



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

The instructions for applications for and expert assessment of appointment as 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 professor
- Criteria for assessment of research and teaching expertise
- Assessment of promotion to professor
- Format of the application

The concluding section – addressed to experts – consists of:

- Description of the expert's review

Qualification requirements for appointment as 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 appointment as professor, except in artistic disciplines, an applicant must have demonstrated both research and teaching expertise. The assessment criteria for the appointment of a professor shall be the degree of competence required for eligibility for appointment. Further qualification requirements may exist if they are a prerequisite for the performance of the position, such as clinical expertise or a certain academic specialization.

Criteria for assessment

As assessment criteria when appointing a 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.



Criteria for assessment of research expertise

Width and depth of research

The research expertise includes the ability to plan, initiate, lead and develop research. The research expertise must be demonstrated through independent research work with a well-developed ability to formulate problems, extensive knowledge of theories and methods, and analytical skills. The subject matter of the applicant's research must be sufficiently broad so that the applicant can represent the research topic linked to the professorship. Priority will be given to broader, deeper and more recent production.

Originality of research

The main research done by the applicant must be characterised by originality, that is, the research question, methods and results must be new in relation to other people's research. Research that has summarised other people's research or replicated research results with new data is not sufficient. If the applicant is not the sole writer, the distribution of responsibility for the work must be stated. Any overlap between different publications should be indicated.

Productivity

The scientific publication should be extensive and of good quality, usually at least twice the amount required for appointment as a docent, in the form of articles or books in reputable scholarly journals or for reputable publishers, with peer review.

Contributions to the research community

The applicant has gained a high degree of recognition, both nationally and internationally, considering the scientific field and tradition. This recognition is confirmed primarily by publications, with a peer review procedure, and by being cited by other researchers. Contributions to the academic community can also be demonstrated by research collaboration in, for example, different kinds of professional networks, such as collaboration with researchers at other universities and colleges, or participation in research organisations.

Engagements within the research community

The applicant has had repeated engagements in the form of different review assignments, service as an external reviewer, and as the member of an examining committee. A professor at the Faculty of Social Sciences must be able to demonstrate leadership in research projects and successful supervision.

Ability to obtain external research funding where competition exists

The applicant has, as the main applicant, obtained research funding in a context of national or international competition.



Collaboration with the surrounding society

Collaboration with the surrounding society refers to the utilization of one's research through collaborations and other efforts that extend beyond universities and colleges. This may, for example, take the form of direct collaboration with trade and industry and public organisations, by contributing with expertise in various contexts, authoring popular science works or participation in the social debate.

Criteria for assessment of teaching expertise

For appointment as professor, teaching expertise must be demonstrated through documented experience of teaching on academic or artistic grounds within the higher education institution.

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 by experience of high-quality education at undergraduate, postgraduate and doctoral level, as well as special ability to supervise doctoral students to a doctoral degree. The latter implies supervisory experience, primarily through principal supervision of doctoral students up to the point of defense.

The applicant should demonstrate the ability to plan, implement and evaluate teaching by, for example, giving an account of:

- Experience of teaching activities (extent and levels)
- Experience of supervising doctoral 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 applicant shall demonstrate the ability to vary teaching and examination methods by, for example, giving an account of:

- 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

The applicant's ability to cooperate with others is demonstrated by:

- Contacts with the world around that are of relevance to the subject area in question
- Examples of collaboration in an educational context
- Participation in popular education work and popular science projects



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

The ability to continuously develop teaching practice can be demonstrated by, for example:

- Experience of course development and pedagogical development work
- The development of teaching materials or 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 must demonstrate the ability to assume a reflexive approach towards his or her own teaching practices. This is demonstrated by the applicant by:

- Being aware of his or her pedagogical approaches and standpoints
- Problematising the course content and forms of tuition through discussion with colleagues and students
- Participating in discussions or debates on teaching and education in pedagogical journals or other journals
- Presenting his or her pedagogical experiences at conferences or similar events

Assessment of promotion to professor

The Appointments Procedure also sets out rules for promotion from associate professor to professor. An associate professor employed for an indefinite period may be provided with the opportunity, upon application, to be considered for promotion to professor as permitted by the needs and prerequisites of the organisation.

The Vice-Chancellor makes the decision in each individual case regarding whether such an opportunity exists. An assessment for promotion to professor must entail an assessment of qualification requirements and assessment criteria. Having completed a student supervision qualification or equivalent is a formal requirement for promotion to professor.

Applications for consideration for promotion to professor should be addressed to the dean and sent to the registrar.



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 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
- statement of intent/programme regarding research activities
- copies of relevant degree certificates
- specifically cited research - **a maximum of ten publications** - and a list of these
- references including contact details

Applicants may only refer to such scientific works that has 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.

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 lecturers. 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 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.

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.