

## **Instructions concerning applications for promotion from associate senior lecturer to senior lecturer at the Faculty of Medicine**

In accordance with Lund University's Appointment Rules, an associate senior lecturer is to be appointed on application to a permanent position as senior lecturer if he or she has the required qualifications and on assessment is deemed to be suitable for the post.

### **Instructions and design of the application**

Received proposals for promotion are referred to the Academic Appointments Board for further processing.

The Academic Appointments Board assesses the applicant's expertise and requests expert statements.

Decisions on promotion to senior lecturer are taken by the dean.

Applications for promotion are to be submitted by the relevant head of department *no later than six months before the end of the associate senior lectureship* to: The Academic Appointments Board at the Faculty of Medicine, Lund University, Box 117 221 00 LUND.

The application is to include:

1. The name of the person concerned for promotion including their CV, in accordance with [www.cv.med.lu.se](http://www.cv.med.lu.se).
2. A list of the applicant's qualifications, in accordance with the List of Qualifications for Lecturers, available on the faculty's website: [www.med.lu.se/lfm](http://www.med.lu.se/lfm)
3. A description of how the applicant's current employment is financed and how the senior lectureship will be financed
4. A background account of the appointment, i.e. why the position was established.
5. Proposals for several experts, both men and women.

# List of qualifications for lecturers

## Faculty of Medicine Lund University

### Information and instructions to applicants for positions at the Faculty of Medicine.

You apply for a position by clicking on the link at the bottom of the advertisement. Applications must be written in English unless otherwise noted. Titles and certificates do not normally need to be translated.

The Faculty of Medicine uses a special portfolio for reporting and documenting the qualifications of those who apply for a position as lecturer. Design your application according to the following outline. All headings should be included; if experience is lacking in one or more areas please make a statement to that effect under the relevant heading.

*Applications for the positions of Professor and Senior Lecturer contain more information and are therefore longer. The number of attachments allowed has been limited.*

#### APPLICATION

The following sections must be included in a single pdf document (PDF 1) using the following naming convention:

SurnameFirstname\_Application PAxxxx-xxx\*

\*(PA-number is the referencenumber listed in the advertisement)

File is uploaded to the search portal under Document "Other files-Upload or Choose from your previous uploaded files"

A	Letter of application
B	CV – electronic template
C	Publications – selection of the most important publications
D	Portfolio of scientific qualifications
E	Complete list of publications
F	Portfolio of teaching qualifications
G	Management
H	Teamwork
I	Portfolio of clinical qualifications (applied)

#### CERTIFICATES

Certificates relating to sections B, D and F-I as described above must be compiled into a single pdf document (PDF 2) using the following naming convention:

SurnameFirst name\_CertificationsPAxxxx-xxx\*

\*(PA-number is the referencenumber listed in the ad)

File is uploaded to the search portal under Document "Other files-Upload or Choose from your previous uploaded files"

#### MOST IMPORTANT PUBLICATIONS

Selected publications must be compiled into a single pdf document (PDF 3) using the following naming convention:

SurnameFirst name\_PublicationsPAxxxx-xxx\*

\*(PA-number is the referencenumber listed in the ad)

File is uploaded to the search portal under Document "Other files-Upload or Choose from your previous uploaded files"

## APPLICATION (PDF 1) :

Name the file: SurnameFirst name\_Application PAxxxx-xxx\*

\*(PA-number is the referencenumber listed in the ad)

### A LETTER OF APPLICATION

Your letter of application should state which post you are applying along with a brief motivation. The letter must also include your first name and surname. Max 1 page.

### B CV - CURRICULUM VITAE

All applicants, regardless of the position applied for, must enclose a CV compiled using an electronic template see <http://www.cv.med.lu.se>

### C SELECTION OF THE MOST IMPORTANT PUBLICATIONS

The application should contain a list of selected publications in chronological order. The applicant's name should be marked in bold. The list should contain a brief commentary on the selection of articles. See special instructions under point E.

The number of publications will vary depending on the type of post applied for:

Professor	10 publications
Senior Lecturer	10 publications
Associate Senior Lecturer	7 publications (degree work can be included)
Postdoctoral fellow	3 publications
Lecturer	3 publications (if available)

### D PORTFOLIO OF SCIENTIFIC QUALIFICATIONS

#### D1 Scientific summary of research

A brief summary shall illustrate the most important components of the applicant's research work.

The summary must not exceed 200 words.

#### D2 Research programme

The research programme should include a description of studies carried out and results obtained so far, current research questions and future plans. The main headings below must be included clearly:

D2A	Earlier research activities
D2B	Current research work
D2C	Future plans

The research programme should be written in English, and only in exceptional cases in Swedish.

The compilation may contain a maximum of 8 pages for professors and senior lecturers, 4 pages for associate senior lecturer, lecturers and postdoctoral fellow, excluding references.

**D3                    The structure of the research group and the research environment within which the research group is working.**

**D4                    Research supervision**

**D4:1                Completed supervision**

Name of PhD student, year of defence of doctoral thesis, title of thesis.

Name, title and field for any other co-supervisor of PhD student, alternatively state that no other co-supervisor was involved. State the doctoral candidate's current work/position

**D4:2                Ongoing main supervisor work**

Name of PhD student, bachelor's degree, date of admission to research course, title of research project. Name, title and area of co-supervisor.

**D4:3                Completed and ongoing co-supervisor work**

Name of PhD student, year of defence of doctoral thesis or year of admission, title of thesis/research project. State name(s) of any other co-supervisors and their respective roles.

**D4:4                Completed and ongoing supervision of post-docs and other researchers**

Name of researcher, date of research period (yyyy – yyyy), from which university/research team and area of research

**D5                    Heading up of research training courses and development work**

**D6                    Organising scientific courses and conferences**

**D7                    Research cooperation – national and international cooperation projects and industrial cooperation**

**D8                    Patents – name of patent holder, title, registration (country/number)**

**D9 Research grants during the last 5 years**

Research grants received during the last 5 years should be reported in the tables below.  
The applicant may add additional lines as required.

Document **D9** should be attached even if the applicant has not received any grants;  
please state that no grants have been received, date and sign.

D9:1 Applicant

Applicant\_\_\_\_\_

Grants received by the **applicant** as **principal investigator** the last 5 years\*

Funding agency	Year	Year	Year	Year	Year
	Amount	Amount	Amount	Amount	Amount
<b>Total amount per year</b>					

\*Expand table as needed

D9:2 Co-applicant

Applicant\_\_\_\_\_

Grants received by a principal investigator with the **applicant** as **co-applicant**\*

Funding agency	Principal investigator	Year	Year	Year	Year	Year
		Amount	Amount	Amount	Amount	Amount
<b>Total amount per year</b>						

\*Expand table as needed

## E COMPLETE LIST OF PUBLICATIONS

### E1 Publications should be numbered and sorted under the following main headings:

- E1:1 Published original articles in peer-reviewed international journals (English)\*
- E1:2 Manuscripts (manuscripts that have been sent in should be listed first, followed by those still in progress)
- E1:3 Review articles and other invited articles in international journals
- E1:4 Books and chapters in books/"letters", etc.
- E1:5 Other articles and reports published in international journals (English)
- E1:6 Scientific articles published in Swedish and reports published in Swedish
- E1:7 Popular science articles/presentations
- E1:8 Contributions to conferences (does not apply to applications for professorships or university lectureships)

\*The publications shall be described according to the following system:

The names of the authors in the order in which they are stated in the publication/chapter/report. The applicant's own name shall be marked in bold. The title of the publication. The name of the journal should be stated in full and in italics. Year; volume: first and last pages.

E.g. :

Westerberg B, Svensson P, **Nilsson D**. Glucose tolerance and change in body weight. *Journal of Clinical Endocrinology and Metabolism* 2011;45:31-41.

## F PORTFOLIO OF TEACHING QUALIFICATIONS

### F1 Educational self-reflection and impact analysis

Educational self-reflection and impact analysis entails the way one has worked, the impact made and developments. Here you can describe what you have contributed and what your work/commitment has led to. Together with your list of teaching qualifications this will provide a quantitative analysis of your own teaching experience.

The summary should not exceed 5 pages.

### F2 List of educational qualifications

Under this heading you should state the basis for achieving the competence you have in the field of teaching and your experience of education and teaching. State your qualifications in each area with the year obtained and any additional information that will clarify and highlight your competence.

For the sake of clarity it may be useful to present the information in the form of a table or a bullet list under each individual heading below.

- F2:1 Formal teacher training
- F2:2 Subject training
- F2:3 Experience of teaching
- F2:4 Educational management
- F2:5 Educational development work
- F2:6 National and international teaching work
- F2:7 Awards and prizes within the field of education

## **G MANAGEMENT**

### **G1 Management and administration – self-declaration**

Describe your own competence in the field of management and administration to provide a summary of your ability to manage and develop activities and organizations, and your ability to cooperate. The summary should include dates for development work and also a reflection on your own leadership skills.

The summary should not exceed 2 pages.

### **G2 Academic management and administration – list of qualifications**

Under this heading you should describe the basis for your management and administration skills. State the dates of qualifications/merits in each field and provide additional information you think will clarify and highlight your skills.

For the sake of clarity it may be useful to present the information in the form of a table or a bullet list under each individual heading.

- G2:1 Formal management and/or administration courses
- G2:2 Management positions in the academic field
- G2:3 Management positions outside of the academic field (hospitals, companies)
- G2:4 Supervisor/teacher/mentor
- G2:5 Active commitments to boards and committees
- G2:6 Active commitments within the fields of ethics, equality, work environment and environmental issues
- G2:7 Management and cooperation skills within other organizations outside of the university, such as scientific or trade union organizations

## H TEAMWORK

### H1 Cooperation self-declaration

Under this heading you should document the activities and competence you have with regard to communicating research-based information to the rest of society (a third party). A brief self-declaration and reflection can illustrate how you have developed this ability. The summary may not exceed half a page.

### H2 Cooperation – list of qualifications

Within each area you should state your qualifications giving the year obtained and any additional information that you think will clarify and highlight your skills.

For the sake of clarity it may be useful to present the information in the form of a table or a bullet list under each individual heading.

- H2:1 Formal training in the field of media and communication
- H2:2 Information and advice to the business and manufacturing sectors
- H2:3 Development of information and educational material aimed at the general public, other professional groups, etc.
- H2:4 Participation in various media
- H2:5 Participation in various interest groups relevant to the field

## I PORTFOLIO OF CLINICAL QUALIFICATIONS (applied)

### I1 Clinical competence – self-declaration

Here you should describe the development of your own clinical skills and how you have developed both breadth and depth in the clinical discipline. The summary would also benefit from a reflection on the role of the clinical field in medicine and healthcare and how the applicant can affect developments in this field.

The summary should not exceed 2 pages.

### I2 Clinical competence – list of qualifications

Under this heading you can document the basis for your clinical skills (specialist) in a clinical field. Within each area you should state your qualifications giving the year obtained and any additional information that you think will clarify and highlight your skills.

For the sake of clarity it may be useful to present the information in the form of a table or a bullet list under each individual heading.



- I2:1 Field of clinical competence, date of registration (yyyy) and date of specialist competence (yyyy)
- I2:2 Formal specialist training – courses
- I2:3 Participation in clinical work (doctor's surgery, hospital ward, on-call service)
- I2:4 Clinical profile area stating dates
- I2:5 Clinical development work
- I2:6 Clinical supervision during specialist and further training
- I2:7 Management positions – areas and dates
- I2:8 Assignments in the health and medical organization

## CERTIFICATES (PDF 2):

Enclosures relating to sections B, D and F-I as described above must be compiled into a single pdf document (PDF 2) using the following naming convention:

SurnameFirst name\_CertificatePAxxxx-xxx\*

\*(PA-number is the referencenumber listed in the ad)

All attachments shall be numbered in accordance with section headers and each attachment section begins with a table of contents of the annexes. Follow the instructions below.

### **Attachments to CV (section B)**

The following attachments shall be included

- ☐ Bachelor's degree
- ☐ PhD degree
- ☐ Readership/associate professorship
- ☐ International awards

A maximum of 10 pages of attachments in total to illustrate and verify activities

### **Attachements for PORTFOLIO OF SCIENTIFIC QUALIFICATIONS (section D)**

Maximum 20 pages of selected enclosures in total to illustrate and verify scientific work.

### **Attachments for PORTFOLIO OF PEDAGOGICAL QUALIFICATIONS (section F)**

Maximum of 20 pages of selected attachments to illustrate and highlight educational work including:

- Certificates of formal university teacher training
- Relevant service certificates

Please note that names of persons other than the applicant should not be stated if you choose to attach course evaluations or similar documents (max 3 pages).

### **Attachments for MANAGEMENT (section G)**

Formal management courses and service certificates

A maximum of 10 pages of carefully selected attachments may be enclosed to illustrate and verify your activities.

### **Attachments for TEAMWORK (section H)**

A maximum of 10 pages of carefully selected attachments may be used to illustrate and verify your activities.

### **Attachments for PORTFOLIO OF CLINICAL QUALIFICATIONS – applied (section I)**

Proof of competence in the form of medical registration, specialist competence or international examinations should be attached. A maximum of 10 pages in total to illustrate and verify clinical competence.

## MOST IMPORTANT PUBLICATIONS (PDF 3):

The selected publications above must be compiled into a single pdf document (PDF 3) using the following naming convention:

SurnameFirst name\_PublicationsPAxxxx-xxx\*

\*(PA-number is the referencenumber listed in the ad)