

Adopted following a *per capsulam* decision reached by the Teaching Staff Nominations Committee on June 15, 2009, § 1.1

Instructions to applicants in conjunction with employment of teaching staff (professor, senior lecturer, post-doctoral fellow and lecturer)

The application documents shall comprise five parts:

1. Cover sheet
2. Account of scientific and educational work
3. CV with annexes
4. List of publications (not compulsory for applications for the post of lecturer)
5. Documents, maximum of 10 (not compulsory for applications for the post of lecturer)

When the application is for the post of professor, it should be written in English.

All documents should be submitted

- in duplicate when the application is for the post of lecturer
- in triplicate when the application is for the post of senior lecturer or post-doctoral fellow
- in quadruplicate when the application is for the post of professor

It is sufficient that one copy is the original and that the others are photocopies.

Applications should be signed by the applicant and be sent to: The Registrar, Blekinge Tekniska Högskola, SE-371 79 Karlskrona, Sweden.

1. Cover sheet

The following information must be included on the cover sheet:

- The post for which the application is being made, including the reference number
- The applicant's name, title and civic registration number
- The applicant's home address, including telephone number and e-mail address
- The applicant's place of work, with the address, telephone number and e-mail address

2. Account of scientific, pedagogical and other relevant work

The account should be in essay form and be relatively brief (no more than three pages). It should provide a comprehensive picture of the applicant's work up to the application date which is relevant to the post in question. Using the account it should be possible to decide not only what the applicant has achieved within education, research, academic leadership, social contacts and interaction with the community, together with research details, but also in what manner the duties were performed and the results that have materialised. The account should also include the applicant's view of the potential for development within research, teaching, leadership and other activities that fall within the framework of the post in question.

It should be noted that this account, in conjunction with the application for the post of

- professor, should be of such a nature that the pedagogical skills can be reviewed with the same degree of detail and care as the scientific skills
- senior lecturer, should be of such a nature that the pedagogical skills can be reviewed with the same degree of detail and care as other conditions that form the basis for eligibility
- post-doctoral fellow, should attach particular importance to scientific expertise
- lecturer, should attach particular importance to teaching expertise.

Attached to the account of the pedagogical work should be personal reflections that offer an insight into how the applicant views his/her pedagogical experience. Personal reflections, which ought to comprise 1-2 pages, should address a number of aspects taken from the applicant's personal pedagogical experience and which the applicant feels are of significance. It should be stated how these aspects are interrelated, in what way they have been important to the applicant and how they have been utilised or will be utilised in teaching.

3. Curriculum vitae

A CV should only contain information which is relevant to the post in question. When posts are included in the CV it should be clear which are only appointments and which are being presented as actual service. Certificates of service and any other certificates that support the information provided should be enclosed with the CV.

The pedagogical merits should include the following aspects:

- Amount of teaching (period of service specified in terms and hours)
- Level of teaching (undergraduate level, postgraduate level)
- Breadth of the teaching (types of courses, different teaching forms etc.).
- Development of courses or course units and the chosen form of teaching, examination or evaluation
- Creation of teaching material or processing of the content in relation to current research or professional practice
- Experience of supervision on a level relevant to the post in question
- Experience of educational administration, e.g. responsibility for courses.
- Participation in pedagogical development
- Higher education teacher training. As this is of particular merit when making an assessment, it is important that completion of such a teaching programme is stated clearly. Blekinge Institute of Technology has stipulated that to be employed permanently as a senior lecturer or lecturer it is required that the applicant has at least 15 higher education credits of higher education teacher training (equivalent to approximately 10 weeks of study) or that the equivalent know-how has been acquired in another manner.

The quantitative information regarding pedagogical and administrative work should be supplemented as far as possible with documents stating the quality of the merits, e.g. in the form of a course evaluation or certificate of service from the head of department, director of studies or an equivalent person, which describes and evaluates the applicant's pedagogical and administrative capability.

The scientific merits should include the following aspects:

- Invitations to deliver lectures, to sit on review and programme committees, editor and opponent assignments etc.
- Experience of postgraduate education. Supervised students should be presented by name, graduation date and degree level as well as the extent of the supervision. It should be stated whether the work was as principal supervisor and/or assistant supervisor. 'Principal supervisor' means that the applicant assumed responsibility for the whole process, i.e. independent initiation of the research project and working actively with supervision, both on postgraduate courses and in the actual research work.
- Research grants received in national or international competition from research councils, foundations, industry etc. as well as leadership of equivalent projects.
- Interaction with the community and information regarding research and development.

Merits related to administrative expertise, operational and human resource development and leadership, positions of trust and any other skills of work-related significance should be presented.

All documents should be verified by two persons who can confirm the correctness of the information provided and that the copies concur with the original.

4. List of publications

The list of publications should bear the applicant's name and should contain in numerical order all the documents which the applicant wishes to put forward. The applicant can submit a list of publications that includes more documents than the 10 he or she wishes to have assessed but it should state clearly which of the documents have or have not been included.

The documents should be divided up as follows:

- Monographs
- Articles in international scientific journals
- Articles in anthologies (book chapter)
- Conference contributions and similar documents, complete with peer reviews
- Teaching material at university level
- Popular science works
- Miscellaneous

'Teaching material' refers to documents which have been produced primarily with the aim of being used as teaching material although any documents which have been taken up under other headings and which were used as teaching material should also be included (if so, where and on which courses).

5. Documents

The (no more than) 10 publications which have been selected, as well as other documents, should be submitted in duplicate, triplicate or quadruplicate depending on the post in question. The documents should be numbered according to the publication list.

The eligibility confirmation period (the period of time after the closing date for applications during which complete documents can be submitted) is three weeks from the closing date for applications.