



LUND
UNIVERSITY

The Board for the Faculty of Engineering

Procedure for Appointment as Reader ("Docent") at the Faculty of Engineering, Lund University

Introduction

A readership may be granted at the Faculty of Engineering – LTH – if it is of benefit for research and teaching. This is taken to signify research and postgraduate education within the subject area in question, as well as undergraduate teaching linked to research. Those qualified to be appointed as readers are those who have been awarded a doctor's degree or have corresponding scientific competence and, in addition, have acquired advanced scientific as well as educational skills. A readership is proof of competence and not an appointment at LTH.

A reader is qualified to act as the main supervisor for research students – provided he/she also holds a permanent teaching position at the Faculty and has undertaken a compulsory course in supervision. A reader at LTH will be expected to participate as a member of the examination board for doctoral theses, to act as an examiner in the oral defence of a doctoral thesis, as well as to accept assignments as an expert in the assessment of applicants for new positions or promotion. An extramural applicant may also be appointed as a reader provided he/she is prepared to accept the appointment in accordance with the above mentioned conditions, and otherwise satisfies the requirements for such an appointment.

From 2006 onwards readership applications within LTH will be processed and decisions made by an Appointments Committee. A readership is normally only granted in one of the established research disciplines at LTH.

Requirements on scientific, teaching and other skills

LTH places high demands on the scientific competence of applicants for appointment as reader in a given subject. The applicant should have been scientifically active and have developed his/her scientific competence after obtaining a doctorate, implying that a readership application should not

normally be considered until, at the earliest, two years after obtaining a doctor's degree. Taking into consideration that a reader will also be expected to contribute to postgraduate teaching and undergraduate education linked to research, the applicant should also possess the relevant teaching skills.

To be granted a readership the applicant should have conducted independent research after his/her doctor's degree and should have acquired a holistic view of the ongoing research within the field in question and the research problems associated with it. The applicant should be in a position to demonstrate independent research based on their own ideas. It should be made clear what role the applicant has had in the work or projects cited. Independence after obtaining a doctor's degree can be evidenced in various ways, e.g. by renewal of the applicant's research profile, by describing research grants that have been sought and awarded, and by the establishment of a research group. In the assessment of readership applications importance will be placed not only on qualifications already acquired, but also on the applicant's plans for future development. Consequently, a research plan should be included in the application. Such a plan should relate to the activities within the department to which the researcher is/will be affiliated, and should also present the applicant's ideas concerning the supervision of postgraduate students.

The applicant must be able to provide documented evidence of substantial, scientific work that quantitatively and qualitatively corresponds to the work of an additional doctoral thesis, in which the applicant has both broadened and deepened his or her knowledge in the subject. It should be made clear what work was included in the applicant's doctoral thesis. Academic papers should have been published according to the prevailing traditions within the discipline, i.e. in internationally renowned journals or at conferences, with peer-review systems, or in a way that guarantees the applicant's independent contribution to the development of the subject. Importance will also be placed on the applicant's ability to take an active part in the scientific community and the scientific debate by presenting articles in technical or scientific periodicals, and by giving presentations at conferences or seminars, etc.

In the assessment of the application, attention will also be paid to teaching skills and documented educational experience. This is principally to relate to active participation in the undergraduate and postgraduate education at LTH, in particular with regard to the supervision of Master's dissertations and doctoral theses. Information on such experience should include the names of students supervised, the names of projects, courses, level of responsibility, etc.

A documented ability to cooperate with companies and to participate in other extramural activities that promote mutual understanding between research and development is an important aspect in the assessment of readership applications.

Before being granted a readership, the applicant should have participated in the readership course organised by LTH. This course also includes instruction on postgraduate student supervision, which must be successfully completed before a reader can act as a main supervisor.

An external evaluator is normally appointed to assist the Appointments Committee in the assessment procedure.

The Appointments Committee is recommended to conduct a personal interview or discussion with the applicant in order to let him/her present their thoughts and plans regarding research and supervision.

Applications

All parties involved in the assessment process should consider if there are grounds for partiality, according to current Swedish legislation.

The application is to be submitted to the Appointments Committee of LTH and should be written in English. One copy of all documents is to be submitted, except for the selected publications, two copies of which should be submitted. Applications should consist of the following.

1. An account of scientific, teaching and other activities, as well as a plan for future activities (in total approx. 5 pages)

It should be possible to identify from the account not only *what* the applicant has done, but also *how* the work was done and *what results* were achieved. The account should be formulated so that it may be assessed on the basis of the requirements set out above regarding scientific, teaching and other skills. The account should also include the applicant's visions regarding the development of future research and postgraduate supervision, as related to the activities of the department in question.

2. An attested curriculum vitae
3. Publications

The application should include a complete list of publications, arranged in the normal fashion (papers published in international journals, conference proceedings, internal reports, etc.), such that it is clear which have been subjected to peer review and are available in the international literature.

Two copies of the publications that the applicant considers to be most pertinent to his/her application should be enclosed with the application. If there is more than one author on these publications, the applicant should state his/her own contributions if this is not made obvious in other ways.

4. A copy of the applicant's Doctor's Degree Certificate
5. Documentation confirming participation in the LTH readership course or an equivalent course

6. If the applicant has undertaken postgraduate supervision training other than that included in the LTH readership course, or has other pedagogical training of relevance, this should be attested.
7. A statement from the Head of Department

The Head of Department should state whether he/she believes it to be of benefit to research and education in the subject/department that the applicant be appointed as reader. The statement should also touch upon the applicant's qualifications regarding the different assessment criteria. If the subject of the readership should differ from the established research disciplines at LTH, this statement should also comment on the subject. The Head of Department is also expected to propose a suitable external evaluator.

Submission of applications

The application should be addressed to the Appointments Committee of LTH and be sent to the Registrar of LTH, P.O. Box 118, SE-221 00 LUND (or postal collection point 55 for internal post). After registration the application will be forwarded to the Appointments Committee.

Docent Committee

The Appointments Committee may set up a group (Docent Committee) to prepare the applications for the Appointments Committee.

External expert evaluator

In the assessment of the applicant's competence, an official pronouncement must be obtained from at least one external expert. The expert should state whether the applicant satisfies the requirements as laid out in the assessment criteria; both strengths and weaknesses should be commented upon. The external expert is appointed by the chairman of the Appointments Committee. The report should be submitted by the expert within six weeks of receiving the application. The expert will receive an honorarium of 4,000 SEK (approx. €435 or \$555 in 2006).

Personal meeting

The Appointments Committee is recommended to conduct a personal meeting with the applicant as part of the assessment process. At this meeting the applicant may present his/her activities and ideas concerning future research and education. This meeting also provides the opportunity for discussions in connection with the presentation.

In addition, the Department in question may arrange a readership seminar – this is, however, outside the assessment process.

Decision and salary

The Appointments Committee decides whether the applicant is to be appointed as reader in the subject in question. The decision will be sent to the applicant as well as the department in question, and to the Personnel Department. A reader who holds a position at LTH will also be granted a raise in salary (presently 1,300 SEK).

A decision in this matter was reached by the undersigned Faculty Dean in the presence of the Head of Administration at LTH, Per Göran Nilsson, and after presentation by Kerstin Torfgård, Senior Personnel Officer at LTH.

Gunilla Jönson

Kerstin Torfgård