

GUIDELINES FOR APPLICANTS APPLYING FOR A TITLE OF DOCENT Faculty of Information Technology and Communication Sciences

Based on the Universities Act (558/2009) 89 §: Upon application, a university may award the title of Docent to a person who has comprehensive knowledge of his or her field, a capacity for independent research or artistic work demonstrated through publications or some other manner, and good teaching skills. The President of the Tampere University grants the title of docent upon application. The President has established a general criterion for awarding the title of docent at the Tampere University (12.2.2019).

Criteria for receiving the title of docent, Faculty of Information Technology and Communication Sciences:

- Doctoral degree
- In-depth expertise in the candidate's field
- Ability to pursue independent scholarly or artistic activity as demonstrated through publications or otherwise
- Generally notable scientific or artistic 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)
- Good teaching skills
- When evaluating an application, the faculty management group also considers the relevance of the applicant's scientific or artistic work to the faculty's research profile. The applicant must have an active record of scientific publications in the field of the docent position over the past five years.

A docent is expected to participate in the faculty's activities, for example

- Applying for external funding representing the faculty
- Teaching in the field associated with the title of docent
- Participating in the faculty's research and publication activities in collaboration with faculty researchers or as a researcher affiliated with the faculty.

For a justified reason, the title of docent may be awarded to a person employed by Tampere University if the criteria are met.

APPLYING FOR THE TITLE OF DOSENT

Before applying, the applicant must discuss with a professor in the relevant field the need for the docentship for and the definition of the field of the title of docent. The field of the title of docent must not be defined too broadly or too narrowly, and it must be relevant to the research and teaching conducted within the faculty. After this, the applicant prepares a free-form application addressed to the President of the University, clearly indicating the field of the docentship being applied for (in Finnish and English) and the reasons for the application. The application must include the applicant's phone number and email address, as well as the faculty unit where the docentship would be located.

Required attachments:

1. **CV**, prepared according to guidelines issued by the Finnish Advisory Board for Research Integrity TENK ([Finnish National Board on Research Integrity TENK](#))
2. **Copy of the doctoral degree certificate**

3. **List of publications**, prepared according to guidelines issued by the Academy of Finland:
[List of publications - Research Council of Finland](#))
4. **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/artistic activity (this may be included in the application letter).
5. **A teaching portfolio prepared according to guidelines issued by Tampere University.** The portfolio shall include a description of the applicant's pedagogical skills, teaching and supervision experience, and work on teaching development. In addition, previous evaluations of teaching competence and other teaching merits shall be documented in the teaching portfolio. Guidelines and information on the evaluation of teaching competence are available on the university's public website. ([Assessment of teaching competence | Tampere University](#))
6. **Ten publications or artistic works** that the applicant wishes to be taken into consideration when assessing their scientific or artistic qualifications for the title of docent in the relevant field, and which are not included in the doctoral dissertation (publications must be submitted as PDF files)
7. **List of the publications mentioned above**

The application and its attachments should be submitted digitally to the faculty at itc-docents.tau@tuni.fi.

PROCESSING AND EVALUATION OF APPLICATION

1. **Preparations:** The applicant contacts a professor or other contact person in the faculty who represents the field of the docentship. The applicant and a faculty representative will discuss the field of the docentship, possible forms of collaboration, and the need for the docentship. The field of the docentship must be relevant to the research and teaching conducted in the faculty.
2. **Applying:** The applicant must prepare their application in accordance with the instructions provided above and submit the application and its attachments in English or Finnish to the faculty at itc-docents.tau@tuni.fi.
3. **Statement of necessity:** A professor in the field writes a statement on the necessity of the docentship. The statement must demonstrate that the requirements for the title of docent are met, as well as the significance and support the docent provides for teaching and research in the field, and the nature of the collaboration that has already taken place or is planned with the applicant. In the statement, the professor must propose at least two impartial and internationally recognized experts to evaluate the applicant's scientific competence.
4. **Processing of the application in the unit:** The application is processed and the need for the docentship is preliminarily assessed within the unit, under the direction of the head of the unit to which the application is addressed, and a decision is made on whether to propose to the faculty's management group that the evaluation process should be initiated.
5. **Processing of the application in the management group:** The faculty management group processes the application and assesses the necessity of the docentship. If the management group considers the title of docent necessary, the field appropriate to the faculty's activities, and the applicant's merits sufficient, the applicant's teaching competence is assessed, and statements of scientific or artistic competence are obtained.
6. **Assessment of scientific or artistic competence:** Statements on the applicant's scientific or artistic competence are requested from two internationally recognised experts. The selection of experts is subject to the disqualification criteria set forth in Section 28 of the Administrative Procedure Act. Applicants for the title of docent are given the opportunity to raise objections regarding the disqualification of experts based on the Administrative Procedure Act (434/2003). Experts are given 2–3 months to provide their statements.

7. **Assessment of teaching competence:** As part of the assessment of teaching competence, the applicant will give a teaching demonstration, and their teaching portfolio will be evaluated. The teaching demonstration is open to the public and will be evaluated by a panel of experts composed of teaching competence specialists from the faculty. More detailed instructions and guidelines on the assessment of teaching competence are provided below. In the comprehensive assessment of teaching competence, the applicant must demonstrate that they possess the teaching skills required for the title of docent (grade 3, rating “good”).
8. **Overall assessment by the faculty management group:** Based on the application documents, expert statements, the evaluation of teaching competence, and any other relevant documents, the faculty management group assesses whether the applicant possesses the scientific or artistic qualifications and teaching competence required for the title of docent. The statements assessing scientific or artistic competence must clearly support the granting of the title of docent. If the competence is deemed sufficient and the docentship necessary, the Dean proposes the awarding of the title of Docent to the President.
9. **Decision-making:** The application and the statements received are reviewed by the university’s expert on docent matters. The final decision is made by the university president, based on the recommendation of the expert on docent matters.
10. **Notification to the faculty council and the management group:** The decision to award the title of docent will be notified to the faculty council and the faculty management group.

ASSESSMENT OF SCIENTIFIC OR ARTISTIC COMPETENCE

The granting of the title of docent requires clearly supportive statements from two experts external to the university in the relevant field. For justified reasons, an external expert working in another faculty of Tampere University may be appointed as an expert.

In assessing the applicant’s scientific qualification, the general criterion is that, in addition to the doctoral dissertation, the applicant has published research demonstrating the ability to conduct independent scientific research or artistic work. This means publication activity corresponding in total to at least the scope and level required for one doctoral dissertation, including international publications or artistic works. Publications produced after the doctoral dissertation must clearly expand or deepen the applicant’s doctoral research field and be targeted at the field of the docentship.

In evaluating the applicant’s qualification for the title of docent, the expert must take into account the field of research and any possible specification of the field. In their statement, the expert may focus on the applicant’s core activities and the scientific output essential for the docentship, and briefly evaluate other publications and/or other output. Experts are requested to assess at least four of the applicant’s publications or artistic works. The indicative length of the expert statement is 2–3 pages. Experts are given 2–3 months to provide their statement.

ASSESSMENT OF TEACHING COMPETENCE

A docent is required to have good teaching skills. The applicant gives a teaching demonstration unless it is considered unnecessary for a specific reason. Based on the teaching portfolio and the teaching demonstration, members of the faculty’s teaching competence evaluation pool assess, in accordance with Tampere University’s teaching competence evaluation criteria, whether the good teaching skills required of a docent are met. A failed or not given teaching demonstration may be rejected.

An applicant may be considered to have the good teaching skills required of a docent if the teaching demonstration has been completed satisfactorily and the evaluation pool has assessed the teaching competence with at least the grade “good” (grade 3) in accordance with Tampere University’s

teaching competence evaluation criteria. A teaching demonstration that has been rejected or assessed with a lower grade than “good” (grades 1–2) may be retaken once.

The management group may exempt the applicant from giving a teaching demonstration if the applicant has previously given a teaching demonstration related to the field of the docentship for a teaching post at Tampere University that has been approved with at least the grade “good” (grade 3). The applicant may also be exempted from giving a teaching demonstration if, based on the submitted documentation, the applicant indisputably can be considered having the good teaching competence required of a docent. An applicant seeking exemption from giving a teaching demonstration must, at the time of submitting the application, attach documents on previous teaching demonstrations given at Tampere University (assessment or feedback of the teaching competence) as well as other teaching merits.