

Instructions and rules for applying for the title of docent

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Responsible administrative unit	The Faculty Office of the Faculty of Humanities
Responsible administrator	Charlotte Fowler

Description:

The document provides instructions on what the application for the title of docent should contain and how the application should be organised. The document also describes the rules that apply for the conferment of the title of docent at the Faculty of Humanities. The document can be supplemented with an application template



Instructions and rules for applying for the title of docent at the Faculty of Humanities (Replaces previous guidelines established by the Board of the Faculty of Humanities on 2013-02-12.)

Anyone wishing to receive the title of docent should initially consult with the professors in the subject to get a preliminary idea of whether the application is justified.¹

1 General information

“Docent” is a title that indicates achieved competence. It is not an employment. The Board of the Faculty of Humanities confers the title of docent on anyone who has completed a doctoral degree or possesses equivalent competence, and who also has the required scholarly and pedagogical expertise, provided that these are deemed to be useful to research and education within the faculty. The title of docent is only conferred in the faculty’s third-cycle education subjects (alternatively the subject in which the applicant has defended her/his thesis/dissertation) or the subject in which the applicant has employment, unless special reasons exist.

Eligible candidates for the title of “docent” have completed a doctoral degree and meet the requirements set by the Faculty Board for scholarly and pedagogical expertise for a docentship.

- In the first instance, this refers to persons who are already affiliated with the faculty through employment.
- An applicant who is not employed by the faculty can also be accepted as a docent. Anyone applying for the title of docent who is not employed by the university must document research collaboration and/or involvement as a teacher or supervisor at one of the faculty’s departments or specify other special reasons for the application to be examined at the faculty.

¹ If the department does not have professors in the subject in question, applicants should consult with other professors at the department, alternatively with the Head of Department.



2 Content and outline of the application

2.1 Subject and affiliation

Indicate the subject to which the docent application relates, as well as what affiliation the applicant has to the faculty.

2.2 Information about the applicant

Name

Address (home and workplace)

Telephone number (home and workplace)

E-mail address

List of attachments

3 Curriculum vitae

3.1 Personal data

Name

Date of birth

3.2 Degrees

Information about all university degrees, with year, subject and university. A copy of the certificate regarding the doctoral degree must be attached.

3.3 Employment

Information about current employment, with exact title and date of employment. Previous employment.

4 Chronological list of cited publications

Applicants must select a maximum of ten publications to cite in support of their application – both scholarly works as well as any other work that may substantiate the applicant's pedagogical merit. The selection should be briefly justified. The number of pages must be stated in the selection. A maximum of 10 publications, including the doctoral thesis/dissertation, may be cited. Note that the doctoral thesis/dissertation must always be cited.

For publications with several authors, the division of responsibilities must always be reported. This can ideally be done by providing a certificate from a co-author. The certificate must describe both the nature and the extent of the applicant's work with the publication.



If several works overlap, this must be stated in the list.

The works must be published or accepted for publication in the condition in which they are presented. In later cases, a certificate from the publisher must be attached outlining the publication plan.

PLEASE NOTE! No publications should be attached to the application. All cited publications are later sent by the applicant directly to the experts, following information and instructions from the administrator.

5 Scholarly qualifications

5.1 Brief description of scholarly merits (approx. 8000 characters)

Brief account of the applicant's own scholarly activities, both national and international, in which her/his own contribution must be specified.

5.2 Other scholarly qualifications

5.3 Complete list of publications

The list must provide complete source references, number of pages and all co-authors.

The publications are to be reported under separate headings:

- Monographs
- Anonymously reviewed scholarly works
- Editorially reviewed works
- Other scholarly works
- Popular science works and teaching materials
- Pedagogical works

In the compilation, the applicant's writings must be numbered. The list must clearly state which publications the applicant will later send to the experts for assessment.

6 Pedagogical qualifications

Brief description of the applicant's teaching experience.

6.1 Teaching experience (approx. 2000 characters)

Specify the scope (e.g., full-time, part-time), breadth, level and responsibility. The scope must be substantiated with certified accounting. The volume of teaching and the type of teaching



must be clearly stated, as well as course responsibility and active development work. Written statements from the Head of Department or Director of Studies containing a qualitative assessment of the applicant's pedagogical expertise must be submitted.

6.2 Pedagogical training

Courses in higher education teaching and learning, teacher training and the like. Enter the date and scope. *Copies of certificates regarding completed supervisor training and higher education teaching and learning training (if applicable) must be attached.*

6.3 Supervisory experience (approximately 1000 characters)

Brief description of the applicant's supervisory experience.

In first-cycle education and at the second-cycle level: Enter the number of supervised degree projects of various types (Bachelor's and Master's theses (60 credits or 120 credits for the latter), etc.

Within third-cycle education: At the third-cycle level, the doctoral student's name, year of admission, and any other supervisors are stated, and if the doctoral student has defended her or his thesis/dissertation, the title of that work and year in which the degree was awarded are also provided.

7 Teacher test

If the Recruitment Committee finds that the applicant's pedagogical expertise has been proven, it is not necessary to take a teacher test.

The pedagogical quality of the teacher test is assessed by the Teacher Proposal Board, which decides whether to approve or reject the teacher test.

The teacher test is arranged by the department concerned and takes the form of a public lecture.

The teacher test must demonstrate the applicant's ability to convey scholarly issues to students in education at first-cycle, second-cycle, or third-cycle level. However, please note that it is the pedagogical element that dominates. Great emphasis is placed on the ability to lay out a problem, to apply it to concrete material and to guide the reasoning to a result. The teacher test must be completed within the prescribed 45 minutes.

The application should be sent to:

Stockholm University
Registrar



106 91 Stockholm or via e-mail: registrator@su.se

PLEASE NOTE! No publications should be attached. The publications and the thesis/dissertation that the applicant wishes to cite are sent directly to experts once they have been appointed.