



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.

BTH applies expert evaluation procedures for recruiting teachers in accordance with the Employment Order. It is important to submit complete documents so that the external experts can assess the applicants' merits on objective grounds.

The application documents must consist of the parts described in the table below:

		Lecturer*	First lecturer	Associate senior lecturer	Senior lecturer*	Docent	Associate professor	Professor*
1.	Cover sheet/ personal letter	X	X	X	X	X	X	X
2.	CV	X	X	X	X	X	X	X
3.	Account of scientific, pedagogic and other relevant work	X	X	X	X	X	X	X
4.	List of publications			X	X	X	X	X
5.	Publications, a maximum of 10 for the scientific assessment			X	X	X	X	X
6.	Pedagogical portfolio**		X		X		X	X

\*For guest teachers and adjunct teachers, the same instructions apply as for the corresponding teacher category.

\*\*Item 6 does not apply if the pedagogical skills have 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*.

Work/activities during the last five-year period must be clear in all accounts.

Before proceeding with the application for promotion, the applicant shall go through the criteria with his/her Head of Department (prefekt).

The applicant shall motivate why and in what ways s/he fulfils the criteria for promotion. The Head of Department is not expected to make a formal evaluation of the application. The Head of Department's primary task is to evaluate whether the quantitative criteria are fulfilled (e.g. regarding supervision and courses in higher education pedagogy) and to discuss with the applicant whether s/he fulfils the other criteria for promotion. The applicant shall take the dialogue with the head of department into account before deciding whether to proceed with the application.

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.

You are welcome to submit your application via BTH's application system on our homepage *Vacancies*.

When the application regards a promotion please send your application to the registrar at [diarium@bth.se](mailto: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 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.

### **3 Account of scientific, pedagogic and other relevant work**

The account should be in essay form and be relatively brief (no more than four 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.

### **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.

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 Development of study material and teaching media
- 6 Scholarship of Teaching and Learning
- 7 Pedagogical activities and knowledge dissemination outside the university
- 8 Other pedagogical qualifications
- 9 Enclosures (certificates and publications in subject-didactics/teaching and learning in higher education etc.)

Publications in subject-didactics/teaching and learning in higher education can be included in the pedagogical portfolio without being counted in the 10 scientific publications, see Section 5 Publications above. Detailed instructions for the pedagogical portfolio are found in “Instructions for pedagogical portfolio”.