

# Rules and Instructions for Appointment as a Professor on Scientific Grounds at the Faculty of Science, Technology and Media

**Published:** 1 March 2024

**Decision-maker:** Board of the Faculty of Science, Technology and Media.

**Responsible function:** Academic Appointments Council

**Administrator:** Annika Berggren

**Date of decision:** 31 January 2024

**Period of validity:** 1 March 2024 until further notice

**Latest review:** 10 June 2020

**Summary:** This document contains supplementary rules and instructions to Mid Sweden University's Employment Procedures, with regard to appointing professors on scientific grounds at the Faculty of Science, Technology and Media.

**Earlier versions:** Replaces the document *Instructions for Appointment as a Professor at the Faculty of Science, Technology and Media*, established 10 June 2020, reg. no. MIUN 2020/1335.

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## 1 Introduction

The appointment and promotion of teachers at higher education institutions is regulated in the Swedish Higher Education Ordinance (SFS 1993:100). The provisions of the Higher Education Ordinance are supplemented by Mid Sweden University's local employment procedures. The Faculty may also supplement these with more detailed instructions. The instructions in this document apply to recruitment as and promotion to professor, when the application is based on scientific grounds.

Questions should be addressed to the relevant administrator at the Faculty of Science, Technology and Media.

## 2 Expert review

When recruiting, the applicant's competence shall be assessed by three external experts who are qualified for appointment as a professor. In the case of promotion to professor, the applicant's competence shall be assessed by two external experts who are qualified for appointment as a professor.

The points of departure for assessment when appointing professors are described in Section 3.1 Qualifications and assessment criteria. Specific rules and instructions for recruitments and promotions are described in Sections 3.1.1 and 3.1.2 respectively.

With regard to the design and content of expert opinions, please refer to **separate instructions to external experts** regarding appointments on scientific grounds.

In order to be considered qualified for recruitment as a professor, three positive expert opinions are required, and for promotion to professor, two positive expert opinions are required.

## **3 Appointment as a professor**

### **3.1 Qualifications and assessment criteria**

This section sets out the qualification requirements stated in Mid Sweden University's Employment Procedures, as well as the Faculty's supplementary qualification requirements and assessment criteria.

#### **From Mid Sweden University's Employment Procedures**

Pursuant to Section 3 of Chapter 4 of the Swedish Higher Education ordinance (SFS 1993:100), qualification requirements for employment as a professor, except in disciplines in the fine, applied or performing arts, are fulfilled by someone who has demonstrated both research and teaching expertise. The assessment criteria for appointment as a professor must be the degree of expertise required as qualification for employment. As much attention must be given to the assessment of teaching expertise as to the assessment of research or artistic expertise.

Qualification for appointment as a professor usually requires training in teaching and learning in higher education equivalent to 15 credits, or at least 10 weeks of full-time studies. If they do not fulfil this requirement, a successful candidate shall obtain the qualification within two years of appointment. For promotion, this training must be completed in accordance with Mid Sweden University's Employment Procedures.

#### **The Faculty's supplementary qualification requirements and assessment criteria**

The applicant's research and teaching expertise shall be adequate and exceed the level required for appointment as an associate professor in terms of both quality and quantity, and other expertise shall also be good. In weighing up an application, excessive weakness in research or teaching expertise cannot be compensated with excellent qualifications in another area. A professor employed at the Faculty of Science, Technology and

Media at Mid Sweden University must be deemed to be conducting research and teaching activities to a very high standard.

To qualify for appointment as a professor at the Faculty of Science, Technology and Media, the applicant shall have:

- undergone formal training for supervising doctoral students or equivalent documented competence; and
- experience of supervising research demonstrated through the active supervision of third-cycle students. For this purpose, active supervision means acting as principal or assistant supervisor for an extended and crucial period of a third-cycle student's programme. Ideally, the applicant should have supervised at least one third-cycle student to the award of a Degree of Doctor; however, if this is not the case it may be acceptable to demonstrate that they have actively supervised several third-cycle students over extended and crucial periods of their third-cycle programme. Applicants shall provide an account of their third-cycle supervision from both a research and pedagogical perspective.

In addition to the above, the **quality criteria** established by the Faculty of Science, Technology and Media and described in **Section 3.2** also provide **useful qualifications**. However, these are only intended to support assessment and, as such, **it is not necessary for the applicant to meet all of the criteria** to be considered competent for appointment as a professor.

The criteria for assessing applicants for recruitment as or promotion to professor are described below in Sections 3.1.1 and 3.1.2.

### **3.1.1 Assessment when recruiting**

Recruitment as a professor is based on the qualification and assessment criteria described in Section 3.1 and specified in the published announcement.

If there are several qualified applicants, the applicants' competence is assessed and a group of leading candidates identified. Where appropriate, the candidates are ranked according to the quality criteria described in Section 3.2 and relevance to the announced position, in which case the external experts should be notified in advance.

**The quality criteria** are intended to support assessment in order to differentiate applicants and, as such, **it is not necessary for the applicant to meet all of the criteria** to be considered competent for appointment as a professor.

### **3.1.2 Assessment and requirements for promotion from senior lecturer**

To be promoted from senior lecturer to professor, the applicant must fulfil the qualification requirements for appointment as a professor according to Section 3.1. Before applying for promotion, the Faculty's requirements for formal training in supervising third-cycle students and minimum requirements for supervising doctoral students must be met, as stated in the same section.

The subject area of the professorship must be the same as or closely related to the subject taught as a senior lecturer.

Pursuant to Section 6.4 of Mid Sweden University's Employment Procedures, the applicant must also have completed the prerequisite course in teaching and learning in higher education for 15 credits, equivalent to at least 10 weeks of full-time study. If the applicant has undertaken all or part of their training in teaching and learning in higher education at another higher education institution, this will be assessed in relation to the requirements of the Employment Procedures, which are based on recommendations by the Association of Swedish Higher Education Institutions (SUHF). In such cases, prospective applicants are urged to contact the responsible administrator at the Faculty Office before applying for promotion for further information about the assessment process. If the

assessment is that previous training in teaching and learning in higher education needs to be supplemented, this must be completed before an application for promotion to professor is submitted.

In addition to the above, an assessment is made based on the quality criteria in Section 3.2. These are intended to support assessment and, as such, **the applicant does not need to meet all of the criteria** to be considered competent for appointment as a professor.

### Exemption from external review

If an applicant is a recognised university teacher according to Mid Sweden University's system for the acquisition of educational qualifications, the requirement for teaching competence is considered to be met for promotion to professor and no further external review of teaching expertise is necessary.

## 3.2 Quality criteria for appointing professors

### 3.2.1 Research expertise

A high level of research expertise demonstrated by, for example:

- high-quality research activities resulting in a significant body of publications;
- recognition as a leader in the subject area nationally and international recognition;
- autonomy displayed as a senior researcher contributing valuable ideas and initiatives to publications;
- the ability to obtain funding in national and/or international competition;
- being adjudged to have a good ability to establish a research group and develop and lead a process; and
- being adjudged to have a good ability to supervise third-cycle students from a research perspective.

### **3.2.2 Teaching expertise**

A high level of teaching expertise demonstrated by, for example:

- good references for teaching expertise in the first, second and third cycle;
- training in teaching and learning in higher education for 15 credits, equivalent to at least 10 weeks of full-time study;
- extensive documented autonomous responsibility for planning, implementing and evaluating their own courses and examining course participants;
- extensive documented autonomous management responsibility as a director of studies, course coordinator or programme coordinator;
- other extensive documented experience of pedagogical relevance, such as pedagogical development work;
- extensive documented ability to supervise third-cycle students through the various stages of their programme; and
- documented experience of individual supervision in both the first and second cycle of, for example, advanced studies.

### **3.2.3 Other expertise**

Good references for other skills, such as:

- administrative ability;
- developing and leading organisations and staff; and
- the ability to collaborate with the surrounding community.

## **4 Instructions to applicants**

**Applications for announced appointments** at Mid Sweden University are submitted via the University's recruitment system. In the event that proof of qualifications cannot be submitted digitally, all documents must be submitted in four copies and clearly marked with the title and reference

number of the position being applied for. Send the documents to: The Registrar, Mid Sweden University, 851 70 Sundsvall.

Prior to planning an application for promotion, contact the Faculty Board for an assessment of whether or not a complete application needs to be submitted. Depending on previous teaching qualifications, it may not be necessary to submit a complete application.

**Applications for promotion** are sent to [Registrator@miun.se](mailto:Registrator@miun.se). The application will then be given a reference number.

As a general rule, applications should be written in English and all documents should be validated.

Documentation of qualifications is required in order to assess your application. It is the responsibility of the applicant to document their qualifications in a manner that permits objective, qualitative assessment. Incomplete applications will not be considered.

Below is a list of important information as a point of departure for assessing research, teaching and other expertise. Next to some points you will find examples of how qualifications can be documented.

Please note that listed qualifications are only examples. An applicant may lack some or have additional qualifications in certain areas.

## 4.1 Instructions on applying

### 4.1.1 Letter of application including list of appendices

State the position/promotion and subject to which the application relates. For recruitments, state the reference number. A letter of application must include name, home address, work address, telephone number and email address. Your letter of application must include a list of appendices with documentation of the following qualifications.

## **4.1.2 Curriculum vitae (CV)**

Attach relevant validated certificates and other documentation of your qualifications, research expertise, teaching expertise and other skills.

The CV should include the basic information and accounts of research, teaching and other expertise described in Sections 4.1.2.1–4.1.2.4 below.

### **4.1.2.1 Basic information**

The CV should include:

- education (Degree of Doctor and other relevant qualifications);
- qualifications for appointment as a docent/associate professor; and
- current and previous positions and periods of appointment.

### **4.1.2.2 Account of research activities**

The applicant is required to submit a detailed account of their research activities. This account should cover the applicant's work with internationalisation, intentions regarding their future research, and other efforts to achieve Mid Sweden University's overarching objectives.

#### **Presentation of research expertise**

- Degree certificates or equivalent.
- List of scientific works/publications. If articles are coauthored, the applicant's individual contributions must be clarified. For example:
  - ◇ doctoral thesis and separate articles/manuscripts included therein;
  - ◇ articles published in national and international scientific journals;
  - ◇ conference papers;
  - ◇ books and chapters in anthologies;
  - ◇ popular science publications;
  - ◇ patents; and

- ◊ other publications.
- List a maximum of 10 publications as a basis for assessment.
- A brief account (max. 4–5 pages) of and reflection on their own research activities, including goals, strategies and research programme description.
- Assignments/appointments to committees, boards, etc.
  - ◊ external expert
  - ◊ reviewer
  - ◊ prioritisation groups
  - ◊ evaluator.
- Awards and prizes.
- Participation in national and international conferences, etc.
- An account of third-cycle supervision from a research perspective.
- Other research qualifications (that do not fit under the other headings).

#### 4.1.2.3 Account of teaching expertise

As with research qualifications, the applicant is required to submit a detailed account of their teaching activities. Ideally, teaching qualifications should be documented in a teaching portfolio.

The account should include the applicant's pedagogical approach, work on internationalisation, intentions regarding their teaching, and other efforts to achieve Mid Sweden University's overarching objectives.

#### **Presentation of teaching qualifications**

- List of teaching positions.
- Teaching activities and planning, for example:
  - ◊ the scope, variation and level of teaching;

- ◇ course coordination, scope and cycle;
  - ◇ experience of different types of instruction and modes of assessment;
  - ◇ choice and production of teaching and examination materials;
  - ◇ course development;
  - ◇ participation in planning courses and programmes and developing types of instruction; and
  - ◇ experience of popular science activities and scientific communication.
- Supervisory experience, for example:
    - ◇ nature, scope and cycle (first, second, third) of supervision;
    - ◇ level of responsibility for supervision;
    - ◇ organisation of supervision; and
    - ◇ participation in the development and planning of third-cycle programmes.
  - Pedagogical studies and development work, for example:
    - ◇ mentorship;
    - ◇ participation in pedagogical training courses and seminars;
    - ◇ participation in pedagogical projects;
    - ◇ examples of how course evaluations are used and the resulting changes;
    - ◇ study trips for pedagogical purposes;
    - ◇ attendance/participation in pedagogical conferences; and
    - ◇ publications in pedagogical journals.
  - Awards for and evaluations of teaching activities, for example:
    - ◇ pedagogical prizes, including the jury's justification;

- ◇ results of course evaluations over an extended period; and
  - ◇ references from head of department, director of studies or colleagues.
- Other teaching qualifications.

#### **Pedagogical approach**

- Reflections on their own teaching (max. 4 pages).

This report should cover the following points:

- ◇ A description of their own views on knowledge, learning, teaching and leadership, and how these have been developed and applied.
  - ◇ Reflection on their own activities in relation to the goals and working conditions.
  - ◇ Plans for the future.
- The applicant's comments regarding their teaching career so far in light of the documents submitted.

#### **4.1.2.4 Account of other relevant expertise**

As with research and teaching qualifications, the applicant is required to submit a detailed account (max. 2 page) of any other activities of relevance to the appointment.

#### **Presentation of other expertise**

The application should contain documentation of, for example:

- administrative qualifications, such as
  - ◇ staff responsibility
  - ◇ financial responsibility
  - ◇ educational responsibility
  - ◇ development responsibility
- decision-making and management;

- membership of councils, board and committees;
- experience of working outside academia;
- collaboration with organisations outside academia; and
- engagement with third-stream activities.

## **5 Appointment as an adjunct professor**

The same qualification requirements and assessment criteria apply to the appointment of adjunct professors as professors with the exception of the requirement for training in teaching and learning in higher education, the requirement for formal training in the supervision of third-cycle students and the requirement to have been the principal supervisor of at least one doctoral student to the defence of their thesis, or equivalent. An adjunct professor's main employment must be outside the higher education sector, meaning that an appointment as an adjunct professor must be for less than 50 per cent of a full-time position. If a candidate's competence has not been previously verified, this must be done before any appointment is made.

The purpose of appointing an adjunct professor is to strengthen the Faculty's research and first- and second-cycle courses and programmes within a prioritised area. Employing qualified people whose main occupation is with another organisation is an important part of Mid Sweden University's interaction with industry, the surrounding community and the world in general. Employees of businesses and other organisations outside the higher education sector often possess experience of research or practice that brings new competence and experience into Mid Sweden University.

## **6 Appointment as a visiting professor**

The same qualification requirements and assessment criteria apply to the appointment of visiting professors as other professors with the exception of the requirement for training in teaching and learning in higher education, the requirement for formal training in the supervision of third-cycle

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Registry number: MIUN 2023/2280

students and the requirement to have been the principal supervisor of at least one doctoral student to the defence of their thesis, or equivalent.

Qualification requirements for appointment as a visiting professor at Mid Sweden University are fulfilled by someone who is employed at a higher education institution in Sweden or abroad and who holds a professorship or is deemed to have equivalent competence. Candidates should have the title of professor in the same subject area. Otherwise, an expert review must be conducted before an appointment is made.