

## INSTRUCTIONS FOR APPLYING FOR THE TITLE OF DOCENT FROM THE FACULTY OF MANAGEMENT AND BUSINESS AT TAMPERE UNIVERSITY

As set out in the Finnish Universities Act (558/2009; Section 89), docent is an academic title that a university may award upon application to an individual who possesses in-depth expertise in his or her field, the ability to pursue independent research or artistic activities as demonstrated through publications or otherwise, and has good teaching skills.

The title of docent may be awarded by the President of Tampere University upon separate application.

On 12 February 2019, the President issued a decision that sets out the procedure for the conferral of the title of docent at Tampere University.

Candidates applying for the title of docent must meet the following general requirements:

- doctoral degree
- in-depth expertise in their field
- the ability to pursue independent research or artistic activities as demonstrated through publications or otherwise
- as a rule, notable scientific or artistic output after completing a doctoral degree (candidates are recommended not to apply for the title too early on in their career)
- strong teaching skills

For a justified reason, the title of docent may be awarded to an employee of Tampere University who satisfies the requirements set out herein.

### **Applying for the title of docent**

Before submitting an application for the title of docent, the candidate must discuss the necessity of the proposed docentship and the definition of the field thereof with a professor who represents the field of the docentship. The field of the proposed docentship may not be defined too broadly or too narrowly and it must be relevant from the perspective of the research and teaching activities of the Faculty of Management and Business.

To apply for the title, you must prepare an informal application that clearly indicates the field of your proposed docentship and the grounds for applying for the title.

The following documents must be enclosed with your application:

- your CV drawn up according to instructions provided by the Finnish National Board on Research Integrity TENK (<https://www.tenk.fi/en/tenk-guidelines>)
- a copy of your doctoral degree certificate
- list of publications prepared according to instructions provided by the Academy of Finland (<https://www.aka.fi/en/funding/apply-for-funding/az-index-of-application-guidelines/list-of-publications/>)
- a brief written statement describing your most important postdoctoral activities and achievements as they relate to the proposed docentship and your ability to pursue independent scholarly activity
- a teaching portfolio that includes a description of your pedagogical competencies and your experience of teaching, instruction and the development of teaching. In addition, your teaching portfolio must record the results of any previous assessments of your teaching skills and indicate your other teaching merits.

- up to 10 publications that you want to be taken into consideration in the assessment of your scientific qualifications and consequent eligibility for the title of docent
- a list of the publications referred to above

Please deliver your application and required attachments to Head of Administration Sari Saastamoinen ([sari.saastamoinen@tuni.fi](mailto:sari.saastamoinen@tuni.fi))

With questions, please contact:

Vice Dean Johanna Kujala, [johanna.kujala@tuni.fi](mailto:johanna.kujala@tuni.fi), tel. +358 50 420 1509

Head of Administration Sari Saastamoinen, [sari.saastamoinen@tuni.fi](mailto:sari.saastamoinen@tuni.fi), tel. +358 40 190 1479

## Processing and assessment of applications

Your application for the title of docent will be reviewed by the Docent Committee of the Faculty of Management and Business. The Docent Committee will request a professor, who represents the field of the proposed docentship, to provide a statement describing how the docentship is expected to promote and support research and education in the field. In the statement, the professor will nominate two impartial and internationally recognised experts to assess your qualifications.

If the Docent Committee considers your docentship to be necessary and consistent with the activities of the Faculty and deems that you possess the required qualifications, the Faculty will request a statement of your scientific qualifications from at least two internationally renowned experts. The external experts must meet the eligibility requirements set out in Section 28 of the Finnish Administrative Procedure Act (434/2003). As set out in the Administrative Procedure Act, a person applying for the title of docent has the right to oppose the appointment of an expert that he or she feels has a conflict of interest that could prevent an impartial review.

Based on the application documents and expert statements, the Docent Committee will assess whether you have demonstrated the scientific expertise and teaching skills required for the award of the title of docent. The Docent Committee will also assess your teaching performance based on your teaching portfolio and possible trial lecture. After completing the assessment, the Docent Committee will submit a proposal to the Dean regarding the award of the title of docent. The Dean will submit a proposal to the Provost regarding the award of the title of docent. The President will formally award the title upon the recommendation of the Provost.

The Faculty Council will be notified of the new docentship.

## External review

Awarding the title of docent will require two external experts in the field of the proposed docentship to clearly support the award of the title in their statements. For a justified reason, a person employed by a different faculty at Tampere University may be appointed as the external expert.

Prospective docents will generally be required to have published postdoctoral research papers that demonstrate their ability to pursue independent research. The scope of your

publication output must be equal to at least two doctoral dissertations and also include international publications. Your postdoctoral publication output must clearly expand the breadth and depth of your expertise in the field of your doctoral dissertation and explore the field of your proposed docentship.

When assessing your qualifications, the external experts will be expected to take into account your field of research and possible area of special expertise. In their statement, the external experts may focus on your main activities and scientific output in the field of the proposed docentship and only briefly assess your other publications and/or output. The external experts will be asked to provide their statements within a period of two months.

### **Assessment of teaching skills**

As docents are expected to possess strong teaching skills, you will be invited to deliver a trial lecture unless it is considered unnecessary for a justified reason. The Docent Committee will grade your trial lecture on a scale of satisfactory, good and excellent. A candidate may receive a failing grade for a failed or missed trial lecture. You will be considered to possess the required teaching skills after you have successfully delivered a trial lecture and a) the Docent Committee awards you at least the grade “good” for the trial lecture, or b) the Docent Committee awards you the grade “satisfactory” for the trial lecture but the other merits presented in your teaching portfolio compensate for any weaknesses in the trial lecture. A candidate who receives the grade “fail” or “satisfactory” for the trial lecture will have the opportunity to deliver a new trial lecture. A failed trial lecture cannot be compensated with other teaching merits.

The Docent Committee may exempt you from the requirement to deliver a trial lecture if you have previously given a trial lecture in a field connected to your proposed docentship when applying for an academic teaching position at the University and received the grade good or higher. You may also be exempted from delivering a trial lecture if you are indisputably deemed to possess strong teaching skills based on the provided documents. If you are seeking an exemption from the requirement to deliver a trial lecture, you must attach your application for the title of docent with a request for exemption and documents demonstrating your previous trial lectures (extract of the minutes of the meeting where the trial lecture was assessed) and other teaching merits.