

**THE UNIVERSITY OF TURKU
FACULTY OF MEDICINE**

Instructions for applicants of the title of docent

Approved by the Board of the Faculty of Medicine on February 25, 2015

These instructions become effective immediately.

1. Eligibility requirements

According to the Universities Act (558/2009) 89 § "A university may award the title of docent to a person who has comprehensive knowledge of his or her own field, a capacity for independent research or artistic work demonstrated through publication or some other manner, and good teaching skills." According to 46 § of the Rules of procedure of the University of Turku (26.10.2009) and the Universities Act (558/2009) 89 §, the title of docent is granted by the Rector of the University. In the Faculty of Medicine, in addition to the guidelines given by the Rector (Dnro 259/002/2013) the procedures below are to be followed.

1.1. Scientific merit

The Faculty of Medicine requires that the applicant of the title of docent has achieved the degree of doctor in Finland or has acquired the corresponding examination by studies abroad. The scientific work of the applicant must be such that it demonstrates profound knowledge of the applicant's field of expertise and a capacity for independent scientific research. The scientific production of the applicant must demonstrate that he/she has created a path of scientific study of his/her own within the field of research related to the application and that his/her scientific work is actively ongoing. It is important that the applicant is listed as the first or last author in his/her leading publications of the field of research. The applicant must point out in his/her list of publications if he/she has made an equal contribution to the publication with the first author. In the application documents, the applicant shall specify his/her own contribution to articles written by several authors. This must be done separately for each publication.

A common requirement is that the applicant has published at least 20 original scientific papers or that they have been accepted for publication in international peer-reviewed publications. Depending on the general publication policy or the quality requirements of the field of the discipline in question, also original publications in the domestic languages that have undergone peer review may be accepted. Of the 20 publications, a maximum of one quarter (1/4) may consist of other publications than original articles, e.g., outstanding reviews or meta-analyses; otherwise, a specific reason for a larger proportion of such publications must be presented.

The required number of publications may be less, if the publications are of exceptionally high standards or if the breadth of the articles is exceptionally wide.

1.2. Good teaching skills

The Universities Act requires that the docent applicant has good teaching skills.

The required skills can be demonstrated in several ways. For the assessment of the applicant's teaching skills the following are considered: pedagogical training, practical teaching experience and related feedback, teaching skill as shown by a teaching demonstration, capacity to produce teaching materials on a university level, publications and studies in the field of pedagogy and didactics, and other merits related to teaching. In the overall evaluation, the applicant's teaching skills are to be

evaluated good. In the Faculty of Medicine, teaching skills are evaluated as a whole using the Matrix for the evaluation of teaching skills.

https://www.utu.fi/sites/default/files/media/med_evaluation_of_teaching_skills.pdf

If the applicant has only little teaching experience, a course in pedagogy is recommended before submission of the application for the title of docent.

According to the guidelines given by the Rector (Dnro 259/002/2013), the teaching demonstration is not compulsory but the Faculty may require the applicant to give one.

1.3. Clinical experience

If the application for the title of docent relates to a medical field which grants specialist physician's rights, the applicant must have worked for at least 2 years in a senior physician's position or with comparable tasks after having become a licensed specialist physician in the specialty at hand. These principles are also applied to applicants of the title of docent of the clinical specialties of dentistry, as applicable.

1.4. Merits as supervisor of junior scientists

It is considered to be a merit to the applicant if he/she has participated actively in the supervision of these work, and/or scientific studies and trials.

1.5. Scientific postgraduate studies

The applicant's scientific postgraduate studies (e.g. foreign or domestic postdoctoral studies) and active participation in foreign and domestic meetings in the applicant's field of science are also considered, when his/her scientific merits are evaluated.

2. Application documents

The following documents are to be submitted by the applicant for the title of docent to the Faculty Office (University of Turku, Faculty of Medicine, Kiinamylynkatu 10, 20520 Turku, visiting address: Medisiina C7):

- application directed to the Rector of the University of Turku,
- excerpt of registered studies or curriculum vitae and academic portfolio compiled according to the instructions of the Rector of the University,
- an account of teaching merits
- full list of publications,
- two copies of all publications that the applicant wants to be considered (maximum 20 publications); the publications shall be numbered, grouped and arranged in consecutive order as they are presented in the list of publications ; and
- a freely formulated evaluation by the applicant himself/herself regarding the scientific field and the applicant's contribution to the benefit of this scientific field.
- personal data form for docents

https://www.utu.fi/sites/default/files/media/henkilotiedot_dosentit_suomi_eng%20.xls

2.1. Application

A written application directed to the Rector of the University of Turku is submitted to the Faculty Office at the address above. The application must include a statement as to which field of science the title of docent refers.

2.2. Excerpt of registered studies or curriculum vitae

The application must include an excerpt of registered studies or curriculum vitae written by the applicant and witnessed by two persons. The applicant must be able to present written proof of all items mentioned in the curriculum vitae upon request.

2.3. Academic portfolio

Detailed instructions for structuring the academic portfolio as used in the University of Turku can be found on the web pages: <https://www.utu.fi/en/university/come-work-with-us/academic-portfolio>

2.4 An account of teaching merits is compiled using the matrix for the evaluation of teaching skills and it must include the sections listed in the matrix.

2.5. List of publications:

The applicant shall group the publications as follows:

- original scientific publications,
- reviews published in scientific peer-reviewed journals
- articles in peer-reviewed scientific anthologies and congress publications
- published monographs
- other scientific publications, books and articles related to the scientific field of the application
- teaching materials
- articles and electronic publications addressing the public, e.g. radio programs, television programs or audiovisual publications, related to the field of science of the application
- other publications, e.g. treatment or nursing guidelines.

Manuscripts submitted for publication may be included in the list of publications with the notation "submitted for publication". References shall follow the Vancouver system, e.g.: Wilson DH, Tyson WT. Name of article. Am J Clin Pathol 1984; 29:765-70.

Each reference quotation shall be followed by a notation of the current available impact factor of the publication, if the value is available. Impact factors may be retrieved by consulting the Journal Citation Reports database (ISI Web of Knowledge). <https://jcr.incites.thomsonreuters.com>. Please contact the library of the University for further instructions. If the applicant has patents, these may also be included in the list of publications.

The list of publications is a public document and should not contain confidential information.

3. Procedures followed by the University

In the proposition of granting the title of docent for the applicant, the connection to the Faculty and department or discipline must be thoroughly evaluated. The proposition must be justifiable from this viewpoint, and it should include statements pertaining to the matter by the department, discipline or the Faculty.

According to the Rules of procedure of the University, the University must obtain a statement regarding the scientific competence of the applicant from at least two reviewers (experts), unless it for some special reason is considered unnecessary.

A professor or equivalent expert in the field of research pertaining to the application for the title of docent is consulted regarding the applicability of the specification of the field of research and regarding the proposed reviewers (experts). Usually two reviewers are nominated. The reviewers may not be persons who have such a relationship to the applicant as referred to in section 27-29 of the Administrative Procedure Act. The reviewers may not come from the University of Turku and they should be professors or equivalent experts in the field of research pertaining to the application for the title of docent. The applicant shall be informed about the reviewer nomination.

Before nomination of the reviewers the applicant will have an opportunity to present his/her criticism against the proposed reviewer candidates regarding their bias or other circumstances to be considered before nomination.

Before the application documents are sent for review, the Docent Committee of the Faculty appointed by the Dean will consider the application and the propositions for reviewers. The Committee may:

- give a favorable statement to initiate the process and propose to the Dean that the reviewers may be nominated for the task,
- require the applicant to correct the application, if it contains formal errors or if the Docent Committee considers that the merits of the applicant are not sufficient to be qualified for the title of docent, or
- decide not to favor the application if it does not, even after corrections and amendments, fulfill the requirements stated in this instruction.
- propose changing the title of the docentship before continuing with the processing of the application.

If the applicant disagrees with the decision of the Docent Committee, the matter is, regardless of any negative position of the Committee, forwarded to the Board of the Faculty for evaluation of the applicant's scientific merit and other circumstances that influence the applicant's eligibility.

The Board of the Faculty has issued a separate instruction regarding arrangements and assessment of the teaching demonstration. The respective department will contact the applicant for the practical arrangements of the teaching demonstration.

Once the statements of the reviewers have arrived at the Faculty Office and the teaching demonstration (if needed) has been assessed, the Board will announce whether the applicant is

eligible for the title of docent as applied or not. If the statement is favorable, the Board will make a proposition to the Rector of the University that the applicant be granted the title of docent. The decision of granting the title lies with the Rector.