



UMEÅ UNIVERSITET

The Faculty of Social Sciences instructions for application for and expert assessment of docentship

The instructions for application for and expert assessment of docentship at the Faculty of Social Sciences are intended for both applicants and experts.

The introductory section – directed to both applicants and experts – consists of:

- Prerequisites for appointment as docent
- Criteria for assessment of research and teaching expertise
- Format and content of the application

The concluding section – addressed to experts – consists of:

- Description of the expert's review

Prerequisites for appointment as docent

A person can be admitted as a docent if, through their research and teaching expertise, can be of benefit to research and education at Umeå University. In addition, the applicant must have a doctorate and be employed at the university. A person who has a long-term collaboration with a department, unit or equivalent at the Faculty of Social Sciences may also be admitted as a docent, if there are special reasons. In these cases, the application must be initiated and supported by the organisation where the research subject is located.

Docents can be admitted in the subjects in which third-cycle programs are offered at the faculty. Docent appointments may also be made in a subject that does not meet this requirement, but which is nevertheless within the field of social sciences and can be clearly linked to the activities of the faculty. Such cases may occur when the subject is a third-cycle subject at another Swedish higher education institution, when the faculty intends to build up competence in the area in order to eventually establish it as a third-cycle subject, or if the subject is of a cross-border nature. However, the subject must constitute a broad or general area, and not merely a specialization of an existing subject. In cases where the subject is not a doctoral subject the application must include a specific justification from the department or unit explaining why the subject is valuable to the faculty.

Criteria for assessment

Competence as a docent is primarily based on research expertise, but a docent is also expected to have teaching expertise to be able to adequately communicate their knowledge within and outside the university. A docent must also be able to assess the research and teaching expertise of others as an expert, on examination boards or as a faculty examiner, and to supervise doctoral students to a degree.



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Criteria for assessment of research expertise

Breadth and depth of research

Research expertise for a docent must be demonstrated through the candidate's own research, including both analytical skills and breadth of subject. Research conducted after the doctoral thesis should show progression in research depth or breadth.

Originality of research

The main research effort must be original, in other words, the research problems, methods and results must be new in relation to others' efforts. Originality in research also means that over time an increased independence in scholarly work can be demonstrated.

Productivity

The research production of a docent should correspond of at least to doctoral theses of good quality, be published in article or book format in reputable journals or by reputable publishers which apply the peer-review process. Docent competence cannot be based on research work that only exists in manuscript form which has not yet been accepted for publication. If a manuscript is accepted for publication a certificate to this effect signed by the editor or publisher must be attached. In the assessment, the publication tradition within a discipline can be considered. Importantly, quantity is not the same as quality.

Contributions to the international research community

The applicant must have contributed to the international research community, for example through publishing in non-Nordic journals or in international publishing houses with peer-review procedures, through research collaborations or participation in international research organisations.

Assignments within the research community

The applicant must be able to present evidence of assignments carried out within the research community, for example as opponent, expert or reviewer for a scientific journal or publisher.

Ability to obtain external research funding in competition

A docent at the Faculty of Social Sciences has obtained research funds in competition with other parties, through active participation in an application process.

Ability to collaborate and engage with the wider community

Dissemination of research findings through, for example collaboration with industry and community organisations, authorship of popular science works or participation in public debate.



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Criteria for assessment of teaching expertise

The teaching expertise required for a docent position are equivalent to those required for appointment as a senior lecturer and must be demonstrated through documented experience of teaching on a scientific or artistic basis within higher education. This expertise can be supplemented through training in higher education pedagogy.

Applicants who already hold a position as an associate professor or have been awarded the title Recognized or Distinguished University Teacher (Meriterad eller Excellent lärare) are considered to have met the criteria for teaching expertise as long as the skills are within the area of the docent's subject and the applicant can demonstrate skills in supervision at a postgraduate level.

The criteria for teaching expertise consists of:

- the ability to plan, implement and evaluate teaching, and an ability to supervise and assess students at all levels of education
(the competence to supervise at postgraduate level is usually demonstrated with a higher education pedagogy course; corresponding the Center for Educational Development's course *Postgraduate supervision in practice*)
- an ability to vary teaching methods and examination formats in relation to intended learning outcomes and the nature of the subject
- experience of collaboration with the wider community in planning and implementing education
- participation in the development of learning environments, teaching aids and study resources, and
- a reflective approach to student learning and one's own role as a teacher.



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Format and content of the application

The application is addressed to the Dean of the Faculty of Social Sciences and the cover sheet for the application is sent to the registrar (registrator@umu.se). The cover sheet must state the applicants name, the subject of the docentship and the cover sheet must be signed by the applicant.

The responsible administrator at the Faculty Office of Social Sciences then creates a case in Varbi and gives the applicant the opportunity to upload the documentation for the application in the case.

Both research and teaching merits should be strengthened with certificates, references or other materials.

1. Resume including

- a) Doctoral degree (year, discipline, higher education institution, title of thesis and name of supervisor).
- b) Postdoctoral stays and guest lectureships (year and location).
- c) Current position (duration of appointment and extent).
- d) Previous relevant positions (indicate type of employment and duration of appointment).

Indicate any career breaks in the resume. These are breaks that may have affected your career prospects due to parental leave, leave due to illness, positions of trust or other similar circumstances (specify the reasons and indicate both date and the extent of the break).

2. Presentation of research expertise

Applicants should describe their scientific merits (maximum of seven pages) under the following headings:

Breadth and depth of research, originality, productivity and internationalisation

- Research activities to date (the account should emphasize the own contributions to the development of knowledge through examples from the works cited).
- Applicants' progression in terms of theory, empirical work and methodology should be described.
- Any overlap between different publications should be indicated and the role of the author should be clarified in case of co-authorship.
- Participation in scientific conferences (specify if you have contributed as conference organiser or organized sessions).
- Short description of ongoing and planned activities.



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Assignments within the research community

- Academic assignments such as external reviewer, journal editor, referee assignments for international journals, assessment assignments on research councils, expert assignments and similar.
- Directorships in research activities.
- Management experience, such as Head of Department, work in planning and management bodies at faculty or university level.
- Research awards and prizes.

External research funds obtained in competition, excluding travel or conference grants

- Specify project name, funder, year and amount as well as whether you were the main or a co-applicant.

Collaboration and engagement with the wider community

- External contacts in research and collaborative projects with external actors.

Other scientific merits

- This section lists qualifications that does not fit under the other headings.

3. Presentation of teaching expertise

Applicants who are an associate professor or have been awarded the title Recognized or Distinguished University Teacher (Meriterad eller Excellent lärare) are considered to have already met the criteria for teaching expertise – if the teaching expertise are within the area of the docent's subject and the applicant can demonstrate skills in supervision at a postgraduate level. If this is the case, the applicant only needs to submit a certificate from the department or unit stating that the expertise is in the subject area of the application and a certificate of completion of university pedagogical training in doctoral supervision and a description of experience of supervisory assignments at doctoral level.

Applicants who are not associate professors, or Recognized or Distinguished University Teachers (Meriterad eller Excellent lärare), should describe their teaching expertise (maximum of four pages) under the following headings:

The ability to plan, implement and evaluate teaching, and an ability to supervise and assess students at all levels of education

- List of your teaching activities by scope and level.
- Provide details of your experience of supervision of independent work and teaching at second-cycle or third-cycle level.
- Doctoral supervision (state name, year and specify whether you were the main or secondary supervisor).



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The ability to vary teaching methods and examination formats in relation to intended learning outcomes and the nature of the subject

- Outline of course development and pedagogical development work, educational planning an educational administration.
- Evaluation of teaching initiatives (by the Head of Department, department study director or a programme director).
- Teaching awards and prizes.

Experience of collaboration with the wider community in planning and implementing education

- Directorships in educational activities.

Participation in the development of learning environments, teaching aids and study resources

- Management experience such as director of studies at first, second or third-cycle level.

A reflective approach to student learning and one's own role as a teacher

- A self-reflection on student learning and one's own teaching role.

Other teaching merits

- This section lists qualifications that do not fit under other headings, such as a description of the scope and content of university pedagogical training and continuing professional development.

4. Complete list of publications

Publications must be divided under appropriate headings for the subject (dissertation, books, book capital, articles, etc.) but it must always be clearly stated whether the publication is or is not peer-reviewed. List the most recent works first. Clarify your own role in any co-authorship, by means of an attached author declaration, or in the body text of the research statement. Highlight in the list of publication any overlaps (for example, between dissertation and articles) with a hashtag (#).

Include an URL to at least one researcher ID profile (for example, ORCID, ResearcherID, Scopus Author ID, or Google Scholar).

5. Referenced publications

A list of the (maximum 10) publications which the applicant references in the first instance. Your dissertation should be included in the list.



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Other cited publications must be peer-reviewed and not contain material from the thesis unless substantial development of the material can be demonstrated (for example, new analyses or expanded data collection). Clarify own role in co-authorship and how the publication demonstrates progression in research expertise.

Applicants may only refer to scientific papers that have been published or accepted for publication by the application deadline.

6. Other merits

Any other merits that do not fit under any of the other headings can be included here.

7. Appendices

- a) Copies of degree certificates.
- b) Copies of the relevant certificates of employment and similar.
- c) A reference letter from the Head of Department for the subject to which the associate professorship relates.
- d) Course certificate from courses in university teaching and similar.
- e) Copies of certificates of research and teaching prizes and awards.
- f) Author's declarations, if any.
- g) Other appendices to substantiate the expertise cited in the application.

External experts' review

For each assessment for a docent position, an external expert from the relevant subject area, and who is active at another higher education institution, is appointed. The review by the external expert consists of assessing the applicant's research and teaching expertise in accordance with the previously stated criteria, and to submit a written statement on the matter according to the following instructions.

The statement should be approximately three to four pages (1 600 words). The statement should clearly state whether the expert considers that the applicant's research expertise is of sufficient quality that the applicant can be accepted as a docent.

The statement must include descriptions of:

- the applicant's research orientation, scope of production and progression
- the applicant's contribution to relevant scientific literature through examples from the applicant's research production, and
- an evaluation of the contributions in relation to the field of study.

In the statement, the expert clearly states whether he or she proposes to reject or grant the application.