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[Note that the present document is a translation of the Swedish original *Regler för antagning av docent vid Mälardalens högskola.*]

Rules for appointment as *docent*^[1] at Mälardalen University

These rules were decided by the Faculty Board on 19 October 2011 and have since then been revised on 5 February 2012 and 5 June 2014. They replace the previous *Riktlinjer för antagning av docent* [‘Guidelines for docent appointments’] by the Faculty Board for the Humanities, Social Sciences and Caring Sciences, from 31 May 2007, as well as *Antagning av docenter vid fakultetsnämnden för naturvetenskap och teknik* [‘Appointment of docents by the Faculty Board for the Natural and Engineering Sciences’], from 2 March 2007. In the 2014 review, the rules laid down by the University Director for the administration of official policy documents (MDH 1.7.1-66/13) have been taken into account.

Introduction

The Faculty Board at Mälardalen University has decided to appoint docents if they can contribute in a meaningful way to research and education at the University. In order to be appointed as docent, the applicant must be associated with Mälardalen University either by being employed there in some capacity or by being involved in long-term research collaboration with researchers in a subject that is relevant to the application and that falls within the remit of the Faculty Board. The following rules and routines apply in connection with the appointment of docents at Mälardalen University.

Consultation within the School

A person wishing to be appointed as docent at Mälardalen University should consult with the research leaders and coordinators at the School in question. If these consultations result in him or her being advised against it, the person wishing for an appointment should wait with the application. However, such advice constitutes no formal obstacle to an application.

¹ From the original document, the word *docent*, though sometimes translated into English as *reader* or *associate professor*, will be kept in this translation.

Qualification requirements

To be qualified for appointment as docent, a doctoral degree or comparable competence is required, as well as advanced scientific and educational skills. A docent is appointed within a certain, well-defined subject area. A docent is expected to be able to function as a PhD student's principal supervisor, be a member of a grading committee, be active in boards and committees, function as the faculty examiner at the public defence of a doctoral thesis, and function as external expert in the assessment of applicants for employment as senior lecturer.

Mälardalen University requires the following of its docents:

- gradually increasing self-reliance in research with both depth and breadth
- scientific work, accepted for publication, that can contribute to scientific exchange both nationally and internationally
- in addition to the doctoral thesis, documented research corresponding to another thesis, showing that the research has been developed further in accordance with established practice in the field
- formal training in teaching and learning in higher education and well-documented educational work on the tertiary level
- a completed course for doctoral supervisors or similar
- the ability to initiate, carry out and manage research activities
- the ability to supervise doctoral students
- the ability to represent Mälardalen University externally when it comes to research, popular science, public debates, and cooperation with the private and public sectors.

Assessment

Apart from the above-mentioned requirements, the assessment of applicants is also to be based on pedagogical skills and documented pedagogical qualifications. These should primarily regard graduate and postgraduate university education and can, apart from teaching proper, concern course development, the supervision of graduate and postgraduate scientific projects, as well as the popularization of scientific information.

Application

A person wishing to be appointed as docent at Mälardalen University has to apply to the Faculty Board. The application should be addressed to the Faculty Board, but sent, in two copies, to Mälardalen University, Registrar, Division of Human Resources, Box 883, 721 23 Västerås.

For the application, the *Meritering för anställning* ['Qualifications for appointment'] template is to be used. It must be stated in the application which subject the proposed docent position falls into. The subject must correspond to the research area in which the applicant is active and be clearly linked to one of the University's third-cycle subjects.

Processing the application

Upon delegation by the Faculty Board, the Chair of the Recruitment Committee appoints an external expert to assess the applicant's qualifications.

The expert's statement, including the recommended decision, is addressed to the Faculty Board, but sent to the Chair of the Recruitment Committee. The external expert must be a professor, unless there are specific circumstances suggesting otherwise. If so, exceptions are decided on by the Chair of the Recruitment Committee.

The Chair and the Vice-Chair deal with the matter by reviewing the external expert's statement and, if required, interviewing the applicant in order to recommend, eventually, a decision to be taken by the Dean.

Decision

If the Recruitment Committee finds that the applicant fulfils the requirements for being appointed as docent, and if the Dean decides in accordance with the recommendations by the Recruitment Committee, the applicant is to give a trial lecture. The applicant, in conjunction with the School and upon consultation with the Dean involved, makes the necessary arrangements for the trial lecture and announces it publicly no later than two weeks in advance. The lecture, in which the applicant's research is to be presented, must be public and addressed to a general audience. After the lecture, the Dean or another representative of the Faculty Board awards a diploma confirming the applicant as docent.

Transitional regulations

Applications submitted before 5 June 2014 are to be dealt with according to the guidelines for docent appointments at Mälardalen University from 5 February 2012.