## CV template for the employment and promotion of teachers

Established by the Employment Committee 13 December 2016, minutes no. 20/2016

In order to facilitate the processing of applications, KTH uses a CV template which specifies the data required in the process. Different points in the template hold more relevance depending upon the position applied for. The following instructions apply to the applicant:

1. The CV template should be used with the retained numbering.
2. Applications should be written in English.
3. Applications should be addressed to the President (a signature is not necessary).
4. Apply online via the KTH recruitment system.
5. CV and the attachments are to be uploaded in one file.
6. Publications are to be uploaded separately.
7. Your application must be received no later than the date stated in the advertisement.
8. KTH conducts reference checks on the candidate proposed for the position.

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| The application of employment as <title> in <subject area> (<reference number>). |

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| 1. Basic information | |
| 1.1. | Name. |
| 1.2. | Date of birth. |
| 1.3. | Male/female. |
| 1.4. | Home address and telephone number. |
| 1.5. | Workplace address, telephone number and e-mail address. |
| 1.6. | Current employment with title, subject area and placement. Specify the date of employment. Attach a certificate of employment from your current employer with title, period of employment and placement. |
| 1.7. | Previous employment (include possible parental leave and other leaves of absence). State time periods. |
| 1.8. | Other. |
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| 2. Higher education degrees and evaluations | |
| 2.1. | Higher Education degrees. Specify year of graduation, type of qualification (for example, Licentiate of Technology, Doctor of Philosophy). Attach certificates. |
| 2.2. | Appointment as docent. State the year of appointment. Attach certificates. |
| 2.3. | Evaluation of own scientific field (research council etc.) |
| 2.4. | You may attach previous expert opinions (for the last five years). |
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| 3. Research merits | |
| 3.1. | Describe your research profile (maximum 1 page). |
| 3.2. | Describe your planned research activities (maximum 2 pages).   * Planned research activities. * Collaboration with the society and the business world. |
| 3.3. | List your publications (in a numbered list). If there are fewer than ten authors, all co-authors are specified in published order of names. Otherwise the first author, the applicant's name and the number of co-authors are stated.   * Describe the articles reviewed by experts/referees in international journals. |
| 3.4. | Other publications including books and patents. |
| 3.5. | Account for any funding you have received. Give a brief description of your role in the application process. State the principal applicant and co-applicants. Attach certificates.   * Funds from research councils etc. * Funds from the EU and foundations. * Funds from trade and industry as well as authorities. * Other funds. |
| 3.6. | Describe active participation in national and international conferences over the past five years. State activities, such as plenary lectures, invited lectures, articles or items, chairmanship, session organisation etc. |
| 3.7. | National and international awards. |
| 3.8. | Membership in academies/committees, etc. |
| 3.9. | Assignments as reviewer /independent expert   * Editorial/advisory board in international journals. * Referee assignments for journals. State the journals and number of assignments per year. * Assignments as opponent. * Assignments providing expert opinions, for example regarding employments |
| 3.10. | Other scientific work   * Exhibitions. * Creation of, participation and collaboration in international networks. * Scientific qualifications in trade and industry, and outside university. * Other scientific leadership or development work which you would like to highlight. |
| 4. Pedagogical merits To support the reporting and assessment of pedagogical merits, KTH uses a pedagogical portfolio. The following items and titles are based on that portfolio. For an in-depth description, see the basic document “Pedagogical portfolio at KTH Teacher Support Web”: <https://www.kth.se/en/om/work-at-kth/cv-mall-for-anstallning-av-larare-1.471907>  Expected extent of descriptive and reflective sections in paragraph 4.1, 4.3, 4.4 and 4.6: 3-5 pages. | |
| 4.1. | Give a brief summary of your profile as a teacher in higher education (maximum half a page). |
| 4.2. | List your experiences of teaching in undergraduate, advanced/master level and doctoral level (first, second and third cycle), as well as further education. You can leave comments under point 4.5.   1. Teaching. 2. Production and development of teaching and learning material. 3. Educational administration and formal leadership roles. 4. Collaboration within study programme. 5. Teaching of general skills. 6. Supervision at bachelor and advanced/master level (first and second cycle level). 7. Supervision at doctoral level (third cycle level). State the student's name, university, year of admittance, funding, type of degree, when it was issued or is expected to be issued. Describe your role and the extent of your involvement as supervisor. Documents supporting your role as main supervisor should be attached to the application. If you have been de facto main supervisor, this should be supported by certificates. 8. Pedagogical activity outside the higher education institution e.g. via collaborations with the society and the business world. 9. General public presentations. 10. Development and use of e-learning/blended learning as teaching method. 11. Other pedagogical merits, for example pedagogical work related to internationalisation, diversity, sustainability or prizes and awards. |
| 4.3. | Theoretical knowledge (maximum 2 pages)   * Describe your insights into theory and research on teaching and learning relevant to higher education. * List your higher education courses in teaching and learning that you have completed. For courses taken outside of KTH, state year, university, course designation, number of credits and the course goals and aims for each course. Attach course certificate with passing grade for each course. Knowledge/competencies regarding teaching and learning that correspond to course fulfilment acquired in other ways are to be described in a similar way. Explain in what way your knowledge/competencies correspond to the course requirements and provide certificates or equivalent documents. |
| 4.4. | Approach.Describe your underpinning view on teaching and learning and your practice as a teacher and supervisor in higher education. |
| 4.5. | Proficiency as a teacher.Describe the proficiency you have attained as a teacher on all levels. Relate to the areas you have mentioned under points 4.3 and 4.4. Write sub-headings corresponding to those in point 4.2. Attach all recent course analysis you have written. You can also add other documentation verifying your work (such as course evaluations). |
| 4.6. | Educational development work/projects.Describe your development as a teacher and how you want to continue developing teaching-learning in higher education. |
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| 5. Management and collaboration | |
| 5.1. | Describe your leadership profile   * Account for your personal view of academic leadership. Highlight challenges and tools for gender equality, diversity and equal treatment work at an institute of technology (1-2 pages). |
| 5.2. | Management education   * List your education within management and the area of gender equality, diversity and equal treatment. |
| 5.3. | Management tasks and administration   * List your current and earlier management and/or administrative tasks. Describe your experience of unit supervision specifying the duration and the unit's size. Unit refers to research group, department and school etc. * Membership in boards/councils within universities over the past five years. * Own initiatives and work within the area of gender equality, diversity and equal treatment. |
| 5.4. | Research policy assignments   * Member of state research councils or committees within them. * Member of other boards or committees providing grants. * Assessment of Swedish and foreign research applications (number/year over the past five years). * Member of international research councils, programmes, committees or advisory groups. * Other important expert and leadership assignments. |
| 5.5. | External contacts and external activities (experience of and plans for collaboration directly linked to individual research and education activities will be accounted for under points 3.2 and 4.2)   * Collaboration with trade and industry as well as authorities. * Member of boards within companies and authorities. |
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| 6. Attached publications | |
| 6.1. | List maximum ten of your publications which you would like to cite in the first instance. Write a list with a brief explanation to the choice. Publications should be uploaded separately in the KTH recruitment system. |
| 7 | Summary of documents and certificates that should be attached to your application |
|  | Scan your documents and certificates in the same order as listed below. The file should be attached to your complete CV and uploaded in the KTH recruitment system. Enclose following where relevant:   1. Section 1.6 Certificate of employment from your current employer with title, period of employment and placement. 2. Section 2.1 Certificates for Higher Education degrees. Specify year of graduation, type of qualification (for example, Licentiate of Technology, Doctor of Philosophy). 3. Section 2.2 Certificate for docent with year of appointment. 4. Section 2.4 You may attach previous expert opinions (for the last five years). 5. Section 3.5 Certificates for funding you have received 6. Section 4.2 Documents supporting your role as main supervisor should be attached to the application. If you have been de facto main supervisor, this should be supported by certificates. 7. Section 4.3 Certificates confirming completed higher education courses in teaching and learning. Attached course certificate with passing grade for each course. See section 4.3 regarding See section 4.3 regarding knowledge/competencies acquired in other ways and requested certificates or equivalent documents. 8. Section 4.5 Proficiency as a teacher. Attach all recent course analysis you have written. You can also add other documentation verifying your work (such as course evaluations). |
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