



## Guidelines for appointment to an associate professorship at Södertörn University

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Responsible unit	Human Resources
Description	The purpose of the guidelines is to formalise the requirements for appointment as an associate professor ( <i>docent</i> ) at Södertörn University, and to describe the administrative routines for these cases. Revisions have been made to harmonise the guidelines with the university's organisation and to simplify administrative procedures.

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## Introduction

Södertörn University has decided to appoint associate professors (*docenter*) if they further education, research and external collaboration at the university. The applicant must have a link to Södertörn University or have enduring educational or research partnerships with researchers and teaching staff in a subject relevant to the application. However, an applicant who does not work at the university has no unconditional right to appointment as an associate professor even if they have the requisite expertise. The following regulations and routines are applied when appointing associate professors at Södertörn University.

## Regulations

The Recruitment Committee prepares the case, which is then decided by the Faculty Board. An applicant will be appointed as an associate professor in the subject in which they are employed, have been awarded their doctoral degree, or in a specific subject that is closely related to the subject area in which they are employed.

## Associate professor: level of expertise

### Qualifications

A person is qualified for appointment as an associate professor if they have a doctoral degree or the equivalent expertise, and can demonstrate the required scholarly and educational expertise.

### Scholarly expertise

In addition to a doctoral thesis, the applicant should have deepened or broadened their scholarly register. An exceptional doctoral thesis reduces the demands for additional qualifications, while a more standard thesis increases demands on the scope and quality of the additional qualifications. In general, the quantity and quality of the additional qualifications should be equivalent to that required for a good doctoral thesis, whether the results are presented in the form of papers or as a monograph. These additional works may have a different content to the thesis, but they may also comprise in-depth development to the thesis. Apart from the thesis, this scholarly work must display a deepening or broadening of empirics, methodology or the theories used.

Scholarly expertise should be expressed through theoretical and methodological awareness, presentation skills, analytical ingenuity and innovation. Large volumes cannot compensate for low quality. Over time, the applicant must have displayed increasing autonomy in their scholarly work. For co-authored works, the applicant must describe their contribution. Different forms of scholarly activities are beneficial, such as project grants, project management, reviewing, academic positions of trust, organising conferences, and editorial work.

When evaluating additional qualifications, published works or works accepted for publication must be the primary focus of consideration. International publication and/or publication in peer-review journals should be considered in the areas in which such publication is possible and are part of the scholarly tradition.

## Educational expertise

For appointment as an associate professor, the applicant must be qualified through:

- documented and extensive experience of teaching in higher education or, for applicants outside academia, the equivalent qualifications
- a completed course in higher education pedagogy worth at least 7.5 credits, or in some other way acquiring the equivalent skills

## Application procedure

### Application

After consulting with a colleague who is an associate professor or professor in the subject (or the head of school if there is no associate professor or professor in that subject) at Södertörn University, an email is sent to Human Resources ([befordran@sh.se](mailto:befordran@sh.se)) stating that the person is applying for an associate professorship and the subject in which the application is being made. The applicant is subsequently contacted by the relevant administrator with instructions about the rest of the application procedure. Södertörn University's "Template for application for employment as a teacher at Södertörn University" also applies to applications for associate professorships and can be used as guidance, in addition to these guidelines.

An assessment from the head of school (or equivalent) that states the applicant's appointment as an associate professor is beneficial for the university's education, research and external collaboration, and that the applicant should be appointed as an associate professor at Södertörn University, is only necessary when the applicant is not already an employee at the university. If there is no Swedish doctoral thesis, it must be clear which material has been previously assessed as equivalent to one when qualifications were assessed. A maximum of ten publications, including the doctoral thesis, may be referred to.

### External experts

After the application has been received, an associate professor or professor in the subject (or head of school if the subject has no associate professor or professor) at Södertörn University is asked to propose two external experts for appointment by the Faculty Board. One of the external experts must have professor's competence and the other external expert must be of at least associate professor level. Both genders must be represented unless there are specific reasons otherwise. The external experts must carefully consider whether the applicant fulfils the abovementioned requirements for scholarly and educational expertise. The external experts must clearly state their opinion in a written statement. The external experts may, if they deem it appropriate, jointly draw up the descriptive presentation of the applicant's qualifications, but the assessment of these must be performed individually.

## Decision

After the external experts' statements have been submitted, the Recruitment Committee evaluates the case, making its decision on the basis of the application and the external experts' recommendation that the applicant is awarded an associate professorship. The Recruitment Committee's proposed decision is sent to the Faculty Board, which decides whether the applicant receives an associate professorship.

## Associate professorship lecture

If the decision is positive, the applicant must give an associate professorship lecture (*docentföreläsning*). The lecture is organised by the subject and given in a suitable forum, and in a form appropriate for the audience. The head of school or equivalent, head of department or subject representative award a *docent* certificate at the lecture.

## Associate professorship, application process

Applicants who are employed at Södertörn University and are applying for an associate professorship at Södertörn University

- After consulting with a colleague who is an associate professor or professor in the subject (or the head of school if there is no associate professor or professor in that subject) at Södertörn University, an email is sent to Human Resources ([befordran@sh.se](mailto:befordran@sh.se)) stating that the person is applying for an associate professorship. The application is submitted to an administrator who checks that the application is complete.
- The recruitment committee decides to appoint external experts.
- When the external experts' statements have been received, the Recruitment Committee decides whether to recommend to the Faculty Board that the applicant receives an associate professorship.
- The Faculty Board decides, on the basis of the Recruitment Committee's decision, whether the employee will receive an associate professorship.
- *Docent* certificate is issued. The "associate professorship lecture" is held, as above.

## Applicants who are employed at Södertörn University and have received an associate professorship at another higher education institution

- After consulting with an associate professor or professor in the subject (or head of school if there is no associate professor or professor in that subject) at Södertörn University, an application is sent to Human Resources (befordran@sh.se), addressed to the Faculty Board, requesting to have the associate professorship recognised at Södertörn University.
- The case is administered by the Recruitment Committee which evaluates whether the requirements for an associate professorship at the other higher education institution correspond to the requirements for an associate professorship at Södertörn University.
- If the Recruitment Committee finds that the appointing higher education institution's requirements are no less than those at Södertörn University, the Recruitment Committee decides that the applicant may assume responsibilities for which associate professor competence is required.

## Applicants who are not employed at Södertörn University but who are applying for an associate professorship at Södertörn University

- After consulting with a colleague who is an associate professor or professor in the subject (or the head of school if there is no associate professor or professor in that subject) at Södertörn University, an email is sent to Human Resources (befordran@sh.se) stating that the person is applying for an associate professorship. The application must include an assessment from the head of school stating that the applicant's appointment as an associate professor is beneficial for the university's education, research and external collaboration, and that the applicant should be awarded an associate professorship at Södertörn University.
- The application is submitted to an administrator who checks that the application is complete.
- The recruitment committee decides to appoint external experts.
- When the external experts' statements have been received, the Recruitment Committee decides whether to recommend to the Faculty Board that the applicant receives an associate professorship.
- The Faculty Board decides, on the basis of the Recruitment Committee's decision, whether the applicant will receive an associate professorship.

- *Docent* certificate is issued. The “associate professorship lecture” is held, as above.