



Established through decision of the Recruitment Committee 170405 § 33.1

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Instructions to applicants at appointment of teachers, promotion to a senior position and appointment to docent.

The application documents are to consist of the following parts:

1. Cover sheet
2. CV
3. Account of scientific and other relevant work
4. List of publications
5. Publications, a maximum of 10 for the scientific assessment
6. Pedagogical portfolio

The following exceptions apply:

- Items 3-5 are not mandatory for a lecturer.
- For first lecturer, items 4 to 5 are not mandatory and in the case of item 3, the report must only cover the criteria included in the guidelines (see *Guidelines for appointment of teachers and appointment to docent at Blekinge Institute of Technology*).
- Item 6 does not apply to lecturer, associate senior lecturer and docent.
- Item 6 does not apply to professor, associate professor, senior lecturer and first lecturer if the pedagogical skills have previously been assessed by an external pedagogy expert appointed by BTH.

Work/activities during the last five-year period are to be clarified specially in all accounts.

If, at a promotion, there is a wish to change subjects, a subject description for the “new subject” is to be attached and the change of subject is to be motivated (see *Guidelines for appointment of teachers and appointment to docent at Blekinge Institute of Technology*). The subject description should be either the BTH description of the main field of study or a description of the third-cycle subject area. A change to other subjects than those which are main fields of study or third-cycle subject areas at BTH are not of current interest.

You are to verify the qualifications that you refer to with certificates and these are to be attached electronically to Your application. Other documents, e.g., different types of scientific work, are to be submitted electronically together with the application. If possible, the application is to be compiled into a PDF file. The application and other documents are to be marked with the registration number of the appointment. All documents referred to are to have reached the university by 24.00 (CET) on the last day of application. Send the application to diarium@bth.se.

When the application regards a position as, or promotion to, professor or associate professor, and appointment to a docent, the application is to be written in English. Other application- and promotion cases: If it is requested that the application be written in English, this will be stated in the vacancy announcement.

1 Cover sheet

The cover sheet is to contain the following information:

- The position applied for including the reference number or the higher position the promotion refers to.
- The applicant's name, title and personal identity number (for holders of a Swedish personal identity number) or date of birth.
- Home address, telephone number and email address.
- Place of work with address, telephone number and email address.

2 Account of scientific 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 and it should be relevant to the position in question. Using the account, it should be possible to decide not only what the applicant has achieved within research and collaboration with the surrounding community and research information, but also in which way the job assignments have been performed and the results that have materialized. The account should also include the applicant's view of the potential for development within research, and other activities that fall within the framework of the position in question.

3 Curriculum vitae (CV)

The list should only contain information which is relevant for the position in question (including promotion cases), e.g., appointments and employments. When appointments are included in the CV it should be clear which are appointments and which are actual service. Service certificates and any other certificates that support the information should be enclosed with the CV.

The scientific qualifications should, among other things, include the following aspects:

- Invited lectures, grading committees, review- and programme committees, editor- and external reviewer assignments, etc.
- Received research funding as main applicant respective co-applicant in national or international competition from research councils, foundations, the business world, etc., and leadership of corresponding projects.
- Collaboration with the surrounding community and information about research and development work.

The pedagogical qualifications should, among other things, include the following aspects:

- Experience of third-cycle courses/programmes. Supervised students should be accounted for with names, degree years and degree level and the extent of the supervision work. It should be stated whether the work has been conducted as principal supervisor and/or supervisor (sometimes termed assistant supervisor).
- Pedagogical studies and development, such as completed studies, theoretical knowledge, lectures given, experience of teaching and course- and programme development.

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 complete list of publications. The list of publications should state clearly which 10 scientific publications are submitted for assessment.

The publications should be divided up into the following categories:

- Articles in international scientific journals
- Conference contributions with peer review
- Workshop contributions, incl. conference contributions without peer review
- Monographs (books)
- Edited books
- Articles in anthologies (book chapters)
- Popular science works
- Study material for teaching at university level
- Other contributions

Besides listing the publications in accordance with the above categories, it should be made clear whether the publications were co-authored (e.g. with students, more senior researchers or partners from the industry). More recent work (from the past 5 years) should be made prominent. One way of distributing the publications is suggested in Enclosure 1, which is a publication table with references to the list of publications.

5 Publications

The (maximum)10 scientific publications which have been selected, as well as other documents, are to be submitted electronically.

The publications are to be numbered in accordance with the list of publications.

6 Account of pedagogical expertise

If the pedagogical skills have not previously been assessed by an external pedagogic expert appointed by BTH (in accordance with *Guidelines for appointment of teachers and appointment to docent at Blekinge Institute of Technology*), a detailed account of the pedagogical skills in the form of a pedagogical portfolio is required for the following appointments:

Professor

Associate professor

Senior lecturer

First lecturer

The requirement of a pedagogical portfolio does not apply to the position of lecturer, associate senior lecturer and docent.

The pedagogical portfolio is to include the following parts:

- 1 Background and short presentation
- 2 Pedagogical studies
- 3 Experiences of teaching and supervision
- 4 Pedagogical activities: approach, reflection and development
- 5 Presentation of study material and teaching media, not compulsory for lecturers
- 6 Scholarship of Teaching and Learning, not compulsory for lecturers
- 7 Pedagogical activities and outside the university, not compulsory for lecturers
- 8 Other pedagogical qualifications, not compulsory for lecturers
- 9 Enclosures (certificates and publications in subject didactics or teaching and learning in higher education etc.)

Subject-didactic publications can be included in the pedagogical portfolio without being included in the 10 scientific publications, see Section 5 – Publications - above. Detailed instructions for the pedagogical portfolio are found in “Instructions for pedagogical portfolio”.