

## **The Position of Professor and Assistant or Associate Professor (tenure track): How to Apply and the Recruitment process**

### **Qualification Requirements**

Qualification requirements are defined in University of Turku Rules of Procedure (29§)

A person selected for the post of professor must possess a doctoral degree, high-level of academic competence, experience in management of scientific research, evidence of international co-operation in their field of study, and the ability to provide high-quality teaching based on research and to supervise dissertations.

When assessing the merits of the applicants, scientific publications and other research outcomes with academic value, teaching experience and teacher training, ability to produce study materials, other teaching merits and a teaching demonstration as well as participation in doctoral training will be taken into account. In addition, the applicant's activity in the operations of the scholarly community, practical expertise in the field in question, if needed, success in obtaining external research funding, academic work abroad and international duties will also be taken into account.

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 guideline on the Tenure Track career path system.

**Rector's Guideline on the Tenure Track -system** at the University of Turku.

A person appointed to the post is required by Government Decree (770/2009) to have an adequate mastery of the Finnish language. More detailed regulations are defined in **University of Turku Rules of Procedure (27 §)**.

Job-specific language proficiency requirements are outlined in the job advertisement.

The combination of family and work is taken into consideration in accordance with **the principles of the ERC (European Research Council)**. If you plead these special reasons, justify them in the application under Personal data/CV > Degrees > Additional information. If the reasons are strictly confidential, please contact the presenting official (see Contacts).

Due to the nature of the tenure track career path, the Faculty of Humanities has adopted a policy whereby, as a general rule, in order to be considered for Level I of an assistant professorship position on the tenure track, no more than five years may have passed since the applicant completed their doctoral degree by the end of the application period. To be considered for Level II of the position, no more than ten years may have passed since the completion of the applicant's doctoral degree. Only for specific reasons (e.g. maternity, paternity, parental or childcare leave, military or non-military national service, or long-term illness) may applicants whose degrees were completed more than five or ten years ago also be considered. An additional specific reason will be stated in the job announcement.

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## Applying

Applications must be submitted through the electronic recruitment system. A link to the application form can be found above the job announcement.

The application must include:

- 1 [Curriculum Vitae](#) (CV) accordance with the practice of Finnish National Board on Research Integrity (TENK)
- 2 Selected publications for evaluation. Publications or links to publications will be sent via the electronic recruitment system. Section "Selected publications" of the form.
- 3 [List of publications](#) in accordance with Research Council of Finland. Section "List of publication" of the form
- 4 [Teaching portfolio](#) in accordance with university practice. Section "Teaching portfolio" of the form.
- 5 Development plans for the area concerning research, teaching, and societal interaction (up to 2 pages). The section of the form entitled "Development plans for the area concerning research, teaching, and societal interaction".
- 6 List of those publications and other work which the applicant wishes to be submitted to the experts in connection with the application; (numbered, the maximum number of publications is 10). The applicant's contribution to the joint publications should be described. Section "Other attachments".

Attachments 1–6 mentioned above are mandatory.

NOTE! A research plan does not need to be included in the application.

Application documents must be submitted in English. However, applicants are requested to provide the Finnish names of Finnish-language departments, units, programs, etc., as well as Finnish titles for any positions mentioned.

Only one enclosure can be added in each enclosure segment in the eRekry online application system. The file formats to be used can be found in the info file of each

enclosure. Regarding the publications, it should be noted that the system only allows a compressed file format (.zip). The zip-folder may include multiple documents.

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

### **Preparation group**

The Dean will establish a preparation group to prepare the proposal for the appointment Professor. Invited members of the preparation group shall be 3–5 Professors or other teaching or research personnel who represent the field in question or a closely related field to which the professorial post belongs. Other members also outside the University may be invited to join the group if considered necessary. The members and secretary of the preparation group must be impartial for the task.

This preparation group may make a pre-selection of the applicants, and the proposal on selection of experts and the proposal for the appointment. It may also participate in the assessment of teaching skills and interview the applicants.

### **Experts**

Statements concerning the qualifications and merits of persons applying for the post are requested from a minimum of two experts. The preparation group makes a proposal on the experts, whom the Dean chooses. In the selection of experts, due regard is paid to the Professor's post to be filled. The disqualification of the experts is governed by the provisions of Sections 27–29 of the Administrative Procedure Act (434/2003). The applicants will be informed of the selection of the experts. The experts, once selected, may not participate in the subsequent stages of the appointment procedure.

The experts are required to submit written statements. In the statements, the experts are asked to particularly evaluate the academic competence and merits of each applicant. The statement is public, and it must contain justifications about those applicants who, according to each expert, are primarily to be considered in filling the Professor's post taking into account the post, its qualification requirements and other circumstances affecting the evaluation of the merits of the applicants.

The experts are also asked to rank the candidates in order of preference. If there are more than three applicants, the expert should give the reasoned, detailed statement of at least three of them. The statement must also explicitly state the criteria used for compiling the shortlists and reasons for the exclusion of any applicants not considered in detail. The experts may consult with each other and submit a joint statement.

The experts will be provided with the appointment specification, copies of relevant application documents as well as the publications and other works. The written statement must be given within three months. The statement becomes public once the statements of all the experts have reached the University.

**Teaching demonstration and interview**

Following the submission of the experts' statements, the preparation group may make arrangements to allow for the applicant to give a teaching demonstration and, to which members of the public are also admitted. The teaching demonstration will be evaluated.

The highest ranked applicants will be interviewed by the preparation group.

**Procedure and appointment to the post**

Once the expert statements and other necessary disquisitions have been obtained, the preparation group makes a justified proposal on which applicants it considers suitable for appointment to the post.

The Faculty Council makes a justified proposal for the appointment to Professor's posts. The Faculty delivers the proposal and its appendices (including employment contracts in two copies) to the Rector for decision-making.

After having received the proposal, the Rector will decide whom to appoint to the post. Employment contract is made with the selected appointee. If needed, the Rector may request additional clarifications from the Faculty for the appointment to the post. The applicants will be informed about the appointment decision.

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

**The following Finnish legislation applies to the procedures for this appointment**

The Constitution of Finland (731/1999)  
The Universities Act (558/2009)  
Finnish Government Degree on Universities (15.10.2009/770)  
Act on the Implementation of the Universities Act (559/2009)  
The Administrative Procedure Act (434/2003)  
The University of Turku Rules of Procedure

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Distribution

Internet