



The Faculty of Social Sciences instructions for applications for and expert assessment of appointment as associate professor

The instructions for applications for and expert assessment of appointment as associate professor at the Faculty of Social Sciences are directed to both applicants and experts.

The introductory section – directed to both applicants and experts – consists of:

- Qualification requirements for appointment as associate professor
- Criteria for assessment of research and teaching expertise
- Format of the application

The concluding section – addressed to experts – consists of:

- Description of the expert's review

Qualification requirements for appointment as associate professor

When making appointments, attention must be paid only to objective factors such as service merits and expertise (Chapter 12, Section 5 of the Instrument of Government). Expertise must be a primary consideration, unless there are special reasons for doing otherwise (Section 4 of the Public Employment Act).

In the Appointments Procedure for Teachers at Umeå University the qualification requirements and assessment criteria for the appointment and promotion as well as the expert's review is specified.

To qualify for an appointment as associate professor is (Chapter 4, Section 4 of the Higher Education Ordinance) a person who has demonstrated teaching expertise and has been awarded a doctorate, or has attained equivalent research expertise or other professional expertise relevant with regard to the subject area and the duties included in the position.

Criteria for assessment

As assessment criteria when appointing an associate professor, the degree of such skill that is a requirement for eligibility for employment shall apply, that is, as a rule, research and teaching skills. Other assessment criteria that may be considered, such as management and administrative skills, are stated in the employment profile and advertisement.

General assessment criteria for all teacher categories are a good ability to cooperate and the expertise and suitability required in general to complete the work duties well.



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Criteria for assessment of research expertise

Width and depth of research

Research expertise must be demonstrated by independent research work. In the account, the applicant's own contribution to the development of knowledge must be pointed out through examples from the listed works.

Any overlapping of the different publications must be stated. In the case of co-authorship, the candidate's own role must be made clear.

Originality of research

Originality of research is described by an account of the applicant's academic activities and basic academic outlook. The essence of the candidate's research must be of an original nature, that is, the research question, methods and results are new in relation to others' work. Scholarly awards and prizes can also be used to describe the originality of the research.

Productivity

The applicant must have demonstrated skills in planning, conducting and reporting research. This can be exemplified through publications (to be stated in an attached list of publications) or granted external research funding (state the project name, financier, year and amount, and if you were the main applicant or a co-applicant).

Contributions to the academic community

Contributions to the academic community can be demonstrated through, for example, participation in academic conferences (state specifically if you participated as an organizer of the conference or sessions) or publications in journals or with publishers.

Engagements within the academic community

Engagements within the academic community can be, for example, editorship or serving as a referee for national or international journals, serving as an expert, or the supervision of doctoral students.

Collaboration with the surrounding society

Collaboration with the surrounding society can, for example, take place through direct collaboration with trade and industry and public organisations, by providing expertise in various contexts, authoring popular science works or participation in the social debate.



Criteria for assessment of teaching expertise

The teaching expertise must have been demonstrated through documented experience of academic or artistic teaching at higher education level or through training in higher education teaching.

Ability to plan, conduct and evaluate teaching activities and the ability to supervise and examine students at all levels of education

Teaching expertise is demonstrated through experience of teaching at first and second cycle level. The applicant must demonstrate an ability to plan, conduct and evaluate his or her teaching by, for example, giving an account of:

- experience of teaching activities (extent and levels)
- experience of having responsibility for a course or course component
- evaluation of teaching activities (by, for example, head of department or other managers, colleagues, students)

The ability to use a variety of teaching methods and forms of examination in relation to intended learning outcomes and the character of the subject

The ability to vary teaching and examination methods can be demonstrated by giving an account of, for example:

- experience of different teaching methods
- experience of different forms of examination
- experience of working with constructive links between intended learning outcomes, teaching methods and examination

Experience of collaboration with the outside society when planning and delivering courses

Experience and ability to collaborate can be demonstrated by:

- contacts with the outside world, of a kind that is relevant considering the area of research
- experience of collaboration in teaching
- participation in contract courses

Participation in the development of learning environments, teaching and learning materials

The development of learning environments, teaching and learning materials can be demonstrated, for example, in an account of:

- experience of course development and pedagogical development work
- the production of teaching materials and the applicant's own research on education
- experience of pedagogical leadership



A reflective approach to students' learning and one's own role as a teacher

The applicant can demonstrate the ability to assume a reflective approach to his or her teaching activities by giving an account of, for example:

- being aware of their own pedagogical starting points and standpoints
- being able to problematise the course content and forms of teaching in discussions with colleagues and students
- a description of how course evaluations are used to develop content and forms

Format of the application

At Umeå University, applications for advertised appointments is made via a digital application system (Varbi). The applicant follows the instructions in the digital recruitment system, in which the required documents are uploaded.

All documents must have to be received by the university at the end of the application period. The digital application system closes at midnight on the last day of application.

A complete application for appointment as associate professor includes a:

- personal letter, including contact details
- list of qualifications/*CV*
- publication list
- report on research or artistic activities
- report on educational activities
- if requested, report on development and management of activities and staff
- copies of relevant degree certificates
- specifically cited research - **doctoral thesis and a maximum of five additional publications** - and a list of these
- references including contact details

Applicants may only refer to such scientific works that have been published or accepted for publication by the end of the application period.

A late application or an addition to an application may be taken into consideration if there are special reasons.

Description of the expert's review

Background

The expert's review of the applicants is covered by the regulations stated in Chapter 12, Section 5 of the Instrument of Government, Chapter 4 Higher Education Ordinance, Appointment Procedure at Umeå University and the instructions in this document introductory section.



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The basis for the expert's assessment consists of the documents submitted by the applicants, the advertisement and employment profile for the position as well as interviews and, if applicable, trial lectures. The experts' task is to examine and assess the applicant's skills. This refers to the scientific, teaching, administrative and other skills of qualified applicants. Equal attention shall be paid to the assessment of scientific and teaching skills.

When the expert's review is handed to Umeå University it becomes an official document in accordance with the rules covering government authorities.

General information regarding the role of expert

In relation to the agreement on the assignment as an expert a timetable must be determined and any conflict of interest must be clarified. If the expert is aware of circumstances that may be assumed to constitute a conflict of interest, the expert must inform the recruitment committee's administrator without delay.

Access to the application documents is obtained after a decision has been taken on the appointment of experts for the process. In the e-recruitment system you will find the:

- advertisement
- employment profile
- list of applicants
- Umeå University's appointment procedure
- The Faculty of Social Sciences instruction for applications for and expert assessments of appointment as associate professor
- information regarding the reimbursement for the assignment

The expert shall only assess:

- the qualifications attached to the application and achieved at the latest by the end of the application period,
- the publications that applicants refer to and have attached to their application, and
- the applicant's performance during the interview and during a potential trial lecture

The experts' assignment

The assignment as expert must be carried out independently. The expert's statements guide the recruitment committee in its deliberations and contributes with an important input to the recruitment process. The experts can choose to write the statement in English, Swedish, or another Scandinavian language. The task of an expert consists of three parts as follows:

1. The first statement

The first statement is expected to begin with a summary of each applicant's merits together with an explanation of whether the applicant meets the eligibility requirements for the announced position. These requirements can be found in the employment profile and advertisement for the position. Where applicants are deemed ineligible, the reason must be clearly stated.



UMEÅ UNIVERSITET

Based on the assessment criteria for the position and the balance between these, the expert must present a detailed assessment of the applicants who should be considered for an interview and a potential trial lecture (top group). Usually, around three to four applicants are placed in the top group.

The expert is expected to give a thorough account of the merits of each applicant who has been placed in the top group and explain how these applicants differ from other eligible applicants for the announced position.

The top group of applicants should not be ranked in the first statement.

2. Interview and trial lecture

The announced positions recruitment group is responsible for initiating and conducting interviews and potential trial lectures with the applicants. The experts will be present online or on site. The expert has the right to speak at both the interview and the potential trial lecture.

3. The second statement

The experts' assignment ends with the expert weighing the interviewees' respective merits based on the announced position assessment criteria and the balance between these. The weighing must be clear and carefully consider the assessment criteria in relation to each of the applicants in the top group. The expert is also expected to consider the applicant's performance during the interview, and the trial lecturer if one was conducted.

The second statement should result in a ranking of those who should be considered first for the position.

Reimbursement for the task

The reimbursement for the assignment is paid to the expert after the statement has been submitted and the overall documentation have been assessed as complete based on the applicable instructions. The general level of reimbursement is determined according to a general decision of the dean and any premium for leaving the statement with a tighter deadline may be added.