



Human Resources Office

Template for application for employment as teaching personnel at Stockholm University. To be used also when applying for promotion.

Replaces previously approved template dated 26 October 2005 (Reference number SU 615-2173-05), most recent revision 24 April 2010 (Reference number SU 615-0118-09).

Application for employment as a teacher takes place using the web-based application form that is available as a link from the relevant advertisement on the university's website.

Any application for promotion or an advertised employment not using the web form must be structured as specified by the template below, and information provided in those sections that apply. One copy of the application and its appendices, with the exception of publications presented (see Section 3 below), is to be submitted as an unstapled document with numbered pages, printed on one side of the paper.

It is the responsibility of the applicant to ensure that the application is complete and satisfies the requirements specified in the job announcement, and that it is submitted before the closing date for applications. The application is to be sent to the Registrar by e-mail, registrator@su.se, or by post. Postal address: Stockholm University, Registrar/PÅ, SE-106 91 Stockholm, Sweden.

1 LETTER OF APPLICATION

Specify the post for which application is made and give its reference number.

Grounds for application, summary of expertise (maximum one page or 4500 characters).

Information about the applicant

First name, family name.

Home address. Work address.

Home telephone, work telephone, mobile telephone.

E-mail address.

List of appendices.

2 CV

2.1 Personal details

Name.

Date of birth.

Sex.

Language skills.

2.2 Degrees

Degrees awarded by institutes of higher education, including details of date, subject and location. Enclose a copy only of the certificate of the most advanced degree.

Qualification as Associate Professor (Swedish: “Docent”) – a copy of the certificate is to be attached.

2.3 Education and previous employment

Current employment with correct and full title, and date of appointment.

Previous employment. Specify any periods of leave of absence.

For applications for promotion: specify the field of study for employment as senior lecturer (‘universitetslektor’) or associate senior lecturer (‘biträdande lektor’) or lecturer (‘universitetsadjunkt’). Enclose a copy of the certificate of employment. A researcher (‘forskare’) is to specify his/her field of study in the application.

Other information.

2.4 References

Give two or three persons who may be approached for a reference and their contact details.

3 PUBLICATIONS SELECTED BY THE APPLICANT

The applicant must select a limited number from his or her publications that are presented as support for the application – these may be scientific articles or other publications (see Sections 4.2 and 6.6). The selection is to be briefly justified and the role of the applicant is to be specified in publications that have more than one author.

A maximum of ten publications may be presented, unless otherwise stated in the job announcement.

NB – The publications are not to be attached to the application. The publications are to be sent by the applicant directly to members of the expert panel at a later stage, when asked to do so and according to instructions given by the person co-ordinating the employment process.

4 SCIENTIFIC EXPERTISE

4.1 Description of research activities (maximum two pages or 8000 characters). The description should make clear the applicant's role in the activities presented, and the research results should also be described within an international perspective. The description should include an assessment of the applicant's independence and productivity.

4.2 Complete list of publications. The list should make it clear which of the publications the applicant will send to the members of the expert panel for assessment (see above, Section 3).

Publications are to be listed under the headings given below. Specify the page numbers and overlappings (where relevant).

- Monographs.
- Peer-reviewed articles.
- Other scientific articles.
- Anthologies.
- Other scientific work.

4.3 External research grants received

List major grants that have been received. Specify the body awarding the grant, the amount, and date of the award. The applicant is to state whether the grant has been awarded to the applicant in the role of principal researcher or as co-applicant. The principal researcher and other co-applicants are to be specified in the latter case.

4.4 Distinctions, prizes, academy memberships, etc.

4.5 Other scientific expertise

Appointment as opponent at doctoral disputations or member of examination board.

Appointment as a member of an expert panel.

Work abroad, postdoctoral periods (if any).

National and international collaborative projects.

Participation in national and international conferences related to the field of research.

Memberships of editorial/advisory boards for international journals and referee commissions for journals. Specify the journals and the number of commissions per year.

Other expertise.

5 RESEARCH PROGRAMME

Describe your research programme for the next three years (maximum three pages or 12000 characters).

6 TEACHING EXPERTISE

- 6.1 Self-reflection over the role of teacher** (maximum four pages or 16000 characters). The description of teaching expertise should make clear not only what the applicant has done but also how it has been done, why it was done in just this way, and the results. The applicant is to state his or her fundamental educational principles and the way in which these are expressed in practice, for example in course manuals, planning of lessons, learning activities and examination tasks.

The self-reflection is to have a maximum length of four pages when applying for employment as or promotion to professor, as senior lecturer, as associate senior lecturer or as lecturer, and a maximum length of one page when applying for employment as postdoctoral research fellow.

6.2 Teaching experience

Within undergraduate education at basic and advanced levels, research education, further and higher education: Specify the extent, the width, the level, and level of responsibility for the courses listed. The volume of education and its type should not only be specified, specify also the degree of responsibility, and give details of active development work that took place for the listed courses.

6.3 Experience as supervisor

Within undergraduate education at basic and advanced levels: Specify the number of undergraduate projects for which the applicant has been supervisor.

Within research education: Specify the name of the research student, year of admission and year of award of the degree, and, where relevant, the names of other supervisors.

Current supervision of doctoral students: Specify whether the applicant is the principal supervisor or assistant supervisor, and specify the year of admission of the student.

6.4 Studies in educational pedagogy

Courses in the pedagogy of higher education; teacher training; conferences, seminars and projects in educational pedagogy. Specify the dates and extent. Copies of certificates regarding studies into the pedagogy of higher education should be enclosed.

Information to applicants for promotion:

For promotion, the applicant must have taken courses in the pedagogy of higher education corresponding to at least 7.5 Swedish higher education credits/ECTS (5 five weeks full time-effort).

Information to applicants for an advertised employment as professor, as senior lecturer or as lecturer:

If an applicant who lacks courses in the pedagogy of higher education wishes to refer to the fact that he or she possesses corresponding knowledge in another manner, this must be demonstrated. Such an assertion may be based on the learning outcomes in the recommendations given by the Association of Swedish Higher Education: <http://www.suhf.se/>

or from the learning outcomes of the university pedagogy courses given at Stockholm University: <http://www.su.se/medarbetare/personal/kompetens-ledarutveckling/pedagogisk-utbildning/kurser-i-universitetspedagogik/>

6.5 Course development and the administration of education

Course development with documentation, if any, for example showing how course evaluations have been used for further course development.
Appointments as, for example, director of studies or study adviser.

6.6 Work in the theory of education, and teaching materials

Books, articles, etc.
Compendiums/course material. Specify the form, level, extent, and significance within the education.

The list should make it clear which of the publications the applicant will send to the members of the expert panel for assessment (see above, Section 3).

6.7 Distinctions, prizes

6.8 Other teaching expertise

6.9 Assessment of teaching activities

Written statements from the head of department or director of studies with a qualitative assessment of the applicant's teaching skills should be submitted (maximum two statements). Where relevant, summaries only of course assessments may be submitted, but not of individual assessments!

7 ADMINISTRATIVE EXPERTISE AND MANAGEMENT EXPERIENCE

7.1 Commissions and experience of, for example:

Management and decision-making.
 Personnel administration and financial administration.
 Research administration.
 Education administration.
 Other professional or voluntary commissions.

7.2 Participation in planning and organising conferences, in the organising committee, for example, or responsible for a topic

7.3 Management training

7.4 Commissions within research and educational policy, etc.

Membership of governmental research councils or committees, other awarding bodies or committees.
 Other assessment work of Swedish and international research grant applications, or similar relevant commissions.
 Other assessments of projects, courses or similar.

8 EXPERTISE IN WORKING WITH THE COMMUNITY, AND FROM INFORMATION ABOUT RESEARCH AND DEVELOPMENT WORK

8.1 Interaction with the community based on the applicant's own scientific and educational activities with, for example:

The business community and the industrial community, including any patents held.
 Authorities, cultural bodies and organisations.
 Forming contacts and building networks – national and international.

8.2 Information about research and development work

Open lectures aimed at society outside of institutions for research and higher education.
 Book reviews.
 Appearances in the media.

9 PERSONAL ASSESSMENT

The applicant should describe his or her own personality in a manner that makes it possible to assess the ability to work with others, and the suitability for employment as described in the job announcement (maximum one page or 4500 characters).

An application for promotion should in a corresponding way describe an ability to cooperate with others and other appropriate qualifications for the higher employment.

