



## **Template for application for employment as professor, senior lecturer or associate senior lecturer at the Swedish Defence University**

The application must be formatted in accordance with the following template.

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. The application is to be registered through the recruitment system of the Swedish Defence University.

### **1. LETTER OF APPLICATION**

Specify which position the application concerns, including reference number, and motivate your application.

### **2. CV**

#### **2.1 Personal information**

- Name
- Home and work address
- Phone number home, work, mobile
- E-mail address
- Date of birth
- Gender
- Language skills

#### **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
- 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 and the publications, to the application.** When the subject matter experts are appointed, the HR representative for the Appointment Board will notify the applicants by e-mail and give the experts access to your documents within the recruitment system.

### 4. INTENTION/PROGRAMME DESCRIPTION

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

### 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. The own role should be verified by a certificate if anything has been co-authored. 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 wish the subject matter experts to assess (see point 3).

The publications are reported under separate headings.

- Monographs
- Peer-reviewed articles
- Other scholarly articles



- Anthologies
- 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
- 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.

## 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 must clearly specify which publications the applicant wish the subject matter experts to assess (see point 3).

## 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
- Equality work
- Other professional or pro-bono assignments

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

### **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