



## **INSTRUCTIONS FOR APPLICANTS FOR THE TITLE OF DOCENT**

Approved by the Faculty Council on 22 May 2019.  
These instructions come into effect immediately.

### **1. Eligibility requirements**

According to Section 89 of the Universities Act (558/2009), "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." The title of docent is granted by the Rector of the University of Turku in accordance to Section 46 of the Rules of Procedure of the University of Turku (26 Oct 2009) and Section 89 of the Universities Act (558/2009). In addition to the guidelines given by the Rector (Dno 259/002/2013), the procedures below are to be followed at the Faculty of Medicine.

#### **1.1. Scientific merits**

The Faculty of Medicine requires that the applicant for the title of docent has achieved a doctoral degree or completed a thesis entitling them to the degree in Finland or has acquired the corresponding examination 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 publications of the applicant must demonstrate that she/he has created own line of inquiry within the field of research related to the application and that her/his scientific work is actively ongoing. It is important that the applicant is listed as the first or last author in her/his leading publications in the field of research. The applicant must point out in her/his list of publications if she/he has made an equal contribution to the publication with the first or last author. In the application documents, the applicant shall specify her/his own contribution to articles written by several authors. This must be done separately for each publication.

A common requirement is that the applicant has at least 20 original scientific papers that have been published or accepted for publication in international peer-reviewed journals. Editorials and commentaries do not fulfil the requirements of original scientific papers. Depending on the general publication policy or the quality requirements of the discipline in question, also original publications in the national languages that have undergone peer review may be accepted. An article-based doctoral dissertation is not considered as an original or review publication, but the list of publications can include a monography dissertation if it has been externally reviewed as well as two (2) review articles in a peer-reviewed scientific journal.

The required number of publications may be less if the publications are of an exceptionally high standard or if the scope of the articles is exceptionally extensive.

#### **1.2. Good teaching skills**

Good teaching skills are required from docents. The required skills can be demonstrated in several ways. When assessing the applicant's teaching skills, matters that are considered are e.g. pedagogical training, practical teaching experience and related feedback, produced teaching materials, and the applicant's teaching demonstration at the University of Turku to show her/his teaching skills. In the overall evaluation, the applicant's



teaching skills are to be assessed as 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](https://www.utu.fi/sites/default/files/media/med_evaluation_of_teaching_skills.pdf)

If the applicant has no teaching experience or they do not have pedagogical training, she/he has to complete at least a two-credit course (2 ECTS) in university pedagogics. The required credits have to be completed before the applied title of docent is granted.

According to the guidelines given by the Rector on 13 June 2013, the teaching demonstration is not mandatory but the Faculty may require the applicant to give one.

### **1.3. Clinical experience in the field**

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 in comparable tasks after having become a licensed specialist physician in the speciality in question. These principles are also applied to applicants for the title of docent in the clinical specialities of dentistry, as applicable.

### **1.4. Merits as supervisor of junior scientists**

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

### **1.5. Scientific postgraduate studies**

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

## **2. Application documents**

The following documents are to be submitted by the applicant for the title of docent to the secretary of the Docent Committee of the Faculty of Medicine:

- a signed application directed to the Rector of the University of Turku,
- personal file or curriculum vitae,
- academic portfolio,
- account of teaching merits,
- full list of publications,
- list of publications that the applicant wants to be taken into consideration (maximum 20 publications); the publications have to be numbered, grouped and arranged in the consecutive order they are presented in the list of publications, primarily delivered in electronic form as PDF or ZIP files to the secretary of the Docent Committee
- applicant's freely formulated evaluation of the scientific field and her/his contribution to it
- Personal data form for applicants of the title of docent  
[https://www.utu.fi/sites/default/files/media/henkilotiedot\\_dosentit\\_suomi\\_eng%20.xls](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 secretary of the Docent Committee by email. The application must include a statement as to which field of science the title of docent refers to.

### **2.2. Personal file or curriculum vitae**

The application must include a personal file or a 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

Instructions for drafting an academic portfolio as used in the University of Turku can be found on the University's website: <https://www.utu.fi/en/university/come-work-with-us/academic-portfolio>

### 2.4. Account of teaching merits

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.

[https://www.utu.fi/sites/default/files/media/MED\\_evaluation\\_of\\_teaching\\_skills.pdf](https://www.utu.fi/sites/default/files/media/MED_evaluation_of_teaching_skills.pdf)

### 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 as well as books and articles related to research,
- study materials
- articles and electronic publications on research directed to the public, e.g. radio programmes, television programmes or audiovisual publications,
- 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 have to follow the Vancouver system: Wilson DH, Thyson WT. Title of the article. Am J Clin Pathol 1984; 29:765-70.

Each publication **has to be** followed by a **notation** of the current available **impact factor**, if the value is available. Impact factors may be retrieved from the Journal Citation Reports database which can be accessed in the University's network. (See database list on the Turku University Library's webpages or follow the direct link): <https://jcr.incites.thomsonreuters.com/>

Please contact the Library for further instructions. The applicant can also include patents in the list of publications.

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

## 3. Procedure at the Faculty of Medicine

The applicant sends the application for the title of docent and the appendices to the secretary of the Docent Committee of the Faculty. At the Faculty of Medicine, the Docent Committee appointed by the Dean handles the applications for the title of docent.

Once the application is received, the Docent Committee requests a statement from a professor in the field or another expert on the correctness of the applied title of docent and the need for the docentship. The Docent Committee handles the application and can request the applicant to supplement their application if there is any formal errors in the application. If the Committee finds that the applicant's merits are not sufficient to be qualified for the title of docent, or the application does not fulfil the requirements stated in this instruction even after corrections and amendments, the Committee can decide not to favour the application or 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 the opposing position of the Committee, forwarded to the Faculty Council for evaluation of the applicant's scientific merit and other circumstances that influence the applicant's eligibility.

When the Docent Committee supports the application, a professor in the field of research is requested to suggest expert reviewers. According to the Rules of Procedure of the University, a statement of the applicant's academic competence shall be obtained from a minimum of two experts, unless there is a specific reason to consider this statement to be unnecessary. The reviewers may not be persons who can be disqualified due to 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.

The Docent Committee can propose a teaching demonstration to the Faculty. The Faculty Council has issued a separate instruction regarding arrangements for and assessment of the teaching demonstration. The Faculty requests the respective department to contact the applicant for the practical arrangements of the teaching demonstration.

Once the reviewers' statements have been received and the teaching demonstration (if needed) has been assessed, the Council will announce whether the applicant is eligible for the title of docent. If the statement is favourable, the Council will make a proposition to the Rector of the University that the applicant be granted the title of docent. The decision on granting the title lies with the Rector.