

Date
16-04-2018

FHS designation
Human Resources
Department
Page 1(6)

Template for application for employment as, and promotion to, professor or senior lecturer at Swedish Defence University

The application must be formatted in accordance with the following template. Submit one copy of the application with appendices and **one copy** of cited publications (see point 3 below) in paginated, single-sided pages without staples.

The applicant is responsible for ensuring that the application is complete in accordance with the job announcement and that it is submitted no later than the closing date for applications. Send the application through the vacancy announcement on our career page, email to registrator@fhs.se or by post.

Mailing address: Försvarshögskolan, Registraturen, Box 278 05, 115 93 Stockholm Email address: exp@fhs.se

1. LETTER OF APPLICATION

Specify which position the application concerns, including reference number.

Information on the application

- Name
- Home and work address
- Home, work and mobile phone number
- Email address
- Signature
- List of appendices

2. CV

2.1 Personal information

- Name
- Date of birth
- Gender
- Language skills

Date
16-04-2018

FHS designation
Human Resources
Department
Page 2(6)

2.2 Degree diplomas

- Higher education diplomas including year, subject and institution. Only enclose copy of the highest diploma.
- Qualification required for appointment as a docent/reader. Enclose copy of transcripts.

2.3 Education and employment

- Current position with exact title and date of employment.
- *For applications for promotion:* specify the subject area for employment as senior lecturer, associate senior lecturer or lecturer. Enclose proof of employment.
- Previous employment. Specify any leaves of absences.
- Previous professorship assessments.
Assessments from the past five-year period may be enclosed.
- Miscellaneous

3. LIST OF CITED PUBLICATIONS

The applicant must include a selection of no more than 10 publications that are cited to support the application; both scholarly and other works if applicable (see points 5.2 and 6.6). Provide a brief description of the reason for this selection as well as the author's own role in works with more than one author.

Note: Attach the list, but not the publications, to the application. When the subject specialists are appointed, the lead supervisor will notify the applicant by letter with instructions on to whom and where the applicant should send the publications.

4. INTENTION/PROGRAMME DESCRIPTION

Plans and future visions concerning both scholarly and pedagogical activities within the scope of the position sought.

Date
16-04-2018

FHS designation
Human Resources
Department
Page 3(6)

5. **ACADEMIC QUALIFICATIONS**

Description of the applicant's own scholarly activities. The applicant's own role must be specified and the research findings should be described, including in an international perspective. An assessment of independence and productivity should be included in the description.

5.1 Full list of publications The list must clearly specify which publications the applicant will later send to the subject specialists for assessment (see point 3).

The publications are reported under separate headings.

- Monographs (*I.E. ENTIRE BOOKS THAT HAVE BEEN PEER-REVIEWED*)
- Peer-reviewed articles
- Other scholarly articles
- Anthologies (*SOME OF THESE CAN ALSO BE PEER-REVIEWED*)
- Other scholarly work

Specify number of pages and any overlaps

5.2 External research funding

Larger grants acquired as main or co-applicant. Specify main applicant and other co-applicants. Specify grant provider, amount, date.

5.3 Awards, prizes, memberships in academies, etc.

5.4 Other academic qualifications

Assignments as dissertation external reviewer or leader of member of examining/grading committee Assignment as subject specialist

Work abroad, any post-doc periods

Off-campus scholarly activities

National and international collaborative projects

Participation in national and international conferences related to the research domain

Date
16-04-2018

FHS designation
Human Resources
Department
Page 4(6)

Editorial/advisory board in international journals and referee assignments for journals. Specify journal names and the number of assignments per year. Other

6. PEDAGOGICAL QUALIFICATIONS

6.1 Own reflections on teaching and learning: The report of pedagogical qualifications should clarify not only *what* the applicant has done, but also *how* it was done, *why* it was done and what *results* it had. The applicant should describe their basic pedagogical outlook and how it is expressed in their own activities.

6.2 Teaching experience in undergraduate, graduate, postgraduate, continuing education and continuing professional development. Specify scope, breadth, level and responsibility for the specified courses. Not only volume and type of teaching should be specified, but also responsibility and active development work with the specified courses.

6.3 Supervisor experience

- In undergraduate/graduate education. Specify the number of supervised degree projects.
- In post-graduate education. Specify the doctoral student's name, admission year and graduation year and, if applicable, other supervisors.
- Current supervision of doctoral students. Specify whether serving as principal or second supervisor and year of admission.

6.4 Pedagogical education

Courses in teaching and learning in higher education, teacher training, pedagogical conferences, seminars and projects. Specify date and scope. Attach copy of certificates/diplomas for academic teacher training.

Date
16-04-2018

FHS designation
Human Resources
Department
Page 5(6)

6.5 Course development and educational administration

- Development of courses
- Assignments as e.g. director of studies and study counsellor

6.6 Pedagogical work and study materials/resources

- Books, articles, etc.
- Compendium/course materials. Specify form, level, scope, importance for the teaching.

The list should clearly specify which publications the applicant will send later to the subject specialists for assessment.

6.7 Awards, prizes

6.8 Other pedagogical qualifications

6.9 Evaluation of pedagogical achievements

Written statement from head of department or director of studies with a qualitative assessment of teaching expertise should be provided. If applicable, *summary/summaries* of course evaluations – note: *not single, individual evaluations*.

7. ADMINISTRATIVE QUALIFICATIONS AND MANAGEMENT ASSIGNMENTS

7.1 Specify assignment and experience of e.g.:

- Management and decision-making positions
- HR and finance administration
- Research administration
- Educational administration
- Other professional or pro-bono assignments

7.2 Participation in the planning and implementation of conferences, e.g. as organiser or theme coordinator

Date
16-04-2018

FHS designation
Human Resources
Department
Page 6(6)

7.3 Leadership training

7.4 Research policy assignment

- Member of government research councils or committees, other funding body boards or committees
- Other assessments of Swedish and foreign research applications and similar relevant assignments
- Other evaluations of projects, educational programmes/courses or similar

8. QUALIFICATIONS FROM THIRD-STREAM CONTACTS AND FROM INFORMATION ON RESEARCH AND DEVELOPMENT WORK

8.1 Third-stream activities based on the applicant's own scholarly and educational activities, e.g. with

- Trade and industry
- Public authorities, culture and organizations
- Contact and network building, nationally and internationally

8.2 Information on research and development work •

Seminars outside higher education

- Lectures at conferences, etc.
- Reviews/write-ups
- Media appearances