



## **Qualifications criteria for the appointment of associate professors in the Faculty of Science, Technology and Media at Mid Sweden University**

To be eligible for the position of associate professor at the Faculty of Science, Technology and Media at Mid Sweden University, the benefits of the appointment for undergraduate and graduate studies as well as research at Mid Sweden University need to be endorsed by the head of department and head of subject, or equivalent. In addition, there are requirements relating to formal training in supervision of PhD students (or equivalent documented qualifications). Following successful assessment, the applicant holds a 45-minute lecture as associate professor on a subject determined by the Faculty Board after consultation with the applicant.

An associate professor at the Faculty of Science, Technology and Media at Mid Sweden University should have reached a high level of academic and educational competence.

### **Assessment by subject specialists**

Two external subject specialists will assess applicants' qualifications. In the following, suggestions are presented on the general rules of assessment, including instructions for application. Research and educational expertise should be sufficient, as should other qualifications. Deficiencies in one area cannot be compensated by good qualifications in another area in the final assessment.

#### **A. Research expertise**

*(If the applicant relies on artistic expertise as basis for assessment, skip this section and go to section B.)*

High level of research expertise demonstrated mainly by:

- active research of high quality in the form of publication in peer-reviewed international journals or presentations at international conferences corresponding to an additional doctoral thesis in volume and quality
- being nationally/internationally recognized in his/her field
- research autonomy as senior researcher and contributor of important initiatives and ideas to the publications
- being considered to have good ability to establish a research team and develop and lead research
- being considered to have excellent future research potential.

## B. Artistic expertise

*(If the applicant refers to research expertise as basis for assessment, skip this section and go to section C.)*

High level of artistic expertise demonstrated mainly by:

- active production of artistic work of high quality, where the applicant as independent senior art practitioner should demonstrate a high level of artistic expertise by the range of artistic work created over time
- being recognized as an independent senior art practitioner demonstrating high level of artistic expertise by an in-depth description of artistic work
- being nationally and internationally recognized in his/her field
- autonomy as a senior practising artist and contribution of important initiatives and ideas
- being considered to have good ability to develop and lead a creative process
- being considered to have excellent future artistic potential
- active production of high quality art leading to participation in a range of expert tasks connected to the applicant's artistic work and its development outside the academic environment.

## C. Educational expertise

High level of educational expertise demonstrated mainly by:

- well documented educational expertise, mainly at undergraduate level
- formal educational training in the form of an introductory course in higher education or equivalent educational training
- formal training in supervision of PhD students
- documented experience of various types of work and teaching on undergraduate level
- documented independent responsibility for planning, implementation and evaluation of courses and examination of course participants
- documented managerial responsibility for study programmes/a part of a study programme, e.g. as director of studies
- any other documented experience relevant in the educational context, e.g. educational development
- current supervision of PhD students as assistant and/or main supervisor having documented experience of individual supervision, e.g. specialized studies at first and second-cycle level

## D. Other qualifications

Other well documented qualifications demonstrated by, for example:

- administrative skills
- skills in developing and leading operations and staff
- ability to collaborate with the surrounding society
- any other skills of relevance for the position.

## Outline of the subject specialists' statement

Instructions for the applicants for the position of associate professor are provided in the section Application instructions. Subject specialists are advised to consider current qualifications criteria and use the disposition of these instructions in their statement. If application documents are missing, thus making a final assessment impossible, this should be clearly indicated in the statement. In addition, what is missing should be specified.

The subject specialists should, based on the applicant's combined qualifications, assess whether or not the applicant is able to carry out tasks that are normally required of an associate professor and finally deliver their verdict: "appointment recommended" or "application rejected", including motivation for their statement.

## Application instructions

The application for the position of associate professor is made to Mid Sweden University; in the normal case, it should be written in English including attested copies of application documents. To allow assessment, documentation of qualifications is required. It is the applicant's responsibility to document his/her qualifications in such a way that an objective qualitative assessment is possible. The following instructions aim to provide the applicant with guidance for the assessment of research, educational and other qualifications. In some cases, there are examples of how to document qualifications. In cases where qualifications relied on are submitted to Mid Sweden University in a format other than digital, these documents should be submitted in three copies.

## Application letter including list of appendices

State the position/promotion and its registration number. The application letter should include home address, work address, phone number, and email address as well as a list of appendices constituting evidence of the following qualifications.

### 1. Curriculum Vitae

The list of qualifications should include the following:

- Education (higher education qualification, doctoral degree)
- Current and previous positions and duration of appointments
- Roles (head of department, director of studies, etc.)
- Personal circumstances of importance for the assessment of qualifications, e.g. parental leave, military service, longer periods of sickness absence.

Enclose any attested certificates and other evidence of the above.

### 2. Presentation of research activities

*(If the applicant relies on artistic expertise as basis for assessment, skip this section and go to section 3.)*

The applicant should submit a summary description of his/her research activities and specify the applicant's own contribution. The description should also include the applicant's internationalization efforts, plans for future research and other efforts to meet the overall goals of Mid Sweden University.

#### **List of research qualifications**

- Degree certificate or equivalent
- List of research work/publications
  - Doctor's thesis and the papers it covers
  - Articles published in international scientific journals
  - Conference contributions
  - Books and chapters in books
  - Popular science publications
  - Patents
  - Other publications
- Select a maximum of 10 of the publications you would like to use as evidence
- Role/memberships
  - Subject specialist
  - Reviewer
  - Priority groups
  - Evaluator
- Awards and prizes
- Participation in national and international research conferences etc.
- Brief presentation (1–2 pages) of and reflection on personal research including objectives, strategies, methods and research statement.
- Presentation of research supervision.
- Other research qualifications.

### **3. Presentation of artistic activities**

*(If the applicant relies on research expertise as basis for assessment, skip this part and go to section 4.)*

The applicant should submit a summary description of his/her artistic activities. The description should also include the applicant's internationalization efforts, plans for future artistic work and other efforts to meet the overall goals of Mid Sweden University.

The description consists of five parts. All parts should be connected to a table of contents. Submit each part separately clearly indicating the part in question. Furthermore, each page should be marked with the applicant's name.

#### **List of artistic qualifications**

- Brief presentation (1–2 pages) of and reflection on the applicant's artistic work, including objectives, strategies, methods and artistic ambitions.

- A visual presentation of the Body of Work, which is a presentation showing the artistic work and development of the applicant covering a large part of the applicant's career:
  - Artistic courage, depth, range and power of expression.
  - Clearly independent investigation and experimentation.
  - Range and variation of assignments/the artistic work's type and character.
  - Considerable artistic production nationally as well as internationally.

The following short information should be provided in connection to each work:

- Pictures showing the end result
- Numbering
- Heading
- Agency
- Client
- Aim of the assignment (no more than one sentence)
- Publication
- The role of the applicant in the work (e.g. graphic designer, art director, etc.)
- Co-creators.

The artistic works should be numbered, headlined, and connected to a table of contents including page numbers.

- Select a maximum of 10 of the artistic works you would like to use as evidence and motivate the selection.

As independent senior art practitioner, the applicant should demonstrate a high level of artistic expertise by way of an in-depth description of artistic work showing:

- In-depth understanding of the artistic process
- In-depth ability to describe his/her artistic work and methods from a historical perspective
- Good ability to reflect upon and a constructive critical approach to his/her artistic work.

The following and no more than the following, information should be provided in connection to each work:

- In-depth description using words and images
- Numbering
- Heading
- Agency
- Client
- Aim of the assignment (no more than one sentence)
- Publication
- The applicant's role in the work (e.g. graphic designer, art director, etc.)
- Co-creators.

The artistic works should be numbered, headlined, and connected to a table of contents including page numbers.

- Visual and written presentation of how the applicant has integrated and communicated his/her view of his/her artistic work to society and as a professional, nationally and internationally:
  - Considerable number of lectures and workshops held
  - Involvement in trade organizations
  - Artistic involvement in creative non-profit organizations
  - Publications or published in books, public press and scientific journals.
  
- Visual and written presentation of the applicant's experience of creative leadership
  - Documented experience of entrepreneurship and management in private or public creative businesses
  - Documented experience of artistic leadership in private or public creative organizations.

#### 4. Presentation of educational activities

In the same way as for research and/or artistic expertise, the applicant should submit a summary description of his/her educational activities. The description should also include the applicant's internationalization efforts, plans for future educational work and other attempts to meet the overall goals of Mid Sweden University.

##### **List of educational qualifications**

- List of educational work
- Teaching activities and planning
  - the extent, type and level of teaching
  - course coordination: extent and level
  - experience of different types of teaching and examination
  - choice and preparation of teaching and examination material
  - course development
  - participation in planning of education and development of forms of teaching
  - experience of popular science activities and research information.
- Experience as supervisor
  - type, level and extent of supervision
  - level of responsibility for supervision
  - planning of supervision
  - participation in development and planning of graduate studies.
- Educational studies and development
  - mentoring
  - participation in educational courses and seminars
  - completed educational projects
  - how course evaluations have been used and led to changes
  - field trips with educational aims
  - participation/contribution in educational conferences
  - publication in educational journals.
- Awards and assessment of teaching achievements
  - educational prizes including motivation

- evaluation results from students for an extended period of time
- statement from head of department, director of studies or co-workers.
- Other educational qualifications.

### **Educational approach**

- Educational reflection on the applicant's basic outlook, consequences and results (1–2 pages). This presentation should include the following:
  - description of the applicant's view on knowledge, learning, teaching and leadership and how it has developed and been applied
  - reflection on the applicant's activities in connection to the objectives and opportunities available in the work environment
  - plans for the future.
- The applicant's comments on the educational activities carried out based on the documents submitted.

## **5. Presentation of other qualifications**

In the same way as for research and educational qualifications, the applicant should submit a summary description of other activities of relevance for the position.

### **List of other qualifications**

The application should include documents relating to the following areas:

- Administrative qualifications
  - responsibility for staff
  - responsibility for finances
  - responsibility for education
  - responsibility for development
- Decision-making and management
- Member of council or board
- Experience from work outside institutions of higher education
- Collaboration with organizations outside institutions of higher education
- Involvement in third stream activities<sup>1</sup> of Swedish institutions of higher education
- Other qualifications.

If you have any questions, please contact the administrators at the Office of the Faculty of Science, Technology and Media.

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<sup>1</sup> Third stream activities involve interaction between the university and the rest of society. Examples include knowledge transfer, community service and community engagement.