

Guidelines for the appointment of docents at the Faculty of Arts and Sciences

1 Docentship at the Faculty of Arts and Sciences

The title of docent is primarily an acknowledgement of high scientific competence. As such, it is an important step in an academic career. Being awarded the title of docent is also a prerequisite for being able to take on certain assignments in relation to doctoral studies, such as main supervisor, faculty opponent and member of the examination committee. From the Faculty's perspective, and in the research community, docents are therefore very important.

Applicants who apply for the title of docent should normally be employed as a teacher at the Faculty of Arts and Sciences at Linköping University (LiU). Under special circumstances, the Faculty may handle applications from persons who do not hold a teaching position at LiU. In such cases, a prerequisite is that the applicant has a relationship with and can contribute to at least one of the Faculty's research environments. In the first instance, docents should be appointed within a subject established at the Faculty, but where there are grounds, the Faculty may also appoint a docent in another scientific subject.

Docents are expected to be able to independently conduct successful research. Docents are also expected to conduct, lead and develop teaching. Being a docent is also an important prerequisite for further promotion according to the University's rules of appointment.

The decision to award the title of docent is delegated from the Faculty Board at the Faculty of Arts and Sciences to the Faculty's Appointments Board.

2 Requirements for appointment

2.1 General criteria

Each award of the title of docent shall be of benefit to the Faculty and the relevant department. Both the representative of the research environment to which the applicant is associated and the head of department must therefore support the application. The following assessment criteria relate to the requirements for scientific and pedagogical expertise that apply at the Faculty of Arts and Sciences for the awarding of the title of docent.

2.2 Scientific expertise

The criteria for scientific expertise are as follows:

- To have contributed to the development of scientific knowledge both nationally and internationally, which is done through
 - high-quality scientific publication in channels and forms of publication relevant to the subject area,
 - participation in conferences or other forums relevant to the subject; and
 - quality review of other researchers' texts.
- Significant progression in terms of scientific depth, breadth and independence after thesis defence, as demonstrated in production corresponding to at least one additional doctoral thesis.
- To be able to initiate, plan, formulate and carry out coherent research projects.

2.3 Pedagogical expertise

The criteria for pedagogical expertise are as follows:

- Documented pedagogical activities in the form of teaching at undergraduate, graduate and/or doctoral level, or equivalent, exceeding three months of full-time teaching work.
- Documented expertise in supervising students who write independent projects and/or doctoral students in their thesis work.
- Completed higher education pedagogics course in supervision of doctoral students.

At the time of application, an applicant who has not completed a higher education course in teaching and learning in research supervision must be registered for such a course. Anyone who at the time of application submits documentation of completion of a course in supervision of doctoral students from another higher education institution must, as soon as possible after being awarded the title of docent, complete the faculty-specific part of LiU's research supervision course.

3 The application and its format

Below is a description of the content of a docent application and the necessary documentation.

3.1 Content of the application

The application shall consist of the following elements:

- Supporting letter from a professor in the subject.
- Proposals for expert(s) and confirmation that there is no conflict of interest.
- Specification of the subject to which the application relates and a personal statement of reasons for applying from the applicant.
- A list of the applicant's qualifications and associated certificates.
- A statement certifying true all certificates included in the application.

3.2 Supporting letter from a professor in the subject

A professor in the subject at LiU, in the first instance at the Faculty of Arts and Sciences, must support an application for the position of docent. The certificate shall include an assessment that the applicant is considered to be sufficiently scientifically and pedagogically qualified to be considered for expert review. It must also be stated in what way the applicant's activities are related to the department and the research environment.

If there is not a professor in the subject at the department concerned, but there is such a professor at LiU, that professor must submit such a letter. In such cases where there is *not* a professor at LiU in the subject that the application relates to, the certificate is to be signed by the head of the department that hosts the research environment concerned.

3.3 Expert proposals and proof of no conflict of interest

A docent application must be reviewed by one or two external experts. If a letter of support from a professor in the subject is included in the application, the application is reviewed by one external expert, in other cases by two external experts.

The department must submit expert proposals, signed by the head of department. The proposed expert must be a professor in the subject area relevant to the application and must have received a prior request from the department regarding

the possibility to undertake the assignment. A preliminary timetable for the review work shall have been agreed with experts. This information is communicated in connection with the expert proposal.

A statement that any possible conflict of interest has been investigated by the department must be included in the proposal and a confirmation of no conflict of interest signed by the proposed expert must be attached. The proposal must also include the contact details of the expert.

3.4 Documentation for assessment of scientific expertise

The following documents should be attached for the assessment of scientific expertise:

- Description of scientific activities, both independent production and research collaborations.
- Full list of publications sorted by printed and peer reviewed books/articles/reports, material available as a manuscript, popular scientific publication. Any work that may be part of a doctoral thesis must be clearly stated.
- Description of own activity in completed and ongoing research projects, for example in the form of role as principal investigator or co-applicant for obtained external research grants.
- List of publications (maximum of 10) selected for the application, with a description of why the applicant considers them to be scientifically significant for the application. For co-authored works, the applicant's contribution must be made clear. These publications are to be included with the application.
- The doctoral thesis.
- List of qualifications from university internal, national and international assignments as assistant supervisor, research leader, project manager, conference organiser, reviewer of manuscripts and applications, as well as assignments within research councils, faculty and department assignments, etc.

3.5 Documentation for assessment of pedagogical expertise

- Description and documentation of completed teaching within the undergraduate, graduate and/or doctoral level, with an indication of scope, course level, target group/context and higher education

institution/organisation.

- Description and documentation of completed supervision within undergraduate, advanced and/or doctoral level.
- Research supervision – Advanced Course in Higher Education Pedagogy or equivalent.

4 Experts

The expert's assignment consists of assessing the applicant's scientific and pedagogical expertise and submitting a written assessment based on the Faculty's other criteria for admission as a docent. The focus should be on scientific expertise. Experts are normally not present at the decision of the Appointments Board. Experts are compensated based on the fee rate determined for the assignment.

5 Processing of application

Information on how and where to submit an application can be obtained from the coordinator of the Appointments Board at the office of the Faculty of Arts and Sciences.

A complete application must have been received by the Appointments Board no later than ten working days before the Board's next meeting in order for the matter to be sure of being considered at the meeting. If the Appointments Board considers that the application can be submitted for examination of qualifications, the Board shall submit the matter for expert review. After the assessments have been received, the matter will be taken up at a meeting for decision.

Decisions regarding admission as a docent shall be promptly notified to interested parties, no later than 14 working days after the Board's meeting has concluded. A docent certificate is sent to the person who has been appointed as a docent.

The Faculty of Arts and Science's processing of applications for admission as a docent should normally take a maximum of four months from the date of application receipt to the date of notification of a decision.

In cases where the outcome of the expert assessment results in a proposal for rejection of the application, the applicant shall be informed and offered the opportunity to withdraw the application, and if so, the case will be dismissed from further processing.

6 After appointment as a docent

Newly appointed docents at the Faculty shall conduct an open docent lecture, arranged by the department concerned or within the framework of a Faculty-wide activity.

A person who has been appointed as a docent is registered in a docent register at the Faculty, and the title is retained for life. Should a docent have been deemed to have acted in a way that seriously damages the Faculty's reputation and activities, it may however be decided that the docent shall be removed from the register and thereby lose the title of docent.

In the event of a discrepancy between the English translation of the guidelines and the Swedish original, the Swedish version shall take precedent.