



2nd October, 2014

Those mentioned in the distribution

Recruitment guidelines 24th November, 2009

**GRANTING THE TITLE OF DOCENT**

According to section 89 of the Universities Act (558/2009), a university may by application grant the title of docent to a person who has comprehensive knowledge of their own field, a capacity for independent research or artistic work as demonstrated by publications or some other manner, and good teaching skills.

Adhering to the recruitment guidelines and recruitment competence of the University, the Rector may grant the title of docent at the proposal of the Dean of the faculty to a person who meets the title's requirements of the Universities Act and in whose field a need exists in the faculty. When making proposals for title of docent the University's needs for internationalisation should be taken into consideration and an attempt should also be made to engage international researchers and teachers to the University. Consistent criteria are adhered to at the University when granting the title of docent.

**Applying for the title of docent**

A person applying for the title of docent must provide a reliable report on the doctorate degree they have completed and any other degrees, publications, ability for independent research or artistic work proved by other manner and teaching merits.

The prerequisite for granting the title of docent is that the applicant has, in addition to their doctoral thesis, published scientific/artistic research which expands their field of study and corresponds to at least one other dissertation having good scientific/artistic significance, quality and quantity. The applicant is also expected to show that they have created an independent career as a researcher or their own research profile, and are doing active research. The unit/faculty defines the field of the docentship.

UNIVERSITY SERVICES

Pentti Kaiteeran katu 1  
PO Box 8000  
90014 UNIVERSITY OF

Tel. +358 (0)294 48 0000

A docentship must always be applied for in writing and the application must be addressed to the faculty in question. An application is required to receive the title of docent, so the title of docent cannot be granted based on an invitation. The applications must be sent to the Head of Administration of the faculty in question. The attached form should be used in the application.

The following must be attached to the application:

1. CV (as recommended by the Finnish Advisory Board on Research Integrity/TENK).
2. List of publications and publications intended for evaluation. The list of publications must be shown categorised according to the publication type classification of the Ministry of Education and Culture
3. A teaching portfolio or report on teaching merits and scientific postgraduate studies. Already in their application the applicant is asked to provide a report of their teaching merits and to attach assessments of any teaching demonstrations given earlier. Here the applicant may also attach a report of scientific and other postgraduate studies as they deem to be significant for the granting of the title of docent.

The application with its attachments must contain all necessary information for evaluating eligibility. The attachments of the application must be delivered to the faculty in the manner defined by it or in another separately agreed upon manner.

Before submitting their application, the applicant should be in contact with the Dean of the faculty and/or a Professor of the field for a preliminary assessment of the need and eligibility for the docentship.

### **Assessing scientific competence and teaching skills**

Before decision-making, the faculty acquires statements on the applicant's scientific competence from two experts, unless it is for some special reason deemed unnecessary. There must be a special reason for the decision not to require the experts' statements. The decision on which experts should be used is made by the Dean.

The experts must be qualified, from outside of the University and in general professors or persons of a professorial level. Disqualified persons as defined in sections 27–28 of the Administrative Act cannot be chosen as the experts.

Good teaching skills are required of a docent. The method by which teaching merits are assessed is defined by the Dean. When assessing them, attention must be paid to pedagogical training, teaching experience and feedback received from the teaching, teaching materials produced by the applicant and the teaching demonstration given by the applicant. The applicant indicates the subject of the teaching demonstration when applying for the title of docent. In the evaluation of the teaching demonstration the general assessment must be assessed at least

