



**LUND**  
UNIVERSITY

MEMORANDUM

1

17 October 2013

Reg. No A 10 S 2013/265

Board of the Faculty of Social Sciences

## **Instructions for applications for academic posts and promotion**

*These instructions replace instructions dated 9 February 2012, reg. No A 10 S 2012/64.*

Applications are to comprise five separate parts: 1. cover sheet, 2. curriculum vitae with appendices, 3. account of research activity, 4. teaching portfolio, 5. list of publications.

Applications for appointment as/promotion to professor are to be submitted in triplicate with publications in duplicate.

Applications for appointment as/promotion to senior lecturer or for appointment as adjunct professor are to be submitted in triplicate with publications in duplicate.

Applications for appointment as associate senior lecturer or postdoctoral fellow should be submitted in duplicate with publications in duplicate.

If the application and publications are submitted electronically, the applicant does not need to submit paper documents.

### **1. Cover sheet**

The cover sheet is to indicate what position is being applied for or if the application is for promotion. Applications for promotion are to indicate the subject of the post (exact wording). For applications for an advertised vacancy, the reference number must be given. The cover sheet is also to include the name, job title, home address, work address, telephone number and email address of the applicant. Applications are to be addressed to the Vice-Chancellor and signed by the applicant.

### **2. Curriculum vitae**

The curriculum vitae is to follow the format of the appended template. Only information relevant to the post in question should be included. The CV is to give a brief outline of appointments held and should be supplemented with certificates of employment and any other certificates to support the information given. Quantitative data on administrative experience is to be supplemented if possible with documents that provide evidence of its quality.

Teaching qualifications and experience are to be reported in accordance with the appended template.

The CV is to be signed by a person who can confirm that the information given is correct.

### **3. Account of research activity**

In this section, the applicant gives an account of his or her own role in research work. Research results should be placed in an international context. The applicant's assessment of his or her work should cover independence, productivity and quality. If any of the publications referred to were co-authored, a co-authorship statement should be appended that clearly indicates the contributions of each author.

The report is to relate to the research publications appended to the application. The role of the applicant in these publications should be particularly considered. In addition, the extent to which the research findings are judged to have contributed to the development of the subject concerned nationally and internationally should also be considered.

Other experience to report includes editorship, participation on editorial committees, organisation of scientific conferences and symposia, research prizes and awards, roles as a scientific expert in international inquiries and committees, and extended periods spent conducting research at universities abroad.

### **4. Teaching portfolio**

A teaching portfolio is a personal document that is to give a concrete and rounded picture of the applicant's work and development as a teacher. The role of the portfolio is to provide, in combination with the applicant's CV, a basis for the assessment of teaching expertise. Memorandum No G 14 S 2011/342 contains seven criteria for assessment of teaching expertise that can help with this presentation. In the portfolio, the applicant reflects on his or her view of the relationship between teaching and learning on the basis of his or her own experience and knowledge of students' learning. In the encounter between proven experience and ideas about learning, the portfolio thus helps to shape and express what can be called the applicant's teaching philosophy. However, the portfolio is also to contain practical examples taken from the applicant's teaching practice. Based on some suitable themes related to the teaching philosophy and the faculty's assessment criteria for teaching expertise, the applicant selects examples from his or her practice. The applicant should explain his or her choice of themes (why these themes in particular) and show how these themes are illustrated through the choice of examples from his or her practice (why these examples in particular). In summary, the applicant selects relevant examples from his or her teaching practice to illustrate themes that are considered important on the basis of his or her own teaching philosophy.

This thematic presentation, with accompanying examples, could take many different forms. It could, for instance, take its starting point in the different roles of the teacher, it could be problem-oriented and consider some principal teaching problems, it could be case-oriented and reflect on some real case studies, it could be chronological and follow the individual's development over time, it could focus on a few key ideas in theories of students' learning, or it could be based directly on different criteria for assessing teaching expertise. Moreover, the portfolio could combine these and a range of other thematic principles. What is vital is that the themes selected can be considered important in the light of both the applicant's

own teaching philosophy and the faculty's criteria for assessing teaching expertise, and that the examples presented from the applicant's practice clearly illustrate the themes.

### **5. Leadership and administration**

A short summary should highlight the most important components of the applicant's leadership and administrative experience.

The applicant should describe his or her own skills and experience in leadership and administration in order to provide a general picture of his or her ability to lead and develop activities and organisations and to work in a team.

**Academic leadership and administration – curriculum vitae**

### **6. Outreach**

A short summary should highlight the most important components of the applicant's outreach and innovation-oriented experience. If the application is for an advertised post, the description should be relevant to the specifications of the post concerned.

The applicant's skills are to be described briefly in order to provide a general picture based on the applicant's research and teaching experience. Outreach includes both various ways of communicating or reaching out to wider society, as well as contact with cultural organisations, authorities, politicians or other decision-making bodies relating to research or education. The dissemination of research-based information to wider society (third-stream activities) is to be described here, as is participation in discussions and debate on the boundary between academia and society.

### **7. Other relevant qualifications**

Other qualifications and experience of relevance to the post can be described here if they have not been mentioned under any of the above headings.

### **8. List of publications**

The publications should be listed in the following order:

- a) books
- b) original articles published in or accepted by peer reviewed journals
- c) book chapters
- d) reports
- e) conference papers
- f) popular science articles/presentations

*Those who wish to have their publications returned immediately following the decision on employment should give the ISBN or ISSN numbers. Otherwise, the publications may not be returned for two years (RA-MS 2005:31).*

The publications referred to in the application are to be marked.

NAME

CURRICULUM VITAE

Home address

Date

Telephone No

Email address

**Education**

Undergraduate degree in subjects x, y, z (year) appendix number

Licentiate degree in (subject and year) etc.

Doctoral degree in (subject and year)

Appointed as a reader (year)

Language skills

**Professional experience (most recent first)**

(including proportion of research, teaching, etc.)

Post as ... from-to appendix number

**Research or teaching visits abroad**

**Administrative positions**

Position as ... from-to appendix number

**Important positions of direct relevance to the post/promotion**

(year, position)

**Positions as editor, peer review**

**Learned/academic societies**

(only when appointed/elected member)

**Persons who have completed a doctoral degree or a postdoctoral fellowship under your supervision**

(name, dates)

**Contact with wider society**

**Academic experience**

1. Participation in/leadership of research projects, etc.
2. International experience (e.g. participation in conferences, visiting researcher)
3. Other (e.g. faculty examiner, journal editor, conference organiser)

**Teaching experience**

Applicants are to submit a teaching portfolio and an account of teaching qualifications/experience in accordance with the points below. The account is to include summaries of course evaluations, written statements from the head of

department and/or director of studies and other relevant individuals, as well as references and any prizes and awards.

Teaching experience

1. the scope of the teaching in terms of number of hours and levels
2. different methods used and forms of teaching, e.g. seminars, lectures, laboratory supervision, PBL, degree project supervision
3. different forms of examination
4. international experience, e.g. participation in international collaborative projects, teaching in different languages, teaching abroad

Teacher training and professional development

1. training in teaching and learning in higher education
2. other teacher training, e.g. a degree in education
3. other relevant training

Educational management and development work

1. development of teaching materials, such as production of books, compendia, laboratory supervision materials, films and suchlike
2. planning, management and development of new courses and course modules
3. evaluations and suchlike
4. education conferences, seminars, publications, etc.
5. funding received for development work
6. management positions, e.g. director of studies
7. study guidance
8. other, e.g. internal and external positions

Awards, prizes and suchlike

1. awarding party and jury's comments

Research studies

Applicable elements from the above are to be reported for work on research studies. In particular, experience as principal supervisor, supervisor (number of students supervised and degree achieved, as well as ongoing and completed supervision), and supervisor training is to be included.

Witnessed by (an individual who is familiar with the applicant's work history)

Name

Telephone number