



## Instructions for applying for the title of docent

The University of Turku may after application award the title of docent to a person who has thorough expertise in his or her field, the skills necessary for conducting independent research or artistic work as evidenced by publications or otherwise, and good teaching skills (Law on universities 558/2009).

### Qualifications

#### *Scientific qualifications*

The applicant's scientific output must correspond in content to two *good* doctoral theses that meet the faculty's academic standards in fields related to the activities and profile of the department or faculty. A statement on the applicant's scientific qualifications must be provided by at least two assessors, unless the statements are not considered unnecessary for a specific reason (University of Turku Regulations 42 §).

#### *Teaching skills*

The docent is required to have good skills in teaching.

Teaching skills can be proven in many ways. When assessing it, the following issues, among others, must be taken into consideration: pedagogical training, experience and feedback on teaching, study materials produced by the applicant, and the trial lecture provided by the applicant. The teaching skills must be evaluated to be of at least a good standard.

A person applying for the title of docent is usually asked to provide a trial lecture. A waiver can be given if the applicant has, for example, given a trial lecture at the University of Turku a reasonable time earlier. Trial lectures are given to the teaching skills evaluation committee of the faculty. Instructions for the trial lecture are available at <https://www.utu.fi/en/university/faculty-of-social-sciences/career>.

### Application

The free-form written application is addressed to the Rector of the University of Turku, but it is sent to the faculty office at Faculty of Social Sciences, 20014 TURUN YLIOPISTO, Finland OR by e-mail [soc@utu.fi](mailto:soc@utu.fi). Before submitting an application, the applicant must discuss the application for the title of docent with the head of the relevant department and with professors in the discipline / field. Representatives of the department are best placed to assess whether new docent affiliations in the field are appropriate. Also the specific title should be discussed.

The discipline must provide a statement on the application from the point of view of research and teaching (Rector guidelines 13 June 2013).



## Application attachments

### 1. CV

The CV is a short account of the achievements and activities of the applicant. The CV is prepared according to the instructions of the Finnish National Board on Research Integrity (TENK) at <https://www.tenk.fi/en/template-researchers-curriculum-vitae>

The applicant must be able to produce on request proof in writing of each point in the CV. The CV is supplemented by the list of publications and an academic portfolio.

### 2. List of publications

The list of publications is prepared according to the instructions of the

The list of publications is prepared according to the instructions of the Academy of Finland at <http://www.aka.fi/en/funding/apply-for-funding/az-index-of-application-guidelines/list-of-publications/>

### 3. List of publications to be evaluated

The application must include a list of publications which are to be sent for evaluation (max. 10 publications). The publications are not included with the application documents. After the evaluators have been appointed and the faculty has notified the applicant, the applicant will send the publications to be evaluated to the assessors. The applicant can agree with the experts if the publications can be sent to the experts for example as PDF files or in printed format.

### 4. Academic portfolio

Instructions for preparing an academic portfolio used at the University of Turku are available at <http://www.utu.fi/en/university/come-work-with-us/Pages/Coming-to-Work-for-the-University.aspx>

The academic portfolio is structured as follows:

1. Basic information
  - Personal and contact information
  - Education and degrees
  - Other relevant background information
2. Research and academic activities
  - Experience in research and other scientific activities
  - Research philosophy and ethics, primary fields of research
  - Most notable publications
  - Research evaluations and awards
  - Activity in the academic community
  - Vision and personal development
  - Other scientific qualifications



3. Teaching and supervision

- Experience of undergraduate and doctoral teaching and supervision
- Pedagogical approach and training
- Development of teaching skills and awards for teaching
- Participation in the assessment and development of teaching
- Strengths, development challenges and visions for own teaching
- Other qualifications related to teaching

4. Administrative tasks and other activities

- Administrative and management duties
- Positions within the field outside academia
- Societal activities and positions of trust
- Publications, presentations and the dissemination of scientific knowledge through other means
- Other significant qualifications and tasks

The portfolio must include a list of trial lectures given for teaching positions at universities (position, university, date and lecture evaluation)

5. *Personal data form for docents*

The form is available at <https://www.utu.fi/en/university/faculty-of-social-sciences/career>

## Experts

The faculty asks one of the faculty's professors in the field to propose expert assessors to evaluate the applicant's scientific merits. Usually two experts are appointed. The provisions of sections 27-28 of the Administrative Procedure Act (434/2003) hold as regards the assessors' bias. The experts are mainly selected from outside the University of Turku. The general time of delivery for the statement is two months.

## Proposal to the Rector

After receiving the statements, the faculty board evaluates the applicant's eligibility and makes a proposal to the Rector to grant the applicant the title of docent. The assumption is that the experts have evaluated the applicant to be academically competent without question. The title of docent is granted by the Rector of the University of Turku.