

Appointments Board

Applicants for appointment to associate professor

Instructions for application to be appointed as an associate professor (docent)

Your application to be appointed as an 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 PDF files – one file for each of the points 1–4 below – and should be compiled in a PDF portfolio. The application is to be sent by e-mail to the secretary of the Appointments Board.

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. Lärarförslagsnämndens sekreterare
Box 7080
220 07 LUND

Visiting address: Tycho Brahes väg 1, Lund

Structure of the application

1. Cover letter

The application is to be introduced by a cover letter.

2. List of qualifications/CV

3. Description of qualifications of relevance to appointment as an associate professor

- a) Brief 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 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) To prove your research expertise you must attach a selection of publications that you find most relevant for your application to be appointed as an 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.
- f) A brief 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) 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.

4. Certificates and statement from the head of department

Compile all relevant grade transcripts and certificates and the statement from the head of department in a coherent PDF file. The following items must always be included:

- Certificate of completed PhD degree.
- Certificates of completed training in Teaching and Learning in Higher Education comprising at least 5 weeks (7.5 credits). Training in research supervision comprising more than 1 week (1.5 credits) *must* be included.
- Statement from the head of department.

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