

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

Valid from 01/09/2020

Replaces previous quality criteria for the appointment of 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 2018/150.

## **Instructions for the appointment of 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. These instructions apply to recruitments and promotions. 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 to these.

### **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 assessment for senior lecturers, and section B, Quality criteria for senior lecturers; see below.

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

### **Appointment as a senior lecturer**

#### **A. Requirements and bases for assessment for senior lecturers**

Those qualified for appointment as a senior lecturer are a person who has been awarded a PhD or has the corresponding research competence or has demonstrated artistic expertise or some other professional expertise that is of value in view of the subject matter of the post and the duties that it will involve, completed higher educational training or in some other way acquired equivalent expertise and has demonstrated teaching expertise. As much attention shall be given to the assessment of teaching expertise as to the assessment of other qualifying criteria. Higher Education Ordinance (HF) Chapter 4, Section 4.

*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. 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 senior lecturer appointed at the Faculty of Science, Technology and Media at Mid Sweden University shall be considered to have a high level of future research and educational potential.

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In addition to this, 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 applicant's competence is assessed and ranked based on the quality criteria below.
- On promotion from lecturer to senior lecturer, the quality criteria below apply.
- On promotion from associate senior lecturer, in addition to the quality criteria below, the applicant, during his/her position as associate senior lecturer, shall have maintained a high publication rate and have completed higher educational training of 15 higher education credits or equivalent.

## **B. Quality criteria for senior lecturer**

### **B1. Research expertise**

Research expertise demonstrated by, for example:

- active research activity of high quality demonstrated through publication in peer-reviewed international journals
- being recognised nationally/internationally as a researcher in his/her subject area
- demonstrating research independence as an author and having contributed important initiatives and ideas in the publications
- having received research grants in national and/or international competition
- being considered to have good ability to establish a research group and develop and lead research

### **B2. Teaching expertise**

High level of teaching expertise demonstrated by, for example:

- well-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
- 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 programme/part of a degree programme, for example as a director of studies
- other documented experience of educational relevance, for example educational development work
- documented experience of individual supervision at first- and second-cycle studies

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### **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**

Instructions for applicants for the position of 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 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 senior lecturer and finally deliver their verdict: either 'competent as a senior lecturer' or 'not competent as a 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 a senior lecturer.

The subject specialists' verdict should be sufficiently detailed to allow the reasoning leading to the final assessment to be followed and should also contain a description of the areas that the applicant ought to develop. Where applicable, the subject specialists shall also rank the most competent applicants and give reasons for the ranking.

### **D. Application instructions**

The application for the position of 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 allows an objective qualitative assessment. Below is a list of information that forms an important starting point 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.

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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.

**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 (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.

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- 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
  - 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

#### Educational approach

- Educational self-reflection (max. 2 pages)  
This presentation should include the following points:
  - description of the applicant's own view on knowledge, learning, teaching and

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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. 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:

- 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

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