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# PROMOTION – instructions for applicants within the Faculty of Science

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** (in accordance with template, see below)
- **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 and in the respective area board's supplementary instructions.

# I. Application for promotion from Assistant Professor to Associate Professor

The prerequisites for promotion to associate professor are regulated by the Higher Education Ordinance and the criteria adopted by Stockholm University and the Board of Science (ON), which are described in the document: Assessment criteria for promotion to Associate Professor and Professor in the Faculty of Science

In order to provide the external reviewers and the promotional committee with the best possible basis for assessment, the application template should be structured as instructed below.

## Documents to upload – disposition and contents

## **APPLICATION LETTER** (preferably no more than 2 pages)

Motivate your application.

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# CV – must use the headings and disposition as stated below

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

### 1.1. Degrees 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

Specify the name of your supervisor during PhD studies and postdoc employment(s).

### 1.3. Any other experience of relevance

## 2. SCIENTIFIC EXPERTISE (preferably no more than 3 + 4 pages)

### 2.1.1. 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).

### 2.1.2. Popular summary of your research (preferably no more than 1 page)

### 2.1.3. Your most important scientific achievement* (preferably no more than 3 pages)

In addition to the general description of your research activities and findings under 2.1.1, you should describe what you consider to be your most important scientific achievement.

Explain in detail what your contribution is and what has been done by others. Place this work in its scientific context in order to demonstrate to the promotional committee and other reviewers how innovative and independent the work has been, as well as why the work can be considered important. Examples of questions to highlight: What is the work based on? What are the implications of the work? How has it affected other people's work? What is the potential impact on other people's work? Can the work be considered a scientific breakthrough, and if so, how? What you choose to describe should, in some sense, be a cohesive scientific work.

* It is up you as an applicant to decide what you consider to be your "most important scientific achievement". Your scientific achievement may constitute one or more articles, but also, for example, method development.

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### 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.

All applications, including non-granted ones, for funding exceeding SEK 500,000 should be documented with the requested and, where applicable, awarded amount. Name the principal applicant and any co-applicants.

For applications that have received an assessment and/or rating, this rating and/or assessment should be enclosed with the application.

### 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.

Participation in and invitations to conferences should be accompanied by the title and a description of your presentation (e.g. invited lecture, keynote speech or similar). The conference should be described (name, location, organiser, etc.) in such a way that it can be identified by the reviewers and the promotional committee.

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

### 3.1. 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.

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### 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. State if you were/are supervisor or principal supervisor.

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

Note that training in teaching and learning is a requirement for promotion, see instructions from the respective area board and for respective promotion stage.

### 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

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.

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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 (preferably no more than 2 pages)

### 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.

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)

### 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

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and development. Book reviews or appearances in media may also be listed here.

## 7. 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).

## 8. 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)
  Attach a long-term research plan. Your research network, with a focus on your most important contacts within and outside Stockholm University, should also be described here.

- EVALUTION OF TEACHING MERITS
  Written certificates which quantitatively document your teaching experience and also qualitatively assess your teaching skills. For example, these certificates can be issued by the Head of department or the 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.

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# II. Application for promotion from Associate Professor to Professor

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Specify the name of your supervisor during PhD studies and postdoc employment(s).

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## 2. SCIENTIFIC EXPERTISE (preferably no more than 3 + 4 pages)

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## 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. State if you were/are supervisor or principal supervisor.

The list of doctoral students should be accompanied by a brief description of their continued careers after earning their doctoral degree.

The postdoctoral fellows you have supervised, as well as their continued careers, should also be described here.

## 3.3. Training in teaching and learning in higher education

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