

## **Layout and content of applications for positions as professor and associate professor, and applications for promotion from associate professor to professor on qualification**

Tools for applicants

### **The content of the application**

Applicants should detail their qualifications when it comes to scientific, other academic, pedagogical, administrative/managerial and dissemination related activity, and motivation for applying for the position.

The following documentation should accompany the application letter:

#### **1.1. Curriculum vitae/Résumé**

#### **1.2. List of publications**

Publications are to be listed chronologically, cf Index Medicus or the Vancouver convention. (all co-authors, including page numbers). The A-G codes below should be connected to each number in the list of publications.

- A. Original scientific publications in peer reviewed journals
- B. Other scientific publications with original content
- C. Review articles, reviews, book chapters, synopsis, etc.
- D. Popular science publications for the general public
- E. Abstract of lectures, seminars etc. containing original material, and which are not published in any other way
- F. Abstract of content that is otherwise made public through scientific publications
- G. Other types of publications

Applicant must separately inform about publications in applicant PhD thesis by referring to publication in submitted reference list.

*If there is any doubt regarding the contribution made by the applicant to joint academic works, the application should include written statements from the other participants or provide the name of a contact person who is familiar with the works concerned and the applicant.*

#### **1.3 Separate list of scientific works which the applicant wishes given special emphasis**

The applicant should provide a brief presentation of the works or part of works which he/she would like to be given particular attention in the assessment, particularly where originality and innovation is concerned. The number of these works should normally not exceed 10. If an applicant submits more than 10 works, a justification must be presented for each extra work.

#### **1.4 Description of educational qualifications**

A description the educational training including qualifications, experience in teaching, examination work and research supervision, production of educational resources,

educational planning and administration, and development and experiments/trials within education.

We also ask the applicant to account for PhD candidates he/she has supervised. Please provide name(s) of candidate, date of disputation/public defense and the name of the conferring institution.

#### **1.5 Description of administrative / managerial qualifications**

#### **1.6 Description of qualifications within dissemination of research.**

#### **1.7 List of certificates, reference letters, works and other documentation submitted**

#### **1.8 Other**

Applicants are also asked to explain any other qualifications that may be relevant to the position and which language(s) they have command of with regard to teaching.

## **Submission of application**

The application is normally submitted with the aid of an electronic recruitment tool. Instructions for applying to the position will be stated there.

Publications and other attachments can normally be uploaded electronically. If this is not possible, for example because the size of the document exceeds the capacity of the recruitment tool, attachments can be sent electronically by e-mail. Any attachments that are not available electronically (such as books) can be sent by mail in four copies. In these instances we ask applicants to contact the person listed in the advertisement for the position.

If the application is for personal promotion from post as associate professor to professor on the basis of competence, a special form must be submitted in addition to the written application: <https://www.uio.no/english/for-employees/employment/career-development/competence/>

Applications for promotions to professor are sent via e-mail to the contact person. Any attachments that are not available electronically (such as books) can be sent by mail in four copies.

The Faculty of Medicine does not accept submission of written works after the application deadline.

The unit which is the addressee in the advertisement for the position is responsible for conveying the submitted applications to the expert committee.

If the applicant has academic work he/she is unable to provide the full number of, it will be possible to have these sent in circulation to the expert committee. Such work should be packed separately, and notice must be given especially when the application is submitted.