Academic qualifications portfolio for Faculty of Science, Lund University

For applications for teaching positions

For applications for promotion

For career development appraisals/planning appraisals/salary appraisals

INSTRUCTIONS FOR THE COMPILATION OF THE PORTFOLIO

The documents are to be compiled according to the following instructions. All headings are to be included and if you completely lack experience in any area, this should be stated. The number of attachments for each portfolio is limited and these documents should be attached after the application.

THE CONTENTS OF THE ACADEMIC QUALIFICATIONS PORTFOLIO

A	Cover page and personal letter
B	CV
C	List of selected publications
D	Research portfolio
E	Teaching portfolio
F	Portfolio of leadership and administration
G	Portfolio of cooperation, innovation and entrepreneurship
H	Selected publications (according to C)
I	All attachments and certificates

Please note

- Documents in A–G are to be uploaded as one merged PDF file.
- Selected publications in H are to be uploaded as indivual PDF files.
- All attachments and certificates in I are to be uploaded as one merged PDF file.

A COVER PAGE AND PERSONAL LETTER

This must include necessary information on the applicant and specify whether the application concerns an appointment or a promotion. A letter of application should be written, stating the reason for applying for the post and other relevant information.

Use template for cover page available on the Faculty website. State which position you are applying for and include the reference number of the vacancy announcement. If you are applying for promotion, you are to state which teaching position you currently hold and within which subject, as well as the academic position for which you are applying for promotion.

B CURRICULUM VITAE

All applicants regardless of position are to attach a CV of maximum 2 pages according to the suggestion below. Any certificates or other documents confirming the information in the CV are to be included in the other portfolios.

   i. **Contact information:** address, telephone number, email
   ii. **Education:** degree, subject, place, title of thesis, year
   iii. **Employment (current at the top):** including proportion of research, teaching, etc.)
   iv. **Leave of absence including parental leave**
   v. **Postdoc stays:** year
   vi. **Qualification for readership or equivalent**
   vii. **Important assignments:** year, assignment
   viii. **Awards and distinctions**
   ix. **International research and teaching experience**
   x. **Assignments as editor, referee**
   xi. **Scholarly/academic societies**
   xii. **People who have earned a PhD degree or completed a postdoc stay under your supervision:** name period
   xiii. **References**
   xiv. **Other relevant information of significance for the application**

Attachments
A total of 10 pages maximum of attachments to illustrate and confirm qualifications.

C LIST OF SELECTED PUBLICATIONS

The application is to include a list of selected publications/exhibited artistic works in chronological order (preferably with the most recent at the top). The applicant's name is to be highlighted. The list should include a short commentary on the selection of articles.
The list should include a maximum of 10 selected publications. The applicants own contribution to the publications is to be reported specially.
This section provides rapid information and should be adapted according to the various person specifications in appointments. It should be a part of the introduction which provides a quick overview of the applicant's qualifications.

D   RESEARCH QUALIFICATIONS PORTFOLIO

The aim of the research qualifications portfolio is to provide an overall picture of the applicant's research profile and qualifications. The development of the research activity over time is exemplified through a description of previous research, current activity and future plans. Important components such as international collaborations, research objectives and research projects are to be described.

1. Summary of research/research profile
A brief summary is to illustrate the most important components of the applicant's research activity. It should not exceed half a page. If an advertised vacancy is being applied for, the summary should contain a relevant description in relation to the profile required for the appointment.

2. Research activity
This personal reflection is to include an account of completed research projects, current research interests and plans for the future. The attachments that are necessary to confirm the contents of the personal reflection are to be attached respectively to the list of qualifications and the list of publications below. The reflection should not exceed 8 pages for professorships and senior lectureships and 4 pages for other teaching positions.

> a) Previous research activity
> b) Current research
> c) Plans for the future

3. Research experience and qualifications
Important aspects of relevance to research and to the subject are indicated under the headings below.

a)   Research environment and scholarly networks
b)   Supervision experience
   i.   Experience as a principal supervisor: name, year of degree, higher education institution, thesis title, assistant supervisor if applicable. Indicate the doctoral student's current work/position
   ii.   Experience as an assistant supervisor: name, year of degree, higher education institution, thesis title, name of principal supervisor
   iii.   Experience as a supervisor of postdoctoral researchers: name, period, research field, funding
c)   Participation in the organisation of scholarly symposia and conferences
d)   Assignments as editor of a journal or other publication
e)   Important research collaborations: state the scope of the research, key people and funding if applicable
f)   Assessment of others' work: grading committee assignments, expert assignments, referee assignments, peer review, assignments as faculty examiner, reviewer
g)   Awards and distinctions in research activity

Attachments
A total of 20 pages maximum of attachments to illustrate and document research activities.

4. List of publications – *comprehensive*

Publications are to be listed in chronological order (most recent first) and sorted under the headings below. The DOI code for each publication is to be provided where applicable.

a) Published original articles in referee-assessed international journals
b) Overview articles and other invited articles in international journals
c) Books, book chapters
d) Other articles and reports published in international journals
e) Scholarly articles and reports published in Swedish
f) Popular science articles/presentations
g) Conference papers
h) Manuscripts (submitted manuscripts are to be listed first, followed by works in progress)

5. Research grants

Research grants are to be listed according to the attached table. Grants that the applicant obtained as main applicant and co-applicant respectively are to be presented separately.

Table 1: Research grants for the past 5 years

Name of project and PI (principal investigator)	*Year* Total amount/ Personal allocation	*Year* Total amount/ Personal allocation	*Year* Total amount/ Personal allocation	*Year* Total amount/ Personal allocation	*Year* Total amount/ Personal allocation	*Funder*
Total amount per year						

E TEACHING QUALIFICATIONS PORTFOLIO

At Lund University, teaching skills are assessed and evaluated on the basis of criteria concerning the capacity of lecturers to support and facilitate student learning, their ability to reflect on their teaching practice using knowledge of teaching and learning and their efforts to develop their educational practice through cooperation and interaction with others. The overarching criteria below are used to assess teaching expertise at Lund University. In this assessment, the weight of different criteria can vary depending on the type of position, the employment profile or the promotion in question. All specific criteria are not necessarily relevant to all assessments. All criteria areas should be included, but they may be weighted differently.

a) Focus on student learning
b) Development over time
c) A reflective approach
d) The type of teaching skills

1. Summary of teaching activities

A brief summary is to illustrate the most important components of the applicant's teaching activities. It should not exceed half a page. If an advertised vacancy is being applied for, the summary should include a relevant description in relation to the profile for the appointment.

2. Personal reflection on teaching

A personal reflection on teaching is a personal document which expresses the applicant's teaching skills through a coherent and reflective description of the development of his or her teaching practice, linked to concrete examples. The personal reflection is to be a free-standing text, without any stapled attachments, but may by all means contain references. The attachments necessary to document experience, recognition of teaching performance or courses in teaching and learning in higher education, are to be attached to the list of teaching qualifications. The personal reflection is to refer to these. The educational self-assessment is used as overall, qualitative documentation for the assessment of teaching skills against the criteria. For example, the applicant can highlight how course evaluations were used in educational development work, but the personal reflection can also build on other themes.

3. List of teaching qualifications

The list of qualifications presents the applicant's teaching qualifications in bullet point form. Where proof or detailed information is required, attachments can be included (e.g. certificates, reports, teaching materials, etc.). If the list of qualifications covers a long period of time, the content should be communicated in such a way as to highlight the variation, diversity and development of the applicant's various teaching experiences.

Within each area, the qualifications are to be indicated with the year and associated information deemed to clarify and highlight the skills.

a) Formal training in teaching and learning in higher education
b) Educational training relevant to the subject, or other training in teaching and learning
c) Other experience of an educational nature which the applicant considers wholly or partially relevant or complementary to the other points (point of view to be justified)
d) Teaching experience or equivalent
e) Supervision at the Bachelor's and Master's degree levels
f) Educational leadership
g) Educational development work

h) Production of teaching materials and publications
i) National and international educational work
j) Internationalisation work within teaching practice
k) Reporting assignments and evaluation assignments
l) Symposia, conferences, workshops and collaborations
m) Distinctions and awards for educational activities

Attachments
A total of 20 pages maximum of attachments to illustrate and document educational activities including for example
a) Certificates of formal courses in teaching and learning in higher education
b) Relevant certificates of service
c) Educational development plan if applicable
d) Processed course evaluation material

F PORTFOLIO OF LEADERSHIP AND ADMINISTRATION

The aim of this portfolio is to illustrate and describe both administrative experience and leadership assignments above all within academia but also within other areas of activity. The first part is a personal description of the applicant's view of leadership and his or her own expertise. Qualifications that illustrate and document leadership or administration are to be described. Certificates and other documentation are attached to the portfolio.

1. Summary of leadership and administration
A brief summary is to illustrate the most important components of the applicant's leadership and administration activities. It should not exceed half a page. If an advertised position is being applied for, the summary should include a relevant description in relation to the profile for the position.

2. Leadership and administration – personal reflection
The applicant is to describe his or her own skills and experiences within leadership and administration in order to provide a general picture of his or her ability to lead and develop activities and organisations and his or her capacity for cooperation.

3. Academic leadership and administration – list of qualifications
The basis for the expertise acquired within leadership and administration is indicated under this main heading. Within each area, the qualifications are to be indicated with the year and associated information deemed to clarify and highlight the expertise.

a) Formal training in leadership and administration
b) Leadership positions within academia
c) Leadership positions outside academia
d) Assignments on boards and committees
e) Assignments concerning ethics, gender equality, work environment and environmental issues
f) Management and cooperation expertise within other organisations outside the University such as scholarly or professional organisations

Attachments
Formal leadership courses and certificates of service

G PORTFOLIO OF COOPERATION WITH WIDER SOCIETY, INNOVATION AND ENTREPRENEURSHIP

The aim of this portfolio is to report initiatives and assignments within innovation, cooperation and entrepreneurship in relation to the applicant's role as a teacher within academia.

1. **Summary of cooperation, innovation and entrepreneurship**
    A brief summary is to illustrate the most important components of the applicant's cooperation and innovation activities. It should not exceed half a page. If an advertised position is being applied for, the summary should include a relevant description in relation to the profile for the position.

2. **Cooperation, innovation and entrepreneurship – personal reflection**
    Applicants are to briefly describe their own expertise in the matter of cooperation, innovation and entrepreneurship in order to provide a general picture on the basis of the applicant's own scholarly and educational activities. Cooperation covers different ways of communicating or reaching out to wider society, but also contact with cultural organisations, public authorities, politicians or other decision-making bodies that deal with research or education. Conveying research-based information to wider society ("the third stream activities") is to be described here, along with participation in discussions and debates on the boundary between academia and society at large. Applicants are to briefly describe their experience of creating information about their area of knowledge and communicating it beyond the arena of higher education.

3. **Cooperation, innovation and entrepreneurship – list of qualifications**
    a) Formal training in media and communication
    b) Information to business/culture sector/associations/industry/public sector
    c) Advice to business/culture sector/associations/industry/public sector
    d) Development of information and educational material for the general public, other professional groups, etc.
    e) Participation in various media
    f) Examples showing innovation within e.g. education, research or other area
    g) Examples showing entrepreneurship
    h) List of patents

Attachments
A total of 10 pages maximum of selected attachments may be included to illustrate and document the activities.

H LIST OF SELECTED PUBLICATIONS   max 10

I ALL ATTACHMENTS AND CERTIFICATES