



MALMÖ HÖGSKOLA

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# Qualifications portfolio for lecturers/researchers at Malmö University

Guidelines for documentation and assessment of qualifications

## INTRODUCTION

Malmö University's appointment rules state the guidelines to be applied when appointing teaching staff, beyond the rules set out in the Higher Education Ordinance. The present document is a complement to the appointment rules intended for applicants to appointments as professor, assistant professor, senior lecturer, research fellow, postdoc, lecturer II and lecturer as well as to employees who are applying for promotion within the University.

Further, the document is intended for members of academic appointment boards, faculty boards, experts, managers and employees. Lecturers/researchers are encouraged to collect and systematise their qualifications in accordance with the instructions in the qualifications portfolio.

The purpose of the qualifications portfolio is to provide a basis for the assessment of quality and activity in research, teaching, external engagement and leadership/administration.

The qualifications portfolio has four different areas of application:

- In the ranking of applicants for new appointments. The qualifications portfolio is a support in the ranking of applicants on the basis of a set person specification for the appointment in question.
- In matters of promotion.
- In staff appraisals and for the development of the individual employee's expertise.
- For the clarification of career paths within the University.

The qualifications portfolio consists of four separate sections within which qualifications are to be documented, assessed and prioritised in connection with the appointment of teaching staff. These sections are:

1. Research expertise
2. Teaching expertise
3. Expertise in engagement with wider society
4. Leadership and administrative expertise

# DOCUMENTATION OF QUALIFICATIONS

## 1 Research expertise

The following aspects are to form the basis for the assessment of research expertise.

### 1.1 Academic degrees, date and subject area

- Eligibility for associate professorship
- Doctoral degree
- Licentiate degree
- Master's degree (120 credits)
- Master's degree (60 credits)

### 1.2 Research production

- Publication of original results e.g. in research journals, contributions to conferences with peer review
- Other major publications such as textbooks, monographs, survey articles
- Extent of research studies supervision, e.g. number of research students supervised all the way to a licentiate or doctoral degree, divided into principal and assistant supervisory roles.
- Research or development work, e.g. patents, international standards, computer programs, constructions, development of models for analysis and interpretation, theory development.

### 1.3 Research leadership

- Leadership functions (project manager, project coordinator, etc.) in connection with research at the international and national levels, higher education institution level, faculty/unit or department level, investigative assignments
- External research funding as principal investigator, e.g. funding from research councils, research-supporting foundations, the EU, industry, public organisations.
- External research funding as co-applicant
- Participation in major national and international framework programmes and networks, e.g. centres of expertise, centres of excellence, EU-funded projects, etc.
- Participation in multidisciplinary and interdisciplinary research initiatives and research in cooperation with non-academic agents.
- Research studies, e.g. responsibility for research studies programmes
- Membership in a supervisory team, research board, faculty board, etc.
- Membership in scholarly academies or similar.

### 1.4 Externally oriented research activity and distinctions

- National and international assignments, e.g. work as an expert and evaluator in research councils, for scholarly journals, programme committees in international conferences and summer schools
- Assignments as visiting researcher or visiting professor

- External reviewer, at thesis defences nationally and internationally
- Expert assignments for academic appointments
- Member of grading committee at thesis defences
- Academic prizes and distinctions
- Evaluation or investigation assignments regarding research and research studies

## **1.5 Description of and reflection on the individual's personal research activities and future research plans**

Description of and reflection on:

- Which research findings are most valuable according to the candidate and the reasons behind the selection
- How research expertise has been expressed in the candidate's teaching work and how it has developed
- How research expertise has been expressed in the candidate's leadership work and how it has developed
- How the research expertise has been expressed in cooperation with wider society and how it has developed
- Research expertise in relation to Malmö University's strategic platform
- Future research plans

## **2 Teaching expertise**

The following aspects will form the basis of the assessment of teaching expertise:

### **2.1 Teacher training and experience**

#### **2.1.1 Courses**

- Training in teaching and learning in higher education and other teacher training

#### **2.1.2 Teaching experience**

- Teaching within various subjects and at various levels e.g. level 1 courses, level 2 courses, research studies courses, project teaching, degree projects, external courses, internal courses for the University's own staff
- Various forms of teaching e.g. lectures, seminars, laboratory sessions, online teaching, tutoring within problem-based learning, projects, supervision of both teaching staff and research students
- Alternative forms of examination/assessment of student performance
- Management, development, planning, examination and evaluation of courses and feedback on evaluations to students
- Other teaching experience, e.g. in schools
- Contract education

#### **2.1.3 Production of study resources**

- Textbooks, compendia, collections of examples or material for independent study
- Teaching aids e.g. image material, videos, computer simulations

## **2.2 Fulfilment of the role of educator**

- Course evaluations in which the applicant's efforts can be identified
- Assessments from managers and directors of studies
- Trial lectures, e.g. statements from previous trial lectures, assessment of any current lectures
- Invitations as visiting lecturer at other universities, speaker at international conferences, etc.
- Teaching awards

## **2.3 Research and development work on forms of teaching and assessment**

- Research and development work on the forms of teaching and assessment
- Didactic research and development work
- National and international teaching staff exchange

## **2.4 Educational leadership**

- Management assignment in connection with teaching in academia, e.g. director of studies, course director, or outside academia e.g. course director for an external client
- Investigative assignments within education or teaching
- Committee work etc. in connection with teaching

## **2.5 Externally oriented educational activities and assignments**

- Expert assignments in investigations connected to matters of education
- Participation in evaluations of other higher education institutions
- Collaboration on education with other higher education institutions
- Assignments as an external examiner

## **2.6 Description of and reflection on the candidate's own educational activities**

Description of and reflection on:

- The candidate's own views on knowledge, learning and teaching, and how they have developed
- How the educational activities have been affected by internal and external quality assessments, course evaluations and through engagement with students
- How the teaching expertise has found expression in leadership work and how it has developed
- How the teaching expertise has found expression in engagement with wider society and how it has developed
- Teaching expertise in relation to Malmö University's strategic platform
- Views on the educational methods of the future and personal future plans for educational work

### **3 Expertise in engagement with wider society**

#### **3.1 Engagement with wider society**

- Communication of research and development results and popular science information, e.g. popular science publications, public lectures, public debates, media, talks, study days, reviews and participation in open house events
- Participation in education and research in direct cooperation with external agents.
- Initiating and cooperating in qualified and innovative development work within both the public and private sectors e.g. collaboration projects
- Experience of connecting external engagement work with first and second cycle education and research
- Experience of implementing contract education
- Other

#### **3.2 Description of and reflection on the candidate's own external engagement with wider society**

Description of and reflection on:

- the candidate's own outreach activity as a whole and how it has developed
- the candidate's own outreach activity in relation to the Malmö University's strategic platform
- the effect on wider society of the candidate's own outreach activity

### **4 Leadership and administrative skills**

The following aspects form the basis for the assessment of the candidate's skills within leadership and administration:

#### **4.1 Formal training and courses**

- Internal or external leadership training
- Internal or external training and courses in subjects such as finance, work environment, gender equality/equal opportunities, labour law and administrative law.

#### **4.2 Experience of leadership and administration**

Experience of organisational development, organisational leadership and human resources management:

- Management positions within academia such as unit manager, director of studies, head of department, dean, deputy vice-chancellor, vice-chancellor.
- Management positions beyond academia such as manager in business and industry, or in public authorities.
- Chair of academic boards/committees/equivalent, inquiries, etc.
- Member of faculty board, preparatory body, appointments board, committees.
- Elected office in employee organisations.
- Congress and conference organiser.
- External elected office, e.g. board membership, within academic organisations or business and industry, public authorities and national or international organisations

- Experience of budget work and budget responsibilities
- Other assignments

### **4.3 Mentor**

- Mentorship (scope and nature of the assignment)

### **4.4 Description of and reflection on the candidate's own leadership and administrative skills**

Description of and reflection on:

- The candidate's own role as a leader and management positions held.
- Experience of human resources management and budget responsibility
- The candidate's own leadership in relation to the Malmö University strategic platform.