



Fastställd genom beslut i Rekryteringskommittén 170405 § 33.1
 Reviderad genom beslut i Rekryteringskommittén 170607 § 52.14
 Reviderad genom beslut i Rekryteringskommittén 170828 § 62.6
 Reviderad genom beslut i Rekryteringskommittén 180212 § 15.7
 Reviderad genom beslut i Rekryteringskommittén 190211 § 16.1
 Reviderad genom beslut i Rekryteringskommittén 190408 § 38.13
 Reviderad genom beslut i Rekryteringskommittén 190604 § 60.12
 Reviderad genom beslut i Rekryteringskommittén 191118 § 99.9

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 | Guest-/adjunct teacher/ professor |
|----|---|----------|----------------|---------------------------|-----------------|--------|---------------------|-----------|-----------------------------------|
| 1. | Personal letter | X | X | X | X | X | X | X | X |
| 2. | Curriculum vitae (CV) | X | X | X | X | X | X | X | X |
| 3. | Account of scientific, pedagogic and other relevant work | X | X | X | X | X | X | X | X |
| 4. | List of publications | | | X | 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 | |

Work/activities during the last five-year¹ 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 the applicant, at a promotion, desires 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*).

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 electronic application system on page *Vacancies* (<https://www.bth.se/eng/about-bth/vacancies-at-bth>).

¹ Three-year period for first lecturer.

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. For other application- and promotion cases it will be stated in the vacancy announcement, whether the application is to be written in English.

I Personal letter

The application starts with a personal letter of no more than 2 pages containing information about the position applied for and the applicant. The personal letter 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 (if applicable).
- A motivation for the application.
- A summary of the applicant's skills and qualifications with relevance to the employment or promotion.

2 Curriculum vitae (CV)

The CV should only contain information relevant for the position or promotion in question. Service certificates and any other certificates that support the information should be enclosed with the application.

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

- Invited talks, 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 levels and the extent of the supervision work. It should be clearly 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 determine 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 complete list of numbered publications should bear the applicant's name. The up to 10 publications that the applicant submits for assessment (see Section 5 Publications) should be marked with an asterisk in the list of publications.

The publications should be grouped 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 which publications were co-authored with which type of co-author(s) (e.g., students, more senior researchers or partners from the industry). More recent work (from the past 5 years) should be made prominent. One way of presenting the publications is suggested in Enclosure 1 (at the end of this document), 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 Pedagogical portfolio

The pedagogical portfolio should be at most 15 pages (excluding enclosures) and include the following 9 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 referred to in Section 5 Publications above. Detailed instructions for the pedagogical portfolio are found in the *Instructions for the pedagogical portfolio*.

Enclosure I

| Publication type ² | Journal | Conference | Workshop | Book ³ | Edited book | Book chapter | Popular scientific publications | Study material | Other publications |
|--|-------------------------------|------------|----------|-------------------|-------------|--------------|---------------------------------|----------------|--------------------|
| Total number ⁴ | N ⁵ : x, y, ... | | | | | | | | |
| Sole author | | | | | | | | | |
| First author ⁶ | | | | | | | | | |
| Most senior author ⁷ | | | | | | | | | |
| With supervised doctoral student | | | | | | | | | |
| With supervised first- or second-cycle student | | | | | | | | | |
| With external collaboration partner ⁸ | | | | | | | | | |
| With domestic academic partner | | | | | | | | | |
| With international collaboration partner | | | | | | | | | |
| Publications during the last five years ⁹ | | | | | | | | | |

² The publication types journal, conference, workshop and book chapter refer to scientifically peer-reviewed articles. Articles of these types which have not undergone peer review are included in the category “Other publications” together with, e.g., technical reports. A publication can be listed in more than one cell in the same column, e.g., “Most senior author” and “With external collaboration partner”.

³ Dissertations/ theses are not listed, as they are represented via the corresponding degrees.

⁴ Only published and accepted publications should be included. Submitted publications or works in progress should not be brought up and neither should they be listed in the list of publications.

⁵ State the total number (N) and list thereafter which articles that are referred to giving references to your list of publications. *This applies to all cells in the table.*

⁶ For articles with several authors. Publications written as sole author should not be included, as they are already included in the row above.

⁷ The author list can include other researchers/authors on the same level, however, not more senior researchers.

⁸ Co-authored with a collaboration partner outside academia.

⁹ Publications during the last five calendar years plus the present year.