# **Z:\Backup\2017-07-18\Pictures\NMBU Logo.pngTemplate for documentation of qualifications when applying for a position as professor and associate professor at NMBU**

 Norwegian University of Life Sciences

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## Guide to the template:

* The purpose of the template is to provide the expert committee and the recommending authority with information about your qualifications in relation to what is defined in the advertisement text.
* It is the advertisement text that specifies what are absolute requirements and what are desirable qualifications.
* Do not enter more than what is relevant. Headings that are not relevant to the qualification requirements of the position can be deleted.
* In [NMBU's competence matrix](https://www.nmbu.no/en/node/35488#academic-positions) you will find examples of what can be filled in in the template.
* Use the template to supplement information you have entered in your academic CV in JobbNorge. What you have already stated in your CV, you do not need to repeat here.
* For educational competence, it is marked whether the qualification is relevant for professor, associate professor or for both types of position.
* The completed form must be attached to your application together with other application documents.
* The guidance text will be deleted before submission.

# **1. Scientific qualifications**

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## Doctorate

Title/description of the doctoral degree in a relevant subject area.

## **1.1 Research results**

Overview of the type of result with a short description.

## **1.2 Research process**

Overview of the type of result/experience with a short description.

## **1.3 Research management**

Overview of the type of result/experience with a short description.

# **2. Educational qualifications**

## **2.1 Pedagogical education and development work**

### **Overview of completed pedagogical education/courses at min. 200 hours**

The time period and institution must be revealed. Applies to the position of professor and associate professor.

### **Overview of quality development in own teaching and supervision over time**

Planning, implementation, evaluation and development of teaching and supervision.

In the overview, the area of development, level of course/programme, scope, time period, your role and institution must be stated. Applies to the position of professor and associate professor.

### **Participation in the development of the quality of education in academic communities**

The overview must highlight the type of participation, scope, time period and one's own role. Applies to the position of professor.

## **2.2 Teaching and supervision experience**

### **Teaching experience at higher and undergraduate level**

The overview must include the level, course/programme, scope, time period, own role and institution. Applies to the position of professor and associate professor.

### **Breadth and variety of educational experience**

The overview must include the type of experience\*, scope, target group, time period, own role and institution. Applies to the position of associate professor.

\*Examples: Teaching of different target groups, varied teaching methods, study administration, study work, course activities, teaching material development, etc., in addition to ordinary teaching.

### **Experience with supervision**

Applies to the position of professor and associate professor.

For the PhD level, the institution, the date of the thesis and the role of main or co-supervisor must be stated.

For master's/bachelor's level, the number of students sorted by level, year and institution must be stated.

### **Examination and assessment work**

In the overview, the year, scope and institution must be stated.

## **2.3 Educational management**

In the overview, the type of experience\* with a brief description and one's own role must be highlighted.

\*See NMBU's competence matrix for examples.

# **3. Knowledge in use**

## **3.1 Dissemination**

In the overview, the type of result/experience with a short description must be stated.

## **3.2 Innovation and entrepreneurship**

In the overview, the type of result/experience with a short description must be stated.

## **3.3 Interaction with society**

In the overview, the type of result/experience with a short description must be stated.

# **4. Management, offices and administration**

If you need to supplement your CV, you can fill in the type of result/experience with a short description.

# **5. Special qualifications**

Possibly professional competence and language skills. Documented in the CV.

Personal qualities/other qualifications requested in the advertisement you choose how you want to document in your CV/describe in your reflection note. See the announcement text for what should be documented.