



Qualifications criteria for the appointment of professors in the Faculty of Science, Technology and Media at Mid Sweden University

The Higher Education Ordinance governs the recruitment and promotion of teachers at institutions of higher education. The rules of the Higher Education Ordinance has a complement in our local Appointments procedure for teachers at Mid Sweden University, which, in turn, has a complement in the more detailed information found in in the rules of procedure and administration. The faculty boards may add more detailed qualifications criteria.

Assessment by subject specialists

Applicants' qualifications will be assessed by two external subject specialists. The information below constitutes the basis of assessment for appointment of professors, where suggestions for general rules of assessment, including instructions for applications, are presented.

Requirements and basis for assessment

A person who has demonstrated both academic/artistic and teaching skills shall be qualified for appointment as a professor. As much attention shall be given to the assessment of teaching skills as to the assessment of academic/artistic skills. Higher Education Ordinance (HF) Chapter 4 Section 3.

From the Appointments procedure for teachers at Mid Sweden University, Dnr MIUN 2013/1282.

In addition to the above, the following qualifications criteria and instructions provided by the Faculty of Science, Technology and Media apply.

Research and/or artistic and educational expertise should be sufficient in terms of both quality and quantity, as should other qualifications. Deficiencies in research and/or artistic or educational qualifications cannot be compensated by good qualifications in another area in the final assessment. A professor appointed at the Faculty of Science, Technology and Media at Mid Sweden University should meet the following qualifications:

A. Research expertise

(If the applicant relies on artistic expertise as basis for assessment, skip this section and go to section B.)

High level of research expertise demonstrated mainly by:

- active research of high quality in the form of an extensive publication record
- being recognized nationally and internationally as leading in his/her field
- autonomy as a senior and contributor of important initiatives and ideas to the publications
- having received grants in national and/or international competition
- being considered to have good ability to establish a research team and develop and lead the research process
- being considered to have excellent future research potential.

B. Artistic expertise

(If the applicant relies on research expertise as basis for assessment, skip this section and go to section C.)

High level of artistic expertise demonstrated mainly by:

- active production of artistic work of high quality shown in the form of a considerable Body of Work, where the applicant as independent senior art practitioner should demonstrate a high level of artistic expertise by the range of artistic work created over time
- being among the nationally leading in his/her field, and being internationally recognized
- showing autonomy as a senior practising artist and contributor of important initiatives and ideas
- having received grants in national and/or international competition
- being considered to have good ability to set up a team and develop and lead a creative process
- being considered to have excellent future artistic potential
- showing a high level of artistic expertise as an autonomous senior art practitioner through the range of artistic work created over time
- demonstrating a high level of artistic expertise as an autonomous senior art practitioner through an in-depth description of artistic work
- an active production of high quality art leading to participation in a range of expert tasks connected to the applicant's artistic work and its development outside the academic environment.

C. Educational expertise

High level of educational expertise demonstrated mainly by:

- well documented educational expertise at undergraduate as well as graduate level
- formal educational training in the form of an introductory course in higher education or equivalent educational training
- formal training in supervision of PhD students
- well documented experience of various types of work and teaching on undergraduate level
- considerable independent responsibility for planning, implementation and evaluation of courses and examination of course participants
- considerable documented managerial responsibility for study programme(s)/part of study programme(s), e.g. as director of studies
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- any other documented experience relevant in the educational context, e.g. educational development, of a considerable extent
- excellent ability to supervise PhD students through the different stages of their studies
- documented experience of individual supervision, for example in specialized first (bachelor) and second-cycle (master) studies.

D. Other qualifications

Other well documented qualifications demonstrated by:

- administrative skills
- skills in developing and leading operations and staff
- ability to collaborate with the surrounding society
- any other skills of relevance for the position.

Outline of the subject specialists' statement

Instructions for applicants for the position of professor are provided in the section Application instructions. The subject specialists are advised to consider current qualifications criteria and use the disposition of these instructions in their statement. If application documents are missing, thus making a final assessment impossible, this should be clearly indicated in the statement. In addition, missing documents should be specified in the statement.

The subject specialists should, based on the applicant's combined qualifications, assess whether or not the applicant is able to carry out tasks that are normally required of a professor and finally deliver their verdict: "qualified for the position of professor" or "not qualified for the position of professor", including motivation for their decision. The verdict should be sufficiently detailed to allow following the line of reasoning leading to the final assessment. Where appropriate, the subject specialists should rank applicants according to qualifications.

Application instructions

The application for the position of professor is submitted to Mid Sweden University; in the normal case, it should be written in English and include attested copies of application documents. To allow assessment, documentation of qualifications is required. It is the applicant's responsibility to document his/her qualifications in such a way that an objective qualitative assessment is possible. The following instructions aim to provide the applicant with guidance for the assessment of research and/or artistic and educational expertise, as well as other qualifications. In some cases, there are examples of how to document qualifications. In such cases where qualifications relied on are submitted to Mid Sweden University in a format other than digital, four copies of these documents should be submitted.

Application letter including list of appendices

State the position/promotion and its registration number. The application letter should include home address, work address, phone number and email address, as well as a list of appendices constituting evidence of the following qualifications.

1. Curriculum Vitae

The list of qualifications should include the following:

- Education (higher education qualification, doctoral degree)
- Qualifications as Associate professor (Docent)
- Current and previous positions and duration of appointments
- Roles (head of department, director of studies, etc.)
- Personal circumstances of importance for the assessment of qualifications, e.g. parental leave, military service, longer periods of sickness absence.

Enclose any attested certificates and other evidence of the above.

2. Presentation of research activities

(If the applicant relies on artistic expertise as basis for assessment, skip this section and go to section 3)

The applicant should submit a summary description of his/her research activities. The description should also include the applicant's internationalization efforts, plans for future research and other efforts to meet the overall goals of Mid Sweden University.

List of research qualifications

- Degree certificate or equivalent
- List of research work/publications
 - Doctor's thesis and the papers it covers
 - Articles published in international scientific journals
 - Conference contributions
 - Books and chapters in books
 - Popular science publications
 - Patents
 - Other publications
- Select a maximum of 10 of the publications you would like to use as evidence
- Functions/memberships
 - Subject specialist
 - Reviewer
 - Priority groups
 - Evaluator
- Awards and prizes
- Participation in national and international research conferences etc.
- External research grants received (state whether you were the main applicant or co-applicant)
- Brief presentation (4–5 pages) of and reflection on personal research activities including objectives, strategies, methods and research statement
- Presentation of research supervision

- Other research qualifications (that do not belong under other headings).

3. Presentation of artistic activities

(If the applicant relies on research expertise as basis for assessment, skip this part and go to section 4.)

The applicant should submit a summary description of his/her artistic activities. The description should also include the applicant's internationalization efforts, plans for future artistic work and other efforts to meet the overall goals of Mid Sweden University.

The description consists of five parts. All parts should be connected to a table of contents. Submit each part separately clearly indicating the part in question. Furthermore, each page should be marked with the applicant's name.

List of artistic qualifications

- Brief presentation (4–5 pages) of and reflection on the applicant's artistic work, including objectives, strategies, methods and artistic ambitions.
- A visual presentation of the Body of Work, which is a presentation showing the artistic work and development of the applicant covering a large part of the applicant's career:
 - Artistic courage, depth, range and power of expression.
 - Clearly independent investigation and experimentation.
 - Range and variation of assignments/the artistic work's type and character.
 - Considerable artistic production nationally as well as internationally.

The following short information should be provided in connection to each work:

- Pictures showing the end result
- Numbering
- Heading
- Agency
- Client
- The aim of the assignment (no more than one sentence)
- Publication
- The applicant's role in the work (e.g. graphic designer, art director, etc.)
- Co-creators

The artistic works should be numbered, headlined, and connected to a table of contents including page numbers.

- Select a maximum of 10 of the artistic works you would like to use as evidence and motivate the selection.

As independent senior art practitioner, the applicant should demonstrate a high level of artistic expertise by way of an in-depth description of artistic work showing:

- In-depth understanding of the artistic process
- In-depth ability to describe his/her artistic work and methods from a historical perspective

- Good ability to reflect upon and a constructive critical approach to his/her artistic work.

The following and no more than the following information should be provided in connection to each work:

- In-depth description using words and images
- Numbering
- Heading
- Agency
- Client
- Aim of the assignment (no more than one sentence)
- Publication
- The applicant's role in the work (e.g. graphic designer, art director, etc.)
- Co-creators.

The artistic works should be numbered, headlined, and connected to a table of contents including page numbers.

- Visual and written presentation of how the applicant has integrated and communicated his/her view of his/her artistic work to society and as a professional, nationally and internationally:
 - Considerable number of lectures and workshops held
 - Jury participation
 - Involvement in trade organizations
 - Artistic involvement in creative non-profit organizations
 - Publications or published in books, public press and scientific journals.
- Visual and written presentation of the applicant's experience of creative leadership
 - Documented experience of entrepreneurship and management in private or public creative businesses
 - Documented experience of artistic leadership in private or public creative organizations.

4. Presentation of educational activities

In the same way as for research and/or artistic expertise, the applicant should submit a summary description of his/her educational activities. The description should also include the applicant's internationalization efforts, plans for future educational work and other attempts to meet the overall goals of Mid Sweden University.

List of educational qualifications

- List of educational work
- Teaching activities and planning
 - the extent, type and level of teaching
 - course coordination: extent and level
 - experience of different types of teaching and examination
 - choice and preparation of teaching and examination material
 - course development

- participation in planning of education and development of forms of teaching
- experience of popular science activities and research information.
- Experience as supervisor
 - type, level and extent of supervision
 - level of responsibility for supervision
 - planning of supervision
 - participation in development and planning of graduate studies.
- Educational studies and development
 - mentoring
 - participation in educational courses and seminars
 - completed educational projects
 - how course evaluations have been used and led to changes
 - field trips with educational aims
 - participation/contribution in educational conferences
 - publication in educational journals.
- Awards and assessment of teaching achievements
 - educational prizes including motivation
 - evaluation results from students over an extended period of time
 - statement from head of department, director of studies or co-workers.
- Other educational qualifications.

Educational approach

- Educational reflection on the applicant's basic outlook, consequences and results (1–2 pages).
This presentation should include the following:
 - description of the applicant's view on knowledge, learning, teaching and leadership and how it has developed and been applied
 - reflection on the applicant's activities in connection to the objectives and opportunities available in the work environment
 - plans for the future.
- The applicant's comments on the educational activities carried out based on the documents submitted.

5. Presentation of other qualifications

In the same way as for research and educational qualifications, the applicant should submit a summary description of other activities of relevance for the position.

List of other qualifications

The application should include documents relating to the following areas:

- Administrative qualifications
 - responsibility for staff
 - responsibility for finances
 - responsibility for education
 - responsibility for development

- Decision-making and management
- Member of council or board
- Experience from work outside the higher education institution environment
- Collaboration with organizations outside the higher education institution environment
- Involvement in third stream¹ activities of Swedish higher education institutions
- Other qualifications.

Adjunct professor

The main part of an adjunct professor's work shall be outside the university, which means that the extent of an appointment of an adjunct professor cannot exceed 50% or a total of 12 years. (HF Chapter 4 Section 11.)

Adjunct professors can be appointed for 3 years at a time. The most common extent of appointment is 20% of full-time.

Adjunct professors are appointed as a way for the faculty to employ skilled individuals mainly active in another organization, important for Mid Sweden University's interaction with the business community and the surrounding society. Employees at companies and organizations outside the higher education institution environment often possess research experience or other practical experience that can provide a contribution to Mid Sweden University. To meet Mid Sweden University's needs of these types of skills adjunct professors can be appointed in research as well as in undergraduate studies.

The qualifications of adjunct professors should be assessed according to the same requirements and basis for assessment as a professor. However, in the assessment, research and educational qualifications could be considered of lower priority than, for example, expertise based on experience from an organization outside the higher education institution environment. Where appropriate, it is necessary to take the practical experience of the proposed applicant into consideration, to be able to assess him/her as qualified for appointment as adjunct professor at Mid Sweden University.

The request, signed by the head of department and head of subject including the name of the person proposed, presentation of the purpose of the appointment, its duration, extent and planned funding, is submitted to the Faculty Board Office. This request should also include an endorsement from the current employer including a financing certificate for the appointment and application documents from the person proposed for the appointment. The position is established by the Faculty Board and the case is prepared by the Employment Board who hands the proposal to the vice-chancellor, who in turn decides on the appointment.

Adjunct professors are usually funded by external funds. Where appropriate, forms of collaboration should be regulated in an agreement between Mid Sweden University, the main employer, any other financiers and the adjunct professor.

Visiting professor

¹ Third stream activities involve interaction between the university and the rest of society. Examples include knowledge transfer, community service and community engagement.

Visiting professors are appointed on an open-ended basis, however, not exceeding a certain point in time, and normally for no less than 20% of full-time. Employment as visiting professor may be extended; however, the total duration of employment may not exceed 5 years. Applicants for the position of visiting professor submit an application the same way as applicants for the position of professor.

Any person employed at another higher education institution in Sweden or abroad, who has been appointed professor or who is considered to hold equivalent qualifications is eligible for the position of visiting professor in the Faculty. In the normal case, a candidate proposed for the appointment of professor, should have been appointed professor within the same field. If this is not the case, assessment by an external subject specialist is necessary. For the appointment of a visiting professor, the same requirements and basis of assessment applies as for the appointment of a professor.

The request, signed by the head of department and head of subject, including the name of the person proposed, presentation of the purpose of the appointment, its duration, extent and planned funding, is submitted to the Faculty Board Office. The request should also include an endorsement from the current employer including a financing certificate for the appointment and application documents from the person proposed for the appointment. The position is established by the Faculty Board and the case is prepared by the Employment Board who hands the proposal to the vice-chancellor, who in turn decides on the appointment. In addition, the vice-chancellor decides the terms of employment on a case-by-case basis after consultation with the dean.

If you have any questions, please contact the administrators at the Office of the Faculty of Science, Technology and Media.