

Translation from Finnish. Please note that references to Finnish legislation, below, are unofficial translations.

UNIVERSITY OF HELSINKI
Faculty of Social Sciences
15 January 2003

Instructions: application procedure for docentships and evaluation of the candidates' academic competence and teaching qualifications

General regulations

Nomination to a docentship is regulated by section 16 of the Universities Act, (*Yliopistolaki 645/1997*), section 8 of the Universities Decree (*Yliopistoasetus 115/1998*) and section 15 of the Decree on the qualification requirements and duties of the staff in institutions of higher education, (*KelpA 463/1998*). According to section 8 of the Universities Decree, a docentship may, upon application, be conferred on a person who has thorough knowledge of his or her own field and has demonstrated, through publications or by other means, his or her ability for independent research or artistic work, and who has good teaching skills.

As stipulated by section 48 of the administrative rules and regulations of the University of Helsinki, the faculty council will make a proposal for the appointment to a docentship if it finds that the applicant fulfils the requirements set for docentships. The faculty council will appoint a minimum of two assessors to evaluate the applicant's academic or artistic competence (unless, for special reasons, this is deemed unnecessary). The applicant shall also give a demonstration of his or her teaching skills in a public lecture (unless, for special reasons, this is also deemed unnecessary). The Chancellor's Office will automatically presume that the evaluation of the demonstration of teaching skills is included in the faculty council's proposal for appointment.

According to the Decree on the qualification requirements and duties of the staff in institutions of higher education, holders of docentships must fulfil the language requirements set for holders of teaching and research posts at institutions of higher education.

In a letter dated 10 October 2002, Chancellor Risto Ihamuotila revised the provisions for nominations to docentships at the University of Helsinki. A docentship may now be obtained in more than one faculty. It is also possible to be appointed docent in a field which brings together two separate disciplines. These disciplines may also come from two different faculties (e.g. a docentship in comparative religion and sociology). Furthermore, it is possible for one and the same person to hold two docentships in one faculty. The Chancellor, however, urges the faculties to use their discretion carefully in such cases. The same person should not be appointed docent in two closely related fields. If a holder of a docentship in one field wishes to expand his or her title to include another field, the faculty must obtain the required statements. The same applies to the situation where a holder of a docentship wishes to expand the title of his or her docentship. In the case of docentships, titles having the form “docentship in x, with special emphasis on y” (cf. professorship in x, with special emphasis on y) are not used.

Submission of an application for a docentship

Before filing an application for a docentship, an applicant must consult the head of the department and submit to him or her a list of publications and academic portfolios. Also, the applicant must write a report indicating which publications form an entity demonstrating that the applicant can be regarded as having fulfilling the requirements set for a docentship.

The application must be addressed and submitted to the faculty. The application must be accompanied by the following documents:

1. **Three copies** of the extract from the official Finnish service record ("nimikirjanote"), or of a curriculum vitae. The date of the extract from the service record should not be more than three months old. The extract from the service record must contain an assessment of the applicant's competence in the Swedish or Finnish language. If this assessment is not available, the application must be accompanied by a copy of a certificate of language proficiency or a copy of the applicant's degree certificate (Master's level degree).
2. **Three copies** of an academic portfolio showing the applicant's academic competence and teaching qualifications. Instructions regarding the principles and contents of an academic

portfolio are available on the homepages of the University of Helsinki Personnel Services:
<http://www.helsinki.fi/henkos/english/development/pofoprinciples.htm>.

3. **Two copies each** of a maximum of ten publications, including the doctoral dissertation.

Assessors

The faculty will ask the department to propose two assessors. If the applicant is affiliated with the department or has been employed there recently, at least one of the assessors must be from outside the department. The assessors are expected to analyse the main features of the applicant's publications in such a way that their statements will clearly and in detail indicate on what basis the applicant can be regarded as meeting the academic qualification requirements set for a docentship.

Academic competence

The general qualification requirement for a docentship is, in addition to the doctoral dissertation, publications whose scope and quality equal those of a doctoral dissertation. In other words, scientific monographs of the standard of doctoral dissertations or collections of scientific articles, the quality and quantity of which correspond to a doctoral dissertation. Generally, publications in international forums are also a requirement. The final decision regarding the academic competence of the applicant is made by the faculty council on the basis of the assessors' statements.

Evaluation of teaching qualifications

Docents are required to have good teaching skills. The applicant's portfolio should indicate previous teaching experience, training in university-level teaching, teaching materials produced by the applicant, and any other teaching merits. Applicants for docentships are required to give a 20-minute lecture, which will be assessed by the relevant departmental steering committee. The steering committee may waive requirement, if, on the basis of the application documents and to the knowledge of the department, the applicant indisputably fulfils the requirement for good teaching skills. Also, the applicant may be exempted from giving the demonstration of teaching skills if he or she has already given such demonstration when applying for another teaching post at the University of Helsinki. The

departmental steering group will submit a statement to the faculty council on the applicant's overall teaching qualifications.