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*Academic appointments board 23/03/2017
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This is an English translation*

APPOINTING A DOCENT

General

Appointing docents improves the quality of research and teaching at University West. Being a docent is a mark of academic competence, coming from *venia docendi*, i.e. the “right to teach” and supervise at all levels of the university..

A docent is expected to take on tasks such as supervisor or assistant supervisor, opponent or member of an examining committee, expert or other tasks at University West. Those who wish to be appointed as docents shall submit a complete application to the academic appointments board.

Qualification

Those qualified to be tested for appointment as docent at University West are those who:

- have a doctorate or equivalent scholarly or artistic competence,
- are employed at University West or in some other way beneficial to research and teaching at University West and
- have completed training as supervisor for third-cycle courses or can demonstrate equivalent competence.

Applicants must also fulfil stated requirements for:

- scholarly or artistic proficiency and independence,
- pedagogical proficiency and
- university/university college pedagogical education

Equal care shall be devoted to the assessment of all requirements since these are of equal importance and have no order of priority. Competence and qualifications in one area cannot compensate for a lack of competence and qualifications in another area.

Assessment

There are requirements for academic production corresponding to a doctoral thesis or doctoral degree, documented scholarly proficiency and independence, documented pedagogical qualifications, experience and ability, as well as university/university college pedagogical education. Assessment of the applicant’s scholarly or artistic proficiency and independence and pedagogical proficiency is done by experts in the area. The experts shall conclude whether the applicant’s scholarly and pedagogic maturity and development reaches the level required for appointment as docent in a certain subject.

The applicant receives the experts’ statement for information.

Normally academic production after a doctorate involves 4-6 academic publications, at least half of which must be as sole or principal author. The number may vary somewhat depending on the discipline and research field. With co-authorship, the applicant’s own contribution shall be described. Scholarly development is seen in terms of breadth and depth in the research area. Only published, not “submitted”, articles shall be listed.

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Pedagogical proficiency shall be demonstrated by means of a written reflection on the applicant's own basic views on pedagogy as well as with documentation that confirms pedagogical proficiency in teaching at different levels (not a measurement of quantity).

Being appointed as docent requires the applicant to fulfil the requirements set by University West regarding university/university college pedagogical education. Confirmed by certificates from university/university college pedagogical courses.

For an applicant with a professional career outside university/university college who, for natural reasons, does not have pedagogical qualifications from an academic environment, a corresponding assessment can be made of pedagogical abilities developed within the profession.

Docent lecture

All docent applicants at University West shall hold a public docent lecture. The purpose of the lecture is to use education and outreach to communicate understanding and an insight into the relevant research area to a wider audience. It should be pointed out that, in spite of its education and outreach approach, the lecture shall include serious academic thoughts and ideas that the applicant considers important in his or her area. It is thus expected that the lecture is theorised and linked to the research that the docent applicant represents and that relevant examples of the applicant's research are given, but in away that makes them accessible to a wider audience.

The lecture shall be held during normal term time and last for 45 minutes. After the lecture there shall be time for questions.

The lecture shall be given in a Scandinavian language or English.

Appendix 1 Appointing a docent

How the case is handled

The case is prepared by the academic appointments board, whose task is to ensure that the qualification requirements are fulfilled, to decide questions of disqualification and to appoint two external experts. After scrutiny and testing of the experts' arguments, the academic appointments board decides whether the applicant shall be appointed as a docent at University West. The appointment becomes final after the docent lecture has been completed.

Application

Normally only those employed at University West can apply to be appointed as docent. A person who is not employed can be appointed as docent if the relevant head of department can provide good grounds as to why it is important that the person should be tested for the post of docent at University West. The complete application with appendices is submitted to the academic appointments board on the form designed for the purpose¹ and sent as a combined PDF file to the HR specialist at the institution. Publications in paper form are sent to the HR department, University West, 461 86 Trollhättan. Three copies of work that is referred to (no more than 10 items) shall be submitted. The application shall be written in a Scandinavian language or English.

Letter of recommendation

A letter from a professor who is expert in the subject shall be attached to the application, recommending to the academic appointments board that the applicant should be tested for appointment as docent at University West.

Experts

The head of department at the institution the docent will be connected to shall when the application is submitted propose four experts together with their complete addresses, telephone numbers (fixed and/or mobile) and e-mail addresses. These shall normally be qualified as professors and active at different educational institutions.

The head of department shall also state how the disqualification and equality aspects have been handled together with brief reasoning regarding the experts' competence in the docent's subject and the applicant's academic profile. If possible both genders shall be represented.

When all documents have been received, the academic appointments board decides whether statements shall be obtained from experts and if so from which. Normally statements are obtained from two experts.

If it is found that scholarly and pedagogic competence is proven in the application, for example with an application regarding other higher services, no further testing may be necessary.

The academic appointments board may also find that the application is incomplete or that the scholarly or pedagogical proficiency is not sufficiently proven for further testing. If necessary the academic appointments board can also call in further persons for the preparatory work.

If the academic appointments board finds that the applicant cannot be proposed for appointment as a docent, the academic appointments board shall inform the applicant of this so as to give the applicant

¹ Form: Application to be appointed as a docent

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the opportunity to withdraw the application. If the applicant is dissatisfied with the academic appointments board's decision he or she has the right to express an opinion.

The academic appointments board's decision and the docent lecture

When the statements have been received from the experts and if the applicant's scholarly/artistic and pedagogical proficiency and independence have been tested and found to be adequate, the academic appointments board approves the application to be a docent. The appointment becomes final after the docent lecture has been completed. The time and place for the docent lecture are determined in consultation with the applicant and relevant head of department and are announced at least two weeks in advance by the HR department.

Docent certificate

The academic appointments board issues a certificate to the person who has been appointed as docent at University West. The appointment as docent takes effect from the month after the decision.

A docent certificate is awarded to the newly appointed docent together with a docent pin at the next academic ceremony.

Appendix 2 Appointing a docent

Statements from external experts

The experts shall each provide a written statement of whether the applicant fulfils the requirements for appointment as a docent.

In their scrutiny and evaluation of the applicant's documents, the experts should in particular refer to the most important results in the academic work and how these should be assessed in relation to developments within the subject area. It is important to illustrate both strengths and weaknesses in the applicant's production.

In their statement of whether the applicant has, since his or her doctorate, significantly increased his or her academic independence and scholarly and pedagogical proficiency, the experts are assisted by the following.

The experts shall finally conclude whether the applicant's scholarly and pedagogic maturity and development reaches the level required for appointment as docent in a certain subject.

Scholarly proficiency

Assessment of scholarly proficiency is done with regard to the tradition in the applicant's subject area. It is the applicant's total scholarly proficiency that is evaluated.

The scholarly proficiency is documented by means of monographs and/or articles published or accepted with a referee system. It must be possible to get proof from the publisher of articles accepted for publication. The scope of the production is considered with regard to the articles' academic value, number of authors, publication tradition in the relevant research field etc. In summary, qualification requires that the applicant has been active as an independent researcher after his or her doctorate or equivalent and has an academic production corresponding as a minimum to a doctoral thesis.

In the case of co-authorship, the applicant's own input shall be clearly shown in the research that is referred to.

Academic independence

Independence in research can be demonstrated by the applicant having:

- a documented independent ability to identify, formulate and resolve academic problems,
- published as sole author,
- published research results from a research environment other than that where the applicant was educated,
- applied for and received external research funding,
- been the academic leader of a research project,
- performed review assignments on articles in academic periodicals or the equivalent according to the publication tradition in the subject,
- been invited to lecture, be an external expert, jury member etc.

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Pedagogical proficiency

Being appointed as a docent requires pedagogical proficiency beyond what is required for appointment as a senior lecturer. Pedagogical proficiency can be demonstrated by the applicant having:

- a good, documented ability to plan and perform teaching at first, second and third cycle levels,
- experience of pedagogical development work. This may include authorship of text books and other teaching material or participation in pedagogical development projects,
- experience of planning and implementing seminars, conferences, symposia etc.,
- a good, documented ability to communicate academic results to subject colleagues, students in first to third cycle education and the community at large,
- acted as supervisor for students in first cycle education and as assistant supervisor to third cycle students.

For an applicant with a professional career outside university/university college who, for natural reasons, does not have pedagogical qualifications from an academic environment, a corresponding assessment can be made of pedagogical abilities developed within the profession.

University/university college pedagogical education

Being appointed as docent requires the applicant to fulfil the requirements set by University West regarding university/university college pedagogical education. University West's employment regulations serial number 2015/642 A21, section 4 § states that the qualification requirement is "... *completed university/university college pedagogical education or equivalent competence. The person deciding on the appointment may make temporary exceptions.*" The practice for temporary exceptions is two years from the time the applicant takes up the position.

The university/university college pedagogical education is confirmed by certificates from university/university college pedagogical courses.

For an applicant with a professional career outside university/university college who, for natural reasons, does not have pedagogical qualifications from an academic environment, a corresponding assessment can be made of pedagogical abilities developed within the profession.