Stockholm University

TEACHING POSITION – instructions for applicants

To apply for a teaching position (assistant professor, associate professor or professor) at **the Faculty of Science**, Stockholm University, please upload the documents described below to the University's recruitment system. The recruitment system can be reached through the relevant job advertisement at the Stockholm University's website www.su.se/job.

Documents to upload when applying for a position

- **COVER LETTER**
- **CV (in accordance with template, see below)**
- **OTHER DOCUMENTS**

Some documents are obligatory and must be attached before you can submit your application. If you do not have a requested obligatory document, you must attach a document explaining why it is missing.

On the following pages we will describe in more detail what we expect each document to contain. Please note that in many recruitment processes, your application will be reviewed by experts whose working language is English. In these cases, it will be stated in the recruitment form, and possibly in the advertisement, that we would like your application to be written in English.

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.

COVER LETTER

Motivate your application and summarise your qualifications in an accompanying letter (preferably no more than 1 page).

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CV – headings and numbering as follows must be used

CONTACT INFORMATION

Full name
Birth date (YYYY-MM-DD)
Home address
Phone number
Email

1. SUMMARY OF QUALIFICATIONS (preferably no more than 1 page)

1.1 Degree and completed courses and programmes
1.2 Employment history
1.3 Any leave of absence, including parental leave
1.4 Any other experience of relevance

2. SCIENTIFIC EXPERTISE

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.

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

3.1 Teaching experience

List 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.

3.2 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.

3.3 Training in teaching and learning in higher education

List any supervisor training and courses in teaching and learning in higher education, including the extent of the training and when it took place. Attach copies of certificates regarding such training.

3.4 Overall teaching responsibility

Specify if you have had appointments as, for example, director of studies or another role which entailed overall teaching responsibility.

3.5 Teaching material

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

3.6 Teaching awards and honours

3.7 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 under the section ASSESSMENT of TEACHING SKILLS.

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4. REFLECTIONS ON YOUR OWN TEACHING (preferably no more than 3 pages)

Describe your pedagogical philosophy and how it influences your teaching. You are encouraged to relate your reflections to research on teaching and learning in higher education and give concrete examples. For example, you can explain how you plan courses and lessons, design exercises and examination tasks, and how this contributes to developing teaching and supporting student learning. Also share examples of how you have handled pedagogical challenges. Describe how you work with course development based on, for example, course evaluations and other feedback. Also describe how you supervise students at different levels, including doctoral students, and give examples of your working methods. Also describe how you want to develop in the future in your role as a teacher.

5. ADMINISTRATIVE EXPERTISE AND MANAGEMENT EXPERIENCE

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

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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. PUBLICATIONS (complete list)

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).

OTHER DOCUMENTS – UPLOAD SEPARATELY

- RESEARCH PROGRAMME (preferably no more than 3 pages)
  Describe your planned research for the next three years.

- SELECTED PUBLICATIONS (list of)
  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.

- DOCTORAL DEGREE certificate
  Attach a copy of your doctoral degree certificate.

- ASSESSMENT of TEACHING SKILLS
  Written statements, e.g. from the head of department or director of studies, that quantitatively document your teaching experience as well as qualitatively assess your teaching skills, should be attached here. Individual course evaluations should not be included.

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- CERTIFICATES

  Other certificates, such as docent certificate as well as certificates from training in teaching and learning in higher education, supervisor training and management training.

- SELECTED PUBLICATIONS

  Preferably attach copies of the selected publications by uploading. Selected publications that are not possible to upload can later be sent directly to the expert panel. Instructions will then be given by the administrative coordinator.