



SÖDERTÖRNS HÖGSKOLA | STOCKHOLM  
sh.se

## APPLICATION TEMPLATE FOR PROFESSORSHIPS AND POSITIONS AS SENIOR LECTURER (EMPLOYED UNTIL FURTHER NOTICE) AT SÖDERTÖRN UNIVERSITY. ALSO USED FOR APPLICATIONS FOR PROMOTION, AND APPOINTMENT AS AN ASSOCIATE PROFESSOR (DOCENT).

Södertörn University's Appointments Procedure and its accompanying instructions state the applicable rules for employing professors and senior lecturers (employed until further notice), in addition to those of the Higher Education Ordinance. This template is a complement to these documents and is for use by applicants. The template is also used for applications for promotion or appointment as an associate professor (docent). The template can also be used by external experts when assessing the applicant's qualifications.

**Apply via our web-based recruitment system by clicking on "Apply" at the bottom of the advert.** All the application documents are uploaded to the system via the application form. The applicant is responsible for ensuring the application is complete, matches the advert, and is submitted by the application deadline.

Please note that publications referred to in the application must be appended to it. Incomplete applications or ones that arrive at Södertörn University after the deadline may not be considered. This applies to digital applications and applications that are sent to the university in other ways.

The application must be organised according to the below template:

**In addition to the application, certificates/diplomas such as the following must be appended:**

- University degree certificate(s)
- Certificate of appointment as associate professor Educational training Any written statements from heads of department or the equivalent with an evaluation of teaching skills Compiled course evaluations
- Management/leadership training

## **1. APPLICATION LETTER WITH POLICY STATEMENT/INTENTION**

State the position you are applying for, using the heading from the job advert and registration number. Describe your plans and visions for scholarly and educational activities as part of the position you are applying for (max one page).

## **2. CV**

Personal details – name, date of birth, address, telephone number, workplace, mobile number, email address

Qualifications – state higher education qualifications: year, subject and place

Employment – current employment with job title and date of employment, previous employment with titles and dates

When applying for promotion to professor, state the subject area for your current position as senior lecturer and any previous evaluations of applications for professorships.

### **2.1 Certificates/diplomas**

## **3. SCHOLARLY MERITS**

### **3.1 Description of scholarly activities**

Description of your own scholarly activities Present your role. Research results should, if possible, be highlighted from an international perspective. An assessment of autonomy and productivity should be included in the description (max 1½ pages).

### **3.2 List of publications**

*(Publications are uploaded under a separate heading (3.6) in the system)*

Complete list of publications. The list must clearly state which publications are referred to in the application; these must be published or accepted for publication on the date the application is submitted.

Unless otherwise stated in the advert, no more than five publications may be referred to when applying for a position as senior lecturer (also for applications for promotion to senior lecturer) and no more than ten when applying for a professorship (also for applications for promotion to professor).

- Monographs
- Peer reviewed articles
- Other scholarly articles
- Anthologies
- Popular science
- Teaching material/course literature

### **3.3 External research funding**

State financier, amount and date. Significant funding received as a project leader or co-applicant. If co-applicant, state the project leader and other co-applicants.

### **3.4 Awards, prizes, memberships of academies, etc.**

### **3.5 Other scholarly merits**

- Assignment as external examiner or member of an examining committee
- Appointments as external expert
- Work abroad, any postdoctoral periods
- National and international partnership projects and conferences
- Other

### **3.6 Publications**

The publications referred to in the publication list must be appended to the application. State the number of pages and any overlaps.

## **4. EDUCATIONAL MERITS**

Educational merits must be documented in a manner that makes it possible to evaluate educational expertise.

### **4.1 Educational training**

State courses in teaching and learning in higher education, teacher training, seminars and projects. State the date and scope.

### **4.2 Educational approach**

A description of the applicant's perspective on knowledge, learning, teaching and student interaction, and how this has developed (max 1½ pages).

### **4.3 Teaching experience**

State level, scope in hours, breadth and responsibility for the stated courses, and experience of various forms of examination and teaching.

### **4.4 Supervisory experience**

- At first and second-cycle levels (Bachelor's and Master's): State the number of supervised degree projects/dissertations.
- Within completed third cycle education (doctoral): State the doctoral student's name, year of admission and graduation, and any other supervisors
- Ongoing doctoral supervision: As principal or assistant supervisor, and the doctoral student's year of admission

### **4.5 Course development and educational administration**

Planning, development and evaluation of named courses. Commissions such as director of studies, head of subject, course convenor, etc.

**4.6 Educational works and teaching material** Production of teaching material, books, articles, etc. Compendiums and course material. State form, level, scope and area of use in teaching.

### **4.7 Awards and prizes**

### **4.8 Other educational merits**

E.g. participation in conferences about education, educational development work, national or international teacher exchanges, public debate on education, etc.

### **4.9 Evaluation of contributions to education**

Any written statements from heads of department or the equivalent with an evaluation of teaching skills should be submitted. NB! Do not submit single, individual evaluations.

## **5. ADMINISTRATIVE MERITS AND MANAGEMENT POSITIONS**

### **5.1 State position and experience**

E.g. experience of overarching development and/or management of activities and staff management inside and outside academia, HR and financial administration.

Research administration, education administration, other professional or voluntary commissions etc.

**5.2 Participation in planning and hosting conferences** E.g. as organiser or theme leader.

**5.3 Management/leadership training**

**5.4 Appointments linked to policy-making in research and education**

Member of public research councils or committees, other funding boards or committees, project evaluations, courses or similar.

**6. MERITS FROM EXTERNAL CONTACTS AND FROM INFORMATION ABOUT RESEARCH AND DEVELOPMENT WORK**

**6.1 Community engagement/collaboration based on your own activities**

Business, public agencies, organisations and cultural institutions, contact and network building, nationally and internationally.

**6.2 Information about research and development work**

Lectures outside the university, reviews, media appearances, lectures at conferences and similar.

**7. OTHER MERITS** Assignments, stipends and similar.