



Established through decision of the Recruitment Committee 150413 § 34.8
Replaces decision of the Recruitment Committee 140416 § 36.3

Instructions to applicants in conjunction with employment of adjunct teaching staff (adjunct professor, senior lecturer and lecturer)

The application documents shall comprise the following parts:

1. Cover sheet
2. CV with annexes
3. List of publications

The qualifications that you refer to are to be attested with certificates and are to be attached electronically to your application. Other documents, e.g. different types of scientific works, are to be sent in electronically together with your application. Send the application to diarium@bth.se

When the application regards employment as Professor it is to be written in English.

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 the telephone number and e-mail address
- The applicant's place of work, with the address, telephone number and e-mail address

2. Curriculum vitae

A CV should only contain information that is relevant to the post in question. It should be noted in particular that in the examination of the applicant's proficiency for the position of lecturer, there could be an emphasis on skills other than pedagogical and scientific, such as artistic or technical skills.

When posts are included in the CV it should be clear which are appointments only 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, : (see instructions for the assessment of teaching skills):

- Teaching capacity/teaching/pedagogical work

- Pedagogical and subject-didactic knowledge
- Pedagogical or subject-didactic development work
- Reflection and pedagogical awareness
- Cooperation and communication with students in pedagogical education matters
- Communication with colleagues and the surrounding community

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

3. 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 documents should be divided up as follows:

- Monographs
- Articles in international scientific publications
- 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 that 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).