



Date: 5 May 2018

Reviewed:

Revised:

Reg. no STYR

2018/137

Faculty Board

## **Guidelines for readership applications and appointments at the Faculty of Social Sciences**

This decision replaces the decision of 5 May 2015, reg. no STYR 2015/957.

### **Readership**

Lund University appoints readers if it considers it to be beneficial to the research and education at the University. However, there is no obligation to appoint readers. Considerations for appointments to readership shall be linked to the University's need for qualified expertise. An application for readership therefore requires support from a department. The department is to write a brief statement (certificate) justifying how the appointment to reader would benefit research and education at the department.

However, the title does not involve any right to employment or salary.

### **Qualifications**

Unless there are special grounds, the Faculty of Social Sciences primarily assesses applicants linked to Lund University – through employment at one of the social sciences departments, a completed doctoral degree in a social sciences subject at Lund University, or through an established research collaboration with a social sciences department at Lund University. The applicant must demonstrate documented research expertise and the teaching qualifications required in the subject of the readership.

### **Research expertise**

The applicant's overall production is to demonstrate his or her research expertise and ability to conduct research independently. To be appointed to reader, the applicant must have produced good quality research. Work that has been completed after the doctoral thesis should demonstrate how the applicant has progressed in both depth and breadth with regard to theory, empirical data and/or method. The applicant shall have contributed to the academic discussion within his or her field of research, through publications in international journals or books published by international publishers. The scope and substance of the applicant's production of research, at the time of application, is to correspond to at least one thesis in addition to the doctoral thesis.

The assessment is to consider the different publishing traditions within each subject. An extensive research production in Swedish publications can generally not make up for a limited number of international publications, unless they consist of articles in highly ranked journals, or individually written major works, such as an independent monograph. Internationally published books and articles are usually considered more weighty qualifications; however, the quality of the applicant's research is to be the deciding factor.

The applicant's ability to lead research, attract external funding, supervise students/doctoral students and disseminate research results, will also be factored into the assessment of his or her research production.



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### Teaching expertise

The title of reader is primarily associated with research expertise. However, a reasonable requirement is that the reader has experience in conveying their expertise in a manner conducive to learning. The applicant must therefore be able to demonstrate and document teaching of a minimum of 1,600 hours, or equivalent skills.

### Application

- The application is to be written in Swedish or English.
- The application is to include a certificate from the department.
- The application is to include:

#### 1. Report of research activities

The report is to consist of approximately three pages of running text providing a coherent and comprehensive description of the applicant's research activities. It is to clearly state the applicant's personal role and research findings, also from an international perspective. The report is to demonstrate how the applicant's research activities, after the doctoral degree, exhibit increased independence, breadth and depth. The applicant is to identify the parts of his or her research production he or she primarily wants to be assessed. The applicant is to briefly discuss the reasons for his or her selection, and state the relative significance of the selected titles in the applicant's general profile.

#### 2. CV

A complete CV stating the year of the doctoral degree should include research qualifications, such as current and previous appointments, research grants and projects, assignments as a supervisor, peer reviewer for journals, editor and visiting research fellow, networking experiences and collaboration with wider society.

#### 3. Complete list of publications

The list of publications must clearly state which publications were completed after the doctoral thesis. The applicant is to select a maximum of 10 research publications (marked with \*) for assessment. This selection must always include the doctoral thesis. If a selected publication has multiple authors, the applicant's contribution must be clearly indicated. If all of the selected publications were co-authored, the applicant must be the first author of at least two of them. The applicant's contribution to the co-authored publications is to be documented with a brief co-author certificate (see template, appendix 1). The publications are to be listed under the following headings, and include the year, publisher, journal, number of pages, and any co-authors:

- Doctoral thesis
- Books (monographs and edited anthologies)
- Peer-reviewed articles in research journals
- Chapters in anthologies
- Reports and investigations
- Popular science publications
- Study materials and textbooks



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4. Report of teaching activities

A brief overview of the applicant's teaching activities is to be attached, including a statement of teaching hours confirmed by a department representative. The type, volume and responsibilities with regard to teaching (e.g. course management, programme development) shall be stated, as well any duties of supervising students' degree projects.

5. Training in teaching and learning in higher education

A certificate of any supervisor training and/or other course in teaching and learning in higher education is to be attached.

**Application process**

The signed application, in accordance with points 1–5 above, is to be submitted electronically to the secretary of the Academic Appointments Board (see footer).

Once the application has been received by the secretary, it will be forwarded to the Readership Appointments Board, which is appointed by the Faculty Board. The members of the Readership Appointments Board will assess whether the application qualifies for an expert assessment, or if the applicant should apply again later, after obtaining further qualifications. If necessary, the Board may co-opt a professor in the subject concerned.

Once the Academic Appointments Board has given their consent, the applicant is to submit a complete application that includes his or her selection of publications. To facilitate processing, the application is to be divided into three parts:

- 1) Application including reports, CV and list of publications in accordance with points 1–5 above
- 2) Publications
- 3) Certificates

The application is to be submitted electronically to the secretary of the Academic Appointments Board (see footer):

The assessment of the qualifications for a readership will be based on a statement by an external expert. The expert should be a professor, and is appointed following a proposal from the department. The department is responsible for making sure that there is no conflict of interest.

Once the proposal for an external expert has been received and approved, the secretary of the Academic Appointments Board will send the application to the external expert. The expert statement should be 4–5 pages long.

Once the expert statement has been received, the Academic Appointments Board is to write a letter of recommendation/memorandum which, together with the application and the expert statement, provides the basis for the Faculty Board's formal decision on appointment.



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## Appendix 1: Template certificate of co-authorship

### Template 1: Swedish

Härmed bekräftar jag att (sökandes namn) är samförfattare till artikeln/kapitlet/boken (titel) publicerad i/på (tidskrift/förlag). Tillsammans bidrog vi med design, genomgång av relevant litteratur samt analys och tolkning av material.

*Alternatively:* Arbetsfördelningen såg ut som följer:

### Template 2: English

I hereby confirm that (name of applicant) is co-author of the article/chapter/book (title) published in/by (journal/publisher).

The work behind the publication was shared by the authors who collaborated in designing the text, reviewing literature as well as processing, analysing and interpreting data.

*Alternatively:* The division of labour between the authors was as follows: