



Human Resource Office

23 August 2018

Application Guidelines for the appointment/promotion of professor or senior lecturer and appointment of associate senior lecturer

You submit the application via the University's web based recruitment tool. To be able to apply for a position you need to register an account. There is a link to follow in the ad. The account also provides an overview of your previous applications and you can reuse some of the information. You can save the application and finish it later, as long as it takes place within the period of application.

You should attach publications, articles and other enclosures to the electronic application. Three copies of submissions that cannot be sent electronically, for example books, publications, CD discs, should be sent to the following address: Karlstads universitet, Registrator, 651 88 Karlstad, Sweden. Please, state the Ref.no. of the position.

All documents must be delivered before the application deadline. Applicants are responsible for documenting qualifications in a way that allows for an objective and qualitative assessment of candidates. Qualifications will be assessed on the basis of submitted documentation. Quality, rather than quantity, will primarily be considered. Remember to enclose certificates of a doctor's degree, associate professor (docent) appointment and other relevant documentation.

Application should include the following items:

1. Letter of application
2. List of qualifications (CV) with attachments and references
3. Account of teaching qualifications
4. Account of research (or artistic) qualifications
5. Account of administrative and additional qualifications
6. Future plans (separately, or included in accounts 3-5)
7. List of publications
8. Publications
9. Certificates verifying education, assignments, appointments

See below, more detailed information for each item.

Letter of application

Includes:

- The post or applied for,

List of qualifications

Recommendation is that the list of qualifications is concise and clearly arranged. It should include:

- Education and Degrees, with copies of certificates enclosed
- Employments, with copies of certificates and letters of recommendation
- Research projects, research grants, etc.
- International and national networks, conference and seminar contributions, etc
- Supervision
- Administrative functions
- Language skills
- Other qualifications relevant to the post

Account of teaching qualifications

According to the *Higher Education Ordinance* as much attention should be given to the assessment of teaching skills as to the assessment of research skills. Some examples of what an account of teaching skills can include are listed below. Some areas border on or overlap with other areas such as research skills. The enumeration is not to be taken as a requirement but as a suggestion of ways to document teaching skills.

Applicants from non-academic environments are requested to document teaching skills from their organisation in similar ways through references etc.

Pedagogical philosophy

Describe your pedagogical ambitions, visions and goals and the means by which you will achieve them.

Teaching skills

Documentation can include syllabi, course instructions and evaluation results, descriptions of course structure, process, examination and result.

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<https://www.kau.se/en>

Study material

Documentation can include course books, compendia, course material, study guides, films, video and audio-visual programmes, illustrations and exercises.

Planning and administrating education

Documentation can include functions such as director of study, management team member, course convener, or various board and committee memberships.

Research dissemination

Documentation can include research dissemination in connection with external contacts, popular science activities, popular science publications, media participation or equivalent.

Internationalisation in and of education

Documentation can include experience of:

- developing courses with an international perspective or in international cooperation
- relating teaching to international issues and perspectives
- teaching courses offered in English or other language
- developing opportunities for students to study abroad and developing cooperation projects with other higher education institutions.

Other

Expert assignments in inquiries or educational development projects, positions of trust, participation in work groups or committee reports, active interest in equality and diversity issues and student participation.

Account of teaching qualifications

- Visions, future plans, self-reflection on scholarship and research
- Description of research activities and academic profile
- Postgraduate degrees
- Appointments or positions at universities abroad
- Research grants (single or co-recipient)
- Patent
- Appointment as external reviewer at doctoral thesis defence, member of expert panel, member of examining committee, etc.
- Assignment as referee
- Organiser/co-organiser of conference

Account of artistic qualifications

- Visions, future plans, and self-reflection on artistic activities
- Description of artistic activities and artistic profile
- Artistic higher education and professional development
- Scope of public performance/exhibition: examples of documentation are photos, audio-visual recordings, concert programmes
- Renewal and innovations in the field of art
- Quality aspects, originality, innovative skills: examples of documentation are reviews, expert opinions, citations
- Guest lecturing, etc.

Account of administrative and additional qualifications

- Visions, future plans, and self-reflection on administrative and additional qualifications
- Appointment as head of department, director of study, board/committee chairperson, etc.
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