

GUIDELINES FOR THE AWARDING OF THE TITLE OF DOCENT – FACULTY OF SOCIAL SCIENCES

Criteria for receiving the title of docent

According to Section 89 of the Universities Act (558/2009), a university may award the title of docent to a person who has comprehensive knowledge of her/his own field, a capacity for independent research or artistic work demonstrated through publication or some other manner and good teaching skills.

The President has issued a decision on the conferral of the title of docent on 12.2.2019. The applicant should demonstrate that he/she has acquired comprehensive knowledge of their field, a capacity for independent research, and good teaching skills. Candidates for the title of docent are recommended not to apply for the title too early on their career. For a justified reason, the title of docent may be awarded to a person employed by Tampere University.

Applying for the title of docent

Before applying, the applicant should contact a professor in the field in question or the Head of the Field of Study in order to establish the necessity of the title of docent for the Faculty, and the field of research. The applicant and the professor should also discuss the field and the name of the docentship. The field should not be too narrow in scope.

The applicant prepares an application addressed to the President of Tampere University that clearly indicates the field of the proposed docentship and the contact information of the applicant. The application should be sent by email in one single pdf-file to: soc-docents.tau@tuni.fi

The application must include the following parts, with the bolded titles, in this order, all enclosed as one single pdf-file:

- **APPLICATION LETTER:** an informal application letter (1-2 pages), with applicant's contact details and e-mail.
- **CURRICULUM VITAE** prepared according to [guidelines issued by the Finnish Board of Integrity \(TENK\)](#).
- **DIPLOMA:** A copy of the applicant's doctoral diploma and other diplomas, if applicable.
- **MOST IMPORTANT MERITS AFTER DOCTORATE:** A brief written statement of the applicant's most important merits and activities after receiving doctorate as they relate to the docentship and the ability to pursue independent scholarly activity.
- **FULL LIST OF PUBLICATIONS** List of publications compiled according to the [guidelines issued by the Research Council of Finland](#).

- **TEACHING PORTFOLIO:** A teaching portfolio prepared according to the guidelines issued by Tampere University, on page 3 of this document.
- **LIST OF 10 PUBLICATIONS:** A list of no more than ten (10) publications the applicant wishes to be taken into consideration when her/his academic qualifications for the title of docent are evaluated. The selected publication must demonstrate the capacity of the applicant for individual research: publications that are part of the doctoral Thesis should be excluded. Edited volumes that do not include articles from the applicant should be described in section Most important merits. The applicant will be requested to submit the publications separately further on in the applications process. If the list includes titles that have been accepted for publication but have not been published yet a confirmation (email) from the publisher must be included. Regarding the language of the publication, please note that in general both external reviewers should be able to review all 10 publications.

Awarding of the title of docent

The Scientific Committee at the Faculty of Social Sciences is tasked with considering and processing the applications for the title of docent. The Committee asks the professor of the field in question a statement where the expediency, importance and support for the field's education and research is established. The professor should also make a proposal on at least two experts who will evaluate the application.

If the Scientific Committee finds the title of docent expedient and that the applicant fulfils the criteria for the title of docent, the Faculty obtains statements on the applicant's scholarly merits from two internationally distinguished experts. Stipulations on the disqualification of experts are included in Section 28 of the Administrative Procedure Act (434/2003). Based on said Act, the applicant is reserved the right to notify the Faculty of the disqualification of an expert.

The teaching and instructional skills of the applicants will be evaluated.

The Scientific Committee evaluates, on the basis of the application, the expert evaluations and evaluation of the teaching and skills, whether the applicant has the required scientific competence and good teaching skills, and makes a proposal to the Dean on awarding the title of docent.

The President awards the title of docent.

The Faculty Council will be notified of the new docentship.

Inquiries:

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This Guideline is also available on Tampere University [website](https://www.tuni.fi).

The assessment of teaching competence of an applicant for the title of docent in the Faculty of Social Sciences

According to Section 89 of the Universities Act, a docent must have good teaching skills. In the assessment of the teaching competence of a person applying for the title of docent, the President's decision on the assessment of teaching competence at Tampere University (TAU/2559/501/2019) is applied, as well as these SOC guidelines. For more information, see the [Assessment of teaching competence at Tampere University website](#).

Teaching competence of the applicants is assessed based on:

- A teaching portfolio drawn up according to the University's guidelines
- A teaching demonstration

Guidelines for the teaching portfolio

An applicant for the title of Docent attaches a 3-5 page teaching portfolio to his or her application. See the guidelines below. You will also find the [assessment criteria for teaching competence](#) as well as the portfolio guidelines on our website.

Parts of the teaching portfolio, that should be included in the application are the following:

1. Pedagogical philosophy:
 - the applicant's conception of learning and how teaching can support it
2. Pedagogical skills:
 - pedagogical training and research,
 - awards received for good teaching, other acknowledgments, and merits
3. Experience of teaching and supervision:
 - courses taught, theses supervised, working as an academic tutor,
 - using different teaching methods and learning environments,
 - teaching and supervision practices that promote learning and skills development
4. Development of teaching and supervision competence:
 - the development of and making use of teaching materials and learning environments,
 - using students' feedback to develop teaching,
 - basing teaching on research
5. Joint development of teaching:
 - cooperation with teachers, students and employees,
 - multidisciplinary cooperation,
 - curriculum design,

- internationality, pedagogical leadership

6. Other teaching merits

7. Previous assessments of teaching competence

The teaching competence of an applicant for the title of docent is assessed in relation to the requirements and criteria for awarding the title of docent. The required good teaching skills are assessed in their entirety based on what the applicant has presented in the teaching portfolio.

If necessary, the applicant is requested to give a **teaching demonstration**. In such cases, the teaching demonstration must be graded at least with the grade **good** (corresponding to level 3 of the assessment criteria matrix). The teaching demonstration is a 20-minute lecture related to the field of the docentship. The applicant should inform the faculty well in advance about the title of the demonstration lecture and the study module it is related to. The lecture is a public event open to the members of the scientific committee, staff, students, and others. The lecture can be given in Finnish or English.

The demonstration lecture can also be given virtually (eg via Teams or Zoom) when the applicant resides permanently abroad, when the University only organises virtual teaching due to exceptional circumstances or for another cogent reason. If the teaching demonstration is held online, it is evaluated as online teaching, and this should be taken into account when preparing the online lecture. The applicant may use notes and teaching aids and distribute materials as he or she sees fit. Reading the lecture straight out of notes is not allowed. The audience can ask questions after the lecture.

The Faculty may deem it unnecessary for some applicants to give a demonstration lecture if they have, within the previous years, given a demonstration lecture in the Finnish, Swedish or English language for a teaching post or the title of docent at Tampere University or another Finnish university or if the applicant's teaching merits are sufficient for assessing his or her teaching competence as good. The overall assessment considers teaching and supervision experience, university pedagogy skills and other pedagogical studies and experience of teaching development. If the applicant is not regarded as having the required good teaching skills, he or she can give the demonstration lecture once more.

In the evaluation the assessment criteria matrix (TAU/818/501/2021) will be applied.