

# Instructions for the appointment of professors at the Faculty of Science, Technology and Media

## For applicants with a general qualification

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

**Administrator:** Annika Berggren

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**Summary:** Complementary regulations and instructions for Mid Sweden University's appointments procedure for professors at the Faculty of Science, Technology and Media

Valid from 01/09/2020

Replaces previous quality criteria for the appointment of professors, for applicants with a general qualification, at the Faculty of Science, Technology and Media laid down on 13/12/2017, Reg. no. MIUN 2018/149.

## **Instructions for the appointment of professors 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 three 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 assessment for professors, and section B, Quality criteria for professors, below.

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

## **Appointment as a professor**

### **A. Requirements and bases for assessment for professors**

A person who has demonstrated both research and teaching expertise shall be qualified for employment as a professor...As much attention shall be given to the assessment of teaching expertise as to the assessment of research or artistic expertise. Higher Education Ordinance (HF) Chapter 4, Section 3.

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

The applicant's research and teaching expertise should be good enough and exceed the competence required for a docent, qualitatively and quantitatively. Other qualifications should also be good. Research or educational qualifications that are too weak cannot be compensated for by good qualifications in another area in the final overall assessment. A professor appointed at the Faculty of Science, Technology and Media at Mid Sweden University shall demonstrate a high level of research and educational activities.

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

The following apply as a basis for assessment for recruitment and promotion:

- In a recruitment with several applicants, the competence and leading group, without ranking, will be identified, based on the quality criteria below.
- For promotion from senior lecturer to professor, the following quality criteria apply.

## B. Quality criteria for professors

### B1. Research expertise

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

- active research activity of high quality in the form of an extensive publication record
- being nationally leading in his/her subject area and internationally recognised
- demonstrating independence as a senior researcher and having contributed important initiatives and ideas in the publications
- having received grants in national and/or international competition
- being considered to have good ability to establish a team and develop and lead a process

### B2. Teaching expertise

High level of teaching expertise demonstrated by, for example:

- well-acknowledged teaching expertise at first as well as third 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
- well-documented experience of examination, course planning and different forms of work and teaching at first cycle
- considerable documented independent responsibility for planning, implementation and evaluation of own courses and examination of course participants
- considerable documented managerial responsibility for a degree programmes/part of a degree programme, for example as a director of studies
- considerable other documented experience of educational relevance, for example educational development work
- considerable documented, good ability to supervise PhD students through the different stages of their studies
- documented experience of individual supervision, for example in specialised first- and second-cycle studies.

### B3. Other qualifications

Other well-acknowledged qualifications demonstrated by, for example:

- administrative skills

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

## C. Subject specialists' verdict: wording and process

Instructions for applicants for the position of professor 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 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 a professor and finally deliver their verdict: 'qualified for the position of professor' or 'not qualified for the position of professor', 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 a professor.

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 a recruitment with several applicants, the subject specialists' verdict shall contain an assessment that leads to the identification of a leading group, without ranking. If applicable, ranking may be applied, in which case the subject specialists shall be informed of this in advance. Subject specialists normally participate in trial lectures and interviews, after which they produce an individual ranking of the applicants with a clear motivation.

If there is only one applicant in the leading group, participation by the subject specialists in the trial lecture and interview is not required.

## D. Application instructions

The application for the position of 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, four 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.

### **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)
- Docent competence
- 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. of 10 of the cited publications
- Brief presentation (4–5 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.
- External research grants received (state whether as main applicant or co-applicant)
- Presentation of research supervision
- Other research qualifications (that do not belong under other headings)

### 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
  - 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
  - course evaluation results over an extended period of time
  - 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 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 higher education institutions
- Collaboration with organisations outside higher education institutions
- Involvement in third-stream activities of higher education institutions

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

The main part of an adjunct professor's work should be outside the university, which means that the appointment as an adjunct professor can be max. 50% of full time. The appointment shall be for a fixed duration of max. 12 years (HF Chapter 4 Section 11).

Adjunct professors can be appointed for 3 years at a time.

The appointment of adjunct professors allows the faculty to employ qualified persons whose main occupation is in another activity, which is important to Mid Sweden University's interaction with the business community and the surrounding society. Employees at companies and organisations other than higher education institutions often have research experience or other practical experience that can provide Mid Sweden University with new competence and experience. To meet Mid Sweden University's needs for this type of competence, adjunct professors can be appointed in third- as well as first-cycle activities.

In principle, the competence of adjunct professors should be assessed according to the same requirements and bases for assessment as when appointing a professor, but both academic and educational qualifications can be assessed to have lower priority than, for example, specialist skills based on experience from an organisation other than higher education institutions. Where appropriate, it is therefore necessary to give some consideration to the practical experience of a proposed applicant to be able to employ him/her as an adjunct professor at Mid Sweden University.

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.

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

Visiting professors are employed on a permanent basis, but not exceeding a certain point in time, and the appointment should be min. 20% of full time. The appointment as a visiting professor may be extended, but the total duration of the appointment may not exceed 5 years. Applicants for the position of visiting professor should submit an application in the same way as applicants for the position of professor.

**Instructions Appointment of professors**  
**Faculty of Science, Technology and Media**  
10/06/2020  
Reg. no: MIUN 2020/1335

Any person appointed at a higher education institution in Sweden or abroad who has been appointed as a professor or who is considered to have equivalent competence is eligible for the position of visiting professor at the faculty. Normally, the candidate proposed for the appointment of professor should have been appointed as a professor within the same field. Otherwise, an assessment by an external subject specialist shall be carried out. The same requirements and bases of assessment apply for the appointment of a visiting professor as for a professor.

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