

Board of Science
Analyst Mikael Stenberg

APPROVAL
2008-02-20
2015-08-28 (FN REV)
2019-12-18 (ON REV)

Guidelines for the appointment of docent at the Faculty of Science at Stockholm University

1. General guidelines

Anyone with a PhD or equivalent competence and the required research and teaching expertise is qualified for promotion to docent. In order to be accepted, applicants must have documented independent research and teaching expertise, and possess a research expertise that far exceeds the requirements for a PhD.

The Faculty only accepts docents if it benefits the Faculty's research and education. This means that applicants do not have an unconditional right to be accepted, even if they are qualified.

The benefit may be that the docent, considering his/her expertise, accessibility and suitability, could be appointed as a teacher and supervisor in third-cycle education, as an opponent at PhD defence seminars, as a member of the examination committee, as a teacher in first or second-cycle education, or in other central activities at the Faculty.

An applicant who recently has been promoted to associated professor (universitetslektor), can apply to be appointed to docent with a simplified application procedure.

2. Requirements for appointment to docent

To be appointed to docent, the candidate must have documented ability to conduct independent research, teaching skills and documented experience in communicate research results to non-experts. Independence as a researcher is documented by, for example, being corresponding author, having published without his/her supervisors from the doctoral and post-doctoral period. Having started his/her own line of research, having attracted research grants for his/her research as a main applicant, and being responsible for research as a supervisor to a PhD student, post-doctoral fellow or visiting researcher.

To be appointed to docent at the Faculty, the candidate must have strong and broad academic qualifications in science, mathematics, or pedagogy within these fields, and be of obvious benefit to research and education in this field.

The scientific production should, both in terms of quantity and quality substantially exceed the requirements for a PhD degree. The research publications should have been published in reputable, international peer-reviewed journals, or equivalent.

The teaching expertise and qualifications include active experience from first, second and third-cycle education and may, in addition to direct teaching, comprise course development, supervision and popular-science information.

The candidate must have completed the Centre for Advancement of University Teaching's course Research supervision – theory and practice or equivalent, *before an associate professor certificate is issued*.

Docents are only appointed for subjects related to the Faculty's third-cycle programmes, unless there are special circumstances.

3. Application

An application to "be appointed to docent in /subject/" should be submitted to the Faculty of Science and sent to Registratorskontoret, Stockholms universitet, 106 91 Stockholm. The application and all documentation (*not publications*) should also be sent as a *PDF file* to the administrator at the Faculty Office.

The application should include:

A. A curriculum vitae, a copy of a PhD degree or equivalent, and a copy of proof of completed supervisor training. **NB! No other diplomas, certificates of employment or similar.**

B. A chronological list of academic publications. It should be clear which publications have been accepted by peer-reviewed international journals.

For all publications with more than one author, the applicant's contribution should be accounted for. It should be specified which publications were part of the doctoral thesis, as well as who the supervisor(s) was/were. Post-doctoral supervisors should also be named, where applicable.

No more than 10 publications should be sent to the experts. Publications that has been a part of the doctoral thesis cannot be one of those.

C. An account of the applicant's teaching experience.

In order to be appointed to docent at the Faculty, the applicant must:

- have given lectures amounting to a total of at least 50 class hours in first and second-cycle education, or has equivalent qualifications.
- have been a supervisor for a degree project and/or have experience of PhD supervision.

The teaching qualifications should be documented to the best of one's ability in the "Template – Record of taught courses". **NB! No certificates of employment, course evaluations or similar.**

D. A report from an expert appointed by the Head of Department on the applicant's teaching skills and experience.

E. A report from the Head of Department on whether it could be beneficial to research and education to appoint the applicant to docent. Proposals for three possible experts, who should be ranked and briefly described, and a proposed title for the docent lecture.

F. A brief summary, no more than five pages, of the applicant's research and teaching experience and training. The summary should be possible to assess on the basis of the requirements presented under the header "Criteria for appointment to docent".

G. Plans for future research, no more than one page.

H. Applicants who are not employed at the Faculty when they apply to be appointed to docent should document their connection to one of the departments at the Faculty in their application.

4. Processing

The administrator who receives the application will check that it is complete and request any complementary documentation. The application (paper version) will be sent to the evaluation group's members and alternate members. The Chair will assign one member/alternate member as responsible for assessing the application. The evaluation group should approve to the Chair that the application will proceed to be reviewed by an expert. The members will also state whether the proposed experts are satisfactory and whether the highest ranked expert can be given the assignment. The Chair of the evaluation group will inform the Faculty Office administrator of their decision.

If there is uncertainty regarding scope, quality or qualifications, the matter will be dealt with at a board meeting.

If the application cannot proceed to be reviewed by an expert, the Chair will contact the applicant.

If the evaluation group supports the application, the administrator will contact the Head of Department and ask him/her to contact the expert. The Head will notify the administrator when an expert has accepted the assignment.

The expert will be appointed by the Dean of the relevant section.

The administrator will notify the applicant that an expert has been appointed. The applicant will send his/her publications (no more than 10) to the expert.

The department

The Head should make sure that the expert is able to complete the assignment within two months.

The expert may not have recently co-published or worked closely with the applicant or the applicant's supervisor (or equivalent).

5. Expert assessment

The expert's report should contain a relatively detailed account and critical review of the main features of the candidate's academic production with clear references to the submitted publications. Criteria to be considered include theoretical and methodological knowledge, the candidate's ability to think innovatively and conduct independent research, which has led to important knowledge, the impact of this research, and the candidate's presentation skills. The report should provide an overview of the candidate's research and how it has developed since the candidate received his/her PhD. The report should mention the most important results, and the significance of these results should be assessed in relation to the international development in the field. It is essential to highlight both strengths and weaknesses of the candidate's production.

The report should be comparable to statements in appointment cases and culminate in a clear opinion for or against the candidate being accepted as docent.

The expert is expected to deliver the report within two months of receiving the publications.

6. The docent evaluation group

When the expert's report has been delivered, the application will be processed by the Faculty's docent evaluation group. The evaluation group, which normally meets three times a semester, will obtain all documents except the publications. The rapporteur, who has been appointed by the Chair (see above), will make a close examination of the case and present his/her views to the evaluation group.

If the evaluation group's assessment is positive, the candidate is cleared to give a docent lecture. Otherwise, the application is rejected with a brief motivation.

7. Lecture

The docent lecture is a teaching examination, not a research seminar. The content should be related to a broad academic research problem. The lecture should also be seen as an introduction of the candidate to colleagues and students at the section, and it should demonstrate the candidate's oral presentation skills. The 45-minute lecture should be held in Swedish or English and should correspond to a lecture in a second-cycle course.

In addition to at least one member of the evaluation group, the director of studies for first/third-cycle education and a teacher who is an expert in the same field should attend the

docent lecture. Based on the performance and (scientific) content, the member of the evaluation group will, after consulting with the attending teacher from the department, deliver a statement to the Faculty Board on whether the lecture was approved. More detailed information on the docent lecture is available at: www.science.su.se » Regelverk » Läraranställningar

8. Decision by the Dean

If the lecture is approved, the Dean will appoint the candidate as docent.

If the lecture is not approved, the Dean may, after consulting with the evaluation group, give the candidate an opportunity to give a new docent lecture.