



PROMOTION – instructions for applicants

When applying for promotion, arrange your application according to the template below. Submit your application and certificates/credentials to the University's recruitment system. Please contact the Faculty Office for a link.

Template when applying for promotion

- **APPLICATION LETTER**
- **CV** (short, preferably no more than 2 pages)
- **OTHER DOCUMENTS**

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 Human Sciences have adopted instructions supplementary to the above rules.

Documents to upload – disposition and contents

APPLICATION LETTER (preferably no more than 1 page)

Motivate your application.

CV – must use the headings and disposition as stated below

1. SUMMARIES YOUR QUALIFICATIONS (short, preferably no more than 2 pages)

1.1. Degree and completed courses and programmes

1.2. Employment history

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

Any leave of absence, including parental leave.

1.3. Any other experience of relevance

2. SCIENTIFIC EXPERTISE (preferably no more than 3 pages)

2.1. 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).

2.2. 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.

2.3. 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.

3. TEACHING EXPERTISE (preferably no more than 3 pages)

3.1. 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.

3.2. 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.

3.3. 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. State if you were/are supervisor or main supervisor.

3.4. 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. Upload a copy of your certificates/diplomas of completed courses in teaching and learning in higher education courses under the heading CERTIFICATES.

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.

3.5. 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.

3.6. Teaching material

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

3.7. Teaching awards and honours



3.8. Other activities related to teaching

State 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 uploaded under the heading CERTIFICATES.

4. ADMINISTRATIVE EXPERTISE AND MANAGEMENT EXPERIENCE (preferably no more than 2 pages)

4.1. 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.

4.2. Planning and organising conferences

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

4.3. Management training

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

4.4. Assignments related to research and educational policy, etc.

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.

5. COMMUNITY INTERACTION (preferably no more than 2 pages)

5.1. 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.

5.2. 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.



6. 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).

7. 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.

OTHER DOCUMENTS – UPLOAD SEPARATELY

- **RESEARCH PROGRAMME (preferably no more than 3 pages)**
Describe your planned research for the next three years.
- **EVALUATION of TEACHING MERITS**
Written certificates which quantitatively documents your teaching experience and also qualitatively assess your teaching skills. For example, these certificates can be issues by the Head of department or Director of Studies. Individually submitted course evaluations must not be attached.
- **CERTIFICATES**
Other grades or certificates, for example docent certificates, grades and diplomas for courses in teaching and learning in higher education, supervision training courses and leadership training.
- **SELECTED PUBLICATIONS**
The selected publications should be uploaded with your application. Selected publications which cannot be uploaded digitally, are sent by the applicant to the expert reviewers. Instructions will be given by the assigned administrator from the faculty.
- **EMPLOYMENT DECISION**
Upload an employment decision which states the research area and specialisation of your employment.