

12 April 2022

## INSTRUCTIONS FOR APPLYING FOR THE TITLE OF DOCENT FROM THE FACULTY OF MANAGEMENT AND BUSINESS

In accordance with Section 89 of the Universities Act (558/2009), a university may, upon application, award the title of docent to individuals who have a comprehensive knowledge of their field, a capacity for independent research or artistic work demonstrated through publications or some other manner, and good teaching skills.

The title of docent may be awarded by the President of Tampere University upon separate application.

On 12 February 2019, the President issued a decision that sets out the procedure for the conferral of the title of docent at Tampere University.

Criteria for receiving the title of docent:

- doctoral degree
- in-depth expertise in their field
- the ability to pursue independent scholarly or artistic activity as demonstrated through publications or otherwise
- as a rule, notable scientific or artistic output after completing a doctoral degree. Candidates are recommended not to apply for the title too early on in their career.
- strong teaching skills

For a justified reason, the title of docent may be awarded to an employee of Tampere University who satisfies the requirements set out herein.

### Applying for the title of docent

Before applying for the title of docent you must discuss the necessity of the proposed docentship and the definition of the field thereof with a professor of the discipline. The field of the proposed docentship may not be defined too broadly or too narrowly and it must be relevant from the perspective of the research and teaching activities of the Faculty of Management and Business.

You must submit an informal application to the President, clearly and precisely stating the field of the proposed docentship (in Finnish and English) and grounds for applying for the title.

The following enclosures should be attached to the application:

- CV drawn up according to instructions provided by the Finnish National Board on Research Integrity TENK (<https://www.tenk.fi/en/tenk-guidelines>) (The first page of the CV must include the applicant's date of birth and e-mail address.)
- a copy of your doctoral degree certificate (pdf version of the original diploma)
- a list of publications prepared according to instructions provided by the Academy of Finland (<https://www.aka.fi/en/research-funding/apply-for-funding/how-to-apply-for-funding/az-index-of-application-guidelines2/list-of-publications/>).

- a brief written statement describing your most important postdoctoral activities and achievements as they relate to the proposed docentship and your ability to pursue independent scholarly activity
- a teaching portfolio prepared according to the guidelines issued by Tampere University (<https://www.tuni.fi/sites/default/files/2021-10/TAU%20%20Guideline%20for%20applicants%20teaching%20portfolio.pdf>)  
The teaching portfolio includes a description of your pedagogical competences and your experience of teaching, instruction and the development of teaching and examples of teaching recognition and awards received, as well as examples of recent student feedback and how it has been used. Additionally, the teaching portfolio must present previous evaluations of teaching skills (approved teaching demonstrations) as well as other teaching merits.
- up to 10 publications that you want to be taken into consideration in the evaluation of your scientific qualifications and consequent eligibility for the title of docent
- a list of the publications referred to above

Please deliver your application and required attachments to Research Specialist Hanna Salminen ([hanna.salminen@tuni.fi](mailto:hanna.salminen@tuni.fi))

With questions, please contact:

Vice Dean for Research Johanna Kujala, [johanna.kujala@tuni.fi](mailto:johanna.kujala@tuni.fi), tel. +358 50 420 1509  
Research Specialist Hanna Salminen, [hanna.salminen@tuni.fi](mailto:hanna.salminen@tuni.fi), tel. +358 40 190 9660

### Processing and evaluation of applications

Your application will be reviewed by the Faculty's Docent Committee. The Docent Committee will request a professor, who represents the field of the proposed docentship, to provide a statement describing how the docentship is expected to promote and support research and education in the field. In the statement, the professor will nominate two impartial and internationally recognised experts to evaluate your qualifications.

If the Docent Committee considers your docentship to be necessary and consistent with the activities of the faculty, and deems that you possess the required qualifications, the faculty will request a statement of your scientific qualifications from at least two internationally renowned experts. The external experts must meet the eligibility requirements set out in Section 28 of the Finnish Administrative Procedure Act (434/2003). As set out in the Administrative Procedure Act (434/2003), a person applying for the title of docent has the right to oppose the appointment of an expert that he or she feels has a conflict of interest that could prevent an impartial review.

Based on the application documents and expert statements, the Docent Committee will assess whether you have demonstrated the scientific expertise and teaching skills required for the award of the title of docent. The Docent Committee will also assess your teaching performance based on your teaching portfolio and possible teaching demonstration. After completing the assessment, the Docent Committee will submit a proposal to the Dean regarding awarding of the title of docent. The Dean will submit a proposal to the Provost regarding the awarding of the title of docent. The President will formally award the title upon the recommendation of the Provost.

The Faculty Council will be notified of the new docentship.

## Expert statements

Awarding the title of docent requires strongly favourable statements from two experts in a relevant field who are external to the Faculty.

When evaluating an applicant's scientific competence, a general requirement is that the applicant has, in addition to his/her doctoral dissertation, published research which demonstrates his/her ability to independently conduct research. The scope of your publication output must be equal to at least two doctoral dissertations and include international publications. Your postdoctoral publication output must clearly expand the breadth and depth of your expertise in the field of your doctoral dissertation and explore the field of your proposed docentship.

When assessing your qualifications, the external experts will be expected to consider your field of research and possible area of special expertise. In their statement, the external experts may focus on your main activities and scientific output in the field of the proposed docentship and only briefly evaluate your other publications and/or output. The external experts will be asked to provide their statements within a period of two months.

## Assessment of teaching skills

As docents are expected to possess strong teaching skills, you will be invited to deliver a teaching demonstration unless it is considered unnecessary for a justified reason. You can find further instructions on delivering a teaching demonstration and its evaluation in a separate document. The Docent Committee will grade your teaching demonstration on a scale of satisfactory, good, and excellent. A candidate may receive a failing grade for a failed or missed teaching demonstration. You will be considered to possess the required teaching skills after you have successfully delivered a teaching demonstration and a) the Docent Committee awards you at least the grade "good" for the teaching demonstration, or b) the Docent Committee awards you the grade "satisfactory" for the teaching demonstration, but the other merits presented in your teaching portfolio compensate for any weaknesses in the teaching demonstration. A candidate who receives the grade "fail" or "satisfactory" for the teaching demonstration will have the opportunity to deliver a new teaching demonstration. A failed teaching demonstration cannot be compensated with other teaching merits.

The Docent Committee may exempt you from the requirement to deliver a teaching demonstration if you have previously given a teaching demonstration in a field connected to your proposed docentship when applying for an academic teaching position at the University and received the grade good or higher. You may also be exempted from delivering a teaching demonstration if you are indisputably deemed to possess strong teaching skills based on the provided documents. If you are seeking an exemption from the requirement to deliver a teaching demonstration, you must attach your application for the title of docent with a request for exemption and documents demonstrating your previous teaching demonstration (extract of the minutes of the meeting where the teaching demonstration was assessed) and other teaching merits.