

# Rules and Instructions for Appointment as Docent on Scientific Grounds at the Faculty of Science, Technology and Media

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**Summary:** Rules and Instructions for Appointment as Docent on  
Scientific Grounds at the Faculty of Science, Technology and Media.

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## 1 Introduction

Appointment as docent (associate professor/reader) is a mark of professional competence and a step on the academic career ladder. Docent is thus not a form of employment but an academic title. The title *docent* may also indicate affiliation to the university in an unpaid capacity in order to support collaboration with external partners. Mid Sweden University appoints docents to advance both education and research activities.

The Academic Appointments Council assesses whether or not an application can be sent to external experts for review.

Once the appointment is approved by the external experts, a 45-minute docent lecture is held. The subject of this lecture is decided by the Academic Appointments Council in consultation with the applicant. The Faculty Board decides on the appointment based on a recommendation by the Academic Appointments Council.

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

## 2 Expert review

The applicant's competence shall be assessed by two external experts who should usually be qualified for appointment as a professor, but at least for appointment as docent. The review is based on the qualification and assessment criteria described in Section 3.1 and the quality criteria for appointment as docent in Section 3.2.

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 docent, two positive expert opinions are required.

### 3 Benefits for research and education

In order to be considered qualified for appointment as docent at the Faculty of Science, Technology and Media at Mid Sweden University, the benefits of the appointment for first-, second- and third-cycle education and research in the subject in question must be certified by the head of department and head of subject or equivalent. Hence an applicant has no entitlement to apply and be considered for appointment as a docent, even if she or he has the requisite qualifications. **Certification of the benefits of the appointment must be attached to the application.**

### 4 Appointment as docent

#### 4.1 Qualifications and assessment criteria

Qualification requirements for appointment as docent Faculty of Science, Technology and Media are fulfilled by someone who has a Degree of Doctor or equivalent research competence, has demonstrated research and teaching expertise and:

- has undergone formal training for supervising doctoral students or has equivalent documented competence; and
- has conducted documented active research of high quality resulting in publications in peer-reviewed international journals and/or presentations at international conferences that in terms of volume and quality are at least equal to an additional doctoral thesis.

The applicant's research and teaching expertise shall be adequate both qualitatively and quantitatively and other expertise must also be good. In the final assessment, weaker qualifications in one area cannot be compensated by excellent qualifications in another. A docent at the Faculty of Science, Technology and Media at Mid Sweden University shall have achieved a high level of research and teaching expertise and be adjudged to have good potential in both areas.

In addition to the above, **the quality criteria described in Section 4.2** 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 docent.

#### Exemption from external review

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 expertise is considered to be met for appointment as docent and no further external review of teaching expertise is necessary.

## 4.2 Quality criteria for appointing a docent

### 4.2.1 Research expertise

A high level of research expertise demonstrated by, for example:

- national and international recognition within their subject area;
- research autonomy displayed as a senior author contributing valuable ideas and initiatives to publications;
- being adjudged to have good ability to establish a research group and develop and lead research; and
- experience of supervising doctoral students as an assistant and/or principal supervisor from a research perspective.

### 4.2.2 Teaching expertise

A high level of 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;
- experience of supervising doctoral students as an assistant and/or principal supervisor from a pedagogical perspective; and
- documented experience of individual supervision in both the first and second cycle of, for example, advanced studies.

### **4.2.3 Other expertise**

Good references for other skills, such as:

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

## **5 Instructions to applicants**

Prior to planning an application for an appointment as docent, 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 appointment as docent are sent digitally to [registrator@miun.se](mailto:registrator@miun.se). 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.

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.

## 5.1 Instructions on applying

### 5.1.1 Letter of application including list of appendices

State the subject in which the docent will be appointed. A letter of application must include name, home address, work address, telephone number and email address. A letter of application must include a list of appendices with documentation of the following qualifications.

### 5.1.2 Certification of benefit to Mid Sweden University

Attach certification of the benefits appointing the docent will have for first-, second-, and third-cycle education and research at Mid Sweden University in the subject in question, **signed by the head of department and head of subject** or equivalent.

### 5.1.3 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 5.1.3.1–5.1.3.4 below.

#### 5.1.3.1 Basic information

The CV should include:

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

#### 5.1.3.2 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.
  - ◇ external expert
  - ◇ reviewer



- ◇ prioritisation groups
- ◇ evaluator
- Awards and prizes.
- Participation in national and international conferences, etc.
- An account of supervision of doctoral students from a research perspective.
- Other research qualifications.

### 5.1.3.3 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 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**

- List of teaching positions.
- Teaching activities and planning, for example:
  - ◇ the scope, variation and level of teaching;
  - ◇ course coordination, scope 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.

- 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; and
  - ◇ plans for the future.
- The applicant's comments regarding their teaching career so far in light of the documents submitted.

#### 5.1.3.4 Account of other relevant expertise

As with research and teaching qualifications, the applicant is required to submit a detailed account (max. 2 pages) of any other activities of relevance to the appointment.

##### **Presentation of other expertise**

The application should contain documentation of, for example:

- Administrative qualifications, for example:
  - ◇ staff responsibility;
  - ◇ financial responsibility;
  - ◇ educational responsibility; and
  - ◇ development responsibility.
- Decision-making and management.
- Membership of councils, board and committees.
- Experience of working outside academia.
- Collaboration with organisations outside academia.
- Engagement with third-stream activities.