

Appendix 12

Qualification portfolio

To assist applicants for teaching appointments and for teachers seeking promotion, the University of Skövde has drawn up the following suggestion for arranging documents in an applicant's qualification portfolio.

1 Academic qualifications

Academic background

- Degrees, post-graduate education courses, relevant employment in a research environment.

Examples of documentation: Certificates and testimonials.

Academic production

- Extent to which applicant's own research findings have been published in print or other media.

Examples of documentation: Complete list of publications, if necessary divided into separate lists for theses/books, chapters within books, articles in academic journals, contributions to conferences (academic conferences). In such listing, reviewed publications shall be shown separately.

Other, e.g. specialised books, teaching materials, general works.

- Extent of post-graduate supervision.

Examples of documentation: List of doctoral students' theses.

- Research and development results such as patents, international standards, computer software used by other people, products or designs that have found application in industry, R&D.

Examples of documentation: Certification of patents and standards granted.

Academic skills

- Quality aspects, originality, innovative capacity.

Examples of documentation: Expert evaluators' statements from applications for appointments, assessment of qualification as reader, testimonials and assessments of an academic nature, national and international prizes and awards.

- Employment as guest teacher or visiting professor aboard or assignment as host to foreign researchers at own department.

Examples of documentation: Certificates, appointments, contracts.

- Renewal and qualitative improvement of post-graduate education and research environments.

Examples of documentation: Certificates and testimonials.

Academic leadership

- Experience of managing research projects, applying for and managing research funds and experience of acting as supervisor.

Examples of documentation: Funds granted, external evaluations.

- Experience of responsibility for and management of post-graduate education and research colleagues, initiating new courses and post-graduate research programmes, arranging research conferences, researcher colleges, international exchanges and study trips.

Examples of documentation: Testimonials, evaluations.

Contact with the surrounding community and research information

- National and international assignments Membership of and assignments for national and international research organisations, conference organisations, editorship and referee assignments for research journals, conference reports.

Examples of documentation: Appointments, testimonials.

- Assignment as faculty opponent at public defences of doctoral theses, assignments as expert evaluator in appointment matters and assessments of qualification as reader.

Examples of documentation: Minutes and records.

- Co-operation with departments, organisations and companies regionally, nationally and internationally.

Examples of documentation: Contracts, references to investigation and evaluation reports.

- Research information.

Examples of documentation: Conference programmes, references to articles in specialist press and discussions in the press.

2 Artistic qualifications

Artistic background

- Art schools and continuation courses.

Examples of documentation: Certificates and testimonials.

Artistic production

- Extent to which own work has been exhibited in public.

Examples of documentation: Lists and photographs of work and products that have been produced, published or displayed in public, in their own right or at joint exhibitions, fairs. Design assignments, design of exhibitions.

- Extent of post-graduate supervision.

Examples of documentation: Lists of artistic development assignments supervised.

- Development results, innovative products and designs that have found artistic or industrial application.

Examples of documentation: Documentation in text, image or sound media.

Artistic skills

- Quality aspects, originality, innovative capacity.

Examples of documentation: Certificates and testimonials of an artistic nature, reviews and mentions in art and design publications.

- Employment as guest teacher.

Examples of documentation: Certificates and testimonials.

- Renewal and qualitative improvement of post-graduate education.

Examples of documentation: Testimonials, evaluations.

Artistic leadership

- Experience of managing artistic development work.

Examples of documentation: Funds granted, external evaluations.

- Experience of responsibility for and management of artistic development programmes and artistic teaching staff, initiating new courses and artistic programmes.

Examples of documentation: Testimonials, evaluations.

Contact with the surrounding community and information relating to artistic development work.

- Membership of international and national art and design organisations.

Examples of documentation: Programmes, testimonials.

- Information relating to artistic development work.

Examples of documentation: Programmes, reviews.

3 Pedagogical qualifications

Pedagogical training

- Practical teacher training, academic studies in teaching and learning in higher education, teacher training courses at university level, supervision, other forms of pedagogical training.

Examples of documentation: Course certificates, grade certificates and diplomas.

Pedagogical experience and skills

- Pedagogical skills demonstrated by means of course development, teaching, examination and supervision. Variation in pedagogical experience on different levels: undergraduate education, post-graduate education, continuation courses and further education. Experience of equivalent forms of teaching: lecturing, seminars, group tasks, project assignments, PBL, practical laboratory assignments, supervision, examination, mentorship. Knowledge of pedagogics with integrated gender awareness.

Examples of documentation: Certificate of service, documentation of varied pedagogical experience, compilation of students' evaluations covering several years, evaluations by

colleagues, self-evaluation, external evaluation, statements by expert pedagogical evaluators, pedagogical prizes and scholarships. (Evaluations should meet requirements regarding objectivity and relevance.)

Pedagogical/didactic development work.

- Participation in pedagogical development work, international teacher exchanges, pedagogical conferences, didactic research.

Examples of documentation: Funds granted, references to reports and articles.

Development/production of teaching materials

- Authorship of teaching materials: books, compendiums, video/audio programmes, films, computer programmes etc.

Examples of documentation: References to products, reviews.

Pedagogical leadership

- Assignments in capacity of director of studies or similar, assignments in capacity of head of department, subject responsibility, course responsibility, responsibility for education programmes, faculty assignments.

Examples of documentation: Certificates of service, references.

Research information

- Popular science information to the community outside the University in the form of texts, lectures, courses, seminars, cooperation projects, cooperation in adult education.

Examples of documentation: References to reports and articles, reviews.

4 Administrative qualifications

Administrative background

- Education, courses in economics, crisis management and gender equality, managerial training, process of change.

Examples of documentation: Certificates and/or testimonials.

Administrative productivity

- Own or joint investigations, reports, written communication about activities at an institute of higher education or in the surrounding community. Participation in investigations. Member of committees/boards.

Examples of documentation: References to investigations, reports and written communications.

Administrative skills

- Experience of quality development work and renewal through personal involvement. Ability to represent employer in the surrounding community. Good stylistic abilities.

Examples of documentation: References to investigations and reports, appointments, testimonials and decisions.

Administrative leadership

- Overall administrative responsibility for the organisation at different levels at an institute of higher education or in the surrounding community. Assignments in the capacity of vice-chancellor, pro vice-chancellor, dean, head of department, director of studies, study counsellor etc (cf. pedagogical leadership).

Examples of documentation: Appointments, testimonials, references.

5 Other qualifications

Work experience

- Experience of working life outside the higher education sector.

Examples of documentation: Certificates of service and references.

Voluntary work

- Experience of voluntary work.

Examples of documentation: Certificates and testimonials.

Other