

Instructions for admission as Associate Professor at the Faculty of Science, Technology and Media

For applicants with a general qualification

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Summary: Regulations and instructions for admission as a associate professor at the Faculty of Science, Technology and Media

Valid from 01/09/2020

Replaces previous quality criteria for the admission of associate professors, for applications based on research qualifications, at the Faculty of Science, Technology and Media laid down on 13/12/2017, Reg. no. MIUN 2018/152

Instructions for admission as associate professor at the Faculty of Science, Technology and Media at Mid Sweden University

For applicants with a general qualification

To be considered for admission as an associate professor at the Faculty of Science, Technology and Media at Mid Sweden University requires the benefit of the associate professor appointment to first- and third-cycle education and research at Mid Sweden University to be affirmed by the head of department and head of subject or equivalent. In addition, the applicant must have publicly defended his/her doctoral thesis or have equivalent research competence and have completed formal education for supervision of PhD students or have equivalent documented competence. Following an approved assessment, a 45- minute associate professor lecture will be held on a subject determined by the faculty board in consultation with the applicant.

An associate professor at the Faculty of Science, Technology and Media at Mid Sweden University shall have attained a high level of research and teaching expertise and be considered to have good future potential in both areas.

Assessment by subject specialists

Applicants' competence will be assessed by two external subject specialists. The assessment shall be based on the bases for assessment in section A, Bases for assessment, and B, Quality criteria for associate professor, below.

For the wording and content of the subject specialists' verdict, see section C, Subject specialists' verdict: wording.

Admission as associate professor

A. Bases for assessment for associate professor

For admission as an associate professor, the applicant's research and teaching expertise should be good enough, and other qualifications should also be good. Weak qualifications in one area cannot be compensated for by good qualifications in another area in the final overall assessment.

In addition to the above, the quality criteria and instructions laid down by the Faculty of Science, Technology and Media below are useful qualifications.

B. Quality criteria for associate professor

B1. Research expertise

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

- active research activity of high quality in the form of publication in peer-reviewed international journals or presentations at international conferences of a volume and quality corresponding to a further doctoral thesis

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- being nationally and internationally recognised in his/her subject area
- demonstrating research independence as a senior and having contributed important initiatives and ideas in the publications
- being considered to have good ability to establish a research team and develop and lead research

B2. Teaching expertise

High level of teaching expertise demonstrated by, for example:

- acknowledged teaching expertise at first as well as second cycle
- formal educational training in the form of an introductory course in higher educational or equivalent educational training
- formal training in supervision of PhD students
- documented experience of examination, course planning and different forms of work and teaching at first cycle
- documented independent responsibility for planning, implementation and evaluation of own courses and examination of course participants
- documented managerial responsibility for a degree programmes/part of a degree programme, for example as a director of studies
- other documented experience of educational relevance, for example educational development work
- current supervision of PhD students as assistant and/or principal supervisor
- documented experience of individual supervision, for example in specialised first- and second-cycle studies

B3. Other qualifications

Well-acknowledged qualifications demonstrated by, for example:

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

C. Subject specialists' verdict: wording

Instructions for applicants about admission as an associate professor are provided in the application instructions below. The subject specialists are recommended to consider the above quality criteria and to follow the disposition of the instructions below in their statement. If documentation is missing from the application documents such that a final assessment is not possible, this should be clearly indicated in the statement and what is missing specified.

The subject specialists should, based on the applicant's combined qualifications, assess whether or not the applicant is able to carry out the tasks that are normally required of an associate professor and finally recommend 'admission' or 'rejection of application' with reasons. Note that the examples listed above in the quality criteria are to support the assessment, which means that the applicant does not need to meet all the examples to be considered qualified as an associate professor.

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The subject specialists' verdict should be sufficiently detailed to allow the reasoning leading to the final assessment to be followed and contain a description of the areas that the applicant ought to develop.

D. Application instructions

The application for admission as associate professor is submitted to Mid Sweden University and should normally be written in English and include attested application documents. For an assessment to be possible, documentation of the qualifications is required. It is the applicant's responsibility to document these in such a way that an objective qualitative assessment is possible. The instructions below are intended to provide the applicant with guidance for the assessment of research and teaching expertise, as well as other qualifications. Some of the points include examples of how the qualifications can be documented. Note that the examples listed below are to support the application, which means that the applicant may lack or have further qualifications in some areas.

In cases in which cited qualifications are submitted to Mid Sweden University in a format other than a digital one, three copies of all such documentation shall be submitted.

D1. Application letter including list of appendices

State to which subject the associate professor application refers. The application letter should contain name, home address, work address, phone number and email address, as well as a list of appendices that lists the cited qualifications. All details and qualifications should be attested.

D2. List of qualifications (Curriculum Vitae)

1. Basic information

The list of qualifications should include the following main points:

- Education (higher education qualification, doctoral degree)
- Current and previous positions and periods of appointment
- Personal circumstances that may be important to the assessment of qualifications, for example parental leave, military service or long periods of illness

2. Presentation of research activities

The applicant should submit a detailed description of his/her research activities and clarify how the applicant has contributed. The description should include the applicant's internationalisation efforts, intentions for the future research work and other efforts to meet the overall goals of Mid Sweden University.

List of research qualifications

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- Degree certificate or equivalent
- List of research work/publications
 - Doctor's thesis and the separate papers it includes
 - Articles published in international and national scientific journals
 - Conference contributions
 - Books and chapters in books
 - Popular science publications
 - Patents
 - Other publications
- State max 10 of the publications that the applicant would like to cite
- Brief presentation (4 pages) of and reflection on personal research activities including objectives, strategies, methods and a research policy statement
- Assignments/memberships
 - Subject specialist
 - Reviewer
 - Priority groups
 - Evaluator
- Awards and prizes
- Participation in national and international research conferences etc.
- Presentation of research supervision
- Other research qualifications

3. Presentation of educational activities

In the same way as for research qualifications, the applicant should submit a summary description of his/her educational activities. The description should also include the applicant's educational approach, internationalisation efforts, future intentions regarding the 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
 - scope, type and level of teaching
 - course responsibility: scope and level
 - experience of different forms of teaching and examination
 - choice and preparation of teaching and examination material
 - course development
 - participation in planning education and developing the forms of teaching
 - experience of popular science activities and research information
- Experience as supervisor
 - type, level and scope of supervision
 - level of responsibility for supervision

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- planning of supervision
 - participation in development and planning work of third-cycle studies
- Educational studies and educational development work
 - mentoring
 - participation in educational courses and seminars
 - completed educational projects
 - description of how course evaluations have been used and led to changes
 - field trips with educational aims
 - participation in/contribution to educational conferences
 - publication in educational journals
- Awards and assessment of teaching efforts
 - educational prizes including reasons
 - evaluation results over an extended period of time from students
 - statement from head of department, director of studies or co-workers
- Other educational qualifications

Educational approach

- Educational self-reflection (1–2 pages)
This presentation should include the following points:
 - description of the applicant's own view on knowledge, learning, teaching and leadership and how it has developed and been applied
 - applicant's reflection on his/her activities in relation to the goals and conditions in the work environment
 - plans for the future
- The applicant's comments on the educational activities carried out based on the submitted documents

4. Presentation of other qualifications

In the same way as for research and educational qualifications, the applicant should submit a summary description (max. 2 pages) of his/her other activities of relevance for the appointment.

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 higher education institutions

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- Collaboration with organisations outside higher education institutions
- Involvement in third-stream activities of higher education institutions

Any questions will be answered by the administrators concerned at the Office of the Faculty of Science, Technology and Media.