



Established through decision of the Recruitment Committee 150413 § 34.7
Replaces decision of the Recruitment Committee 141124 § 90.1

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)

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. The application and other documents are to be marked with the registration number of the employment. All documents referred to are to have reached the higher education institution at the latest hrs. 24.00 on the last application date. Send the application to diarium@bth.se

When the application regards employment as Professor it is to be written in English. Other employments: If the requirement is to write the application in English this will be stated in the announcement of the employment.

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

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 in the first hand be submitted electronically. If the application consists of physical publications, it is to be supplemented with two identical copies (senior lecturer and post-doctoral fellow), three identical copies (Professor) of each publication and sent to:
Registrar, Blekinge Tekniska Högskola, 371 79 KARLSKRONA

The documents are to be numbered in accordance with the publication list.