

Formal application instructions

In the following, the formal instructions for applicants applying for new academic positions at the Faculty of Social Sciences, the University of Southern Denmark are outlined. The instructions must be followed when applying for associate professorships, professorships, or teaching assistant professorships/teaching associate professorships as advertised.

Your application must include:

- **CV**
Must contain information about earlier employment
- **List of publications**
Complete and numbered list of publications
- **Publications to be included for assessment**
Original versions and/or copies of each single publication/work to be included for assessment
- **Applicant's previous research/current research plans**
Short summary of applicant's main previous research and current research plans
- **Co-author declarations**
Please submit co-author declarations for enclosed co-authored publications
- **Teaching portfolio**
See requirements below.

Teaching portfolio

In order to be considered for an academic position at the Faculty of Social Sciences, University of Southern Denmark, the applicant must enclose a teaching portfolio. The portfolio is used to assess the applicant's teaching qualifications.

The requirements for the contents of the portfolio are described below. Also, areas are suggested that may be enclosed as supplements, if considered relevant by the participant.

The portfolio must include information on

- **Formal education in teaching methods and pedagogical practice**
Courses in teaching methods, participation in supervision or mentor activities and the like. Diploma from achieved course (Lecturer training program) and a statement from the supervisor.
- **Project collaborations**
Teamwork, study circles etc..
- **Teaching experience**
Previous teaching experience.
- **Tests and exams**
Previous experience with different forms of examination.
- **Teaching methods**
Previously used teaching methods.
- **Evaluations**
Teaching evaluations and follow-ups. Statements from Heads of Study, Heads of Department, supervisors etc, if such exist.

Supplementary points, if applicable

- **Basic teaching philosophy**
Reflections on issues related to university teaching generally, and in the light of personal experience specifically.
- **Study programme development**

Participation in development and planning of new courses as well as revision of existing study programmes or parts thereof.

- **Teaching materials**

Composition of teaching materials, e.g., books, e-learning material, compendiums etc.

The applicant is also welcome to provide other information which is thought to be relevant to the assessment of the applicant's practical and theoretical teaching qualifications.