



Application instructions

The instructions apply to applicants for positions as professor, adjunct professor, university lecturer (associate professor), adjunct associate professor, researcher, junior faculty positions as associate senior lecturer and research fellow at the Faculty of Medicine.

Umeå University is using an electronic recruitment system. Please follow the instructions and upload the documents stated in 1-10 below. Make sure that you name your documents correctly. It is important that you follow these instructions so the recruitment team and expert advisor can make a fair assessment of your application.

Application professor: Foreign expert advisors will participate in the scientific assessment of the applications. Please write your application in English in order to ensure that your application is assessed correctly.

Applications for promotions and adjunct professor or adjunct senior lecturer should be uploaded in Varbi, please contact faculty coordinator, ADN.medfak@umu.se.

Your application should include the following documents:

1. A cover letter including contact details
2. Curriculum vitae
3. List of publications
4. Presentation of scientific activities
5. Research plan
6. Presentation of educational activities
7. Presentation of clinical activities
8. Presentation of development and management of activities and personnel
9. Copies of relevant diplomas
10. References including contact details to at least 2 references

For the application to be considered, it must be complete, including all documents as listed above, according to the given instructions.

Additional information to point 2-10

2. Curriculum vitae

For applicants for assistant professor positions: Applicants who wish to cite special reasons for deductible time must describe the reason for a longer break in their active research time after the completion of the doctoral degree, and indicate the time calculated as full-time and rounded up to whole calendar months. Refer to the job advertisement for special reasons for deductible time.

3. List of publications

The applicant should specify an author's index stating, for example, the h-index according to Web of Science and/or SCOPUS (alternatively, specify author identification such as ORCID ID). The individual work that is included in the thesis should be highlighted. Enter the names of all authors in the order listed on the publication, mark in **bold** the applicant's name. Enter the title of the thesis, the full name of the journal, volume number, first and last page and publication year.

If an article has more than six authors and the applicant is not a first or last name, the applicant shall specify how the applicant contributed to the publication according to recommendations from ICMJE



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<http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>

How to specify the publication list:

- A. List 10 publications or other work that you think mainly should be considered. Please explain and comment the selection.
- B. Original articles - original scientific papers published in international "peer-reviewed" journals. Publications in national journals (e.g. Läkartidningen) should be listed under E.
- C. Manuscripts which are under peer review in international journals.
Note that only manuscripts that are of sufficient importance to be among the 10 selected works under item A should be listed here.
- D. Review articles
If applicable, also state the editor and publisher.
- E. Scientific articles in national journals
Articles published in "Läkartidningen" or similar can be stated here.
- F. "Correspondence"
Published "letters to the editor" in, for example, Nature, Lancet, etc.
- G. Reports of scientific meetings
Brief general papers from scientific meetings. Note! Conference abstracts should not be included.
- H. Textbooks
State whether these are for undergraduate- or graduate programs. Include publisher, year of publication and page references (first to last).
- I. Miscellaneous
International reports, etc. State title, author and activity.
- J. Patents
- K. Other scientific qualifications
For example, active participator in international scientific conferences as an invited speaker or moderator.

4. Presentation of scientific activities

Scientific collaboration and external research funding

Account for your national and international collaborative projects, external research funding received as principal during the past five years (the funding body, amount, date, etc.) external research funding received as co-applicant during the last five years (the funding body, amount, date, etc.). It must be clear whether you are the principal or co-applicant of the accounted research funding. Finally, please state local sources such as e.g. ALF-grants or smaller local funds.

Research supervision/education

Account for your ongoing supervision of doctoral students. State the registration date and the midterm follow-up for doctoral students that you have been a supervisor for up until doctoral dissertation or



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licentiate. The summary shall clearly indicate which doctoral students you have been the main supervisor or co-supervisor to, and which of these that have become docents. Describe the activity as a lecturer and organizer of postgraduate courses and development work in postgraduate studies.

Assessment of others' work

Account for your assessment such as evaluation, specialist assignments, review assignments, 'peer-review' assignments, editorship, member of the examining committee and assignments as a faculty opponent, assignments within international scientific bodies.

5. Research plan

A research plan – only one - that describes the applicants primary research, must be appended. This must be written on a maximum of eight pages (references not included) and must include (exceptions, see below*):

- Introduction/Background
- Hypothesis/Aim
- Description of project/Methods
- Preliminary results
- Significance/Relevance
- Independent line of research. If your project is an extension of, or built upon your thesis or postdoctoral project, describe how your current project relates to your former supervisor's research and your role in the project. If your research is or will be part of a larger research collaboration, describe how your project relates to the other projects within collaboration.
- References

*) Research programs developed in accordance with instructions for national research councils (e.g. VR, Forte, Formas) are also accepted, even if they deviate from the above specified number of pages and headings. Independent line of research must, however, always be described.

6. Presentation of educational activities

According to the Higher Education Ordinance (ch 4, § 5), "equal attention shall be given to the assessment of educational skills as to the assessment of scientific skills".

The educational activities are divided according to the following headings:

- Self-reflection (maximum 4 pages)
- Teaching activities (please use the Hiring and Docent Board's template or a similar table to report teaching hours¹)
- Educational training and continued professional development
- Development of courses
- Teaching administration/course master
- Outcome of course evaluations
- Research within educational science
- Other educational qualifications
- e.g. information and education materials, primarily aimed at actors outside the universities and with an interest in the subject/area.

Please note that the educational qualifications must be verified by certificates, course evaluations, references and other relevant material.

¹Template can be found (2025-10-02) at <https://www.umu.se/en/faculty-of-medicine/about-the-department/academic-positions-and-docentship/>



7. Presentation of clinical activities

Examples of areas that could be accounted for by applicants for clinical positions.

Clinical competence and formal training

Document here, including dates:

- completion of clinical training documented through specialist competence/continued professional development (specialist degree is a merit)
- number of years of service as a specialist
- experience in clinical work
- leadership within the clinic
- participation in on-call services (number of years as senior physician on call)
- own clinical competence/profile area (specialist knowledge, which e.g. resulted in patients being referred regionally or nationally)
- documentation of clinical competence (breadth and quality)
- expert assignments within healthcare organizations and other agencies/organizations as a result of clinical competence.

Clinical development work

Document here, work that has improved care or has been of a cost-efficiency nature, as well as participation in clinical teaching.

- development/establishment/evaluation of new forms of treatment regimens
- development of national/international clinical guidelines
- clinical supervision for specialist and/or continued professional development
- participation in pharmaceutical recommendations, pharmaceutical committee work

8. Presentation of development and management of activities and personnel

Formal education

Account for the formal education and degrees in economics, personnel administration and leadership and ethics, gender equality, work environment and environmental issues.

Leadership positions

Account for positions of responsibility and leadership internal and external the academia.

- chair of academic boards (or equivalent), investigations, national and international projects, etc. Number and type.
- conference organizer (number and type)
- Directorships at companies, public authorities and national or international organizations (number and type).

Committee work

Account for:

- work on committees, boards and adviser at local, national and international level
- honorary positions within academic organizations
- student union work

Active work with ethics, gender equality, work environment and environmental issues

Account for active work with ethics, gender equality, work environment and environmental issues.

Clinical management and collaborative skills



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Account for ability to organize different activities and to lead organizations. This includes among others:

- principal responsibilities/areas of responsibility
- administrative assignments in healthcare
- implemented quality assurance procedures
- set-up of team activities/interdisciplinary clinical collaboration projects
- capability to lead and collaborate with colleagues and other staff groups in healthcare.

9. Copies of relevant diplomas

Certificate that strengthens your education and teaching, e.g:

- specialist diploma
- Ph.D. diploma
- course certificate (e.g. higher education courses)
- license to practice/professional status qualification etc.

10. References including contact details to at least 2 references

References are usually requested in connection with the employment position interview or before an offer of employment. We recommend that the references stated in the application be informed in advance.