

# Rules and Instructions for Appointment as an Associate Senior Lecturer on Scientific Grounds at the Faculty of Science, Technology and Media

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**Summary:** This document contains supplementary rules and instructions to Mid Sweden University's Employment Procedures, with regard to appointing associate senior lecturers on scientific grounds at the Faculty of Science, Technology and Media.

**Earlier versions:** Replaces the document *Instructions for Appointment as an Associate Senior Lecturer at the Faculty of Science, Technology and Media*, established 10 June 2020, reg. no. MIUN 2020/1337.

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## 1 Introduction

The appointment and promotion of teachers at higher education institutions is regulated in the Swedish Higher Education Ordinance (SFS 1993:100). The provisions of the Higher Education Ordinance are supplemented by Mid Sweden University's local employment procedures. The Faculty may also supplement these with more detailed instructions. The instructions in this document apply to the recruitment of associate senior lecturers when the appointment is made on scientific grounds.

Questions should be addressed to the relevant administrator at the Faculty of Science, Technology and Media.

## 2 Expert review

The expertise of the applicant must be assessed by two external experts who are at least qualified for appointment as a docent. The assessment must be based on qualifications and criteria stated in the announcement of the appointment at the time of recruitment, as well as the assessment and quality criteria described in Sections 3.1 and 3.2.

With regard to the design and content of expert opinions, please refer to **separate instructions to external experts** regarding appointments on scientific grounds.

In order to be considered qualified for appointment as an associate senior lecturer, two positive expert opinions are required.

## 3 Appointment as an associate senior lecturer

### 3.1 Qualifications and assessment criteria

This section sets out the qualification requirements stated in Mid Sweden University's Employment Procedures, as well as the Faculty's supplementary qualification requirements and assessment criteria.

## **From Mid Sweden University's Employment Procedures**

Pursuant to Section 4a of Chapter 4 of the Higher Education Ordinance, qualification requirements for employment as an associate senior lecturer are fulfilled by someone who has been awarded a doctorate or has the corresponding research competence. Primary consideration should be given to someone who has been awarded a doctorate or achieved the equivalent competence within five years of the deadline for application for employment as an associate senior lecturer.

However, someone who has been awarded a doctorate or achieved the equivalent expertise at an earlier date may also be considered if there are special grounds. Special grounds are sick leave, parental leave or other similar circumstances.

The purpose of this position is to allow the teacher to develop their independence as a researcher and to acquire the necessary research and teaching expertise to qualify for appointment as a senior lecturer.

### **The Faculty's supplementary qualification requirements and assessment criteria**

The applicant's research and teaching expertise shall be adequate both qualitatively and quantitatively. In addition to the requirements of Mid Sweden University, assessment shall be based on the applicant's qualifications of relevance to the announced appointment and the criteria specified in the announcement.

To be employed as an associate senior lecturer at the Faculty of Science, Technology and Media at Mid Sweden University, a candidate must be assessed to have very good future prospects as a researcher.

When selecting from several qualified applicants, the applicants' expertise shall be ranked according to the quality criteria in Section 3.2, as well as relevance to the appointment in question.

The **quality criteria** are intended to support assessment in order to differentiate applicants and, as such, **it is not necessary for the applicant to meet all of the criteria** to be considered competent for appointment as a senior associate lecturer.

## 3.2 Quality criteria for appointing an associate senior lecturer

### 3.2.1 Research expertise

Research expertise demonstrated by, for example:

- research activities of a high quality displayed through publication in peer-reviewed scientific journals;
- research autonomy displayed as an author contributing valuable ideas and initiatives to publications; and
- the ability to obtain research grants.

### 3.2.2 Teaching expertise

Teaching expertise demonstrated by, for example:

- documented teaching experience at first and/or second cycle;
- documented experience of planning courses, different working methods and types of instruction, as well as examining at first cycle or higher;
- documented experience of individual supervision at both first and second cycle; and
- the applicant being assessed to have good potential as a teacher.

### 3.2.3 Other expertise

Other expertise demonstrated by, for example:

- proven administrative ability;
- proven ability to collaborate with the surrounding community; and

- other skills of significance to the appointment.

## 4 Instructions to applicants

Applications for announced appointments at Mid Sweden University are submitted via the University's recruitment system. In the event that proof of qualifications cannot be submitted digitally, all documents must be submitted in triplicate and clearly marked with the title and reference number of the position being applied for. Send the documents to: The Registrar, Mid Sweden University, 851 70 Sundsvall.

As a general rule, applications should be written in English and all documents should be validated.

Documentation of qualifications is required in order to assess your application. It is the responsibility of the applicant to document their qualifications in a manner that permits objective, qualitative assessment. Incomplete applications will not be considered.

Below is a list of important information as a point of departure for assessing research, teaching and other expertise. Next to some points you will find examples of how qualifications can be documented.

Please note that listed qualifications are only examples. An applicant may lack some or have additional qualifications in certain areas.

### 4.1 Instructions on applying

#### 4.1.1 Letter of application including list of appendices

State the title and reference number of the position you are applying for. Your letter of application must include your name, home address, work address, telephone number and email address. Your letter of application must include a list of appendices with documentation of the following qualifications.

## **4.1.2 Curriculum vitae (CV)**

Attach relevant validated certificates and other documentation of your qualifications, research expertise, teaching expertise and other skills.

The CV should include the basic information and accounts of research, teaching and other expertise described in Sections 4.1.2.1–4.1.2.4 below.

### **4.1.2.1 Basic information**

The CV should include:

- education (Degree of Doctor and other relevant qualifications);
- current and previous positions and periods of appointment; and
- personal circumstances that may be significant to assessing qualifications, for example, sick leave, parental leave or similar circumstances.

### **4.1.2.2 Account of research activities**

The applicant is required to submit a detailed account of their research activities. This account should cover the applicant's work with internationalisation, intentions regarding their future research, and other efforts to achieve Mid Sweden University's overarching objectives.

#### **Presentation of research expertise**

- Degree certificates or equivalent.
- List of scientific works/publications. If articles are coauthored, the applicant's individual contributions must be clarified.
  - ◇ Doctoral thesis and separate articles/manuscripts included therein.
  - ◇ Articles published in national and international scientific journals.
  - ◇ Conference papers.
  - ◇ Books and chapters in anthologies.

- ◇ Popular science publications.
- ◇ Patents.
- ◇ Other publications.
- List a maximum of 10 publications as a basis for assessment.
- A brief account (max. 4 pages) of and reflection on their own research activities, including goals, strategies and research programme description.
- Assignments/appointments to committees, boards, etc.
- Awards and prizes.
- Participation in national and international conferences, etc.
- Other research qualifications.

#### 4.1.2.3 Account of teaching expertise

As with research qualifications, the applicant is required to submit a detailed account of their teaching activities. Ideally, teaching qualifications should be documented in a teaching portfolio.

The account should include the applicant's pedagogical approach, work on internationalisation, intentions regarding their teaching, and other efforts to achieve Mid Sweden University's overarching objectives.

#### **Presentation of teaching qualifications**

- List of teaching positions.
- Teaching activities and planning, for example:
  - ◇ the scope, variation and level of teaching;
  - ◇ course coordination, scope and cycle;
  - ◇ experience of different types of instruction and modes of assessment;
  - ◇ choice and production of teaching and examination materials;



- ◇ course development;
- ◇ participation in planning courses and programmes and developing types of instruction; and
- ◇ experience of popular science activities and scientific communication.
- Supervisory experience, for example:
  - ◇ nature, scope and cycle (first, second, third) of supervision;
  - ◇ level of responsibility for supervision;
  - ◇ organisation of supervision; and
  - ◇ participation in development and planning activities.
- Pedagogical studies and development work, for example:
  - ◇ mentorship;
  - ◇ participation in pedagogical training courses and seminars;
  - ◇ completed pedagogical projects;
  - ◇ examples of how course evaluations are used and the resulting changes;
  - ◇ study trips for pedagogical purposes;
  - ◇ attendance/participation in pedagogical conferences; and
  - ◇ publications in pedagogical journals.
- Awards for and evaluations of teaching activities, for example:
  - ◇ pedagogical prizes, including the jury's justification;
  - ◇ results of course evaluations over an extended period; and
  - ◇ references from head of department, director of studies or colleagues.
- Other teaching qualifications.

#### 4.1.2.4 Account of other relevant expertise

As with research and teaching qualifications, the applicant is required to submit a detailed account (max. 1 page) of any other activities of relevance to the appointment.

##### **Presentation of other expertise**

The application should contain documentation of, for example:

- Administrative qualifications, for example:
  - ◊ staff responsibility;
  - ◊ financial responsibility;
  - ◊ educational responsibility; and
  - ◊ development responsibility.
- Decision-making and management.
- Experience of working outside academia.
- Collaboration with organisations outside academia.
- Engagement with third-stream activities.