

The Faculty of Social Sciences at the University of Lapland adheres to the following application procedure and instructions regarding the title of adjunct professor.

Regulations concerning the title of adjunct professor

Chapter 11, section 89 of the Universities Act states the following: "Upon application, a university may award the title of adjunct professor (*dosentti* in Finnish) 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."

According to section 11 of the Administrative Rules of Procedure of the University of Lapland, the Rector shall decide on granting an applicant the title of adjunct professor based on a proposal submitted by the faculty.

The title does not involve an employment relationship with the university.

The instructions of the faculty comply with the Rector's decision on the title of adjunct professor at the University of Lapland.

Faculty requirements concerning adjunct professorship

Adjunct professor is an academic title, whereby the assessment of the applicant's competence is focused primarily on the quantity and quality of one's scientific publication. According to the requirements of the Faculty of Social Sciences, to be granted the title of adjunct professor, an applicant is to have a doctor's degree. In addition, the applicant must fulfil the following requirements:

1. Post-dissertation academic production whose scientific significance amounts at least to another high-quality dissertation within the academic field of the adjunct professorship.
2. Proof that one has created an independent researcher's career or profile and that one is still actively conducting research.
3. Good teaching skills and demonstration thereof.

Applying for the title of adjunct professor

Before submitting an application for the title of adjunct professor, contact the professor of the academic subject that in your view represents the field of the adjunct professorship. The professor is then to form an initial assessment of the necessity to grant adjunct professorship in the given field and to discuss with you its necessity and relevancy.

Also, the field and title of the adjunct professorship must be discussed in detail. In particular, it is important not to apply for adjunct professorship too early in view of the competence assessment process.

Write a free-form application for adjunct professorship, sign it, address it to the Rector, and email it to the Registry of the University of Lapland as a PDF file (each publication as a separate file) at kirjaamo(at)ulapland.fi. You may also send the application documents through secure mail: <https://securemail.ulapland.fi>. Use the same address when sending secure email ([kirjaamo\(at\)ulapland.fi](mailto:kirjaamo(at)ulapland.fi)).

The application documents will not be returned to you. Specify the field and title of the adjunct professorship that you are applying. Send the application with the documents and publications listed below.

1. CV

The CV is a short account of your merits and work. Write your CV according to the instructions of the Finnish National Board on Research Integrity (TENK): <https://www.tenk.fi/fi/tutkijan-ansioluettelo.html>.

Upon request, you are to be able to present written proof of all the entries of your CV. The CV is accompanied by a list of publications and a teaching portfolio.

2. List of publications

Write the list of publications according to the instructions of the Academy of Finland: <http://www.aka.fi/julkaisuluettelo>

3. Publications

Include at least ten (10) salient publications, related to the field of the adjunct professorship, that you wish to be considered in the assessment of your competence.

If the material intended for expert assessment contains joint publications, you are to explain your part in their production, unless it is clearly pointed out in them.

4. Teaching portfolio

You are to submit a report on your teaching merits according to the teaching portfolio instructions of the Faculty of Social Sciences. <http://www.ulapland.fi/Suomeksi/Ajankohtaista/Avoimet-tyopaikat/Haku--ja-opetusportfolio-ohjeet/Yhteiskuntatieteiden-tiedekunta>

Processing of an application for adjunct professorship

Having received your documents, the professor of the academic subject is to give a written statement to the faculty on the application for the title of adjunct professor. In this statement the professor is to announce his/her opinion on the relevancy of the adjunct professorship and on the way in which the applicant aims to participate in subject-specific teaching, student supervision, thesis examination, research, and other academic activities.

The statement of the academic subject also presents the experts who will give their respective statements on the academic competence of the applicant. The statement of the academic subject is delivered to the head of administration of the faculty, who will introduce the matter to the Faculty Council.

The Faculty Council decides on further measures based on the statement of the academic subject, makes a decision on the necessity and relevancy of the adjunct professorship, and calls the experts

based on the presentation of the professor of the subject. As a rule, there are two experts. The experts shall not be close to the applicant as referred to in section 28 of the Administrative Procedure Act (434/03) or engaged in a cooperation, dispute, or other relationship with the applicant that purportedly compromises their objectiveness.

The faculty delivers the application, its appendices, and the publications to the nominated experts, who are requested to give their statements within two months.

Having received the expert statements, the Faculty Council decides on the applicant's academic competence, a potential trial lecture, and a proposal to be given to the Rector on granting the title of adjunct professor.

Teaching skills

An adjunct professor is to have good teaching skills (Universities Act 558/2009). Teaching skills and merits are assessed based on the application documents and expert statements. Especially the following issues are considered:

- pedagogical training
- experience gained through teaching and supervision of studies and theses
- skill in producing learning material
- experience in the planning and development of teaching
- other merits gained through teaching (e.g. supervised papers, recognition awards)
- feedback on and analyses of teaching and teaching skills
- teaching skills demonstrated previously through trial lectures

Specify your teaching experience and merits in a portfolio attached to your application. If your teaching skills cannot be assessed based on the above merits, you are to give a public trial lecture pertaining to the field of the adjunct professorship. The Faculty Council decides on the need for a trial lecture.

The University of Lapland has separate instructions on the trial lecture proceedings. The lecture may be either approved or rejected. An approved trial lecture may be graded excellent, good, or satisfactory. You cannot substitute other teaching merits for a rejected trial lecture.

If your teaching skills are deemed insufficient for adjunct professorship and you wish to restart the application process, you are to provide a report on improving your teaching skills after the previous application process.

For further information on applying for the title of adjunct professor, please contact Jukka Sankala, +358 400 425 492, firstname.lastname@ulapland.fi