



**Karolinska
Institutet**

Instructions for Rules for docent at Karolinska Institutet

2-2632/2020

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Introduction

In Karolinska Institutet's (KI) organisation, the Docent Committee is a body linked to the faculty board with the task of drafting proposals on regulations for the admission of docents for a decision in the faculty board, and to prepare and decide on issues regarding docentship applications.

Qualification requirements and assessment grounds are established in Regulations for docentships at Karolinska Institutet (Ref. no. 1-1016/2019). A more detailed description is provided in the instructions below regarding, among other things, how the application is to be formulated and how the assessment of applicants shall be done.

Processing

The average processing time, from receipt of the application until a decision on the docentship is made, is four to five months. The Docent Committee reviews applications in the order in which they are received.

At an initial meeting, the Docent Committee conducts a general assessment of the applicant's application, and decides to either appoint experts and send the application to assessment by experts, to defer the application for a request for minor supplements (within 2 months), or to reject the application.

When statements of opinion have been received from both experts, the matter is taken up at a second meeting and the Docent Committee then decides to either admit the applicant as a docent, to defer the application for a special supplementation or to reject the application.

Applying for a docentship

The docentship application is sent by e-mail to docentur@ki.se as per below and with attachments (files) numbered in the following order. Application templates are available on KI's website (<https://medarbetare.ki.se/docentur>).

1. Form for application for docentship

Shall be prepared according to a special template.

2. KI's qualification portfolio

KI recommends that the docentship application is written in English and that the CV is presented in accordance with the instructions for Karolinska Institutet's qualifications portfolio. All heading in the template must be present and intact even when the applicant does not have qualifications to present under such a heading. The clinical portfolio can be included for applicants with clinical qualifications, but does not constitute a basis for the assessment.

In addition, the following specific instructions for the qualifications portfolio shall be taken into account upon a docentship application:

- a) The doctoral thesis and the publications indicated in the qualifications portfolio shall have a link to a publication database.
- b) Special marking (with #) must be made in the publication list of all original works where the applicant is the first or last author and are done after the doctoral studies and without any of the supervisors during the doctoral studies being co-authors.
- c) Special marking (with §) must be shown in the publication list where the applicant is an author with shared first or last authorship.
- d) The research plan in the research portfolio may comprise a maximum of four pages. It shall primarily be devoted to the future plans, comprise at least 3 years' future planning, and be academically rooted with, among other things, references.
- e) The section "Concrete examples and reflections on your teaching work" in the teaching portfolio must include a description of how the applicant worked so that the conditions for the students' learning were promoted, why you worked in a certain way and what results the work led to. This section must contain a plan for future teaching activities at KI. The description must be academically rooted with references from teaching literature.

3. Independence biography

Must be prepared according to a separate template, where the applicant must briefly describe his or her independence in teaching and research.

A special presentation must be made of all co-authors' contributions in the different parts of the research process for at least two original works where the applicant is the first or last author, of which at least one as the last author (done after doctoral studies and without any of the supervisors during the doctoral studies as a co-author). The applicant's efforts must be described briefly and in relation to the other co-authors regarding the research question, study design, analysis, authoring of manuscript and correspondence with the journal.

4. Recommendation from the head of department

The head of department shall describe the benefit for teaching and research at KI that the docentship in question is expected to entail. In addition, the head of department shall propose the docentship's subject designation, according to instructions below. The applicant's independence shall be separately described and confirmed.

The head of department shall provide suggestions on two experts, an internal and an external expert, according to the bullet list below. Compensation for the assignment is paid to the external expert. However, an internal expert does not receive any compensation, and persons who are connected to KI are considered internal.

- Experts shall be justified based on their research expertise, educational expertise, as well as expertise in the subject area.
- Experts shall as a minimum be docents, shall be asked, and both genders shall be represented unless special reasons exist and are justified.
- The internal expert shall not be from the applicant's department.

- The head of department shall confirm that there are no conflicts of interest for the proposed experts.
- In the proposal on experts, their complete address and e-mail address must be provided.

5. *Teaching table*

Must be set up according to a special template in Excel format.

- In some cells in the Excel template, there are comments. They are marked with a small red triangle in the upper-right corner, and they can be read by moving the mouse pointer over the specific cell.
- If more rows are needed, place the pointer to the left of the row where a row can be inserted, right-click and select “insert row above” or “insert row below”.
- The table must be saved with the applicant’s name in the file name.
Teaching time refers only to organized and scheduled teaching, not for example supervision during clinical work.
- Only contact time with students is counted in the teaching hours, not preparation time or after-work.
- Supervision of a degree project (independent work) is valued as 10 hours of teaching for a scope of 15 credits, and 20 hours for 30 credits.
Supervision of project work (within a course) is evaluated and applied in the same way as degree projects. Five hours are counted for the scope of 7.5 higher education credits, and correspondingly for more or less extensive project work.
Project supervision is included in the restriction that a maximum of 30 hours may consist of supervision of the requirement of at least 120 hours of teaching.
- Supervision of doctoral students and postdocs is not counted as teaching hours and shall not be entered in the table.

6. *Certification of teaching*

Certification from a course coordinator or the equivalent is required for the teaching hours that are presented in the teaching table. Course, degree programme, type of instruction, dates, teaching hours (without preparation time or after-work) must be indicated. The certifications must be numbered and reference to serial numbers must be provided in the teaching table.

7. *Certification of training in teaching and learning in higher education*

The course certificate must indicate the course’s intended learning outcomes, or be appended.

8. *Certification regarding doctoral student supervision*

Certification or a screen dump from Ladok can be obtained from the department’s doctoral studies administrator, where doctoral student leadership is shown.

9. *Accepted manuscripts*

Accepted, but not yet published articles must be confirmed with a copy of a letter of acceptance, and the manuscript must be attached to the application.

Subject for the docentship

In the recommendation from the head of department, the subject for the docentship shall be proposed. The subject for the docentship refers to the emphasis of both the applicant's research and educational expertise, and thereby the academic subject. The subject for the docentship shall be given according to the "Standard for Swedish classification of research subjects 2011" (<https://www.scb.se>) from Statistics Sweden and the Swedish Higher Education Authority, in accordance with the classification rules that exist. Among other things, this indicates how to handle research subjects that are not included in the list.

For docentships in a clinical subject, specialist expertise or the equivalent is required within a clinical specialisation relevant to the subject area. If there is no such expertise in a docentship within a clinical subject area, this is specified with the addition of 'research' or 'experimental'.

Assessment of research expertise

Research expertise

Research expertise refers to all assessment grounds in the regulations. Original works refer to scientific articles that are published or accepted for publication in renowned international journals with peer review systems, and that are based on original data. The articles' quality, order of the authors, number of authors, the works' scope, traditions within a subject area, and the journals in which they were published are important in the assessment, rather than just the number. Should the journal's status and work method be called into question or uncertain, a special assessment is done of the quality of the original work.

A deviation from the benchmark value of 15 original works, and that the majority shall have been done after the doctoral studies, can be made in special cases.

Research independence

Research independence refers to the applicant's independent research ability demonstrated through a foundation in a research domain, his or her own significant efforts and a clear line of research of his or her own. The quality and scope of the articles and the journals in which they are published are of clear importance in the assessment.

Specific instructions – Shared first or last authorship shall be apparent in the publication's list of authors. Authorship divided into two shall normally be counted as undivided authorship. For authorship divided with more than two, a special assessment is done. – If the applicant is the sole author, it is counted as last authorship.

Assessment of educational expertise

Educational expertise

Educational expertise refers to all assessment grounds in the regulations. In an assessment of educational expertise, focus shall be on the quality of the work the

applicant has done. The central aspect is the extent to which the applicant has worked so that the conditions for the students' learning have been promoted.

A deviation from the benchmark value of at least 120 hours of teaching, and their distribution, can be made in special cases.

Educational independence

Educational independence refers to the independent teaching ability and one's own efforts in: planning, implementation and evaluation of teaching and examination.

Specific instructions

- Normally, at least 60 hours of teaching are required to have been done in the past six years. Here, consideration is taken to "Deducted time from active research time" in the qualifications portfolio, where one shall indicate the scope (dates, number of months and full- or part-time) and reasons (parental leave, illness, assignments of trust, service in total defense, general medical residency, specialist training or other specified reasons).
- Teaching in continuing education (such as a course in specialist training of physicians) and contract education are not counted as teaching in undergraduate (first-cycle), graduate (second-cycle) or doctoral (third-cycle) courses at a university, but may constitute up to 60 hours of the stipulated 120 hours.
- Experience of teaching from several different types of instruction refers to organized and scheduled teaching, for example lectures, seminars, demonstrations, laboratory supervision, specially organised so-called bedside teaching, and tutorship in problem-based learning.
- Only contact time with students is counted in the teaching hours, not preparation time or after-work.
- Certification from course coordinators or the equivalent shall include information on course, degree programme, type of instruction, dates and teaching hours (without preparation time or after-work).

Assessment of leadership, development and collaboration skills

Leadership, development and collaboration skills refer to all assessment grounds in the regulations. This part of the qualifications portfolio partly takes up such that is already described in the research and teaching portfolios. Here, the applicant can further demonstrate his or her independent capacity for leadership, development and collaboration.

Assessment of expertise in the subject area

In order to achieve expertise in a subject area, it is normally required that applicant after earning a doctoral degree has been tied to an academic institution, and participated in research and education there. A clearly in-depth and broad knowledge and understanding after the doctoral degree refers to the applicant having developed his or

her teaching, research and expertise both within and beyond the dissertation's field of research.

Matrix for assessment

A special matrix graded by insufficient, good or excellent has been prepared for three of the assessment areas (excluding expertise in the subject area).

Specific instructions

- All assessment grounds in the regulations for docentship are assessed and graded in the respective matrix, but do not constitute any individual requirement, in addition to qualification requirements stated in the regulations.
- As a rule, at least half of the assessment grounds must be deemed good in the respective assessment area and matrix.

Collective assessment

A collective assessment is done in the four assessment areas above. Three of these can generally be judged based on a matrix. The assessment of the expertise in the subject area is only found in statements from experts. A docent may within the scope of such an assessment have a somewhat more distinct emphasis towards research or towards teaching.

Instructions to experts

Documentation in the form of the application, regulations and instructions for docentships, matrices for assessment, and any other documentation are sent by e-mail. Experts have around two months to issue a statement of opinion. Compensation for the assignment is paid to the external expert.

The statement must clearly indicate whether the applicant achieves sufficient skills specifically for each of the four assessment areas: 1) research expertise, 2) educational expertise, 3) management, development and collaboration skills, and 4) expertise in the subject area. A weighted assessment must also be made. The matrices for assessment of 1) research expertise, 2) educational expertise, and 3) management, development and collaboration skills must be filled in and attached.

The statement shall clearly indicate if the applicant achieves adequate skill specifically for each of the four assessment areas, and a collective assessment shall be made. The matrices for assessment must be completed and appended. The applicant's expertise in the subject area shall be clearly indicated by the statement.

Procedures for feedback to the applicant, head of department and experts

Feedback regarding individual applicants only takes place through the Docent Committee's meeting minutes, and shall have a scope and contents adapted to the individual case. The docentship certificate is sent to the applicant's department address.

Transfer of docentship

Applicants, who are docents at another Swedish university and would like to have the docentship transferred, must also fulfil KI's criteria for docentships in order for a transfer to be approved. The assessment of applications is done by the Docent Committee based on KI's regulations and instructions without assessment by experts.

There is a special form for a transfer of docentship, and the application shall be sent in by e-mail to docentur@ki.se. It shall follow the instructions above, and in addition to this, a copy of the docent certificate shall be attached.