



Instructions for application for appointment as an unsalaried docent

A person who wish to be appointed docent at the Faculty of Medicine and Health is to apply for the appointment in writing. The application is to be made using the designated application form and following these instructions. The applicant is to email the application to registrator@oru.se.

Submit the application form along with publications and other attachments as separate files in PDF or Word format. If the publications cited are not available in electronic format, two printed copies must be sent by post (Records Office, Örebro University, SE-701 82 Örebro).

Before the application can be submitted, the applicant must contact and consult their school management team. This is because the support of the school management in terms of the benefit brought by the docentship in question is a prerequisite for the application to be processed. The applicant is encouraged to discuss the subject for and specialisation of the docentship with the school management team.

Before the application can be submitted, and if the applicant has their employment at Region Örebro County and no concurrent employment at Örebro University, affiliation in accordance with the guidelines for affiliation is required.

Before the application can be submitted, and if the applicant needs to have courses or qualifications and experience of higher education pedagogy recognised, validation of these must be complete. A request for such recognition is to be addressed to the Centre for Academic Development at Örebro University.

The application for appointment as a docent has several recipients who will all read and assess the application. These are the Academic Appointments Committee for medicine and health, an external reviewer, as well as the Faculty Board of Medicine and Health. The latter will also make the final decision on the docentship.

In *Guidelines for appointment as an unsalaried docent at the Faculty of Medicine and Health (MH)* (ORU 2022/07644, effective as of 1 November 2023), eligibility criteria and assessment criteria for docentships have been laid down.

A person who after 1 November 2023 applies for appointment as a docent and subsequently has the application denied at any level, can apply again but no earlier than 12 months after the date on which their previous application was denied. Should supplements to the application be deemed necessary, these must be submitted within a reasonable time period (maximum of one month), or the matter will be dismissed from further processing.

The application and attachments (including scholarly publications) are to be written in Swedish, Danish, Norwegian, or English. Documents in other languages must be translated by an authorised translator to Swedish or English. A list of authorised translators can be obtained from *Kammarkollegiet* (the Swedish Legal, Financial and Administrative Services Agency).

Compiling the application, attachments and articles

Separate attachments (to the application):

- **Certificate of 10 weeks of qualifying courses in higher education pedagogy** or other equivalent training or teaching qualifications and experience:
 - Applicants who have completed these courses at Örebro University do not need to attach the course certificates. Applicants who have taken equivalent courses at other higher education institutions must attach the course certificates. A request to have equivalent training or qualifications and experience in higher education pedagogy recognised at Örebro University is to be addressed to the Centre for Academic Development at Örebro University. The certificate of recognition from the Centre for Academic Development must be attached to the application.

- **Recommendation from head of school and either head of subject or specialisation coordinator for applicants with a medical/health science subject:**
 - Must contain an assessment of the benefit brought by the docentship to research and education within the faculty. The head of school and either head of subject or specialisation coordinator often prepare a joint recommendation.

- **Recommendation from head of school and either head of subject or specialisation coordinator for applicants with a social science specialisation:**
 - Must contain an assessment of the benefit brought by the docentship to research and education within the faculty, along with an assessment of the applicable social science affiliation. The head of school and either head of subject or specialisation coordinator often prepare a joint recommendation.

- **Certificate from head of division, director of studies or equivalent:**
 - Must contain a description of the scope, nature and quality of the applicant's teaching activities.

- **Doctoral degree certificate:**
 - Applicants who have obtained their doctoral degree at Örebro University do not need to attach their certificate. Applicants who have obtained their doctoral degree at another higher education institution must attach their certificate.

- **Course certificate for Supervising PhD Students, or certificate of recognition of equivalent courses:**
 - The certificate must include the course learning outcomes. If not, these must be attached separately. Applicants who have completed this course at Örebro University do not need to attach the certificate. Applicants who have completed equivalent courses at another higher education institution must attach their course certificate.



- **Teaching portfolio:**
 - Örebro University's template for preparing a teaching portfolio is to be used for presenting teaching qualifications and experience, see the template on the faculty website www.oru.se/english.
 - Here, the applicant is to account for their ability to create conditions for learning and development based on research and reflection on teaching, learning and didactics in higher education, in accordance with the university's educational philosophy.
 - The account should include examples of how the applicant has put their own teaching philosophy into practice and the results thereof, as well as of their experience of various types of instruction: lectures, seminars, demonstrations, supervision.
 - The teaching qualifications and experience cited should include teaching at undergraduate, master's and doctoral levels.

- **Curriculum vitae**
 - No particular instructions for curriculum vitae apply.

- **Publications (not abstracts):**
 - The applicant must state which articles in the list of publications that are to be forwarded to the external reviewer.
 - The applicant attaches these cited publications to their application as separate files in PDF or Word format. The publications are to be numbered and named as instructed under A), B), C), D), below.

Attachments (cited as proof of qualifications or otherwise and should therefore be attached to the application):

- **Proof/certificate of specialty in question:** when applying for a docentship in a clinical subject.
- **Certificates on doctoral supervision:** These certificates should include the names of the principal and assistant supervisors and the doctoral student, the planned date for mid-way review or thesis defence, the title of the doctoral thesis, and the name of the university.
- **Copy of the notification** received of article being accepted for publication.
- **Documentation** of collaboration and public engagement ("third-stream activities") undertaken.

Once all required attachments have been prepared and put together for attachment to the application, the application form for appointment as an unsalaried docent must be completed, as instructed below.

**Research expertise
For all applicants**

- Works published before the doctoral thesis, but not included therein, may be included, but are not to be cited as works of which the applicant was the principal author.
- Publications are to be international and scholarly.

- The majority of the publications must have been written after the defence of the doctoral thesis.
- The majority of the research qualifications should be recent.

For applicants within medical or healthcare science subjects

- The benchmark, that is, the minimum scope of the total scholarly production, is 15 original works, including the articles in the doctoral thesis. The quality and authorship order are considered which means that deviations from the benchmark may be made up or down depending on the quality of the scholarly works and the applicant's contributions to the same.
- Occasional meta-analyses or systematic reviews generating new knowledge may be included.
- Non-peer-reviewed articles or articles published in journal supplements are not considered to be original works, nor are proceedings, case reports, study protocols, non-systematic reviews or editorials, etc.
- The applicant is to be the principal author (lead or last) of 3–5 original works (depending on the scope of the postdoctoral works listed in the application).
- Shared lead or last authorship means that more publications may be needed.
- Articles where previous supervisors are not contributing underpin the image of the applicant's autonomy as a researcher.

For applicants with a social science specialisation

- In scope, the cited research contributions are to correspond to at least one further doctoral thesis and be on par with the research contributions required for appointment as a docent in the subject nationally.
- The publications must, in terms of quality, contribute to the subject area.
- Works cited may not contain extensive overlaps. The same applies to cited publications in relation to the doctoral thesis.

List of publications

A) Doctoral thesis

- The sub-studies of the thesis are to be numbered A1, A2, etc. Submitted files with works/articles are to be named accordingly: A1 title, A2 title, etc.
- The sub-studies of the thesis are not to be listed again under B, C or D.
- Add an asterisk (*) before the title of works cited for the external expert review. These publications are to be attached to the application.
- Add a plus sign (+) before the title of works where you are the principal author (lead or last author).
- Provide details of the number of pages.
- Describe the degree of your contribution in a comment to each work.

B) Articles: externally peer-reviewed original works, published or accepted for publication

- The articles are to be numbered B1, B2, etc. Submitted files with works/articles are to be named accordingly: B1 title, B2 title, etc.
- Add an asterisk (*) before the title of the articles cited for the external expert review. These publications are to be attached to the application.
- Add a plus sign (+) before the title of the articles where you are the principal author (lead or last author).
- Provide details of the number of pages.
- Describe the degree of your contribution in a comment to each work.

C) Articles linked to current research project: externally peer-reviewed original works, published or accepted for publication

- The articles are to be numbered C1, C2, etc. Submitted files with works/articles are to be named accordingly: C1 title, C2 title, etc.
- Add an asterisk (*) before the title of the articles cited for the external expert review. These publications are to be attached to the application.
- Add a plus sign (+) before the title of the articles where you are the principal author (lead or last author).
- Provide details of the number of pages.
- Describe the degree of your contribution in a comment to each work.

D) Other publications

- The articles are to be numbered D1, D2, etc. Submitted files with works/articles are to be named accordingly: D1 title, D2 title, etc.
- Add an asterisk (*) before the title of the articles cited for the external expert review. These publications are to be attached to the application.
- Add a plus sign (+) before the title of the articles where you are the principal author (lead or last author).
- Provide details of the number of pages.
- Describe the degree of your contribution in a comment to each work.

Research activities

- Previous research activities
- Current and future research activities
 - The research activities (previous, current, future) are to be described on a total of 2–4 A4 pages.



Research funding

- Principal applicant for research funding in national and international competition
 - Provide information if funding has been awarded/not awarded
- Co-applicant for research funding in national and international competition
 - Provide information if funding has been awarded/not awarded

Research project management

- Give, in chronological order starting with the most recent, the duration and title of the project.
- Provide details of the degree of your contribution and its weight in a comment.

Teaching qualifications and experience

Teaching experience, table:

- Teaching hours refers to organised and scheduled teaching only, not, for instance, supervision during clinical practice.
- Teaching hours must only include actual student contact hours, not time spent on preparation or subsequent work.
- A significant portion of the cited teaching experience should be recent and include teaching at undergraduate, master's and doctoral levels.
- The majority of the teaching qualifications and experience should be recent.

For applicants within medical or healthcare science subjects:

- a quantitative benchmark is 120 hours of teaching, including 40 hours of supervisory experience.

For applicants with a social science specialisation:

- a quantitative benchmark is 400 hours of teaching, including 50 hours of supervisory experience.

Forms of instruction:

For example lectures, seminars, laboratory sessions, supervision, etc. The description of the forms of instruction may be further elaborated on in the teaching portfolio.

Supervision, for applicants within medical or healthcare science subjects:

- Supervisory experience encompasses independent projects, doctoral supervision, doctor's specialist medical training projects, (one-year) master's and bachelor's dissertations.
- Supervision that is considered an additional qualification encompasses degree projects at the (one- and two-year) master's level as well as assistant supervision of doctoral students.



- Provide the names of the doctoral student, the principal and assistant supervisors, the date of the mid-way review, the title of the doctoral thesis, and the name of the university.

Plan for future teaching activities

- Provide a description on a maximum of one A4 page.

Other teaching qualifications and experience considered an additional qualification, for all applicants:

- Course coordination, course development, educational development work, programme coordination, authoring teaching materials, clinical educational development work, or other.

Other teaching qualifications and experience considered an additional qualification, for applicants within medical or healthcare science subjects:

- In addition to the above, qualifications and experience may also encompass specialist medical and in-service training for medical doctors (doctor's specialist medical training courses and CPD courses).
- Teaching experience from teaching activities in addition to lectures, seminars, laboratory sessions and supervision may be cited, with the exception of bedside teaching.