

Instructions Appointment of associate senior lecturers

Faculty of Science, Technology and Media

10/06/2020

Reg. No.: MIUN 2020/1337



Mittuniversitetet
MID SWEDEN UNIVERSITY

Instructions for the appointment of associate senior lecturers at the Faculty of Science, Technology and Media

For applicants with a general qualification

Published: 01/09/2020

Decision-maker: Faculty of Science, Technology and Media

Administrator: Annika Berggren

Decision date: 10/06/2020

Period of validity: Until further notice

Summary: Complementary regulations and instructions for Mid Sweden University's appointments procedure for associate senior lecturers at the Faculty of Science, Technology and Media.

Valid from 01/09/2020

Replaces previous quality criteria for the appointment of associate senior lecturers, for applicants with a general qualification, at the Faculty of Science, Technology and Media laid down on 13/12/2017, Reg. no. MIUN 2018/151.

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Instructions for the appointment of associate senior lecturers at the Faculty of Science, Technology and Media at Mid Sweden University

For applicants with a general qualification

The Higher Education Ordinance governs the recruitment and promotion of teachers at institutions of higher education. The provisions of the Higher Education Ordinance are a complement to Mid Sweden University's local appointments procedure, which, in turn, is a complement to the more detailed information found in the rules of procedure and administration. The faculty boards are able to add more detailed qualifications criteria.

Assessment by subject specialists

Applicants' competence will be assessed by two external subject specialists. The assessment shall be based on the requirements, the content of the recruitment advertisement and the bases for assessment in section A, Requirements and bases for associate senior lecturers, and section B, Quality criteria for associate senior lecturers; see below.

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

Appointment as an associate senior lecturer

A. Requirements and bases for assessment for associate senior lecturers

A person qualified for appointment as an associate senior lecturer is a person who has been awarded a PhD or has the corresponding research expertise. Primary consideration should be given to a person who has been awarded a PhD or achieved the equivalent expertise within five years of the deadline for application for employment as an associate senior lecturer. Higher Education Ordinance (HF) Chapter 4, Section 4a.

A longer period than five years can be considered if there are circumstances such as sickness, parental leave, a commission of trust in a union or other similar circumstances.

From the Appointments procedure at Mid Sweden University, Reg. no. MIUN 2018/2439.

The applicant's research and teaching expertise should be good enough, qualitatively and quantitatively. An associate senior lecturer to be appointed at the Faculty of Science,

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Technology and Media at Mid Sweden University shall be considered to have very good future research potential.

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

In a recruitment with several applicants the applicant's competence will be ranked according to the quality criteria below.

B. Quality criteria for associate senior lecturers

B1. Research expertise

Research expertise demonstrated by, for example:

- active research activity of high quality in the form of publishing in peer-reviewed international journals
- demonstrating research independence as an author and having contributed important initiatives and ideas in the publications
- having received direct government funding for research

B2. Teaching expertise

Teaching expertise demonstrated by, for example:

- documented experience of teaching at first and/or second cycle
- documented experience of examination, course planning and different forms of work and teaching at first cycle
- documented experience of individual supervision at first and second cycle
- the applicant being considered to have future teaching potential.

B3. Other qualifications

Confirmed other qualifications demonstrated by, for example:

- administrative skills
- ability to collaborate with the surrounding society
- other skills of relevance for the position

C. Subject specialists' verdict: wording

Instructions for applicants for the position of associate senior lecturer are provided in the application instructions below. The subject specialists are recommended to consider the current 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

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assessment is not possible, this should be clearly indicated in the statement and what is missing specified.

Before the assignment is accepted, the subject specialists are urged to carefully consider any relationship with the applicant that could constitute a conflict of interests.

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 senior lecturer and finally deliver a clear verdict: either 'competent as an associate senior lecturer' or 'not competent as an associate senior lecturer' 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 senior lecturer.

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 in order to later be promoted to senior lecturer. Where applicable, the subject specialists shall also rank the most competent applicants with reasons for the ranking.

D. Application instructions

The application for the position of associate senior lecturer 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. Below is a list of information that forms an important starting point for the assessment of research and teaching expertise and 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 the position/promotion applied for and its registration number. The application letter should contain name, home address, work address, phone number and email address, as well as a list of appendices verifying the qualifications below.

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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

Enclose relevant attested certificates and other documents as evidence of the above.

2. Presentation of research activities

The applicant should submit a detailed description of his/her research activities. 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

- 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 cited publications
- Brief presentation (max. 4 pages) of and reflection on personal research activities including objectives, strategies, methods and a research policy statement
- Assignments/memberships
- Awards and prizes
- Participation in national and international research conferences etc.
- Other research qualifications

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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 (max. 1 page). 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
- organisation 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
 - course evaluation results over an extended period of time
 - statement from head of department, director of studies or co-workers
- Other educational qualifications

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4. Presentation of other qualifications

In the same way as for research and educational qualifications, the applicant should submit a summary description (max. 1 page) of his/her other activities of relevance for the position.

List of other qualifications

The application should include documents relating to, for example, the following areas:

- Administrative qualifications
 - responsibility for staff
 - responsibility for finances
 - responsibility for education
 - responsibility for development
- Decision-making and management
- Experience from work outside higher education institutions
- 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.

