an advertised position, the reference number should be provided)

2. Information about the applicant

Name

Address

Phone number

E-mail address

3. Application letter (*Statement of purpose for the application*)/motivation

4. CV

4.1 Degrees (*specify degrees with graduation year, subject, and institution*)

4.2 Current employment (*position and period of employment*)

4.3 Previous employments (*position and period of employment*)

5. Pedagogical merits

5.1 Description of pedagogical perspective

5.2 Higher education pedagogical education (*specify course, time, and extent*)

5.3 Teaching experience (*specify level, approximate extent in number of hours, and responsibilities*)

5.4 Supervisory experience at first and second cycle levels (*specify the number of supervised thesis*)

5.5 Supervisory experience at third cycle level (*specify the name of the research student, admission and graduation years, main/ assistant supervisor, and any other supervisors if applicable*)

5.6 Experience in using a variety of teaching and examination methods

5.7 Experience in integrating theory and practice in teaching situations

5.8 Experience in collaboration with the surrounding community and the ability to implement this in the planning, implementation, and evaluation of education

5.9 Experience of developing teaching modules, courses, and educational programs, as well as responsibility for, and experience in, quality development and quality assurance of education

5.10 Participation in higher education pedagogical and didactic development contexts

5.11 Experience in integrating international perspectives into teaching

5.12 Experience in contributing to national and international educational debates

5.13 Participation in the development of pedagogical research environment

5.14 Other pedagogical merits, such as pedagogical development projects, textbook production or similar

6. Scientific merits

6.1 Brief description of research profile

6.2 Proposed research

6.3 A complete list of publications (*publications are listed under separate headings, indicate any overlaps*)

6.3.1 Dissertation and monographs

6.3.2 Scientific articles with a peer review process

6.3.3 Other scientific articles

6.3.4 Anthologies and book chapters

6.3.5 Conference contributions

6.3.6 Publications in popular science

6.4 Cited publications

When employing, and promoting, a professor, a maximum of ten publications may be cited unless otherwise stated in the advertisement. For other teacher categories, a maximum of five publications may be cited unless otherwise stated in the advertisement. The works referred to must have been accepted for publication when the application is submitted.

The applicant's role in cited publications must be described. This description can be made either in a table or in text.

When using a table, use the following headings:

Article	Conceptualisation	Literature search/ reading	Design	Data collection	Analytical interpretation	Manuscript writing

Use the following abbreviations in the table:

HI = Main effort, which means that the main part of the description in the column is made by the applicant.

LI = Equal contribution, meaning that the HI is shared equally with at least one other author.

S = Co-writing.

BI = Contributing effort, which means a smaller contribution than HI, but a contribution was delivered

6.5 Contribution to theory and methodology development

6.6 Assignments within the scientific community

6.7 Contribution to the international scientific community

6.8 Received research grants *(including funder, amount, and description of the applicant's role as lead and/or co-applicant and whether the funding has been obtained in competition)*

6.9 Experience of collaboration with the surrounding community regarding the implementation and results of research

6.10 National and international collaborations within academia

6.11 Participation in the establishment of a scientific research environment

7. Collaboration merits

7.1 Collaborative projects with external actors, both nationally and internationally

7.2 External expert assignments

7.3 Popular scientific communication and dissemination

7.4 Patents

7.5 Setting up a start-up company

7.6 Commissioned education and research

8. Administrative merits

8.1 Assignments within the boards, committees, and other bodies

8.2 Assignments related to, for example, internationalization, digitalization, ethics or work environment and sustainability issues, including gender equality and equal opportunities

8.3 Planning and implementation of conferences and seminars

8.4 Investigative assignments

8.5 Evaluation and follow up

8.6 Mentoring

9. Management skills

9.1 Experience in organizational development, operational management, and personnel management within and outside academia

9.2 Formal leadership training

9.3 Project management

9.4 Management and/or leadership roles within academia

9.5 Leadership experience outside academia

10. Merits from other activities

Relevant professional experience related to the current subject area.

11. Other merits

12. Plans for future activities

Describe the vision and plans for the position.

13. Copies of certificates, diplomas, and degrees

If possible, the information in the application should be supported by certificates. Examples of documents to be attached to the application are:

- Diploma
- Associate professor's certificate
- Certificate of higher education pedagogical education
- Certificate of employment
- Other certificates (for example, certificates of pedagogical skills and course evaluations should be attached to the application)

14. References (*not applicable in the case of promotion*)

Provide at least two references. The references should primarily be employers. Please, provide the following information about the references:

Name
Position
Professional relationship
Phone number
E-mail address

15. List of appendices