

## Faculty of Medicine and Health Technology's instructions for persons applying for the Title of Docent

### 1. Title of docent, data protection and publicity

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

On 12 February 2019, the President issued a guideline on awarding the title of docent at Tampere University.

The application process of a docent, the documents, and granting the title are public matters except for information that is kept confidential under the Act on the Openness of Government Activities. The documents are available upon request. Requests for the documents should be sent to Tampere University's document management address [tau@tuni.fi](mailto:tau@tuni.fi).

The names of the persons granted the title of docent are published in the minutes of the Faculty Council meetings at the Faculty of Medicine and Health Technology and in the University's list of docents (<https://www.tuni.fi/fi/tutustu-meihin/korkeakouluyhteiso-tyonantajana/tampereen-yliopiston-dosentit>) (only in Finnish).

### 2. Preconditions for granting the title of docent

Tampere University has defined the following university-level preconditions for awarding the title of docent:

1. a doctoral degree
2. in-depth expertise in the candidate's field
3. ability to pursue independent scientific research as demonstrated by publications or other means
4. generally notable scientific output after completing a doctoral degree; candidates for the title of docent are recommended not to apply for the title too early in their career.
5. good teaching skills
6. the docent's field is appropriate and aligns with the faculty's activities
7. other field-specific criteria.

In addition to the university-level requirements mentioned above, the **Faculty of Medicine and Health Technology** has the following requirements for awarding the title of docent.

### Scientific publications

The applicant's scientific publications must show that the applicant has comprehensive command of the field in which the title is being sought and the capacity for independent scientific research. The applicant's scientific publications must show that the applicant has created their own line of research, and that the applicant's research is actively ongoing.

The evaluation of applications primarily considers original articles that have been published or approved for publication in international, peer-reviewed publication series. The minimum number of such publications is 20. The applicant must be the first, second or last author in no less than 10 publications in the field where the title is sought. Case reports, conference publications and consortium publications are reviewed on a case-by-case basis.

The Summary section of an article-based dissertation is not considered an original or review article, but the original articles are. The list of publications may include a monograph dissertation, and two (2) review articles published in peer-reviewed publication series (domestic or international assessed case-by-case).

### Scientific postgraduate education

In the evaluation of scientific merits, scientific postgraduate studies are taken into account: in addition to the doctoral degree, scientific postgraduate studies abroad or in Finland as well as participation in scientific meetings in Finland and abroad as an organiser or presenter of research results.

### Practical knowledge required in the field

In clinical and clinical laboratory fields, applicants for the title of docent are required to have completed two years of service in the role of senior physician or senior dentist after completing their medical specialist degree in medicine or dentistry. The Docent Committee assesses the fulfilment of this criterion on a case-by-case basis.

### Teaching skills

In the evaluation of teaching skills, the reviewers consider the applicant's pedagogic capabilities, teaching experience, supervisory experience (supervision of dissertations, other theses and scientific studies), the production of teaching materials, development of teaching

skills and collaborative teaching development. (It is desirable for the applicant to have pedagogical training; in exceptional cases, extensive teaching experience and a recent teaching demonstration may be accepted as evidence of teaching competence.)

### 3. Applying for the title of docent

The application and attachments are:

1. **A free-form application, addressed to the President of Tampere University** (of approximately 1 page) which clearly identifies the field in which the title of docent is sought. The application should include the applicant's phone number and email address. The field of the docent title mentioned in the application must be suitable for the traditions of the Faculty and general enough to consider the entire working career. The field of the docent title cannot be changed later, and another title of docent will not be awarded from the same Faculty. The Dean checks the suitability of the field for the Faculty.

**The following enclosures should be attached to the application:**

2. **A free-form statement of necessity (0,5–1 pages) prepared by the professor in the docent's field** stating the field (identical to the application) and indicating the significance of the title of docent and how it supports teaching and research in the discipline, as well as a proposal for two impartial experts (a professor or docent representing the field from outside Tampere University). See Section 28 of the Administrative Procedures Act 434/2004 for the grounds for disqualification.
  - a. The person preparing the statement of necessity should not have recent joint publications with the applicant (3 years). If the professor preparing the statement has recent joint publications with the applicant or another conflict of interest (e.g. a employer – employee relationship), the statement may be prepared by the Head of Unit or a professor from a parallel discipline, after consulting a professor in the applicant's field regarding the necessity of the title of docent.
3. **a curriculum vitae** prepared in accordance with the instructions of the Finnish National Board on Research Integrity (<http://www.tenk.fi>).
4. **a copy of the doctoral degree certificate** and, in the field of clinical medicine, a copy of the certificate on completed **medical specialist training**
5. **a list of publications** grouped as follows
  - a) original scientific articles with a separate mention of the dissertation and the articles it contains

- b) general reviews, editorials and textbook articles
- c) other texts
- d) abstracts (if the applicant wishes to mention them in the application)

**Please note!** The only writings that can be considered as original scientific articles are texts where the research results are the core content that are not reported in other articles, and which have been published in a scientific journal. Manuscripts approved for publication can be mentioned, in which case they must be marked 'approved for publication'. The references should be written in accordance with the Vancouver format (e.g. Wilson D H, Thyson W T: name of article, Am J Clin Patol 1991; 29:762- 770). For publications that are in press, the applicant must attach a copy of the journal's letter of approval. After the name of each publication, the applicant must mention the journal's last available impact factor. Monographs and Finnish-language publications are considered especially in fields where the impact system cannot be used.

6. **A teaching portfolio** that includes **concise** descriptions of:

- a) the applicant's approach to teaching
- b) the applicant's pedagogical capabilities (e.g. pedagogy training, ECTs, dates)
- c) teaching experience (dates, institutions)
- d) supervisory experience (official supervision of dissertations, other theses and scientific studies)
- e) production of teaching materials
- f) development of teaching and supervisory skills as well as collaborative teaching development

The teaching portfolio should also present previous evaluations of teaching skills (approved teaching demonstrations) and other teaching merits.

7. **Significant post-dissertation merits:** a brief written account of activities supporting the title of docent completed after the dissertation, scientific activities and capacity for independent research.
8. **Assessment of one's own scientific research field and own contribution to it:** A free-form assessment, no longer than 1–2 pages, of the applicant's own scientific research field, their contribution to it and future goals. Here, the applicant can also present an analysis of how often their works are cited in literature.
9. **Detailed account of scientific postgraduate education:** this includes considering international or Finnish postdoctoral training, and participation in scientific conferences in the applicant's field either in Finland or abroad

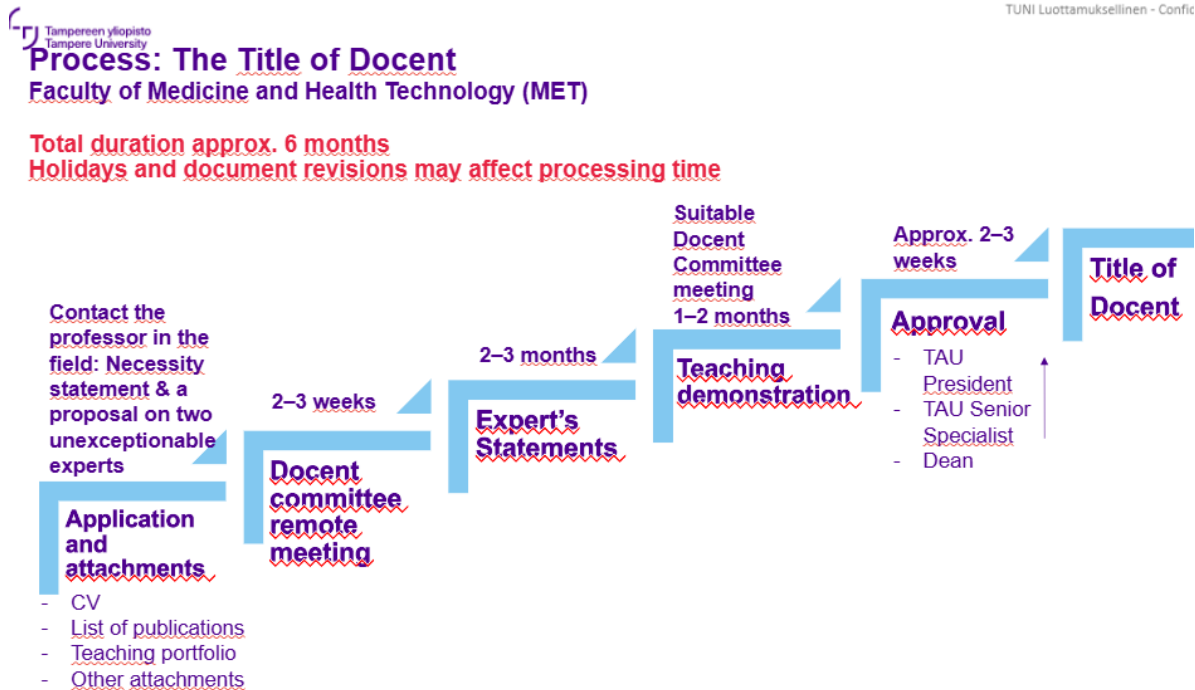
10. **A calculation of work experience after completing a specialist degree in medicine or dentistry:** in clinical fields, the applicant is required to have completed two years of service. The applicant must prepare a calculation of this service.

The application is submitted via email to the address: [met-docents.tau@tuni.fi](mailto:met-docents.tau@tuni.fi). The service email is read by Executive Assistant Annamaija Paunu and Senior Specialist Sara Lamminmäki who also provide further information when necessary.

The application documents are mainly processed digitally on Tampere University's document management and archive system (Aarre) and delivered to the reviewers and the applicant by email. The applicants will be asked for their permission to process the documents digitally.

#### **4. Granting the title of docent as a process – practical information for applicants**

The process for granting the title of docent takes approximately 6 months, including initial counselling of applicants and professors and technical reviews of documents.



1. Applications with enclosures are processed by the Faculty's Docent Committee (a continuous process carried out by faculty administration).
2. If the Docent Committee considers the title of docent to be necessary and the field to be suitable for the faculty, the Committee will first complete a preliminary overall evaluation of the applicant's merits before submitting a proposal to the Dean on no less than two domestically or internationally distinguished experts (consistent with the professor's statement of necessity – a professor or docent), after which the Dean will decide on the experts.
3. Persons applying for the title of docent are given the opportunity to comment the disqualification of the experts based on the Administrative Procedure Act (434/2003).
4. Faculty administration delivers the applicant's documents to the experts who are given 2 months to complete their statement. The experts are paid a fee.
5. Once the experts have submitted favourable statements on the applicant's scientific qualifications for the title of docent, the applicant's teaching and supervisory skills are evaluated by arranging a public teaching demonstration. The time of the teaching demonstration is agreed with the applicant. The teaching demonstrations are conducted online via Teams and they are announced in the faculty's internal email list.
6. The teaching demonstration is assessed by the Docent Committee. In applicable parts, the assessment is based on Tampere University's teaching competence assessment criteria.  
<https://content-webapi.tuni.fi/proxy/restricted/2025-02/assessment-matrix-for-teaching-competence.pdf>. An applicant may be regarded as having the teaching competence

required of a docent if the teaching demonstration is graded at least as 'good'. The Docent Committee of the Faculty of Medicine and Health Technology can relieve the applicant of the obligation to give a teaching demonstration on special grounds. A previously approved teaching demonstration given for another university teaching or other post within the past 5 years may be regarded as special grounds.

7. Based on the application documents, expert statements and the demonstration of teaching skills, the Docent Committee evaluates whether the applicant has the scientific qualifications and teaching skills required for the title of docent, after which the committee submits a proposal to the Dean on awarding the title of docent.
8. The President of Tampere University grants the title of docent based on a proposal by the Dean and University service's senior specialist.
9. The Faculty Council is informed about the title of docent and the person's name is included in Tampere University's list of docents.
10. After receiving the title of docent, the applicant must commit to teaching at the faculty. Docents may also contribute to the development of teaching.

## Contact details

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