



# The Faculty of Social Sciences instructions for applications for and expert assessment of appointment as assistant professor (7 years)

The instructions for applications for and expert assessment of appointment as assistant professor at the Faculty of Social Sciences are directed to both applicants and experts. These instructions apply when the seven-year time limit from the date of the doctoral defense is relevant to the appointment.

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

- Qualification requirements for appointment as assistant professor
- Criteria for assessment of research and teaching expertise
- Assessment of promotion to associate professor
- Format of the application

The concluding section – addressed to experts – consists of:

- Description of the expert's review

## **Qualification requirements for appointment as assistant professor**

When making appointments, attention must be paid only to objective factors such as service merits and expertise (Chapter 12, Section 5 of the Instrument of Government). Expertise must be a primary consideration, unless there are special reasons for doing otherwise (Section 4 of the Public Employment Act).

In the Rule – Appointments Procedure for Teachers at Umeå University the qualification requirements and assessment criteria for the appointment and promotion as well as the expert's review is specified.

A person who has been awarded a doctorate or has achieved equivalent research expertise is qualified for appointment as assistant professor. Priority should be given to candidates who have been awarded their doctorate or have achieved equivalent research expertise no more than seven years before the deadline for the application for appointment as assistant professor. However, a person who has been awarded a doctorate or has achieved equivalent competence earlier can also be considered if special reasons exist.

The purpose of the appointment is that an assistant professor is to be given the opportunity to develop their independence as a researcher and acquire research and teaching qualifications to meet the qualification requirements for appointment as associate professor.

An assistant professor may be appointed for an indefinite period, but for no longer than at least four years and at most six years. The period of employment is stated in the



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employment profile and advertisement of the position. The appointment may be extended, but for no longer than two years, if further time is required in order to achieve the aim of the appointment as a result of the assistant professor's absence due to illness, parental leave or other special circumstances.

### **Criteria for assessment**

As assessment criteria to be considered, such as research, teaching or administrative skills, must be stated in the announced positions employment profile and advertisement. A general assessment criterion for assistant professor is the potential to qualify for employment as associate professor.

General assessment criteria for all teacher categories are a good ability to cooperate and the expertise and suitability required in general to complete the work duties well.

### **Criteria for assessment of research expertise**

#### **Width and depth of research**

Research expertise must have been demonstrated by independent research work. In the account, the applicant's own contribution to the development of knowledge must be pointed out through examples from the listed works.

With regard to cited publications: Any overlap between different publications must be indicated. In the case of co-authorship, the candidate's own role must be made clear.

#### **Originality of research**

The originality of the research is described by an account of the applicant's basic academic outlook. Scholarly awards and prizes can also be used to describe the originality of the research.

#### **Productivity**

The applicant must have demonstrated skills in planning, conducting and reporting research. This can be exemplified through publications (to be stated in an attached list of publications) or granted external research funding (state the project name, financier, year and amount, and if you were the main applicant or a co-applicant).

#### **Contributions to the international academic community**

Contributions to the international academic community can be demonstrated through, for example, participation in academic conferences or publications in international journals or with international publishers.

#### **Engagements within the academic community**

Engagements within the academic community can be engagements in the form of reviews or positions of trust or serving as a referee for national or international journals.



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### **Collaboration with the outside society**

The communicating and spreading of research demonstrate the imparting of knowledge gained through independent research to others, for example, through cooperation with trade and industry and public organisations, or participation in public debate.

### **Criteria for assessment of teaching expertise**

For appointment as assistant professor, pedagogical skills are based on demonstrated interest in pedagogical development within the subject area, and also on experience of academic or artistic teaching at higher education level. Competence can be supplemented through training in higher education teaching and learning.

### **Assessment of promotion to associate professor**

The application for consideration for promotion from assistant professor to associate professor must be submitted six months before the fixed-term employment ends. The application shall be structured according to the instructions for applications for and expert assessments of appointment as associate professor and be assessed by an external expert.

The criteria for promotion to associate professor are the same as for employment as associate professor. Additional criteria may apply. These do not have to be stated in the employment profile or advertisement but must be established and documented no later than in connection with the appointment as assistant professor.

### **Format of the application**

At Umeå University, applications for advertised appointments is made via a digital application system (Varbi). The applicant follows the instructions in the digital recruitment system, in which the required documents are uploaded.

All documents must have to be received by the university at the end of the application period. The digital application system closes at midnight on the last day of application.

### **A complete application for appointment as assistant professor includes:**

- personal letter, including contact details
- list of qualifications/CV
- publication list
- report on research or artistic activities
- statement of intent/programme regarding research activities
- report on educational activities
- copies of relevant degree certificates
- specifically cited research - **doctoral thesis and a maximum of five additional publications** - and a list of these
- references including contact details



## UMEÅ UNIVERSITET

Applicants may only refer to such scientific works that has been published or accepted for publication by the end of the application period.

A late application or an addition to an application may be taken into consideration if there are special reasons.

### **Description of expert's review**

#### **Background**

The expert's review of the applicants is covered by the regulations stated in Chapter 12, Section 5 of the Instrument of Government, Chapter 4 Higher Education Ordinance, Appointment Procedure at Umeå University and the instructions in this document introductory section.

The basis for the expert's assessment consists of the documents submitted by the applicants, the advertisement and employment profile for the position as well as interviews and, if applicable, trial lecturers. The experts' task is to examine and assess the applicant's skills. This refers to the scientific, teaching, administrative and other skills of qualified applicants. Equal attention shall be paid to the assessment of scientific and teaching skills.

When the expert's review is handed to Umeå University it becomes an official document in accordance with the rules covering government authorities.

#### **General information regarding the role of expert**

In relation to the agreement on the assignment as an expert a timetable must be determined and any conflict of interest must be clarified. If the expert is aware of circumstances that may be assumed to constitute a conflict of interest, the expert must inform the recruitment committee's administrator without delay.

Access to the application documents is obtained after a decision has been taken on the appointment of experts for the process. In the e-recruitment system you will find the:

- advertisement
- employment profile
- list of applicants
- Umeå University's appointment procedure
- The Faculty of Social Sciences instruction for applications for and expert assessments of appointment as assistant professor (7 years)

The expert shall only assess:

- the qualifications attached to the application and achieved at the latest by the end of the application period,
- the publications that applicants refer to and attached to their application, and
- the applicant's performance during the interview and during a potential trial lecture



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### **The experts' assignment**

The assignment as expert must be carried out independently. The expert's statements guide the recruitment committee in its deliberations and contributes with an important input to the recruitment process. The experts can choose to write the statement in English or Swedish. The task of an expert consists of three parts as follows:

#### **1. The first statement**

The first statement is expected to begin with a summary of each applicant's merits together with an explanation of whether the applicant meets the eligibility requirements for the announced position. These requirements can be found in the employment profile and advertisement for the position. Where applicants are deemed ineligible, the reason must be clearly stated.

Based on the assessment criteria for the position and the balance between these, the expert must present a detailed assessment of the applicants who should be considered for an interview and a potential trial lecture (top group). Usually, around three to four applicants are placed in the top group.

The expert is expected to give a thorough account of the merits of each applicant who has been placed in the top group and explain how these applicants differ from other eligible applicants for the announced position.

The top group of applicants should not be ranked in the first statement.

#### **2. Interview and trial lecture**

The announced positions recruitment group is responsible for initiating and conducting interviews and potential trial lectures with the applicants. The experts will be present online or on site. The expert has the right to speak at both the interview and the trial lecture.

#### **3. The second statement**

The experts' assignment ends with the expert weighing the interviewees' respective merits based on the announced position assessment criteria and the balance between these. The weighing must be clear and carefully consider the assessment criteria in relation to each of the applicants in the top group. The expert is also expected to consider the applicant's performance during the interview, and the trial lecturer if one was conducted.

The second statement should result in a ranking of the candidates interviewed, with a clear justification.

### **Reimbursement for the task**

The reimbursement for the assignment is paid to the expert after the statement has been submitted and the overall documentation have been assessed as complete based on the applicable instructions. The general level of reimbursement is determined according to a general decision of the dean and any possible premium for leaving the statement with a tighter deadline may be added.