



April 10th 2024

Applying and recruitment of an assistant and associate professor (Tenure Track)

Qualification Requirements

A person selected for the post of assistant or associate professor must possess an appropriate doctoral degree, ability to conduct independent scientific work and experience in management of scientific research. In addition, the person must have evidence of international co-operation in their field of study, and the ability to provide high-quality teaching based on research and to supervise theses and dissertations. When assessing the merits of the applicants, special emphasis will be put on academic potential and quality. Closer instructions on assessment criteria are given in the Rector's [decision on the Tenure Track career path system](#).

In addition, the applicant's activity in the operations of the scholarly community, success in obtaining external research funding, academic work abroad and international duties will also be taken into account.

A person selected for a post that includes a supervisory position is required to have supervisory experience or the willingness to take part in supervisory training required to fulfil the duties of the post.

Foreigners and non-native Finnish citizens, can be appointed to the position without demonstrating mastery of the Finnish or Swedish language required by the Government Decree.

Duties

The duties of the associate and assistant professor include conducting and supervising scientific research, teaching – including supervising Master and PhD students, staying up-to-date with the most current scientific developments in the field, and participating in societal interaction and international cooperation in the field. The associate and assistant professors are expected to co-operate with other research groups, to form and lead their own research group and to obtain external research funding both domestically and internationally. In addition, the associate and assistant professors will be actively involved in undergraduate and postgraduate education and their development and perform assigned administrative duties.

Applying

Applications are submitted through our online application system. The link to the system is at the beginning of the Call for Applications.

Applications must include the following attachments:

- 1) A Curriculum Vitae (e.g. according to [the template for the researcher's curriculum vitae](#) of the Finnish National Board on Research Integrity TENK). We hope that applicants pay attention to clear reporting of career breaks in their application (e.g. family leave). (*max 5 MB*)
- 2) The selected publications (numbered and no more than 5 altogether) with which the applicant wishes to use to demonstrate their qualifications and



April 10th 2024

- merits for the post. (*max 80 MB*)
- 3) A list of publications (all publications).
The publications should be classified to the following categories:
 - a. Articles in international peer-reviewed journals.
 - b. Articles in peer-reviewed international conference proceedings and compilation works.
 - c. Monographs.
 - d. Other scientific publications, such as national peer-reviewed articles, articles in non-peer-reviewed scientific journals and conference proceedings, as well as publications in university and department series.
 - e. Other publications (text books, articles for the general public etc.), patents, software, talks, guest lectures, radio and TV programmes etc. (*max 5 MB*)
 - 4) A research plan (ca. 3 pages)
 - 5) An academic portfolio in accordance with the university practice, guidelines: [Academic Portfolio | University of Turku \(utu.fi\)](#) (*max 25 MB*)
 - 6) As other attachment: A separate list of the "Selected Publications" (see the item 2 above). For each co-authored publication, an explanation of the applicant's contribution and its significance must be provided. (*max 10 MB*)

Note: our application form also asks for "Development plans for the area concerning research, teaching and societal interaction", please note that this is not required at this point.

All documents must be in English. Only one attachment can be added in each attachment segment in the application system. Please, note that the allowed file formats are: pdf, rtf, word, portfolio, zip, image files (MPEG, MP4, AVI, MOV, WMV – no JPG!). Note that publications can be attached only in a compressed .zip format and only to the segment meant for the selected publications. The .zip-folder may include multiple documents.

The application form cannot be saved as incomplete. You have 6 hours to complete your application before the timeout. However, you can return to edit and supplement your application after submitting it until the end of the application period. **You will receive a link to edit your application by email once you have submitted your application to the system.** Please, save this email as this link will be used also if you are asked to complement your application later.

[Instructions to the application system and for submitting a job application](#)

Applicants should state how they can be contacted during the selection process for the appointment, and give the e-mail address to which written communications should be sent.

Recruitment Process

The preparatory group appointed by the Dean takes care of practical arrangements related to the selection process. External experts can be involved in the recruitment.

A video recruitment tool can be used during the recruitment process.

The preparatory group obtains expert statements on the scholarly merit of the top applicants chosen through the pre-selection process. Statements concerning the



April 10th 2024

qualifications and merits of persons applying for the post are requested from a minimum of two external experts.

The best candidates are requested to give a scientific presentation and a teaching demonstration to which members of the faculty are also admitted. The teaching demonstration will be evaluated. The best ranked applicants are also interviewed.

The preparatory group makes a justified proposal on which applicant it considers suitable for appointment to the post and whether the post should be filled as an Associate or Assistant Professor.

The Faculty Council will make a reasoned proposal for the appointment to the post, which is made by the Rector. If necessary, the Rector can ask for further clarifications for the appointment from the Faculty. An employment contract will be done with the recruited employee. The applicants will be informed about who has been selected for the post of professor / assistant or associate professor.

University of Turku reserves the right, for a justified reason, to leave the post unfilled, to recruit more than one applicant, extend the application period and take into consideration applicants who have not applied by the closing date.

Enquiries

Enquiries concerning the procedure may be directed to Head of Faculty Administration Sanna Hirvola, Faculty of Technology, sanna.hirvola@utu.fi.

The following Finnish legislation applies to the procedures of this appointment:

The Constitution of Finland (731/1999)
Universities Act (558/2009)
Government Decree on Universities (770/2009)
Act on the Implementation of the Universities Act (557/2009)
Administrative Procedure Act (434/2003)
University of Turku Rules of Procedure