

Rules and Instructions for Appointment as a Senior Lecturer on Scientific Grounds at the Faculty of Science, Technology and Media

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Summary: This document contains supplementary rules and instructions to Mid Sweden University's Employment Procedures, with regard to appointing senior lecturers on scientific grounds at the Faculty of Science, Technology and Media.

Earlier versions: Replaces the document *Instructions for Appointment as a Senior Lecturer at the Faculty of Science, Technology and Media*, established 10 June 2020, reg. no. MIUN 2020/1336.

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1 Introduction

The appointment and promotion of teachers at higher education institutions is regulated in the Swedish Higher Education Ordinance (SFS 1993:100). The provisions of the Higher Education Ordinance are supplemented by Mid Sweden University's local employment procedures. The Faculty may also supplement these with more detailed instructions. The instructions in this document apply to recruitment as and promotion to senior lecturer, when the application is based on scientific grounds.

Questions should be addressed to the relevant administrator at the Faculty of Science, Technology and Media.

2 Expert review

The expertise of the applicant must be assessed by two external experts who are at least qualified for appointment as a docent.

The points of departure for assessment when appointing senior lecturers are described in Section 3.1 Qualifications and assessment criteria. Specific rules and instructions for the recruitment of senior lecturers and the promotion of lecturers or associate senior lecturers to senior lecturer are described in Sections 3.1.1–3.1.3.

With regard to the design and content of expert opinions, please refer to **separate instructions to external experts** regarding appointments on scientific grounds.

In order to be considered qualified for appointment as a senior lecturer, two positive expert opinions are required.

3 Appointing a senior lecturer

3.1 Qualifications and assessment criteria

This section sets out the qualification requirements stated in Mid Sweden University's Employment Procedures, as well as the Faculty's supplementary qualification requirements and assessment criteria.

From Mid Sweden University's Employment Procedures

Pursuant to Section 4 of Chapter 4 of the Swedish Higher Education Ordinance (SFS 1993:100), a person qualified for appointment as a senior lecturer is, except in disciplines in the fine, applied or performing arts, someone who has demonstrated teaching expertise and been awarded a doctorate or has the corresponding research competence or other professional expertise that is valuable for the post's subject matter and duties. The term *corresponding research competence* refers to a documented qualification awarded by a foreign higher education institution that is at least equivalent to a Degree of Doctor.

The assessment criteria for appointment as a senior lecturer must be the degree of expertise required as qualification for employment. As much attention must be given to the assessment of teaching expertise as to the assessment of other qualifying criteria.

Qualification for appointment as a senior lecturer usually requires training in teaching and learning in higher education equivalent to 15 credits, or at least 10 weeks of full-time studies. If they do not fulfil this requirement, a successful candidate shall obtain the qualification within two years of appointment. For promotion, this training must be completed in accordance with Mid Sweden University's Employment Procedures.

The Faculty's supplementary qualification requirements and assessment criteria

The applicant's research and teaching expertise shall be adequate both qualitatively and quantitatively and other expertise must also be good. In weighing up an application, excessive weakness in research or teaching expertise cannot be compensated with excellent qualifications in another area. A senior lecturer employed at the Faculty of Science, Technology and Media at Mid Sweden University must be deemed to have very good potential as a researcher and teacher.

For appointment as a senior lecturer at the Faculty of Science, Technology and Media, the applicant shall at least have achieved the following:

- Approximately 1,300 hours of varied teaching experience in higher education. Somewhat less experience may be acceptable if the applicant has good pedagogical experience in other regards, such as pedagogical development work, the production of study resources, educational administration, other teaching experience, etc.
- Experience of course coordination.

In addition to the above, the **quality criteria** established by the Faculty of Science, Technology and Media and described in **Section 3.2** also provide **useful qualifications**. However, these are only intended to support assessment and, as such, **it is not necessary for the applicant to meet all of the criteria** to be considered competent for appointment as a senior lecturer.

The criteria for assessing applicants for recruitment as or promotion to senior lecturer are described below in Sections 3.1.1–3.1.3.

3.1.1 Assessment when recruiting

Recruitment as a senior lecturer is based on the qualification and assessment criteria described in Section 3.1 and specified in the published announcement.

When selecting from several qualified applicants, the applicants' expertise shall be ranked according to the quality criteria in Section 3.2, as well as relevance to the appointment in question.

The quality criteria are intended to support assessment in order to differentiate applicants and, as such, **it is not necessary for the applicant to meet all of the criteria** to be considered competent for appointment as a senior lecturer.

3.1.2 Assessing requirements for promotion from lecturer

To be promoted from lecturer to senior lecturer, the applicant shall fulfil the qualification requirements for appointment as a senior lecturer described in Section 3.1. Before applying for promotion, the Faculty's minimum requirements for teaching hours and experience of course coordination must be met, see Section 3.1.

The subject area once promoted must be the same as or closely related to the subject taught as a lecturer.

Pursuant to Section 6.4 of Mid Sweden University's Employment Procedures, the applicant must also have completed training in teaching and learning in higher education for 15 credits, equivalent to at least 10 weeks of full-time study. If the applicant has undertaken all or part of their training in teaching and learning in higher education at another higher education institution, this will be assessed in relation to the requirements of the Employment Procedures, which are based on recommendations by the Association of Swedish Higher Education Institutions (SUHF). In such cases, prospective applicants are urged to contact the responsible administrator at the faculty Office before applying for promotion for further information about the assessment process. If the assessment is that previous training in teaching and learning in higher education needs to be supplemented, this must be completed before an application for promotion to senior lecturer is submitted.

In addition to the above, an assessment is made based on the quality criteria in Section 3.2. These are intended to support assessment and, as such, **the applicant does not need to meet all of the criteria** to be considered competent for appointment as a senior lecturer.

Exemption from external review

Applicants who have been awarded a Degree of Doctor in the subject in question are deemed to fulfil the requirement for research competence for promotion to senior lecturer, hence no further assessment of their research expertise is required.

If an applicant is a recognised university teacher according to Mid Sweden University's system for the acquisition of educational qualifications, the requirement for teaching competence is considered to be met for promotion to senior lecturer and no further external review of teaching expertise is necessary.

If the applicant fulfils all of the above requirements for research and teaching expertise, the requirements for promotion are deemed to be met and normally no further expert review is required.

3.1.3 Assessment and requirements for promotion from associate senior lecturer

An application for promotion from associate senior lecturer to senior lecturer shall be submitted no later than 6 months before the expiration of employment as an associate senior lecturer.

To be promoted from associate senior lecturer to senior lecturer, the applicant shall fulfil the qualification requirements for appointment as a senior lecturer described in Section 3.1. Before applying for promotion, the Faculty's minimum requirements for teaching hours and experience of course coordination must be met, see Section 3.1.

In addition to the above, **any specific requirements and assessment criteria for promotion established by the Dean before the announcement of the position in question and stated in the announcement** also apply.

Pursuant to Section 6.4 of Mid Sweden University's Employment Procedures, the applicant must also have undergone training in teaching and learning in higher education for 15 credits, equivalent to at least 10 weeks of full-time study. If the associate senior lecturer has undertaken all or part of their training in teaching and learning in higher education at another higher education institution, this will be assessed in relation to the requirements of the Employment Procedures, which are based on recommendations by the Association of Swedish Higher Education Institutions (SUHF). In such cases, the associate senior lecturer is urged to contact the responsible administrator at the Faculty Office at an early stage of their employment as an associate senior lecturer for further information about the assessment process. If the assessment is that previous training in teaching and learning in higher education needs to be supplemented, this must be completed before an application for promotion to senior lecturer is submitted.

In addition to the above, an assessment is made based on the quality criteria in Section 3.2. These are intended to support assessment and, as such, **the applicant does not need to meet all of the criteria** to be considered competent for appointment as a senior lecturer.

Exemption from external review

Applicants who have been awarded a Degree of Doctor in the subject in question are deemed to fulfil the requirement for research competence for promotion to senior lecturer, hence no further assessment of their research expertise is required. This is **on condition that no specific research requirements for promotion were stated when the post of associate senior lecturer they currently hold was announced.**

If an applicant is a recognised university teacher according to Mid Sweden University's system for the acquisition of educational qualifications, the requirement for teaching competence is considered to be met for promotion to senior lecturer and no further external review of teaching expertise is necessary.

3.2 Quality criteria for appointment as a senior lecturer

3.2.1 Research expertise

Research expertise demonstrated by, for example:

- research activities of a high quality displayed through publication in peer-reviewed scientific journals;
- being renowned nationally/internationally as a researcher in their subject area;
- research autonomy displayed as an author contributing valuable ideas and initiatives to publications;
- the ability to obtain research grants in national and/or international competition; and
- being adjudged to have good ability to establish a research group and develop and lead research.

3.2.2 Teaching expertise

Teaching expertise demonstrated by, for example:

- attested teaching expertise in the first and second cycle;
- documented experience of planning courses, different working methods and types of instruction, as well as examining at first cycle or higher;
- documented autonomous responsibility for planning, implementing and evaluating their own courses and examining course participants;

- documented pedagogical administrative and management responsibility, such as director of studies, course coordinator, programme coordinator;
- other documented experience of pedagogical relevance, such as pedagogical development work; and
- documented experience of individual supervision at both first and second cycle.

3.2.3 Other expertise

Other expertise demonstrated by, for example:

- administrative ability;
- developing and leading organisations and staff; and
- the ability to collaborate with the surrounding community.

4 Instructions to applicants

Applications for announced appointments at Mid Sweden University are submitted via the University's recruitment system. In the event that proof of qualifications cannot be submitted digitally, all documents must be submitted in triplicate and clearly marked with the title and reference number of the position being applied for. Send the documents to: The Registrar, Mid Sweden University, 851 70 Sundsvall.

Prior to planning an application for promotion, contact the Faculty Board for an assessment of whether or not a complete application needs to be submitted. Depending on previous teaching qualifications, it may not be necessary to submit a complete application.

Applications for promotion are sent to Registrar@miun.se. The application will then be given a reference number.

As a general rule, applications should be written in English and all documents should be validated.

Documentation of qualifications is required in order to assess your application. It is the responsibility of the applicant to document their qualifications in a manner that permits objective, qualitative assessment. Incomplete applications will not be considered.

Below is a list of important information as a point of departure for assessing research, teaching and other expertise. Next to some points you will find examples of how qualifications can be documented.

Please note that listed qualifications are only examples. An applicant may lack some or have additional qualifications in certain areas.

4.1 Instructions on applying

4.1.1 Letter of application including list of appendices

State the position/promotion and subject to which the application relates. For recruitments, state the reference number. A letter of application must include name, home address, work address, telephone number and email address. Your letter of application must include a list of appendices with documentation of the following qualifications.

4.1.2 Curriculum vitae (CV)

Attach relevant validated certificates and other documentation of your qualifications, research expertise, teaching expertise and other skills.

The CV should include the basic information and accounts of research, teaching and other expertise described in Sections 4.1.2.1–4.1.2.4 below.

4.1.2.1 Basic information

The CV should include:

- education (Degree of Doctor and other relevant qualifications); and
- current and previous positions and periods of appointment.

4.1.2.2 Account of research activities

The applicant is required to submit a detailed account of their research activities. This account should cover the applicant's work with internationalisation, intentions regarding their future research, and other efforts to achieve Mid Sweden University's overarching objectives.

Presentation of research expertise

- Degree certificates or equivalent
- List of scientific works/publications. If articles are coauthored, the applicant's individual contributions must be clarified. For example:
 - ◇ doctoral thesis and separate articles/manuscripts included therein;
 - ◇ articles published in national and international scientific journals;
 - ◇ conference papers;
 - ◇ books and chapters in anthologies;
 - ◇ popular science publications;
 - ◇ patents; and
 - ◇ other publications.
- List a maximum of 10 publications as a basis for assessment.
- A brief account (max. 4 pages) of and reflection on their own research activities, including goals, strategies and research programme description.
- Assignments/appointments to committees, boards, etc.
- Awards and prizes.
- Participation in national and international conferences, etc.
- Other research qualifications.

4.1.2.3 Account of teaching expertise

As with research qualifications, the applicant is required to submit a detailed account of their teaching activities. Ideally, teaching qualifications should be documented in a teaching portfolio.

The account should include an explanation of the applicant's pedagogical approach, work on internationalisation, intentions regarding their teaching, and other efforts to achieve Mid Sweden University's overarching objectives.

Presentation of teaching qualifications

- Extent of teaching experience (qualification requirement)

Reported in total number of years and percentage of full-time employment. If experience equates to less than two years of full-time employment, report the number of teaching hours. Describe how teaching experience was gained. This may need to be certified.

- Course coordination (qualification requirement)

Report extent and cycle.

- Teaching activities and planning, for example:

- ◇ variation in teaching and cycle;
- ◇ experience of different types of instruction and modes of assessment;
- ◇ choice and production of teaching and examination materials;
- ◇ course development;
- ◇ participation in planning courses and programmes and developing types of instruction; and
- ◇ experience of popular science activities and scientific communication.

- List of teaching positions.
- Supervisory experience, for example:

- ◇ nature, scope and cycle (first, second, third) of supervision;
 - ◇ level of responsibility for supervision;
 - ◇ organisation of supervision; and
 - ◇ participation in the development and planning of third-cycle programmes.
- Pedagogical studies and development work, for example:
 - ◇ mentorship;
 - ◇ participation in pedagogical training courses and seminars;
 - ◇ participation in pedagogical projects;
 - ◇ examples of how course evaluations are used and the resulting changes;
 - ◇ study trips for pedagogical purposes;
 - ◇ attendance/participation in pedagogical conferences; and
 - ◇ publications in pedagogical journals.
 - Awards for and evaluations of teaching activities, for example:
 - ◇ pedagogical prizes, including the jury's justification;
 - ◇ results of course evaluations over an extended period; and
 - ◇ references from head of department, director of studies or colleagues.
 - Other teaching qualifications.

Pedagogical approach

- Reflections on their own teaching (max. 4 pages).

This report should cover the following points:

- ◇ A description of their own views on knowledge, learning, teaching and leadership, and how these have been developed and applied.

- ◇ Reflection on their own activities in relation to the goals and working conditions.
- ◇ Plans for the future.
- The applicant's comments regarding their teaching career so far in light of the documents submitted.

4.1.2.4 Account of other relevant expertise

As with research and teaching qualifications, the applicant is required to submit a detailed account (max. 1 page) of any other activities of relevance to the appointment.

Presentation of other expertise

The application should contain documentation of, for example:

- administrative qualifications, such as
 - ◇ staff responsibility
 - ◇ financial responsibility
 - ◇ educational responsibility
 - ◇ development responsibility
- decision-making and management;
- membership of councils, board and committees;
- experience of working outside academia;
- collaboration with organisations outside academia; and
- engagement with third-stream activities.

5 Appointment as an adjunct senior lecturer

The same qualification requirements and assessment criteria apply to the appointment of adjunct senior lecturers as senior lecturers with the exception of the requirement for training in teaching and learning in higher

education, the requirement for 1,300 teaching hours and the requirement for course coordination experience. An adjunct senior lecturer's main employment must be outside the higher education sector, meaning that an appointment as an adjunct senior lecturer must be for less than 50 per cent of a full-time position. If a candidate's competence has not been previously verified, this must be done before any appointment is made.

The purpose of appointing an adjunct senior lecturer is to acquire competence that is otherwise lacking in Mid Sweden University's regular organisation and is necessary to provide a high-quality course or programme. The principle aim of appointing an adjunct senior lecturer is to reinforce Mid Sweden University's expertise in a prioritised subject area. An adjunct senior lecturer may also contribute to research if the purpose is to improve teaching.

6 Appointment as a visiting senior lecturer

The same qualification requirements and assessment criteria apply to the appointment of visiting senior lecturers as other senior lecturers with the exception of the requirement for training in teaching and learning in higher education, the requirement for 1,300 teaching hours and the requirement for course coordination experience. Qualification requirements for appointment as a visiting senior lecturer at Mid Sweden University are fulfilled by someone who is employed at a higher education institution in Sweden or abroad and who holds a senior lectureship or is deemed to have equivalent competence. Under normal circumstances, the candidate should be currently employed as a senior lecturer. If a candidate's competence has not been previously verified, this must be done before any appointment is made.

The appointment of a visiting senior lecturer provides temporary teaching and/or research expertise that can contribute to the renewal of Mid Sweden University and increase the breadth and depth of its operations.