



## **GUIDELINES FOR APPLYING FOR THE TITLE OF DOCENT (DOSENTTI) AT THE FACULTY OF HUMANITIES**

Upon application, the university may grant the title of docent to a person who possesses comprehensive knowledge in their field, demonstrated by publications or other means, the ability for independent research or artistic work, and good teaching skills (University Act 558/2009).

According to the University of Turku Regulations (June 11, 2021), Section 43, the Rector may grant the title of docent to the applicant based on the proposal of the faculty board.

According to the Rector's instructions, the proposal for granting the title must be well-founded, providing the grounds for the appointment of the title of docent in terms of both scientific competence and good teaching skills. Granting multiple titles of docent to the same individual at the University of Turku is not considered appropriate.

### Eligibility Requirements

#### *1. Scientific Competence and Its Assessment*

When assessing scientific competence, the applicant must demonstrate, in addition to the doctoral dissertation, a sufficient number of scientific publications in the field of docentship.

At least two experts are consulted regarding the applicant's scientific competence, unless obtaining their opinions is deemed unnecessary for a specific reason. There must be a special reason for waiving the requirement of obtaining expert opinions.

The provisions of the Administrative Procedure Act (434/2003), Sections 27-28, regarding disqualification of experts apply. The experts are primarily selected from outside the University of Turku. The applicant is consulted regarding the proposed selection of experts.

#### *2. Teaching Skills and Their Assessment*

Good teaching skills are required from a docent.



When assessing teaching skills, factors such as the applicant's education and experience in teaching, feedback received, teaching materials produced by the applicant, and teaching demonstration provided by the applicant are taken into account.

In the Faculty of Humanities, the applicant is expected to give a public teaching demonstration. The teaching demonstration is evaluated by the Teaching Skills Committee of the School.

Based on the teaching demonstration, the applicant may be considered to have the required good teaching skills if the Teaching Skills Committee has assessed the demonstration as good, very good, or excellent. A satisfactory teaching demonstration can be compensated by other teaching merits, provided there are sufficient ones. A failed teaching demonstration cannot be compensated.

The request to waive the teaching demonstration must be included in the application form if the applicant is currently or has previously held a permanent teaching position at the university for which they have given a teaching demonstration, or if the applicant has previously been granted the title of docent at another university for which a teaching demonstration was given.

#### Application for the Title of Docent

Before submitting the application, the applicant must consult with the professor in the relevant subject/discipline regarding the application.

Discussions must also be held regarding the title of docent in both Finnish and English. The professor in the field should express their opinion on the sufficiency of the applicant's scientific competence, the suitability of appointing the docent to the specific field of study, and comment on the title.

The application for the title of docent should be made only when the applicant's scientific competence is sufficient. Typically, the title of docent can be applied for during the post-doctoral phase or at the third stage of the four-stage career model for teaching and research staff.

In the Faculty of Humanities, the title of docent can be applied for twice a year. The application periods are January 15 - February 15 and September 1 - September 30.

#### Application

The application is made using the application form published on the faculty's website under "Application for the Title of Docent in the Faculty of Humanities." The completed application form, along with the required attachments in pdf format, should be sent via email to [hum-hr@utu.fi](mailto:hum-hr@utu.fi).



The attachments required for the application are as follows:

1. Curriculum Vitae (Ansioluettelo): A brief summary of the applicant's qualifications and activities, prepared according to the model provided by the Research Ethics Council. The model can be found on the Council's website, and a link to the curriculum vitae template is published on the faculty's website under "Applying for the Title of Docent in the Faculty of Humanities."
2. List of Publications (Julkaisuluettelo): A list of publications following the classification provided by the Ministry of Education and Culture in 2010. The classification can be found on various websites, including the Academy of Finland's website and the faculty's website under "Applying for the Title of Docent in the Faculty of Humanities." The list should include complete bibliographic references, including authors, titles, and publishers. The list of publications is considered a public document.
3. List of Publications for Evaluation (Luettelo arvioitavaksi lähetettävistä julkaisuista): A list of 5-10 publications to be submitted for evaluation. The list should include either a doctoral dissertation or a monograph based on the dissertation work.

In the case of joint publications, it is also necessary to provide a statement regarding the independent contribution of the work by the applicant. These statements should be included in the message sent for external assessor along with the publications.

4. Academic Portfolio (Akateeminen portfolio): An academic portfolio prepared according to the model provided by the University of Turku. The instructions for preparing the portfolio can be found on the university's website, and a link to the instructions is published on the faculty's website under "Applying for the Title of Docent in the Faculty of Humanities."
5. Statement on the Suitability for the Title of Docent (Selostus dosentin arvon tarkoituksenmukaisuudesta): A short (up to two pages) statement highlighting the applicant's significant achievements and activities relevant to the title of docent, as well as their ability for independent research work. The statement should include details of post-doctoral research and publication activities that expand upon the doctoral research, as well as any international teaching or research collaboration projects. The statement should also explain how the applicant's research profile aligns with the research focus areas of the Faculty of Humanities at the University of Turku and why it is appropriate for the faculty to grant the title of docent to the applicant.
6. Publications: Publications should not be included in the application documents. The applicant should submit the publications mentioned in Attachment 3 (List of Publications for Evaluation) directly to the experts for evaluation. The publications can also include works published before the doctoral dissertation if they meet scientific requirements and are



independent studies that cannot be considered part of the dissertation work. Other publications or articles published after the dissertation should be independent, providing additional information to the doctoral research or focusing on new research areas.

## Application Process

After the application deadline, the faculty's Docent Committee, appointed by the Dean, confirms the titles proposed in the applications and the necessity of the applications, consulting the responsible professor(s) of the subject(s) relevant to the field of the title of docent.

The Dean selects external experts based on the proposal of the responsible professor(s) of the subject(s) relevant to the field.

Once the experts are selected, the applicant is informed of the experts' contact information, and the applicant sends the publications for evaluation to the experts. The applicant may discuss with the experts how to submit the publications, whether in PDF format or printed form. It is advised that the applicant only discuss the submission method and not other matters with the experts.

The experts have two months to provide their opinions. The applicant may be asked to give a teaching demonstration before receiving the opinions. Separate instructions for the teaching demonstration are provided.

After receiving the expert opinions and the assessment of the teaching demonstration, the faculty board evaluates the applicant's eligibility for the title of docent and makes a proposal for granting the title to the rector.

The Rector has the authority to decide on granting the title of docent.

Dean

Jaakko Suominen

Head of Faculty Administration

Mari Husu