



Human Resources

November 1, 2016

**TEMPLATE FOR APPLICATIONS FOR EMPLOYMENT AS A TEACHER AT SÖDERTÖRN UNIVERSITY, AS WELL AS FOR APPLICATIONS FOR PROMOTION AND APPOINTMENT AS ASSOCIATE PROFESSOR.**

Södertörn University's Appointments Procedure provides the rules that are applied when employing teachers in addition to those stated in the Higher Education Ordinance. This document is a supplement to the Appointments Procedure and is intended for applicants to the posts of professor, senior lecturer, postdoctoral research fellow and lecturer. The document is also applicable to applications for promotion to professor or senior lecturer and when applying for appointment as an assistant professor, as well as for external experts as a basis for their work in assessing the applicant's qualifications.

**Apply via our web-based recruitment system, click on the "apply" button at the bottom of the advertisement.** Send all the application documents, excluding publications, via this system.

The applicant is responsible for ensuring the application is complete in accordance with the announcement of the vacancy, as well as its submission by the application deadline. Applications are sent to the Registrar via e-mail or the postal service.

Note that applications and appendices that arrive at Södertörn University after the deadline will not be considered.

## **APPLICATION**

The application documents shall be organised according to the below template:

**In addition to the application, certificates/diplomas such as the following shall be appended:**

- University degree certificate(s)
- Certificate of appointment as associate professor
- Teacher training
- Any written statements from heads of department or the equivalent with an evaluation of teaching skills
- Compiled course evaluations
- Management/leadership training

### **1 LETTER OF APPLICATION WITH INTENTION/PROGRAMME DESCRIPTION**

State which post the application is for with the heading from the job advert and registration number.

Plans and visions for scholarly and educational activities within the bounds of the post being applied for (max one page).

#### **1.1 Information about the applicant**

- Name
- Addresses: home, work
- Telephone numbers: home, work, mobile
- E-mail address
- List of appendices

## **2 CV**

### **2.1 Personal information**

Name

Date of birth

### **2.2 Degrees**

Higher education qualifications: year, subject and place.

### **2.3 Employment**

Present employment with job title and date of employment

Previous employment, with job titles and dates of employment

When applying for promotion to professor, state the subject area for employment as senior lecturer

Previous evaluations for employment as professor

Other

### **2.4 Other**

Appointments, grants, etc.

## **3 SCHOLARLY MERITS**

### **3.1 Description of scholarly activities**

Description of your scholarly activities. Your own role should be presented and research results should, if possible, be highlighted from an international perspective. An assessment of autonomy and productivity should be included in the description (max 1½ pages).

### **3.2 List of publications and publications**

*(These documents shall be uploaded under a separate heading (3.2) in the system)*

Complete list of publications. The list shall clearly state which publications the applicant will send to the external experts for assessment. The works that are cited must be finished and at least accepted for publication on the date the application is submitted. Unless otherwise stated in the advert, no more than five publications relied upon application for employment as a lecturer and a maximum of ten publications when applying for employment as a professor (even when applying for promotion to professor).

Publications are presented below separate headings. State the number of pages and any overlaps.

- Monographs
- Peer reviewed articles
- Other scholarly articles
- Anthologies
- Teaching material/course literature
- Popular science

### **3.3 External research funding**

Financier, amount and date. Significant funding received as a project manager or coapplicant. If co-applicant, state the project manager and other co-applicants.

### **3.4 Awards, prizes, memberships of academies, etc.**

### **3.5 Other scholarly merits**

Appointments as external examiner or member of an examining committee

Appointments as external expert

Work abroad, any postdoctoral periods

National and international partnership projects and conferences

Other

## **4 EDUCATIONAL MERITS**

Educational expertise shall be documented in a manner that makes it possible to evaluate the quality of educational activities.

### **4.1 Educational training**

State courses in teaching and learning in higher education, teacher training, seminars and projects. State the date and scope.

### **4.2 Educational approach**

A description of the applicant's view of knowledge, learning, teaching and student interaction, and how this has developed (max 1½ pages).

### **4.3 Teaching experience**

State level, scope as number of hours, breadth and responsibility for named courses.

Experience of various forms of examination and teaching.

### **4.4 Supervisory experience**

- At first and second-cycle levels (Bachelor's and Master's): State the number of supervised degree projects/dissertations.
- Within completed third cycle education (doctoral): State the doctoral student's name, year of admission and graduation, and any other supervisors
- Ongoing doctoral supervision: As principal or assistant supervisor, and the doctoral student's year of admission

#### **4.5 Course development and educational administration**

Planning, development and evaluation of named courses.

Commissions such as director of studies, head of subject, course coordinator, etc.

#### **4.6 Educational work and study resources**

Production of study resources

Books, articles, etc.

Compendiums and course material. State form, level, scope and significance to teaching.

#### **4.7 Awards and prizes**

#### **4.8 Other educational merits**

E.g. participation in:

- conferences on education
- educational development work
- national or international teacher exchanges
- educational debate

#### **4.9 Evaluation of contributions to education**

Any written statements from heads of department or the equivalent with an evaluation of teaching skills should be submitted. NB! Do not submit single, individual evaluations.

### **5 ADMINISTRATIVE MERITS AND MANAGEMENT POSITIONS**

#### **5.1 State position and experience, e.g.**

Experience of overarching development and/or management of activities and staff management inside and outside academia

HR and financial administration

Research administration

Educational administration

Other professional or non-profit positions

#### **5.2 Participation in planning and hosting conferences**

E.g. as organiser or theme coordinator

#### **5.3 Management/leadership training**

#### **5.4 Appointments linked to policy-making in research and education**

Member of public research councils or committees, other funding boards or committees

Evaluations of projects, courses/programmes or similar

### **6 MERITS FROM EXTERNAL CONTACTS AND FROM INFORMATION ABOUT RESEARCH AND DEVELOPMENT WORK**

#### **6.1 Third stream activities based on your own activities**

Trade and industry

Public bodies, organisations and the arts and culture

Contacts and network-building, nationally and internationally

#### **6.2 Information about research and development work**

Lectures outside the university

Conference contributions, etc.

Reviews

Appearances in the media