

Guidelines for the evaluation of applicants to assistant professor positions in the Faculty of Humanities, University of Bergen

Adopted by the Faculty Board on 20 March 2012¹

In addition to these guidelines, the following documents have formed the basis for the committee's work:

- 'Regulations concerning appointment and promotion to teaching and research posts', cf. The Act of 1 April 2005 relating to Universities and University Colleges section 6 6-3(6).
- 'Temporary regulations relating to the procedure for appointment to intermediate level positions'. UiB's Regulations.
- Job advertisement text and job description.

The applicant is responsible for documenting all aspects of their competence in the application.

The chair/administrator of the committee is responsible for ensuring that the committee's statement is prepared in accordance with the guidelines. For hires, the committee's evaluation must normally be completed within six months of the committee being appointed.

1 Academic qualifications

1.1 Research

In order to qualify as an associate professor, the applicant must have a Norwegian doctorate in the relevant subject area, or a corresponding doctorate completed abroad that is equivalent to a Norwegian doctorate, or qualifications at an equivalent level documented through scholarly work of the same scope and quality.²

In order to meet the qualifications requirement in the academic field in which the position is advertised, the applicant must meet the general requirements for academic specialization in this field. If the applicant has produced substantial scholarly work that is adjacent to the specified academic field and he/she is conversant with scholarly methods that can clearly be used within the field, the production requirement in the specific academic field may be lowered somewhat.

In addition to evaluating the candidate's total academic production (with particular emphasis on selected works), the committee shall emphasise the applicant's research activity over the last five to ten years. Emphasis will be placed on whether the applicant's scholarly activity has increased, remained constant or declined in recent years.

1.2 Documentation requirement

A complete list of the applicant's scholarly work must be enclosed with the application. The applicant must select up to five scholarly works that he/she considers his/her most important, and must submit

¹ These guidelines replace the guidelines adopted by the National Faculty Meeting for the Humanities on 26 November 2007, with subsequent amendments.

² Cf. Regulations concerning appointment and promotion to teaching and research posts, section 1-4.

these as a basis for the evaluation. The committee will primarily base their evaluation on the submitted works. The rest of the applicant's scholarly work can also be assessed, particularly with a view to establishing whether the applicant's research has the necessary breadth. The committee may request that further works be submitted.

The majority of the submitted scholarly works must normally be published in approved publication channels as stated in the NSD database³. Other forms of documentation *may* be permitted.⁴ If unpublished work is submitted for evaluation, a justification for this inclusion must be enclosed with the application. In its evaluation of each applicant, the committee must discuss and justify the weight it has placed on unpublished scholarly works.

Sole authorship will normally count more than co-authorship. If the applicant is one of multiple authors of scholarly work that is submitted for evaluation, the application must contain an account of the applicant's contribution to the work.

2 Artistic qualifications

2.1 Artistic practice

In order to qualify as an associate professor, the applicant must have completed an approved fellowship programme for artistic development work in the relevant field, or have documented artistic practice or development work of an equivalent quality and scope. The extent to which an artistic field shall or should be divided is a matter of discretion.

A combination of academic and artistic qualifications may be appropriate for some positions. In such cases, both the academic and artistic qualifications must be at the associate professor level. The scope of activities in each of these areas as documented in the application may be less than that required to be appointed as an associate professor, but the total scope of academic and artistic activities must correspond to that required for an associate professor position.

In addition to evaluating the candidate's total artistic production (with particular emphasis on selected works), the committee shall emphasise the applicant's artistic development over the last five to ten years. Emphasis will be placed on whether the applicant's professional activity has increased, remained constant or declined in recent years.

2.2 Documentation requirement

A complete list of the applicant's artistic work must accompany the application. Artistic qualifications can be established through documentation of artistic practice and/or composition at a high level, work on exhibitions or registration, etc. The applicant must select up to five works that he/she considers the most important in his/her production. Documentation of these works must be submitted as a basis for the evaluation. The committee will primarily base its evaluation on the documentation submitted. The rest of the applicant's work can also be evaluated based on the complete list, particularly with a view to establishing whether the applicant's production has the necessary breadth. The committee may request documentation of additional works. The documentation can take the form of:

- original artistic work

³ See <http://dbh.nsd.uib.no/kanaler/>

⁴Cf. *Guidelines for the evaluation of professorial qualifications on appointment and promotion* from UHR

- reproductions of artistic work, e.g. audiovisual recordings or similar
- publications based on the applicant's creative work or performances
- documentation of concerts, exhibitions, performances, and productions, e.g., programmes, catalogues and media coverage and/or reviews in newspapers, journals, etc.
- artistic prizes, purchases, commissions

3 Popular science activities

Merit will be given for good and documented popular science activities Experience from popular science can be documented by e.g. lectures, media stories or popular science publications.

4 Documented teaching qualifications

Basic teacher training is required. Applicants who cannot document such qualifications may complete UiB's basic training in university education after the appointment has started.

4.1 Teaching

The applicant should have teaching experience within the field of the advertised position. Teaching experience in an adjacent discipline or extensive general teaching experience can be accepted if it is evident that the applicant has the necessary academic competence to teach in the field indicated in the advertisement text/ job description.

4.2 Documentation requirements

The following checklist helps the expert committee check, describe and compare the applicants' qualifications.

- *Teacher training:* University teaching course, one-year programme in educational theory and practice, university education in pedagogy or adjacent subjects, teaching exam, continuing training.
- *Teaching, supervision and examination-related tasks:*
 - Forms of teaching: Documentation of lectures, seminars, demonstrations, exercises, distance-education etc.
 - Supervision: Reference to master's - and doctoral dissertations etc.
 - Documentation of participation in examinations or other forms of evaluation of students as an external examiner, examiner etc.
- *Programme planning, course evaluation:* Descriptions of experiments and other development activities. Description of student evaluations of the applicant's courses. What should count here is the quality of the course evaluation itself and the follow-up in the form of revisions of the course/teaching.
- *Teaching materials:* If the applicant has extensive teaching materials, he/she should only enclose a representative selection with the application. The remaining materials can be listed in an overview.

- *Experimental and development work:* Plans, reports, certificates, etc. showing participation in experimental and developmental teaching (beyond the applicant's own courses). Contributions to joint teaching competence development in the candidate's own discipline.

5 Academic administration qualifications

The applicant must document any experience of academic administration, such as e.g. project management, academic administration appointments, etc.

6 The form of the statement

The committee shall submit a unanimous statement in which any dissenting opinions are incorporated. The introduction of the statement must describe the formal basis for the evaluation, including the regulations, recommendations, guidelines, job description etc. on which the committee's work has been based.

Further, the committee must point to and, if applicable, justify the parts of the job description on which it has placed particular emphasis. On this basis, the committee can review the applications and identify the applicants who it does not see as satisfying the criteria in the job description. The report must describe in detail the criteria on which the review is based, and account for why each applicant does not satisfy these criteria. These applications can be excluded from further evaluation.

In separate subsequent paragraphs, the committee must in an equitable manner describe and evaluate the other applicants'

1. academic or artistic qualifications
2. documented teaching qualifications
3. academic administrative qualifications
4. any popular science efforts

If there are individuals among the applicants who the committee finds to not be qualified, the committee must account for which requirements the applicant does not meet.

Based on this review, the committee must evaluate the applicants that are most qualified and identify the top three (if there are sufficient numbers of qualified applicants). A thorough justification must be provided for why these applicants stand out as the most qualified in relation to the job description (see section 8 below).

If the committee includes submitted work that is not published (in accordance with section 1.2 above) in its evaluation, this must also be justified.

7 Overall evaluation and ranking

7.1 Overall evaluation

To enable the bodies responsible for recommending and appointing applicants to further process the applications, the committee must to the best of its ability prepare a comparison of the competent applicants' overall qualifications.

In the overall evaluation, the academic/artistic competence requirement must be seen as absolute. That an applicant has particularly high teaching or popular science qualifications, or highly significant academic administrative experience, does not mean that the requirements to academic/artistic qualifications can be lowered equivalently. Further, the size and breadth of the production cannot compensate for a lack of quality.

Once the requirements to academic/artistic qualifications have been met, the academic quality of the submitted works is to be emphasised in the ranking. Such quality is to be given more weight than the volume of work the applicant has produced.

7.2 Ranking

The committee shall provide an advisory evaluation and rank the three most qualified applicants when there are a sufficient number of qualified applicants. In order for the body that is to recommend the successful candidate to be able to consider whether interviews, trial lectures, and the rules for moderate gender quotas are to affect its recommendation, the evaluation must always clearly state whether there is a significant or insignificant academic difference between the ranked applicants. Applicants with largely equivalent qualifications are given the same rank. In the event of dissent, both the majority and the minority must justify its position.

Differences related to teaching qualifications, popular science experience, and academic administrative experience can only be determining factors when the committee finds that there is an insignificant difference between the academic/artistic qualifications of two or more applicants.