



Instructions to applicants at appointment of teachers, promotion 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. It is the applicant's responsibility to ensure that complete documents have been submitted.

Qualifications shall be supported by certificates that are attached to the application. For central certificates, e.g., a degree certificate, a translation is required if the certificate is in languages other than English, Swedish, Danish or Norwegian. The translation must be in Swedish or English.

You are welcome to submit your application via BTH's electronic application system on <https://www.bth.se/eng/about-bth/vacancies-at-bth/#section-vacancies-at-bth>.

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.

The application documents must consist of the parts described in the table below. Please note that the parts may need to be submitted as separate files in BTH's electronic application system.

		Lecturer	Senior lecturer of practice	First lecturer	Postdoc	Associate senior lecturer	Senior lecturer	Docent	Associate professor	Professor	Guest/ adjunct teacher/ professor
1.	Personal letter	X	X	X	X	X	X	X	X	X	X
2.	Curriculum vitae (CV)	X	X	X	X	X	X	X	X	X	X
3.	Account of relevant work	X	X	X	X	X	X	X	X	X	X
4.	List of publications				X	X	X	X	X	X	(X)
5.	Publications (up to 5) for the scientific assessment			(X)	X	X	X	X	X	X	
6.	Pedagogical portfolio		X*	X			X		X	X	

*Only when applying for promotion.

The activities during the most recent five-year period must be clear in all accounts. For application/promotion to first lecturer and senior lecturer a three-year period applies.

Special instructions regarding promotions and appointment as docent

Special instructions regarding all promotion and docent matters

Before submitting an application, the applicant shall go through the assessment criteria with his/her Head of Department (“prefekt”) or a person assigned by the Head of Department. The applicant shall be able to motivate in which ways s/he fulfils the criteria. The Head of Department should not make a formal evaluation of the application but primarily discuss goal fulfilment of the criteria in general. The applicant shall take this dialogue into account before deciding whether to proceed with the application.

Merits regarding Ph.D. student supervision and higher education pedagogy shall be supported by certificates or official documents.

If the applicant, at a promotion, desires to change subject area, a subject area description for the “new subject” is to be attached and the change of subject area is to be motivated (see *Guidelines for appointment and promotion of teachers and appointment to docent at Blekinge Institute of Technology*).

Special instructions regarding promotion to professor

For promotion to professor, the application documents must be supplemented with a statement from the Head of Department whether *the new position is deemed suitable by the university in relation to the university's overall strategies and goals for the supply of skills* according to BTH's Employment Regulations (“Anställningsordning”).

Special instructions regarding promotion to associate professor – qualification based on pedagogical skills

For promotion to associate professor – qualification based on pedagogical skills, the application documents must be supplemented with an account of the course evaluations for the last five years according to Appendix 1 in *Process and case management for promotion to associate professor – qualification based on pedagogical skills*.

Special instructions regarding promotion to first lecturer

For promotion to first lecturer, the application documents must be supplemented with an account of the course evaluations for the last three years according to Appendix 1 in *Process and case management for promotion to first lecturer*.

1 Personal letter

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.

2 Curriculum vitae (CV)

Besides current/former employments and degrees, 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 supervision. Supervised Ph.D. 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 (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 relevant work

The account should be in essay form and be relatively brief (no more than 8 pages). It should provide a comprehensive picture of the applicant's relevant work/activities for the position in question up to the application date. Using the account, it should be possible to determine what the applicant has achieved within research, teaching and collaboration with the surrounding community, which results have materialized, and which impact these results had on research, teaching and collaboration with the surrounding community.

The account should also include the applicant's view of the potential for development within research (research plan), teaching, collaboration with the surrounding community and other activities that fall within the position or promotion in question.

4 List of publications

The complete list of numbered publications should bear the applicant's name. **Only published and accepted publications should be included in the categories 1–8 below.** Works in progress should not be listed. Submitted manuscripts can be included in category Other publications (9.). The publication categories journal (1.), conference (2.), workshop (3.) and book chapter (6.) refer to peer-reviewed

articles. Publications in journals, conferences, workshops and book chapters which have not been peer-reviewed are included in the category Other publications together with, e.g., technical reports. The 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. Within each category, the publications should be sorted by publication year.

1. Articles in international scientific journals with peer review
2. Conference articles with peer review
3. Workshop articles with peer review
4. Monographs (books)
5. Anthologies (edited books)
6. Articles in anthologies (book chapters) with peer-review
7. Popular science works
8. Study material for teaching at university level
9. Other publications (e.g., datasets, software, technical reports, arXiv-articles, etc)

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

A maximum of 5 publications may be submitted for assessment. Their impact should be briefly described in Section 3 *Account of relevant work*. At least 2 of the publications submitted for assessment shall be recent and not more than 5 years old. Like all other documents, these are to be submitted electronically. The selected 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. Detailed instructions for the pedagogical portfolio are found in the *Instructions for the pedagogical portfolio*:

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.)

A maximum of 2 publications in subject-didactics or teaching and learning in higher education may be included in the pedagogical portfolio without being counted in the 5 scientific publications referred to in Section 5 Publications above. Publications in subject-didactics or teaching and learning in higher education shall be listed in the list of publications, though (see section 4 List of publications above).

Enclosure I

Publication category ¹	Journal articles with peer-review	Conference articles with peer-review	Workshop articles with peer-review	Monographs ²	Anthologies	Articles in anthologies with peer-review	Popular science works	Study material	Other publications
Total number ³	N ⁴ : x, y, ...								
Sole author									
First author ⁵									
Most senior author ⁶									
With supervised doctoral student									
With supervised first- or second-cycle student									
With external collaboration partner ⁷									
With domestic academic partner									
With international collaboration partner									
Publications during the last five (three) years ⁸									

¹ Articles in publication categories journal, conference, workshop and anthologies refer to scientifically peer-reviewed articles. Articles of these categories 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”.

² Dissertations/ theses are not listed, as they are already represented via the corresponding degrees.

³ Only published and accepted publications should be included. Works in progress shall not be listed, neither should they be listed in the list of publications. Submitted manuscripts can be included in category “Other publications”.

⁴ 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.*

⁵ Only for publications with several authors. Articles published as sole are included in row “Sole author”.

⁶ The author list can include other researchers/authors on the same level, however, not more senior researchers.

⁷ Co-authored with a collaboration partner outside academia.

⁸ Publications during the last five calendar years plus the present year. For application/ promotion to first lecturer and senior lecturer a three-year period applies.