

Appendix, Anställningsordning för undervisande personal vid HiG

Scientific skill

1. Scientific background

Degrees, research training courses, relevant employment in a research environment.
Example of documentation: Certificates and references.

2. Scientific productivity

A range of *publicised material of one's own research work in print or other media*.
Example of documentation: Theses. A complete publication list, if necessary organised into separate lists of books, book chapters, articles in scientific journals, material from scientific conferences. Other material, e.g. specialist books, teaching material, review work.

A range of research supervision.

Example of documentation: catalogue of undergraduates' theses, lists of current undergraduate work (or: theses work).

Research and development results including any patents, international standards, computer programs used by others, products or constructions (designs) which have received industrial application).

Example of documentation: patents held, standards, reports.

3. Scientific skill

Quality aspects, originality, creative ability.

Example of documentation: expert reports given during the application for an employment, evaluation of competence as senior lecturer, certifications and opinions of a scientific nature, reviews and opinions in scientific journals, national and international prizes and distinctions.

Work carried out as guest researcher or guest professor abroad or acting as host for overseas researchers at one's own institute.

Example of documentation: Certificates, appointments, agreements, invitations.

Updating and quality improvements of research training and the research environment.

Example of documentation: Certificates, references from the Head of Department or such, reports.

4. Scientific leadership

Experience of leading research projects, applying for and administering applications of research grants and being in a leadership role.

Example of documentation: committee decisions, project assessments regarding team members' opinions, headmaster's references, external evaluations.

Experience of being responsible for and leading researcher training and research colleagues, initiating new courses and researcher training programs, organising researcher conferences, research departments, international exchanges and study visits.

Example of documentation: Course plans, programs, written opinions, evaluations.

5. Contact with the general public and research information

National and international assignments. Membership and assignments as part of national and international research organisations: conference organisations, editorships and reference assignments for research magazines/journals, conference reports.

Example of documentation: appointments, references, programs, invitations.

Assignments as faculty opponent during disputations, assignments as an expert opinion during new appointments and docent trials.

Example of documentation: Notes and minutes.

Cooperation with institutions, organisations and companies regionally, nationally and internationally.

Example of documentation: Contracts, investigation and assessment reports.

Research information.

Example of documentation: Conference programs, articles in professional publications and public debates, lectures.

Pedagogical skill

1. Pedagogical education

Practical pedagogical education, academic studies in pedagogy, university pedagogy courses, other forms of pedagogical education.

Example of documentation: Course certificate, diploma.

2. Pedagogical experience and skill

Pedagogical ability demonstrated through course development, teaching, examination and supervision. A variety of pedagogical experience on a range of levels: basic education, researcher training, further and higher education. Experience of different teaching styles: lectures, seminars, group work, project work, Problem Based Learning, laboratory work, supervision, examinations and mentorship.

Example of documentation: Colleagues' testaments, documentation of varied pedagogical experience, course plans, compilations of students' evaluations over a number of years, colleagues' evaluations, self-evaluations, external evaluations, expert opinions of pedagogically knowledgeable, pedagogical prizes and scholarships. (evaluations should meet demands regarding relevance to the subject.)

3. Pedagogical/didactical development work

Participation in pedagogical developments work, international teacher exchange, pedagogical conferences, didactics research.

Example of documentation: Documentation of grants, reports, articles, conference programs, other relevant materials.

4. Development/production of teaching aids

Authorship of teaching materials: books, compendiums, video/aural materials, computer programs etc.

Example of documentation: produced materials, reviews.

5. Pedagogical leadership

Assistant principal duties (or similar), prefect duties, head of subject, course leader, head of studies, head of faculty.

Example of documentation: Colleagues' testaments, reference's reports.

6. Distribution of research information

Circulating scientific information to the general public outside the university in the form of texts, talks/lectures, seminars, joint projects, cooperation in the education of the general public.

Example of documentation: Reports, articles, reviews, course programs, special invitations.

Administrative and other skills

1. Administrative background

Qualifications, courses within the areas of economy, crisis management and equality, team leader training, development work.

Example of documentation: course certificates.

2. Administrative productivity

Own or shared investigations, reports, other written work concerning the activities of a college/university or in the general public. Participation in investigative work. Member of a board or committee.

Example of documentation: Investigations, minutes of meetings, reports, references, written work, nomination as chairperson, certificates and agreements.

4. Administrative leadership

Overall/general responsibility for the organisation on different levels within the organisation of a college or university or in the working world outside. Duties as rector, vice-rector, dean, head of studies, careers advisor etc. (compare with pedagogical leadership).

Example of documentation: Appointments, certificates, references.

5. Cooperation with the general public

Organisation of exam work in trade and industry, investigations, special tasks education, committee duties.

Example of documentation: Reports, articles, reviews, course programs and special invitations.