



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

The Higher Education Ordinance governs the recruitment and promotion of teachers at higher education institutions. The rules of the Higher Education Ordinance have 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

Two external subject specialists will assess applicants' qualifications. The information below constitutes the basis of assessment for the appointment of senior lecturers, where suggestions for general rules of assessment, including application instructions, are presented.

### Requirements and basis for assessment

A person shall be qualified for appointment as a senior lecturer if he or she has completed a doctorate or has corresponding academic or artistic qualifications or some other professional skill that is of value with regard to the subject matter and the duties the position will involve, has taken a course in teaching and learning in higher education or acquired corresponding knowledge in some other way, and has demonstrated teaching skills. As much attention shall be given to the assessment of teaching skills as to the assessment of other circumstances forming the basis for qualification. Higher Education Ordinance (HF) Chapter 4 Section 4

*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 senior lecturer 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.)*

Research expertise demonstrated mainly by:

- active research of high quality demonstrated in the form of publication in peer-reviewed international journals
- being nationally/internationally recognized as a researcher in his/her field
- research autonomy as writer and contributor of important initiatives and ideas to the publications
- having received research grants in national and/or international competition
- being considered to have good ability to establish a research team, and develop and lead research
- 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.)*

Artistic expertise demonstrated mainly by:

- active artistic work of high quality demonstrated by the range of artistic work created over time
- showing artistic expertise in the form of an in-depth description of artistic work
- being considered to have good ability to develop and lead creative processes
- being considered to have excellent future artistic potential
- an active production of high quality art leading to participation in expert tasks connected to the applicant's artistic work and its development outside the academic environment.

## C. Educational expertise

Educational expertise demonstrated mainly by:

- well documented educational expertise at both first (bachelor) and second-cycle (master) level
- formal educational training in the form of an introductory course in higher education or equivalent educational training
- documented experience of various types of work and teaching at undergraduate level
- documented independent responsibility for planning, implementation and evaluation of courses and examination of course participants
- documented managerial responsibilities for study programmes/a part of a study programme(s), e.g. as director of studies
- any other documented experience relevant in the educational context, e.g. educational development
- documented experience of individual supervision at both first and second-cycle level
- being considered to have excellent future educational potential.

## D. Other qualifications

Other well documented qualifications demonstrated by, for example:

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

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 senior lecturer and finally deliver their verdict: "qualified for the position of senior lecturer" or "not qualified for the position of senior lecturer", including motivation for their decision. The statements from the subject specialists should be sufficiently detailed to allow following the line of reasoning leading to the final assessment. Wherever applicable, the subject specialists should rank applicants according to qualifications.

## Application instructions

The application for the position of senior lecturer is made to Mid Sweden University; in the normal case, it should be written in English including attested copies of application documents. To allow assessment, documentation of qualifications is required. It is the applicant's responsibility to document his/her qualifications such that an objective qualitative assessment is possible. The following is a list of information that is important for the applicant to use as starting point to allow the assessment of research 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, these documents should be submitted in three copies.

## 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 mainly include the following:

- Education (higher education qualification, doctoral degree).
- Current and previous positions and duration of appointments
- Supervision of PhD students
- Roles (head of department, director of studies, etc.)
- Personal circumstances that could be relevant 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 the basis for assessment, skip this section and go to section 4.)*

The applicant should submit a summary description of his/her research. 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 includes
  - 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
- Roles/memberships
- Awards and prizes
- Participation in national and international research conferences etc.
- Brief (no more than 3 pages) presentation of and reflection on personal research including objectives, strategies, methods and research statement
- Presentation of research supervision
- Other research qualifications.

### **3. Presentation of artistic activities**

*(If the applicant relies on research expertise as the 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 (no more than 3 pages) presentation of and reflection on the applicant's artistic activities including objectives, strategies, methods and artistic ambitions.
- A visual presentation showing the applicant's artistic work and development, covering a large part of the applicant's career:
  - Artistic courage, depth, range and power of expression.
  - Range and variation of assignments/the artistic work's type and character.
  - Artistic production.

The following, and only the following, information should be found in connection to each work:

- Pictures showing the end result
- Numbering
- Heading
- Employer
- Client
- Aim of the assignment (no more than one sentence)
- Publication
- The role of the applicant in the work
- Co-creators and their roles in the work

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

- Select a maximum of 5 of the artistic works you would like to use as evidence and motivate the selection.

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

- Understanding of the artistic process.
- Ability to describe his/her artistic work and methods.
- Good ability to reflect and a constructive critical approach to his/her artistic work.

The following information should be found in connection to each work:

- In-depth description using words and images
- Numbering
- Headline
- Employer
- Client
- The aim of the assignment (no more than one sentence)
- Publication
- The applicant's role in the work
- Co-creators and their roles in the work

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 on the artistic work to society and as a professional:
  - Lectures and workshops held.
  - Participation in conferences and exhibitions.
  - Involvement in trade organizations.
  - Artistic involvement in creative non-profit associations.
  - 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 businesses.

#### 4. Presentation of educational activities

In the same way as for research 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 teaching 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
  - selection and preparation of teaching and examination material
  - course development
  - participation in the 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 in the supervision
  - planning supervision
  - participation in the 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 to educational conferences
  - publication in educational journals
- Awards and assessment of teaching achievements
  - educational prizes including motivation
  - course evaluation results for 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 (no more than 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
- Experience from work outside the higher education institution environment
- Collaboration with organizations outside the higher education institution environment
- Involvement in third stream activities<sup>1</sup> of Swedish higher education institutions.

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

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