

Rules for Appointment as Docent

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Short Summary	Rules on the application process for admission as a <i>docent</i>

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1 General Provisions

The title *docent* is an academic designation denoting that an individual has demonstrated the capacity to conduct independent research and has made a significant contribution to their field. An individual appointed as *docent* is expected to undertake roles such as supervising doctoral candidates, acting as an opponent or a committee member, participating in other expert evaluations, and contributing to the research environment within their field.

At the Swedish Defence University, an individual may be appointed as *docent* if they hold a doctoral degree or demonstrate equivalent academic qualifications, exhibit scientific expertise significantly exceeding the requirements of a doctoral degree, and demonstrate pedagogical competence.

Appointment as *docent* requires that the applicant is affiliated with the Swedish Defence University by means of employment, having completed a doctoral degree there, or by maintaining a durable research collaboration with scholars in a relevant academic field. Furthermore, the applicant must be able to contribute to the Swedish Defence University's continued development.

The title *docent* is conferred in subjects established by the Swedish Defence University Board. Generally, an individual is appointed as *docent* in one specific subject. For applicants who are not employed by the Swedish Defence University, the applicant should indicate the academic subject within the University in which they seek appointment as *docent*.

Those aspiring to be appointed as *docent* should initially consult the relevant subject representative or the nearest professor within the intended area of application and secure a written endorsement letter. If these consultations lead to a recommendation against the application, the Employment Committee will reject the application.

2 Application

The application process begins with an inquiry sent to an@fhs.se. Applications should be uploaded to the Swedish Defence University's recruitment system. It is advisable for applications to be submitted in English, as external experts may be appointed to evaluate the application. The applicant is responsible for ensuring that the application is complete.

The application should be structured as follows:

- 1. The subject in which the applicant seeks appointment as docent.**
- 2. Endorsement letter from the subject representative or the closest relevant professor.**

For applicants not employed at the Swedish Defence University, the endorsement letter must specify the applicant's affiliation through an established research collaboration

within a relevant field, demonstrating their potential contribution to the University's future development.

3. **Curriculum Vitae (CV).**
4. **Evidence of doctoral degree or equivalent academic qualification.**
5. **Scientific achievements.**

5.1 Full publication list.

5.2 List of key publications (maximum 10).

Publications, including the doctoral thesis, should be clearly numbered from 1–10, indicating those that have undergone peer review and any that were part of the doctoral thesis (in the case of a composite thesis).

Contributions to multi-authored works should be clarified with certificates from co-authors, where applicable. It should be clearly indicated the proportion of work that is attributable to the applicant.

Overlapping works should be noted, with only the most representative or developed work submitted if overlaps are significant.

All key publications should be uploaded by the applicant to the Swedish Defence University's recruitment system. Monographs or books should be submitted as an e-book or digital copy directly within the system.

5.3 A statement of the applicant's own research (2–4 pages).

This statement should detail the applicant's independent development of their research following their doctorate, in terms of depth and scope, demonstrating the production of a body of work equivalent to an additional dissertation.

6. Pedagogical qualifications.

A description of teaching experience within higher education, detailing the number of hours taught (classroom and clock hours), split by subject, level (undergraduate, advanced, doctoral), role (examiner, supervisor, seminar leader, lecturer, course leader), and the number of courses for which the applicant has served as course leader or examiner.

Any primary responsibility for developing new courses or programmes should be indicated. These documents should be verified by the relevant responsible party, such as the director of studies or course leader.

6.1 Written evaluations from, for example, a head of department or director of studies should be submitted, containing a qualitative assessment of the applicant's pedagogical competence.

6.2 Teaching quality statements may include details on originality and variety in teaching methods, illustrating the applicant's ability to communicate knowledge, structure presentations, and inspire interest in the subject. Where applicable, summaries of course evaluations may be submitted, excluding individual ratings or quotes from these evaluations.

7. Future research plans (1–2 pages).

3 Regulations for External Experts

A minimum of two external professors is required for evaluating an application for *docent*. If three or more experts are appointed, one may be employed at the Swedish Defence University. Both genders must be represented among the experts unless specific reasons justify otherwise, in which case a written explanation must accompany the proposed experts.

The head of department, in consultation with the relevant subject council, proposes suitable experts. This proposal is submitted to the Employment Committee for approval, or, if necessary, returned to the subject council for alternative nominations.

The role of an expert demands' integrity and impartiality. The conflict-of-interest regulations for public authorities (Sections 11 and 12 of the Administrative Procedure Act) aim to prevent conflicts where objectivity may be questioned. See the Swedish Research Council's policy on conflicts of interest for further information.

Expert Opinions

The experts' assessments should include a thorough review of the applicant's main scientific achievements, with clear references to key publications. The assessments should also evaluate the applicant's pedagogical competence. A conclusive statement should be made as to whether the applicant should be appointed as *docent*.

Experts may collaborate on the descriptive presentation of the applicant's qualifications and confer regarding criteria and boundaries, but each must independently justify and submit separate assessments. Experts should complete their evaluation within three months.

4 Assessment Criteria

Scientific Proficiency

Research qualifications are of primary importance for appointment as *docent*. The applicant's independent research should show progression in depth and scope since their doctoral studies. The focus is on purely scientific works, though qualified reports, scholarly communication, and reputable popular presentations also carry merit. Innovative textbooks can possess independent scholarly value beyond their pedagogical contribution.

Scientific proficiency should be evaluated with an overarching international perspective, reflecting the applicant's familiarity and independence in relation to the global research community. The applicant should be able to relate their findings to international research.

Acceptance of the applicant's work in reputable international journals and publishers, following peer review, is particularly meritorious. In disciplines where such publication is common, the applicant is generally expected to have several accepted publications of this type. In fields where such publication is less common, experts must ensure that the quality meets international scholarly standards.

International recognition of the applicant's work is advantageous. However, simple citation counts should be interpreted cautiously, acknowledging the potential sources of error. In some fields, substantial citation may take time to accumulate.

An approximate guideline for appointment as docent is scientific output equivalent to two high-quality doctoral dissertations, often a Swedish doctoral dissertation plus additional scientific contributions of comparable extent. However, quality is to be weighted more heavily than quantity.

Pedagogical Proficiency

In addition to research qualifications, the applicant must demonstrate pedagogical competence expected of university lecturers, including completed higher education pedagogical training. Both supervision and other forms of teaching should be considered. Course evaluations can be a useful measure of pedagogical competence. Experts are responsible for evaluating pedagogical skills, particularly based on any authored teaching materials, as well as popular science and educational administrative contributions.

The experts should indicate if the extent and quality of teaching allow the applicant to be exempt from a trial lecture.

An applicant who has conducted at least 400 classroom hours in higher education without significant negative feedback should meet the pedagogical requirements in this context. Additionally, the applicant must have completed supervisor training and have experience supervising at various levels, including undergraduate and advanced levels.

For external applicants outside the university sector, some pedagogical criteria may be substituted with relevant experience from the candidate's professional background. Nevertheless, external applicants must show experience in traditional higher education teaching, equivalent to 100 classroom hours. Furthermore, the pedagogical qualifications must be relevant to the intended use of the *docent* title, such as providing supervision for doctoral students. For external *docent* appointments, a trial lecture is routinely required.

5 The Appointment Board

The Appointment Board reviews the application on two occasions. Initially, the application is examined for completeness and suitability for expert review, and proposed experts are approved by the Appointment Board at this stage. During the second review, the Appointment

Board assesses whether the applicant should be recommended for appointment as *docent* based on the expert evaluations.

If the Appointment Board decides that the applicant should deliver a trial lecture, this will be arranged by the relevant department and subject council representative. The evaluation is based on the applicant's ability to convey knowledge, structure the presentation, and engage interest in the subject. The department and subject council present their joint assessment of the trial lecture to the Appointment Board.

6 Decision

The Vice-Chancellor decides on the appointment as *docent* following a recommendation from the Appointment Board. This decision is not subject to appeal.

Once the appointment decision has been made, a *docent* certificate is issued to the applicant. The appointed *docent* is then expected to deliver an open *docent* lecture at the Swedish Defence University, unless a trial lecture has already been conducted.