

Instructions on Applying for Teaching and Research Positions at the Faculty of Education

Applicants applying for teaching and research positions at the Faculty of Education are required to attach to their applications an academic portfolio compiled according to the instructions presented in this document. *The academic portfolio, as an attachment to the application, is a public document and its content must be verifiable upon request.* In the portfolio, the applicant's merits must be presented in a way that shows their relevance to the position applied for. In addition, when preparing documentation for the application submission, the applicant is required to follow any position-specific instructions provided.

In order to ensure that each applicants' merits are equitably assessed, the portfolio should contain the following information in the order specified below. The recommended length of the portfolio is 5 to 10 pages (+ appendices).

1. Basic information

- surname, first name, year of birth
- contact information
- nationality
- native language and other language proficiency
- degrees earned (the most recent first), institution, major subject, minor subject(s), date and place of awarding the degree
- title of adjunct professor (*dosentti* in Finnish), discipline, the granting university, date of granting
- other education, non-degree studies, continuing education; name of study unit, scope of study unit, providing institution, date earned. Copies of the degree certificates relevant to the position applied for and certificates of language proficiency, if applicable, should be attached to the application.

2. Work experience

- the current position (if applicable), employer, start and end date of the employment relationship, or full-time study or grant researcher, (unpaid leave / leave of absence)
- previous employment relationships/grant periods (the most recent one first) relevant to the position applied for and their start and end dates, (unpaid leave / leave of absence)
- international teacher and researcher mobility periods or other significant international visits
- significant expert lectures and secondary positions; commissioner, scope, date

3. Research and other scientific activities

- research funding (research grants and appropriations): funder, amount, target and funding period
- role in preparing applications for funding, name of the principal investigator of the project (where funding has been granted)
- research leadership

- the applicant's total number of publications and a list of the publications (up to 10 publications, numbered) the applicant wishes to use to demonstrate his or her merits and suitability to the position. The publications must be submitted as attachments to the application.

- a list of the applicant's publications prepared according to the [Classification for Publications by the Ministry of Education and Culture \(Finland\)](#). For each publication, a complete bibliographic reference including the name(s) of the author(s), the title of the article or other publication, and the publisher's name must be included. The publications must be numbered.

- membership of editorial boards of scientific publication series or journals, or (chief) editorial responsibilities and reviewer/referee tasks for scientific journals

- acting as an appointed dissertation supervisor

- acting as a pre-examiner and opponent of dissertations

- acting as an expert assessor in assessing a person's scientific/artistic qualifications and merits

- conference presentations, key note lectures, organizing conferences (place, date, and for the last-named, the applicant's role in the event)

- membership of Finnish or international expert, evaluation or steering groups

4. Teaching and supervision

- the applicant's approach to, or view of, teaching and supervision

- teaching, supervision and training activities, a brief description of the duties and their scope

- funding granted for educational projects or development of teaching: funder, amount and funding period

- supervised theses (bachelor's and master's theses)

- pedagogical education

- merits regarding planning, evaluation and development of teaching and teaching methods and technologies (teaching interventions and reforms, reports on teaching, participation in a planning task force etc.)

- produced (and published) learning materials (textbooks, online learning materials, other learning materials)

- assessment of teaching (acting as an assessor of trial lectures, producing summarized descriptions of collecting and using student evaluation and peer-review statements, teaching awards)

5. Administrative duties and other activities

- tasks performed in the administration of higher education institutions or research organizations

- acting in societal positions and positions of trust

- public performances, presentations and appearing as an expert in the media

- other significant merits and duties

National classification for publications

Classification for publications by the Ministry of Education and Culture

Publication category	More information
A. Peer-reviewed scientific articles	
A1 Original scientific article	<i>Peer-reviewed original scientific articles in international or domestic scientific journals that have an ISSN number</i>
A2 Review	<i>Peer-reviewed reviews in international or domestic scientific journals that have an ISSN number</i>
A3 Contribution to book/other compilations	<i>Peer-reviewed articles in scientific compilation publications that have an ISBN number</i>
A4 Article in conference publication	<i>Peer-reviewed articles in scientific conference publications</i>
B. Non-peer-reviewed scientific writings	
B1 Writing in scientific journal	<i>Non-peer-reviewed writings in international or domestic scientific journals that have an ISSN number (includes articles, editorials, book reviews and comments)</i>
B3 Contribution to book/other compilations	<i>Articles in scientific compilations that have an ISBN number</i>
B4 Article in conference proceedings	<i>Articles in scientific conference proceedings</i>
C. Scientific books (monographs)	
C1 Published scientific monograph	<i>This includes publications that have been published in the monograph series of scientific associations. It does not include doctoral dissertations or other theses. Monographs must have an ISBN number.</i>
C2 Edited book, compilation, conference proceeding or special issue of a journal	<i>Publications that also provide a scientific contribution (e.g., preface or foreword)</i>
D. Publications directed at societies of experts	
D1 Article in professional journal	<i>Professional journals refer to journals whose target readers are educated in the field and apply this information in their work. Often domestic journals.</i>
D2 Article in professional hand or guide book, in a professional data system, or textbook material	<i>Professional hand or guide books refer to books whose target readers are educated in the field and apply this information in their work. Often domestic journals.</i>
D3 Article in professional conference proceedings	<i>Articles in professional conference proceedings</i>
D4 Published development or research report	<i>E.g., evaluations</i>

D5 Textbook or professional handbook, guidebook or dictionary	<i>Published textbooks or dictionaries</i>
E. Publications directed at the general public	
E1 Popular article, newspaper article	<i>Articles, reviews and editorials in publications directed at the general public. The publication must have a connection with the work of the author.</i>
E2 Popular monograph	<i>Published non-scientific popular writings. Not self-published writings. The publication must have a connection with the work of the author. The monograph must have an ISBN number.</i>
F. Public activity in fields of arts and industrial arts	
F1 Published independent artistic work	<i>Published composition, published play, permanent public piece of art or other independent artistic work</i>
F2 Public contribution to artistic work	<i>Part of public artistic work or presentation of group work (manuscripts, staging, costumes, choreography, image design, visualisations, light design, etc.) or other production (media production, web production, educational artistic production, etc.)</i>
F3 Public artistic play or exhibition	<i>The performance or exhibition of music, plays, movies, dance, etc., in the field of arts or industrial arts</i>
F4 Model or plan that has been implemented	<i>Visual plan, such as a plan for a product, a graphical plan, a layout plan, a collection, games</i>
G. Thesis	
G1 Thesis for higher vocational diploma, bachelor's thesis	
G1 Master's thesis, diploma work, upper higher vocational diploma	
G2 Licentiate thesis	
G3 Doctoral thesis, monograph	<i>Monograph theses published in a university or department series; sponsored or self-published monographs</i>

G4 Doctoral Thesis, articles	<i>Published doctoral theses are included here even if the articles in the thesis are reported in category A.</i>
H. Patents and invention reports	
H1 Patents	<i>One domestic and one abroad</i>
H2 Invention reports	<i>Count</i>
I. Audiovisual materials and programs in information and communication technology (ICT)	
I1 Audiovisual materials	<i>Audiovisual materials that are not classified elsewhere, e.g., television and radio programs and audiovisual presentations that document research results</i>
I2 ICT programs or applications	<i>Commercial or free software</i>