

Recruitment and Appointments Board

Instructions to application for appointment to associate professor (*docent*) at Lund University School of Economics and Management (LUSEM)

Your application to be appointed to associate professor is to be designed in accordance with the following instructions.

Write your application in English and submit it in digital format only. The different sections of the application are to be saved as four separate PDF files according to the instructions below. Please do not zip the files. The application is to be sent by e-mail to the secretary of the Recruitment and Appointments Board (*lärarförslagsnämnden*).

If some of your publications are available in print format only, you are to complete your application by handing them in or sending them by post to:

Lund University School of Economics and Management
Kansli EHL
Att. NN [the name of the secretary to the Recruitment and Appointments Board]
Box 7080
220 07 LUND

Visiting address: Tycho Brahes väg 1, Lund

Structure of the application

PDF 1

1. Cover letter

The application is to be introduced by a personal letter. It should state in which subject the appointment to associate professor should be.

2. List of qualifications/CV

3. Description of qualifications of relevance to the appointment to associate professor

- a) Account of research activities (2–3 pages), indicating the initiation and development of an independent research profile.

- b) Account of research funding with the applicant as principal investigator (PI) and/or active co-applicant.
- c) Account of assignments as a peer reviewer for international journals, conferences etc.
- d) List of research publications in the following order
 - PhD thesis.
 - Articles in journals.
 - Conference papers.
 - Books and book chapters.
 - Other publications.
 - Other material that can verify the applicant's qualifications (material included in the PhD thesis must be clearly indicated).
- e) List of maximum 10 publications that you find most relevant for your application to be appointed to associate professor. If some of the publications are co-authored, you must clearly describe your individual contribution, for example with a co-author agreement. The selected publications are to be compiled in PDF 2, see below.
- f) Account of teaching activities (2–3 pages):
 - A description of teaching activities including information about teaching, course titles and teaching hours (clock hours), the forms of tuition used (lectures, seminars, group teaching, laboratory exercises or similar, such as case studies, flipped classroom) and the individual responsibility for planning, execution and assessment. Samples of course evaluations must be attached.
 - A description of completed assignments as a supervisor in terms of clock hours and levels (first, second and third cycle).
 - Work on teaching material, such as textbooks or compendia.
 - Experience of development of teaching activities, e.g. course development. State clock hours and outcome.

PDF 2

Publications

To prove your research expertise, you must attach a selection of publications that you find most relevant to your application to be appointed to associate professor. The selection is not to exceed 10 publications. If some of the publications are co-authored, you must clearly describe your individual contribution, e.g. with a co-author agreement. Compile the publications in one coherent file.

PDF 3

Certificates

Compile all relevant grade transcripts and certificates in a coherent PDF file. The following documents must always be included:

- Certificate of completed PhD degree.
- Certificates of completed training in Teaching and Learning in Higher Education (*Högskolepedagogisk utbildning*) comprising at least 5 weeks (7.5 credits) including Training in research supervision comprising more than 1 week (1.5 credits).
- Sample of course evaluations.

PDF 4

Statement from the department board

The statement should justify how there is a benefit for research and education within the subject/department in appointing the applicant as associate professor. The statement is to also include observations on the applicant's expertise relating to the assessment criteria

Applications that are incomplete with regards to the instructions above will be returned to the applicant for completion.

Submitted documents are public

Submitted documents, such as the application and its' documents as well as the statement from the department board, are public documents, and can as such be requested by the general public, as part of the formal public reporting system (offentlighetsprincipen) under Swedish law.