



(Translation)
GOVERNING DOCUMENT
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Guidelines for Application for a Position as, or Promotion to, Senior Lecturer at the Faculty of Humanities

Decision-maker	Faculty Board of Humanities
Responsible unit	Faculty Office of Humanities
Decision date	2026-03-19
Validity	From 1 July 2026 until further notice. A review of the document shall be conducted no later than 31 December 2029.
Summary	<p>Replaces document: <i>Instructions for applications for promotion or appointment as another academically qualified teacher other than Senior Lecturer (V 2018/255)</i>.</p> <p>This document is a translation of the Swedish original for reference purposes only. In the event of any discrepancy between this translated document and the Swedish original, the original shall prevail. The University assumes no responsibility for this translation or for direct, indirect or any other forms of damages arising from the translation.</p>

Guidelines for Application for a Position as, or promotion to, Senior Lecturer

The Faculty of Humanities has established the following procedure for the appointment as, or promotion to, Senior Lecturer.

1. Application for employment as Senior Lecturer

When applying for employment as Senior Lecturer, the applicant must use the University of Gothenburg's recruitment platform, ReachMee, and follow the instructions provided there. The application must clearly and comprehensively address the requirements specified by the department in the vacancy notice.

Applicants for a position as Senior Lecturer must present the merits they wish to invoke in four separate portfolios:

- Academic portfolio I: Scholarly qualifications
- Academic portfolio II: Pedagogical qualifications
- Academic portfolio III: Third-stream activities
- Academic portfolio IV: Managerial and administrative competencies

In addition to presenting their qualifications, the applicant must describe their scholarly and teaching activities. The scholarly statement must demonstrate the academic significance of the research results. In the teaching statement, the applicant must describe and reflect on their pedagogical work. Applicants must also describe their third-stream activities.

In addition to the doctoral thesis, the applicant may attach up to ten publications, as well as any teaching materials cited. These publications form part of the basis for assessing both scholarly and teaching proficiency.

2. Application for promotion to Senior Lecturer

When applying for promotion to Senior Lecturer, the applicant must present the qualifications they wish to invoke in four separate portfolios:

- Academic portfolio I: Scholarly qualifications
- Academic portfolio II: Pedagogical qualifications
- Academic portfolio III: Third-stream activities
- Academic portfolio IV: Managerial and administrative competencies

When applying for promotion from Associate Senior Lecturer to Senior Lecturer, the applicant must demonstrate that they meet the formal requirements stated in the vacancy notice for the position of Associate Senior Lecturer and must present sufficient qualifications.

In addition to the presentation of merits, the applicant must describe and reflect on both their scholarly and teaching activities. The scholarly statement must clarify the significance of the research, and the teaching statement must illuminate the applicant's pedagogical work. The applicant must also account for their third-stream activities.

In addition to the doctoral thesis, the applicant may attach up to ten publications, as well as any teaching materials cited. These form part of the basis for assessing both scholarly and teaching proficiency.

Eligibility

According to the University of Gothenburg's Appointment Procedure, a person is eligible for employment as, or promotion to, Senior Lecturer if they have demonstrated teaching proficiency and hold a doctoral degree or possess equivalent scholarly competence or other qualifications of relevance to the subject area of the position and its associated duties. In addition to the requirements of documented teaching proficiency and an awarded doctoral degree, scholarly proficiency, third-stream activities, as well as leadership skills and administrative experience are considered merits.

A Senior Lecturer must also be suitable for the position. Suitability refers to personal and social qualities that are essential for the role, such as professional maturity, integrity, the ability to collaborate and communicate, a sense of responsibility, and the capacity to contribute to a positive work environment.

Employment as Senior Lecturer

A person is eligible for employment as Senior Lecturer if they have demonstrated teaching proficiency and hold a doctoral degree or possess equivalent scholarly competence or other qualifications relevant to the subject area of the position and the duties it entails.

For international appointments advertised after 31 August 2024, the requirement to complete Swedish language courses will be mandatory.

Promotion from Associate Senior Lecturer to Senior Lecturer

An Associate Senior Lecturer employed under Chapter 4, Section 12a of the Higher Education Ordinance must, upon application, be promoted to Senior Lecturer if they meet the eligibility requirements for such a position and, following an assessment, are deemed suitable according to the evaluation criteria established by the university for promotion to Senior Lecturer.

Promotion also requires completion of supervisor training and the higher education pedagogy courses determined by the Vice-Chancellor, as well as fulfilment of the Swedish language requirement established by the Vice-Chancellor.

The evaluation criteria for promotion to Senior Lecturer must be stated in the vacancy notice for the Associate Senior Lectureship. Such a promotion results in a permanent position as Senior Lecturer.

Promotion from University Lecturer (Adjunkt) to Senior Lecturer

A permanently employed Lecturer must be promoted to Senior Lecturer if they meet the eligibility requirements for such a position and are deemed suitable following an assessment based on the evaluation criteria established by the university for appointments as Senior Lecturer.

Promotion to Senior Lecturer also requires completion of supervisor training and the higher education pedagogy courses determined by the Vice-Chancellor, as well as fulfilment of the Swedish language requirement established by the Vice-Chancellor.

Assessment

The assessment of the application is based entirely on the material and information presented by the applicant in the merit portfolios. The content and scope of the portfolios depend on the type of position in question and on whether the application concerns appointment or promotion.

Academic portfolio I: Scholarly qualifications

Scholarly proficiency is demonstrated primarily through publication, in the form of monographs, journal articles, and book chapters that have undergone peer review (either referee or editorial review). There must be contributions to both the national and international scholarly communities, taking into account the traditions and conditions of the discipline.

The ability to attract external research funding is also considered a merit.

Academic portfolio II: Pedagogical qualifications

Teaching proficiency is demonstrated through documented experience of high-quality teaching. Proficiency is also reflected in the extent to which the applicant has planned and developed courses at different levels. In addition, experience of supervising students at various levels is assessed.

Academic portfolio III: Third-stream activities

The ability to collaborate with the wider community is demonstrated through initiatives carried out in relation to, and in collaboration with, the public and non-profit sectors, the cultural sphere, and industry, as well as through popular-science outreach, research communication, and participation in public debate.

Academic portfolio IV: Managerial and administrative competencies

Leadership and administrative proficiency is demonstrated through a strong ability to manage, plan, and develop activities.

Review process

For the appointment as a Senior Lecturer

For the appointment of a Senior Lecturer, it is assessed whether the applicant has documented eligibility and sufficient proficiency according to the evaluation criteria specified in the vacancy notice.

When comparing applicants, the candidate who, based on an overall assessment of merits, is deemed to have the best prerequisites for carrying out the duties included in the position shall be selected.

Processing

For the appointment of a Senior Lecturer, the Chair of the Academic Appointments Board shall, on the recommendation of the Head of Department concerned, appoint at least one external expert. The expert's report is reviewed by the Board, which proposes a shortlist of candidates who are invited to give a trial lecture and attend an interview. The Head of Department then submits a proposal for appointment to the Board, after which the Board recommends that the Head of Department make the decision to appoint a Senior Lecturer. Before a Senior Lecturer position is advertised, the vacancy text must be reviewed by the Academic Appointments Board. The Head of Department must also submit a justification outlining the need for the position in accordance with the department's staffing plan. The justification must additionally include an account of how the position will be financed.

For promotion from Associate Senior Lecturer to Senior Lecturer

Employment as an Associate Senior Lecturer is a career-development position in which the holder, following a successful assessment, shall be promoted to Senior Lecturer. An Associate Senior Lecturer must be given opportunities for pedagogical development to an extent that enables them to meet the qualification requirements for appointment as Senior Lecturer within the duration of the Associate lectureship.

Before a position as Associate Senior Lecturer is advertised, the evaluation criteria to be used in the assessment of an application for promotion to Senior Lecturer must be established. These criteria must, at a minimum, correspond to those applied in the appointment of a Senior Lecturer and must be clearly stated in the vacancy notice for the Associate lectureship. Particular emphasis shall be placed on progression in qualifications and the development of scholarly, pedagogical, and other relevant competencies.

Promotion to Senior Lecturer results in a permanent position. Applications for promotion must be submitted in the same subject area in which the applicant is employed.

Processing

Applications for promotion from Associate Senior Lecturer to Senior Lecturer are first reviewed and assessed by the Academic Appointments Board, which examines the submitted documentation to determine whether the applicant formally meets the criteria specified in the vacancy notice and whether sufficient qualifications have been demonstrated. If the Board finds this to be the case, the applicant's merits are evaluated by two external experts. The expert reports then form the basis for the Board's recommendation to the Head of Department, who decides whether the applicant should be promoted to Senior Lecturer.

The language in which the application and accompanying materials are written may influence the choice of external expert.

For promotion from University Lecturer (Adjunkt) to Senior Lecturer

For promotion from University Lecturer (Adjunkt) to Senior Lecturer, it is assessed whether the applicant meets the eligibility requirements regarding teaching proficiency. The criteria are the same as for appointment as Senior Lecturer, with particular emphasis on the progression of the applicant's qualifications and competencies. In addition, the applicant should be able to document scholarly proficiency, the ability to engage with the wider community, and proficiency in leadership and administration.

Applications for promotion must be submitted in the same subject area in which the applicant is employed.

Processing

Applications for promotion from University Lecturer (Adjunkt) to Senior Lecturer are first reviewed and assessed by the Academic Appointments Board, which examines the submitted documentation to determine whether the applicant formally meets the criteria specified above and whether sufficient qualifications have been demonstrated. If the Board finds this to be the case, the applicant's merits are evaluated by one external expert. The expert report then forms the basis for the Board's recommendation to the Head of Department, who decides whether the applicant should be promoted to Senior Lecturer.

The language in which the application and accompanying materials are written may influence the choice of external expert.

Instructions

List of degrees and positions

- Subject area in Swedish and English
- Name
- Year of birth
- Department
- Degrees, year
 - first-cycle academic degree
 - licentiate degree
 - doctoral degree
 - other degrees

- Positions or longer appointments, year (employment certificates must be attached)
 - Assistant researcher
 - lecturer
 - other
 - additional

Academic portfolio I: Scholarly qualifications

1. Scientific publications
 - a. Doctoral thesis
 - b. Monographs
 - c. Editorial work (books, journals)
 - d. Scholarly articles
 - i. Journal articles
 - ii. Chapters in anthologies (including conference volumes)
 - e. Reviews, interviews
 - f. Other: used only when no other publication type is applicable. This category includes, for example, translations, source editions, reports, investigations, and similar materials. It also covers conference contributions that have undergone peer review but have not been published in an official proceeding or conference communication.

Instructions:

– Each publication should be listed under only one category. State year of publication, ISBN/ISSN, and format (for example printed, digital). Specify page numbers and total number of pages. For example: 175–194 (20 pages).

– Also indicate how many of the total number of pages are your own. For example: 20 pages of 250. For each publication, state whether it has been reviewed by external referees (peer review, referee review) or reviewed by a book editor (editorial review).

– In cases of co-authorship, your individual contribution must be clearly specified.

– Author names should be listed in the same order as in the final publication.

– Unpublished manuscripts that have been accepted by a publisher may be submitted when applicable, but future publication must be verified with documentation.

– Unpublished manuscripts or texts currently under review by a publisher should not be listed here.

2. Research projects and research collaborations
 - a. Externally financed research projects, project leader
 - b. Externally funded research projects, contributors
 - c. Other forms of research collaboration (national/international)
3. Scholarly assessment assignments – national and international
 - a. Expert for employment or promotion
 - b. Faculty examiner/student reviewer in connection with public defence of theses
 - c. Examining committee member
 - d. Referee for scholarly work
 - e. Expert for research applications
 - g. Other
4. Other tasks in connection with research at the university, faculty or department level
5. Other qualifications
 - a. Organising conferences
 - b. Conference invitations (plenary papers)
 - c. Conference participation (papers, posters)
 - d. Visiting researcher at foreign higher education institution
 - e. Other invitations
 - f. Prizes and other awards
 - g. Other qualifications

Academic portfolio II: Pedagogical qualifications

1. Your own educational training
 - a. Higher education teacher training
 - b. Supervisor training
 - c. Other
2. Teaching and supervision
 - a. Teaching at undergraduate (first-cycle) level
 - i. Breadth and scope
 - ii. Supervision
 - iii. Course development
 - iv. Interdisciplinary collaboration
 - v. Other
 - b. Teaching at Master's (second-cycle) level
 - c. Course development at undergraduate (first-cycle) and/or Master's (second-cycle) level
 - d. Administration of undergraduate (first-cycle) and/or Master's (second-cycle) education
 - e. Development of doctoral (third-cycle) education
 - f. Administration of doctoral (third-cycle) education
 - g. Leadership of doctoral and research seminars
 - h. Supervision at undergraduate (first-cycle) and Master's (second-cycle) level

- i. Supervision of doctoral students (distinguish between principal supervisor and Associate supervisor, those who have completed a PhD and those who have not; state names and year of PhD completion. In cases where supervision has only covered part of the doctoral programme, the time period must be specified.

Note: the thesis must have been submitted and approved (i.e., registered in LADOK) for the supervision to count as completed.

3. Pedagogical development work
 - a. Evaluations
 - b. Projects
 - c. Pedagogical conferences
 - d. Other
4. Teaching materials and pedagogical publications
 - a. Printed materials
 - b. Digital materials
 - c. Other
5. Other tasks in connection with teaching at the faculty or department level
6. Other pedagogical qualifications, for example visiting lecturer at a foreign higher education institution.

As a basis for assessing teaching proficiency, references, employment certificates, and other types of written evaluations shall be attached, as well as compilations and follow-ups of course evaluations.

Academic portfolio III: Third-stream activities

1. Books, reports, articles, and reviews of a popular-science nature
2. Activities in relation to the public sector, cultural sector, and business sector
 - a. Presentations and lectures
 - b. Interviews and debates
 - c. Other: This section includes activities that contribute to the reciprocal exchange between the research community and the wider society

Academic portfolio IV: Managerial and administrative competencies

Leadership roles (specify terms of office)

1. University or college level:
 - a. Member of committees, boards, and similar bodies
 - b. Other
2. Faculty or division level
 - a. Member of committees, academic appointments boards, and similar bodies
 - b. Member of preparatory bodies
 - c. Other

3. Department level

- a. Director of studies
- b. Director of research unit or equivalent
- c. Member of the departmental board or equivalent
- d. Working groups
- e. Other

As a basis for assessing leadership competence, references, certificates of completed training, employment certificates, and other types of written evaluations from employers and other commissioning bodies shall be attached.

List of cited publications

A maximum of ten (10) projects, in addition to the doctoral thesis, may be cited in support of the application, as well as any teaching materials.

List of appendices

- Doctoral degree certificate
- Where applicable – Course certificate for higher education teacher training courses
- Where applicable – Certificate of validation of higher education teacher training courses
- Where applicable – Certificate of Affiliation with the Faculty of Humanities, University of Gothenburg
- Where applicable – Language certificate or equivalent