



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

Instructions for applications for and expert assessment of appointment as research fellow 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 research fellow
- Criteria for assessment of research expertise
- Format of the application

The concluding section – addressed to experts – consists of:

- Description of the expert's review

Qualification requirements for appointment as research fellow

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.

A person who has been awarded a doctorate or a foreign degree deemed equivalent to a doctoral degree is qualified for appointment as a research fellow.

Criteria for assessment

As assessment criteria when appointing a research fellow, the degree of such skill that is a requirement for eligibility for employment shall apply, that is, as a rule, scientific skill. Other assessment criteria that may be considered, such as pedagogical or 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

Breadth and depth in the research

The research expertise must be demonstrated by independent research work. In the report on research activities, the own contributions to the development of knowledge must be emphasized 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 in 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.

For an appointment as a research fellow, a statement of intent/programme regarding research activities within the framework of granted external funding must also be clearly described.

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 whether you were the main applicant or a co-applicant).

Contribution to the research community

A research fellow at the Faculty of Social Sciences has achieved a high degree of recognition, both nationally and internationally, taking into account the research field and tradition. Recognition is evidenced in particular through publication, with peer-review procedure, and being cited by other researchers. Contributions to the research community can be demonstrated through, for example, professional networks of various kinds, such as collaboration with researchers at other universities and colleges, or participation in research organisations.

Assignments within the research community

Engagements within the research 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

The communicating and spreading of research demonstrates the imparting of knowledge gained from the applicant's own research to others. This can be done, for example, through direct collaboration with trade and industry and public organisations, by contributing expertise in various contexts, authoring popular science works or participation in the social debate.

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 a research fellow includes a:

- personal letter, including contact details
- list of qualifications/*CV*
- publication list
- report on research or artistic activities
- statement of intent/programme regarding research activities
- 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 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 a possible



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interview. The experts' task is to examine and assess the applicant's skills. This refers to the research, administrative and other skills of qualified applicants.

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 research fellow
- 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 ten publications that applicants refer to and attached to their application, and
- the applicant's performance during a possible interview

The experts' assignment

The assignment as expert must be carried out independently. The expert's statement guides 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:

The statement

The statement starts with a general description of the 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.

The announced positions recruitment group is responsible for initiating and conducting a possible interview.



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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.