



Stockholm
University

Human Resources Office

PROMOTION – instructions for applicants

When applying for promotion, arrange your application according to the template below. Submit your application and certificates/credentials – preferably as one PDF file – to: registrator@su.se.

Template when applying for promotion

1. **APPLICATION LETTER**
2. **CV** (short, preferably no more than 2 pages, 8,000 characters)
3. **SCIENTIFIC EXPERTISE** (preferably no more than 3 pages, 12,000 characters)
4. **TEACHING EXPERTISE** (preferably no more than 3 pages, 12,000 characters)
5. **ADMINISTRATIVE EXPERTISE AND MANAGEMENT EXPERIENCE** (preferably no more than 2 pages, 8,000 characters)
6. **COMMUNITY INTERACTION** (preferably no more than 2 pages, 8,000 characters)
7. **RESEARCH PROGRAMME** (preferably no more than 3 pages, 12,000 characters)
8. **PUBLICATIONS** (complete list of publications)
9. **SELECTED PUBLICATIONS** (list of selected publications)
10. **APPENDICES** (certificates)

Assessment criteria are stated in the *Rules of Employment for the Recruitment and Promotion of Teachers at Stockholm University (AOSU)* adopted by the University Board. The Disciplinary Domain Board of Science and the Disciplinary Domain Board of Humanities, Law and Social Sciences have adopted instructions supplementary to the above rules.



Documents to upload – disposition and contents

1. APPLICATION LETTER (preferably no more than 1 page, 4,000 characters)

Motivate your application.

2. CV (short, preferably no more than 2 pages, 8,000 characters)

2.1 Degree and completed courses and programmes

2.2 Employment history

Specify the subject area/scholarly field pertaining to your current position enclosing a copy of the employment certificate (anställningsbeslut).

2.3 Any leave of absence, including parental leave

2.4 Any other experience of relevance

3. SCIENTIFIC EXPERTISE (preferably no more than 3 pages, 12,000 characters)

3.1 Your own research activities and findings

Describe your own research activities and findings. The description should indicate your own role, independence, and productivity, as well as the significance of the findings (from both a national and international perspective).

3.2 Research grants

List any major grants received. Specify who awarded the grant, the amount awarded, when it was awarded, and whether you received the grant as the principal applicant or as a co-applicant. In the latter case, the principal applicant and other co-applicants should be named.

3.3 Other research appointments, honours and awards

For example: Appointment as a faculty examiner or member of an examining committee; Appointment as a member of an expert panel; National and international collaborative projects; Participation in national and international conferences related to the field of research; Referee assignments and memberships of editorial/advisory boards for international journals.

Specify the journals and the number of assignments per year. Specify any received honours, awards, academy memberships, etc.

4. TEACHING EXPERTISE (preferably no more than 3 pages, 12,000 characters)

4.1 Reflections on your own teaching

The presentation of your teaching expertise should describe what has been done, how and why it was done, and what the results were. Describe your teaching philosophy and how it manifests itself in your own teaching, e.g. in course guides, lesson plans, exercises, and examination tasks.

4.2 Teaching experience

Describe your teaching experience in the first, second and third cycles, as well as in continuing professional development. Specify your role in the courses listed, as well as their extent and cycle.

4.3 Experience as a supervisor

- In the first and second cycle: Specify the number of degree projects for which you have been a supervisor.
- In the third cycle: Specify the doctoral student's name, year of admission, and (where applicable) year of completion.

4.4 Training in teaching and learning in higher education

List courses in teaching and learning in higher education and supervision training courses that you have taken. Specify the extent of the training and when it took place for each course and attach certificate copies. Note that training in teaching and learning is a requirement for promotion, see instructions from the respective scientific area board and for respective promotion stage.

4.5 Course development and course administration

Describe, with examples and documentation, your work with course development. For example, describe how you have used course evaluations for further course development. Specify appointments as, for example, director of studies or study adviser.

4.6 Teaching material

List any books, articles, compendiums, or other course material that you have produced. Specify the format, level, scope, and significance to teaching.

4.7 Teaching awards and honours

4.8 Other activities related to teaching

E.g. teacher training and participation in teaching conferences, seminars, and projects. Written statements, e.g. from the head of department or director of studies, should be attached.

5. ADMINISTRATIVE EXPERTISE AND MANAGEMENT EXPERIENCE (preferably no more than 2 pages, 8,000 characters)

5.1 Assignments and experience

- Describe your experience of, for example:
- Management and decision-making
 - Personnel and financial administration
 - Research administration
 - Course administration
 - Other professional or voluntary assignments.

5.2 Planning and organizing conferences

Specify your participation in planning and organizing conferences, meetings, etc.

5.3 Management training

Specify any completed management training, including the time and extent of the training.

5.4 Assignments related to research and educational policy, etc.

Here list membership of public research councils or committees, or other grant-awarding boards or committees, including assignments to assess or evaluate Swedish and foreign research applications, projects, training programmes, or similar relevant assignments.

6. COMMUNITY INTERACTION (preferably no more than 2 pages, 8,000 characters)

6.1 Interaction with the community

Indicate if you, on the basis of your research and teaching activities, have interacted with authorities, the business sector, the cultural sector, or other organisations, or if you have participated in other forms of networking or contacts, either nationally or internationally. Any patents held may also be listed here.

6.2 Information about research and development

List any lectures or other assignments aimed at informing the community about research and development. Book reviews or appearances in media may also be listed here.

7. RESEARCH PROGRAMME (preferably no more than 3 pages, 12,000 characters)

Describe your planned research for the next three years.

8. PUBLICATIONS (complete list of publications)

Attach a complete list of your publications. The publications should be listed under the following headings: Monographs, Peer-reviewed articles, Other academic articles, Anthologies, and Other academic works. Include page numbers and overlaps (where relevant).

9. SELECTED PUBLICATIONS (list of selected publications)

Attach a list of the selected publications (no more than 10) that you wish to present in support of your application. The selection and each publication should be accompanied by a brief motivation, and your own role should be specified for works that have more than one author.

10. APPENDICES (certificates)

Enclose copies of relevant certificates/credentials.