

Instructions and Checklist for those who apply to be accepted as a docent at Chalmers University of Technology

The checklist should be completed and attached to the application. The documents in the application, which form the basis of the assessment, shall include the following:

- The application shall be written in English. The field or specialisation of the docent application shall be stated clearly (in English and Swedish). Candidates should present themselves, their specialisation, research, and pedagogical activity in a document, at most three pages long, arranged in the same way as an application for an appointment. *Independence as a researcher should be described clearly.*
- Curriculum vitae
- A list of publications that shows clearly which are published in peer-review journals. *The candidate's contribution shall be stated for each such publication.*
- PDF-files of publications to which the applicant refers
- The doctoral thesis
- A list of candidates for graduate degrees (M.Sc., Licentiate and Ph.D.) whom the applicant has supervised (or assisted in the supervision of). *The applicant's role shall be stated for each person.*
- A list of undergraduate and graduate courses, for which the candidate has been the examiner, lecturer, or laboratory or artistic supervisor.
- A list of research grants awarded individually or as a member of a group.
- A list of lectures (as an invited speaker), seminars, conference talks, and assignments as a peer reviewer of a journal, conference or research council.
- Certification for completion of the course *Supervision of Research: Principles and Practice* or other equivalent course (the designated course is required since 1 January 2005).
- Certification of any other course in pedagogy or other equivalent background.
- Other pertinent documents.

Reprints of publications that are not available electronically should be submitted in three copies.

After having examined the application the head of department sends a request to the Appointment Committee asking that the candidate should be assessed. The Recruitment Unit sends instructions to the candidate about how to upload the application in the recruitment system. One or two outside experts assess the application, after which the Appointment Committee decides whether the candidate meets the requirements for holding a docent lecture. The head of the department informs the applicant.

The aim of the docent lecture is that the candidate shall demonstrate **pedagogical ability** and **present her/his research and research profile** to the faculty of the department. The candidate is responsible for arranging the lecture. The time should always be checked with the administration of the department to ensure that the head of the department can attend. The lecture is announced by e-mail to the faculty members of the department and in the departmental calendar on the web. An abstract of the docent lecture shall be attached to the announcement. The Recruitment Unit shall be informed about the lecture. Others may be invited to the lecture according to the department's or the applicant's wishes. After the docent lecture is approved, the head of the department may accept the candidate as a docent.