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# Guidelines for Portfolio of Qualifications

For applicants seeking positions on the academic staff at the University of Borås, the following model has been worked out to help them organise their documents and other information into what is called a Portfolio of Qualifications. In addition to scientific, artistic, teaching, and administrative qualifications, the University of Borås also emphasizes the applicant's professional qualifications, i.e. qualifications acquired by the applicant outside of universities and university colleges.

This document replaces the previous Portfolio of Qualifications (reg. nr. 205-98-10).

## 1. Scientific qualifications

### 1.1 Scientific background

Academic degrees, research educational courses, relevant previous employments in research environments.

*Examples of documentation:* testimonials, certificates, letters of appointment.

### 1.2 Scientific productivity

Extent of publication of own research results in printed or other forms.

*Examples of documentation:* complete list of publications and, where relevant, shown in separate lists for dissertations, books, chapters in books, articles in scientific journals, articles in specialist/technical journals, conference papers/presentations (at scientific conferences/symposia). Other writings e.g. specialist/technical works, textbooks, reviews.

Extent of research supervision.

*Examples of documentation:* a list on doctoral dissertations and current thesis work by doctoral students supervised by the applicant.

Research and development results such as patents, international standards, own computer programmes that others are using, products or constructions that have resulted in industrial application.

*Examples of documentation:* certificates testifying granted patents and standards; reports.

### 1.3 Scientific competence

Quality aspects, originality, capacity for innovation and change.

*Examples of documentation:* statements expressing expert opinions e.g. regarding teaching appointments and in judging suitability for positions such as associate professor/research

fellowship; certificates and assessments of a scientific character; reviews and citations in publications; national and international awards and honours.

Appointment as guest researcher or guest professor in a foreign country, or acting as a host for foreign researchers at own institution.

*Examples of documentation:* certificates, letters of appointment, agreements, invitations.

Innovation and qualitative improvements of postgraduate studies and of research environments.

*Examples of documentation:* certificates, testimonials from heads of departments etc., reports.

#### **1.4 Scientific leadership**

Experience in leading research projects, in applying for and managing research funds and in being a supervisor.

*Examples of documentation:* decisions on funding; project assessments concerning project participants' work; head of department testimonials; external evaluations.

Experience in assuming responsibility for, and directing, postgraduate studies and research meetings; experience in initiating new courses and postgraduate programmes; in organising research conferences, research schools, international exchanges and study tours.

*Examples of documentation:* course curricula, programmes, testimonials; assessments/evaluations.

#### **1.5 External contacts and research information**

National and international assignments. Membership in and assignments for national and international research organisations; conference organisation, editorship and refereeing commitments for research journals; conference proceedings.

*Examples of documentation:* appointments, certificates, programmes and invitations.

Commissions as faculty opponent at public dissertation presentations; assignments as expert in staff appointments and in assessing qualifications for associate professorship or research fellowship (docent competency).

*Examples of documentation:* minutes, official records.

Research information for the benefit of society outside of the university/university college in the form of e.g. texts, lectures, courses, seminars, adult education.

*Examples of documentation:* conference programmes, reports, articles in professional media, reviews, course programmes, invitations, media debating.

#### **1.6 Professional development work**

Participation in qualified development work in co-operation with public and/or private institutions, organisations, business and industry.

*Examples of documentation:* contracts, joint research applications.

## **2. Artistic qualifications**

### **2.1 Artistic background**

Attendance in art schools and continuing education courses.

*Examples of documentation:* certificates and testimonials.

## **2.2 Artistic production**

Extent of exhibiting own works in public.

*Examples of documentation:* lists and photographs of works and products which are produced, published or displayed in public contexts; separate or joint exhibitions and fairs. Design assignments, designing of exhibitions.

Extent of research supervision.

*Examples of documentation:* lists of artistic development/creative work supervised.

Results of development/creative work. Innovative products and constructions that have resulted in artistic or industrial applications.

*Examples of documentation:* documentation in the form of texts, pictures or audio recordings.

## **2.3 Artistic skills**

Quality aspects, originality, ability to innovate.

*Examples of documentation:* certificates, testimonials and referee pronouncements of an artistic nature; reviews and citations/mention in art and design publications.

Appointment as guest teacher.

*Examples of documentation:* certificates, testimonials.

Innovation and qualitative improvements of education in art.

*Examples of documentation:* evaluations; assessments.

## **2.4 Artistic leadership**

Experience in leading and directing artistic development work.

*Examples of documentation:* decisions on funding; project assessments concerning project participants' work; statement of opinion by head of department; external evaluation.

Experience in assuming responsibility for, and leading, artistic development programmes and staff meetings; experience in initiating new courses and artistic programmes.

*Examples of documentation:* course curricula, programmes, statements of opinions, evaluations.

## **2.5 External contacts and information about artistic development work**

Membership in national and international art and designers' organisations.

*Examples of documentation:* programmes, certificates.

Information about artistic development work.

*Examples of documentation:* programmes, reviews.

## **2.6 Professional development work**

Participation in qualified development work in co-operation with public and/or private institutions, organisations, businesses and industry.

*Examples of documentation:* contracts, joint applications.

## **3. Teaching qualifications**

### **3.1 Teaching background**

Practical teacher training; academic studies in pedagogy; courses in teaching at the university level (the University College of Borås requires 10 weeks of full-time studies in teaching at the university level or a similar level of experience acquired during employment as senior lecturer or lecturer); other kinds of education in teaching.

*Examples of documentation:* Certificates, testimonials, diplomas.

### **3.2 Development/production of educational materials**

Authoring of textbooks: books, compendiums, video/audio programmes, film, computer programmes etc.

*Examples of documentation:* products, reviews.

Participation in educational developmental work; international teacher exchanges; educational conferences; research in didactics.

*Examples of documentation:* decisions on funding, reports, articles, teaching material, conference programmes, travel reports.

### **3.3 Experience and skilfulness in teaching methods**

Skilfulness in teaching methods demonstrated through course development, teaching, supervision and examination. Diversity in teaching experience in relation to differing levels: undergraduate and postgraduate levels, continuing education, commissioned education.

Experience of different teaching forms: lectures, seminars, group-work, project work, PBL, laboratory exercises, supervision, examination, mentoring. Experience of co-operation with the surrounding community in undergraduate and postgraduate education.

*Examples of documentation:* testimonials by heads of department; peer-group evaluations; external evaluations; statements issued by educational experts; compilation of student evaluations covering a succession of years; teaching material and course curricula; course reports; educational prizes and scholarships.

Explain your view of knowledge, learning and the purpose of education. Describe forms of education and examination you find beneficial to students' learning. State what you find to be most important within your own subject. Explain your idea about the roles of teacher and student in education. State goals for your own teaching development in the foreseeable future.

Present a reflection on your own teaching methods. This may be done e.g. starting out from a course evaluation, education, supervision or examination. Topics to address include what you did, how you did it, why you chose to use a certain method, what results you achieved and how you developed as a teacher. Also, where relevant, present reflections on other parts of your educational activities.

### **3.4 Educational leadership**

Assignment as director of studies or its equivalent; assignment as head of department; being responsible for a subject area/courses; director; directorship for a study-programme; faculty assignment.

*Examples of documentation:* certificate of service, referee statements, educational programmes, student handbooks.

### **3.5 External contacts and information about education**

National and international assignments. Membership in and assignments for national and international research organisations; conference organisation, editorship and refereeing commitments for research journals; conference proceedings.

*Examples of documentation:* appointments, certificates, programmes and invitations.

Scientific information produced for the lay public outside of the confines of academia in the form of textual material, lectures, courses and seminars.

*Examples of documentation:* reports, course programmes, invitations, media debates.

### **3.6 Professional co-operations**

Co-operations with departments, organisations and corporations regionally, nationally and internationally: texts, lectures, courses, seminars in co-operation with public and/or private organisations.

*Examples of documentation:* contracts, course material.

## **4. Professional qualifications**

### **4.1 Background**

Practical experience of working life outside the university/university college sector, especially experience of the profession the employment is meant to train students for.

*Examples of documentation:* certificate of service, testimonials by employers.

### **4.2 Productivity**

Written or other kinds of production within the boundaries of the profession. Extent of publication of own research results in printed or other forms.

*Examples of documentation:* books, chapters in books; patents, international standards, own computer programmes that others are using, products or constructions that have resulted in industrial application; reports.

### **4.3 Skilfulness**

Quality aspects, originality, ability to innovate.

*Examples of documentation:* prizes; own innovations regarding methods, arrangements and products.

Present a reflection on your own professional development. Also present the role of research and education in your professional development.

### **4.4 Leadership**

Experience as director of projects and work supervisor.

*Examples of documentation:* project evaluations, testimonials from co-workers.

### **4.5 External contacts and information**

National and international assignments in your own profession. Membership in and assignments for national and international organisations; conference organisation, editorship and refereeing commitments for journals; conference proceedings.

*Examples of documentation:* appointments, certificates, programmes and invitations.

## **4.6 Co-operation**

Regional, national or international co-operation with the university/university college sector.

*Examples of documentation:* contracts, joint research applications, joint educations.

Co-operation with other professions: co-operation with other professions outside of the university/university college sector.

*Examples of documentation:* contracts, evaluations, joint research applications.

# **5. Administrative qualifications**

## **5.1 Administrative background**

Education/courses in: economics, crisis management, equality of opportunity; leadership training; work in bringing about change and innovation.

*Examples of documentation:* Testimonials, certificates.

## **5.2 Productivity in relation to administrative work**

Own or joint investigations, reports, writings on the activities of a university/university college and its environs. Participation in inquiry and investigative studies. Membership in councils and boards.

*Examples of documentation:* Investigations, reports, writings, references, certificates

## **5.3 Administrative skills**

Experience of quality development and innovation through own involvement. Skills in strategic planning and entrepreneuring (investigations, organisation of corporations and centers). Ability to represent one's employer in public.

*Examples of documentation:* Investigations, minutes of meetings, reports, referee statements, writings, appointments, certificates, and decisions.

## **5.4 Administrative leadership**

Overall administrative responsibility for an organisation at different levels; responsibility for activities at a university or in the world around. Assignment/position as rector, pro-rector, dean, head of department, director of studies etc. (See educational leadership). Executive or board assignments in the business community, public authorities and national or international organisations.

*Examples of documentation:* Appointments, certificates, referee statements.

# **6. Other qualifications**

## **6.1 Voluntary, non-profit work**

Experience of voluntary, non-profit work.

*Examples of documentation:* Certificates and testimonials.

## **6.2 Any other qualifications**