

Applications for a teaching post – instructions

The qualifications, requirements and specific credentials that apply for an appointment at Örebro University are listed in the job advert in question. Basic rules, eligibility requirements, and assessment criteria for teaching positions are provided in the Higher Education Ordinance and Örebro University's Appointment Procedures, complemented by specific guidelines from the respective faculty board. Details of the information to be included as well as the documents to be attached to the application are provided in the university's web-based recruitment tool. Note that all applications submitted to Örebro University become public documents, which gives anyone the right to access them.

In order for the university to make an objective assessment of all applicants' overall qualifications, it is important that your application is organised as instructed and contains the information requested.

As an applicant, you are advised to follow these instructions as far as possible.

What should the application include?

1. CV/Qualifications and credentials

- Name, home address, phone number, and email address
- Current employment
Title, employer, length and scope of employment
- Previous employment
Positions relevant to the one applied for in reverse chronological order, starting with the most recent.
- Doctoral degree
*Year of degree, thesis title, and higher education institution
(A copy of the degree certificate to be attached separately.)*
- Other academic courses and study programmes
*In reverse chronological order. Degree, year of degree, and higher education institution.
(Relevant certificates to be attached separately.)*
- Courses in higher education pedagogy
*Qualifying courses in higher education pedagogy or equivalent competence
(Certificates of completed courses to be attached separately.)*
- Courses on supervising doctoral students
(Certificates of completed courses to be attached separately.)
- Teaching awards
For example, recognised university teacher, distinguished university teacher, excellent

teaching awards

(A copy of the nomination/award to be attached separately.)

- Appointment as a docent
Year, subject, and higher education institution
(A copy of the appointment to be attached separately.)
- Leadership
Formal leadership courses/training, year, and scope
(Relevant certificates to be attached separately.)
- Other significant and relevant credentials
- Language skills

2. Teaching portfolio (in accordance with approved template for Örebro University)

3. Research portfolio/credentials

Describe your own research contributions and output, and, for the position of senior lecturer, your acquisition of further qualifications following the award of your doctoral degree. Describe previous, current, and planned research activities and your role in various research collaborations/projects. Account for research funding granted, including the name of the funding body, amount, date, and your role in the application. Account for participation in and contributions to national and international conferences and networks. Include details of academic/scientific expert, review, and assessment assignments, including supervision responsibilities and other assignments and elected roles within academia and the scientific community. Describe your collaboration with external partners and any utilisation of research you are involved in.

When applying for the position of professor, you must account for the following credentials: appointment as principal supervisor of doctoral students, other contributions on the doctoral programme, and leadership and development of research/research groups.

4. Artistic portfolio/credentials

Describe your own artistic work and your previous, current, and planned productions. Describe the importance of your work for the subject field in question, from both a national and international perspective. Account for the ways in which you have contributed to the artistic process and for the end result reaching a wider audience.

When applying for the position of professor, you must account for the following credentials: experience in leading and developing research/research groups, doctoral supervision, research funding granted, participation in and contribution to national and international conferences and networks, and experience of other elected roles and assignments within academia and the scientific community.

5. Leadership and administrative credentials (when specified in the advert)

Account for content, responsibilities, and scope of previous leadership assignments within and outside academia, along with a reflection on your own leadership. Describe your experience in management, operational planning, development, and follow-up. Also account for other credentials such as active work with policy issues, development projects, or leading inquiries.

6. List of publications

A complete list of publications. State which of the publications should be considered in the application in question and give your reasons for this.

7. Scientific publications

A selection of publications to be considered (no more than 10) from the list of publications.

Attach these to the application as separate electronic files.

8. Course and degree certificates

Copies of the relevant and specified course and degree certificates and references that verify the information in your application and support your eligibility and that the criteria laid down for employment are met. *Attach these to the application as separate electronic files.*

Language

Documents written in Swedish, English, Norwegian or Danish can be reviewed. Documents in other languages must be translated by an authorised translator to Swedish or English. A list of translators can be obtained from [Kammarkollegiet](#) (Legal, Financial and Administrative Services Agency).

For a complete application

For your application to be considered complete, the information specified in the application form must be submitted and the required documents attached before the application deadline. After the application deadline, no supplements can be made electronically. If you have publications in the form of printed books that are not available in a digital format, please contact Human Resources.