

## Information for those seeking a position at Stockholm University of the Arts (Uniarts)

# Teaching Portfolio

Rules applicable for the recruitment of lecturers are listed in Rules of Appointment for Stockholm University of the Arts.

A teaching portfolio is a summary of your knowledge, expertise and experience. This document specifies what your application should include when seeking employment as a lecturer at our university. This information helps us assess qualifications, quality and productivity. Relevant areas specified in the advertisement should be addressed in your application. Use the document as support when formulating your application.

We make our assessment based on an evaluation of the qualifications listed in your application. You should consider providing a background to the qualifications you list, including whether these were obtained in a national/international context. We appoint experts who may not be acquainted with your earlier work, so it is important that you describe your background and qualifications clearly and that you enclose documentation where specified to support the areas referred to in your application. If you are unable to provide documentation of your qualifications, please provide references and contact details for the relevant people.

Applications are made through our website. Material that cannot be submitted via the online recruitment system should be sent to the university college in triplicate at the latest by the deadline for applications. Materials should be sent in triplicate to:

**Stockholm University of the Arts, Registrar, Box 24045, 104 50 Stockholm, Sweden.**

**The applicant is responsible for ensuring that the application is complete and includes all sections that apply in accordance with the advertisement.**

### Content of the application/teaching portfolio

Personal letter .....	2
CV/List of qualifications .....	2
Artistic achievements .....	3
Scientific achievements .....	5
Teaching qualifications .....	7
Administration and management .....	9
Collaboration and communication .....	10

## Personal letter

State which position you are applying for and the reference number (given in the advertisement). This is where you can write a brief personal motivation explaining why you are applying for the position.

You should also enter the following information:

- Name
- Residential address
- Telephone number
- Email address

List the contents of your application and list the attachments.

## CV/List of qualifications

Your CV/list of qualifications should include all information that you consider to be important for the position you are seeking.

<b>Personal details</b>	Name and date of birth.
<b>Education/training/ examinations</b>	List your education and training in chronological order, giving the most recent details first. Enter the year, subject and higher education institute. Attach a copy of the certificate relating to your highest qualification.
<b>Employment and assignments (including artistic practice)</b>	List in chronological order, giving the most recent first: current and previous employment and assignments. State years covered. Supplement the information you provide with certificates or related documentation.
<b>Language skills</b>	List your language skills indicating your competence level in terms of speaking and writing.
<b>Other relevant qualifications</b>	List other qualifications you consider relevant to the position for which you are applying.

## Artistic achievements

*This section applies to those applying for positions in artistic practice.*

To provide an overview of your knowledge, expertise and experience in artistic practice, we ask you to describe your achievements *where relevant* in terms of:

### **Artistic production/activity**

Provide a complete list of your artistic production/activity. Your list should be in chronological order, with the most recent production/activity first. You should specify the productions/activities you consider most relevant for the position sought (highlight these on your list) and give reasons for your selection – a maximum of five productions/activities for a lectureship and ten for a professorship.

*Attach all relevant documentation.*

### **Artistic development work**

State and describe your participation in artistic development work and larger artistic projects outside of the university college. Give an account of your own role, participants and project leader.

*Attach all relevant documentation.*

### **Artistic research projects**

State whether you have any experience in managing artistic research projects or taking part in such projects and any other types of research collaborations both nationally and internationally. Describe your own role in each project.

*Attach all relevant documentation.*

### **Assessment missions**

State the assignments you have had as expert, participant in reference groups, member of examination boards, opponent and assessor, both nationally and internationally. State year and subject.

**Artistic assessment**

Artistic ability can be illustrated by means of quality aspects, originality and ability to renew the field, or by means of quality improvements of artistic programmes at first-cycle, second-cycle and/or research level and in a research environment. Please provide documentation that illustrates your artistic ability. You may include scholarships, grants, awards or other marks of distinction.

Examples of documentation are assessments concerning your artistic practice, radio/TV programmes, reviews, articles and other external evaluations such as collegial evaluations by e.g. reference groups for grant allocation purposes.

*Attach all relevant documentation.*

**Description of artistic practice**

Describe your own artistic practice, its focus, depth and breadth, and your vision of its future (max. one A4 page).

**Leadership of artistic practice**

State what experience you have had of leading artistic projects, raising and managing funding, taking responsibility for and running educational programmes, starting new courses and training programmes, organising conferences or international exchanges, etc.

*Attach all relevant documentation.*

**Collaborative contacts**

List the collaborative projects and networks in which you are involved/have been involved, membership of artistic organisations, assignments as a member of advisory/editorial boards, referee assignments, both national and international.

**Other artistic achievements**

If you have artistic achievements or practices that you have not been able to fit under any of the headings above, they can be listed here.

## Scientific achievements

*This section applies to those applying for positions in the scientific field.*

To provide us with an overview of your knowledge, expertise and experience in the scientific field, please describe your achievements *where relevant* in terms of:

### Scientific output

Provide a complete list of your scientific output (a list of publications of your own research results). Your list should be in chronological order, with the most recent publication first. You should specify the publications you consider most relevant for the position sought (highlight these on your list) and give reasons for your selection – a maximum of five publications for a lectureship and ten for a professorship.

*Attach all relevant documentation.*

### Research projects

State whether you have any experience of leading projects in the scientific field, taking part in joint projects and other types of research collaborations both nationally and internationally. Describe your own role in the projects.

*Attach all relevant documentation.*

### Assessment missions

State the assignments you have had as expert, participant in reference groups, member of examination boards, opponent and assessor, both nationally and internationally. State year and subject.

### Scientific assessments

Scientific ability can be illustrated by means of quality aspects, originality and ability to renew the field, or by means of quality improvements of artistic programmes at first-cycle, second-cycle and/or research level and in a research environment. Please provide documentation that illustrates your scientific ability. You may include scholarships, grants, awards or other marks of distinction.

*Attach all relevant documentation.*

- Description of scientific work** Describe your own scientific work, its focus, depth and breadth, and your vision of its future (max. one A4 page).
- Leadership in the scientific field** State what experience you have had of leading research projects, raising and managing funding, taking responsibility for and running research networks, starting new courses and training programmes, organising conferences or international exchanges, etc.  
*Attach all relevant documentation.*
- Collaboration contacts** List the collaborative projects, networks and conferences that you are involved/have taken part in, membership of organisations in the scientific field, assignments as member of advisory/editorial boards and referee assignments, both national and international.
- Other scientific achievements** If you have scientific achievements or work that you have not been able to fit under any of the headings above, they can be listed here.

## Teaching qualifications

In order that we may easily be able to have an overview of your knowledge, expertise and experience in the teaching area, we would like you to describe your achievements *where relevant* in terms of:

- |   |   |
|---|---|
| <b>Teacher training at university level</b> | State the teacher training you have had at university level. Attach certificates or other documents that support your university teacher training.  |
| <b>Teaching at BA, MA and Ph. D. level</b>  | <p>Describe your experience of, planning and development of your own teaching. State whether you have collaborated in courses at first-cycle, second-cycle or research level and/or further education. State:</p> <ul style="list-style-type: none"><li>▪ University/professional training, course designation and level</li><li>▪ Scope and type of training</li><li>▪ Autonomous responsibility for management, planning, development or coordination.</li></ul>  |
| <b>Research supervision</b>                 | <p>State whether you have any experience as a supervisor of research programmes, development work or research projects. Give a brief account of the development outcomes and/or innovative project results that resulted. Make a list of Ph.D. candidates, their theses, higher education institutes and the years covered. State whether you were the main or co-supervisor.</p> <p><i>Attach all relevant documentation.</i></p>  |
| <b>Teaching assessments</b>                 | <p>Teaching ability can be illustrated by means of quality aspects, originality and ability to renew the field or by means of quality improvements of first-cycle, second-cycle and/or research level programmes and in a research environment. To illustrate your teaching ability, please provide a list of relevant documentation (for example, certificates and assessments relating to teaching). You may include scholarships, grants, awards or other marks of distinction.</p> <p><i>Attach all relevant documentation.</i></p> |

**Pedagogical development**

State whether you have developed any new courses yourself or carried out teaching that has renewed the field.

**Teaching practice outside of higher education institutions**

State whether you have any teaching experience outside of the university college system – in terms of artistic practice this may mean, for example, as a producer, director, coach or choreographer. Experience of, for example, project management, staff training and the like may have value in terms of teaching skills and knowledge.

**Reflection on teaching practice**

Reflect on your teaching attitude in your work.

**Production of text books or other pedagogical resources**

State whether you (either alone or in collaboration) have produced any teaching materials, such as textbooks and compendia, or worked with methodology development. Please write briefly about examples and models you have developed that are of interest from a teaching perspective and which have been applied in teaching, artistic and/or popular science materials. You should provide the type, level, significance for teaching and extent of your own input to the preparation of such materials.

*Attach all relevant documentation.*

**Other teaching qualifications**

If you have teaching achievements that you have not been able to list under any of the items above, they can be listed here.

They may, for example, be international teaching collaborations and contact/collaboration with student organisations.

## Administration and management

*Please note that this section may in parts overlap with other areas of the teaching portfolio.*

- Administration** State whether you have done any administrative work in education and training or in the artistic field. Give the date, scope and a brief description of the work duties you carried out.  
Examples of administrative work may be representation on a board or other committee work connected with educational issues in the arts, staff, financial, research and training administration, or other professional or voluntary assignments.
- Managerial tasks** State the projects/assignments and what experience you have in management and decision making in education and training, artistic/scientific or other activities. Give the date, scope and a brief description of the work duties you carried out.  
Experience may, for example, be in the form of a chairmanship of panels/inquiries/projects, board assignments, responsibility for programmes or training.
- Planning and holding of conferences** If you have been involved in the planning and holding of conferences, please give a brief summary here.
- Management training** State whether you have undergone any management training. State the name of the training, who arranged it, its scope and the year it was given.
- Research policy assignments** State whether you have any experience of research policy assignments. State the assignments and the year you undertook them.  
Examples of research policy assignments may be being a member of government research councils or committees, or other grant allocation boards or committees. Alternatively, you may have been commissioned to assess Swedish and foreign research applications or similar tasks of relevance, or made other assessments of projects, training programmes or similar.

## Collaboration and communication

### Collaboration

Give a brief description of your collaboration with the local community, using your own artistic and/or scientific and teaching activities as a starting point. Collaboration also includes contact building and networking, both nationally and internationally.

Examples of collaboration *may* constitute activities involving public policy, trade and industry, public authorities, cultural life and organisations.

### Communication

Explain briefly what experience you have of creating information about your area of expertise and communicating it outside of the university college sector.