



## UMEÅ UNIVERSITET

# Guidelines for applications for employment and promotion at Umeå University's Faculty of Arts and Humanities

The guidelines are formulated according to Umeå University's appointments procedure, available [here](#).

The guidelines concern applications for the following positions:

- professor
- adjunct professor
- visiting professor
- associate professor
- assistant professor
- adjunct associate professor
- visiting associate professor
- research fellow

### Application sections

A complete application must include seven (or eight, where applicable) separate sections:

1. Cover sheet
2. Cover letter<sup>1</sup>
3. Curriculum vitae with appendices  
An account of:
4. Research or artistic activities with appendices (publications, see item 5)
5. Publication list and cited publications
6. Teaching portfolio with appendices, alternatively the certificate and external expert's report for appointment as recognized/ distinguished teacher or equivalent
7. Administrative activities with appendices
8. Project plan/ research plan<sup>2</sup>

Applications for the open positions must be submitted electronically via Umeå University's recruitment system, Varbi, which can be accessed through the advertisement published on the university's website, under [Open Positions](#).

All documents must be submitted no later than the closing date for applications. An application or a supplement to an application submitted later than the closing date for applications may be considered if it does not cause any inconvenience and if it is in the University's interest to consider it.

For application for promotion from lecturer to associate professor, see [Procedure for promotion from lecturer to associate professor](#) as well as [Procedure for promotion from assistant professor to](#)

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<sup>1</sup> Not for application for promotion

<sup>2</sup> Only for certain positions



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## [associate professor.](#)

For application for promotion from associate professor to professor, see [Procedure for promotion to professor.](#)

### **1. Cover sheet**

The cover sheet must be structured as shown in the example below. The following information must be included:

- What position the application concerns, including the registration number
- The applicant's name and personal identity number
- Home address, including telephone number and e-mail address
- Workplace address, telephone number and e-mail address (where appropriate)
- References, with contact details<sup>3</sup>

### **2. Cover letter motivating the reason for applying for the position<sup>4</sup>**

### **3. Curriculum Vitae with appendices**

The CV must be structured as shown in the example below. Certificates of employment and any other certificates corroborating the information in the CV must be appended.

*Example of a Curriculum Vitae:*

Name: first name, surname, personal identity number

First-cycle degree (main subject, year)	Appendix
Doctoral degree (subject, year)	Appendix
Other degrees	Appendix
Appointed docent <sup>5</sup>	Appendix
Language skills	
Employment positions in chronological order	Appendix

### **4. Account of research or artistic activity with appendices**

The account (comprising a maximum of five pages) must be in running text and present a coherent and comprehensive overview of the activities relevant for the position, up until the application date.

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<sup>3</sup> Not for application for promotion

<sup>4</sup> Not for application for promotion

<sup>5</sup> equivalent in the UK: *reader, senior lecturer*; in the US: *associate professor*



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The applicant must further present his/her research/artistic specialization in relation to the research subject relevant for the position, as well as experiences of collaboration with the surrounding society.

In addition to this account, the applicant must specify what publications or other works he/she considers most relevant for the current position and wishes to be primarily used in the evaluation. If these publications have more than one author, the applicant must clearly indicate what constitutes his/her contribution.

The applicant must include a brief discussion about the reasons for the selection, including an assessment of the place the selected publications take in his/her research process, as well as in the development of the general knowledge within the main research area. Note that the 10 selected publications must be uploaded under item 5.

The applicant may only select research publications that are already published or accepted for publication. Doctoral theses must be approved no later than the closing date for applications.

A research/ artistic CV supplements the account of research/artistic activities. It is to be structured as follows:

- research assignments (opponent, assignment as external expert, member of examining committee, etc.)
- supervision of doctoral students
- external grants and research projects (state the main applicant / co-applicant, funding agency and extent)
- national and international cooperation
- research network
- visiting researcher at another university/ equivalent
- research/artistic collaboration
- other

Parts of the CV can be supported by reference to appendices.

A maximum of five research publications selected for evaluation are normally submitted for applications for employment as a research fellow and assistant professor. A maximum of ten research publications selected for evaluation are normally submitted for applications for employment as associate professor or professor.

### **5. Publication list and publications selected for evaluation**

The publication list is to be structured as follows:

- monographs
- editorship (anthologies or equivalent)
- articles in research journals (peer reviewed)
- chapters in anthologies (indicate which ones that are peer reviewed)
- conference proceedings
- reviews
- other research works, popular research works etc.



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In addition to the publication list, the publications selected for evaluation and other works that are most relevant for the application are to be enclosed. The selected publications must be marked as such in the publication list.

The content for positions on an artistic basis may vary and the requirements for application for the current position is indicated in the recruitment system's file upload questions.

### **6. Presentation of the teaching portfolio with appendices**

If the applicant is appointed as a recognized/distinguished teacher or equivalent, the certificate and external expert's report will be appended instead of a teaching portfolio.

#### **The teaching portfolio**

A teaching portfolio is a qualitative and quantitative account of a teacher's pedagogical qualifications and aims to highlight her or his pedagogical skills. At Umeå University, pedagogical skills are assessed in connection with recruitment and promotion of teachers as well as in connection with the application for placement within the University's pedagogical qualification system. A teaching portfolio is to be regarded as a depository for pedagogical qualifications, but its contents need to be structured in different ways depending on what it will be used for and what qualification requirements and criteria constitute the basis for the assessment.

A teaching portfolio must always include:

- a) the teacher's account of their pedagogic starting points and attitude
- b) examples of how these are expressed practically in the teacher's pedagogic work, and
- c) the valuations and judgments of others, with regard to the teacher's pedagogic activity.

These three parts must be supported by appendices, literature references or links in order for the documentation to be comprehensive and credible. Furthermore, the teaching portfolio must be supplemented with a CV. The portfolio should not exceed eight pages of printed text, excluding appendices and CV.

#### **Template for the teaching portfolio**

Here follows an overview of what a teaching portfolio must contain.

##### **a) Pedagogical starting points and attitude**

A teaching portfolio must include an account of the applicant's pedagogical vision, starting points and attitude. The applicant must also describe how the context in which he/ she works influences teaching, and how he/she adapts to it. The applicant is to refer to literature, links, appendices or CV where appropriate. Any reference system can be used.

##### **b) The pedagogical practice**

The bulk of the portfolio must consist of examples of concrete teaching experiences, including experiences of collaboration with the surrounding society. The chosen examples must show how the applicant's pedagogical vision is applied and how the criteria for pedagogical skills are met. The activity, target group, educational choices, results, lessons learned and reflections are to be described in each example. These descriptions are to be supported by references to appendices, literature, links or CV where appropriate.



### **c) Evaluations and estimations**

The teaching portfolio must include certificates or evaluation documentation from e.g. Heads of department, directors of studies, colleagues, external assessors and students (via e.g. course and program evaluations). References can be named.

### **Examples of appendices in the teaching portfolio**

The appendices included in the portfolio must be carefully selected and connected with part a, b or c in the teaching portfolio, or with the CV. A list of appendices can include the following headings:

- Reports or assignments produced for higher education courses
- Study guides or other instructions to students
- Exams and evaluations
- Teaching materials and aids
- Pedagogical awards
- Certificates of participation in courses and programs
- Summaries of course evaluations
- Assessments by superiors or colleagues

### **Curriculum Vitae (CV) for teaching qualifications**

A CV accounting for teaching activities is to supplement the portfolio. The pedagogical CV is mainly focused on quantitative aspects. Include extent, level, and a description of content where possible, of the following:

- teaching activities including supervision
- pedagogic education, competence development and professional development
- pedagogic development work
- production of teaching materials, textbooks or similar
- participation in pedagogic conferences
- education planning or assignments with pedagogical responsibility
- pedagogic awards
- pedagogic collaborations

Parts of the CV can be supported by references to appendices.

## **7. Account of administrative activities with appendices**

In this section, the applicant accounts for administrative assignments both within and outside the university organization. For example:

- development of activities and staff
- management of activities and staff
- leadership training
- research and/ or artistic administration
- teaching administration



Quantitative information regarding administrative activities should as far as possible be supplemented by documents that indicate the quality of the qualifications, such as certificates of employment, signed by the Head of department, director of studies or their equivalents, which describe and assess the applicant's administrative ability.

## **8. Project plan/ research plan**

In this section, in running text of a maximum of five pages, the applicant presents the project plan/ research plan describing the research/artistic and teaching activities and/ or collaboration with the surrounding society within the framework of the employment for which he/ she applied. **NB:** not all advertised employments require a project plan. Each advertisement specifies what documents must be submitted with the application.

*This document is a translation of "Humanistiska fakultetens anvisningar för ansökningar om anställning och befordran". If there are discrepancies between the English and Swedish versions, the latter takes precedence.*