# CV template for the employment and promotion of teachers

Established by the Appointment Board Deccember 1st 2023.

In order to facilitate handling of applications, KTH uses a CV template. Certain sections of the template may not necessarily pertain to the particular application to be filed and may be left empty. The following instructions should be followed:

1. The CV template should be used without changing the numbering and headings.
2. Applications should be written in English.
3. Applications should be addressed to the President (a signature is not necessary).
4. Apply online via the KTH recruitment system:
5. The CV and attachments are to be uploaded in one file.
6. Publications are to be uploaded separately.
7. Your application must be received no later than the date stated in the job advertisement.
8. KTH conducts reference checks on the candidate proposed for the position.

## An application for employment as <title> in <subject area> (<reference number>).

### 1. Basic information

1.1. Name.

1.2. Date of birth.

1.3. Gender.

1.4. Home address and phone number.

1.5. Workplace address, phone number and email address.

1.6. Current employment with title, subject area, and placement. Specify the date of employment. Attach a certificate of employment from your current employer with title, period of employment and placement.

1.7. Previous employment (include parental leave and other leaves of absence if applicable). Include dates.

1.8. Any other information.

### 2. Higher education degrees and evaluations

2.1. Higher education degrees. Specify year of graduation, type of qualification (for example Licentiate of Technology, Doctor of Philosophy). Attach certificates.

2.2. Appointment as docent. State the year of appointment. Attach certificates.

2.3. Previous evaluations and expert assessments (e.g., from research applications or applications for teaching positions; reference letters should not be attached).

### 3. Research qualifications

3.1. Describe your research profile (maximum 1 page).

3.2. Describe your planned research activities (maximum 2 pages).

* Planned research activities.
* Collaboration with society and the private sector.

3.3. List your publications numerically in reverse chronological order. If there are fewer than ten authors, all co-authors should be specified in published order. Otherwise state the first author, the applicant’s name, and the number of co-authors.

* Specify referee-reviewed articles in international journals.
* Specify other publications including books and patents.

3.4. Account for any funding you have received, e.g. from research councils, the EU, foundations, private and public sectors. Give a brief description of your role in the application process. State the principal applicant and co-applicants. Attach certificates.

3.5. Describe active participation in national and international conferences over the past five years. Include activities such as plenary lectures, invited lectures, submitted talks/articles, posters, chairmanship, session organisation etc.

3.6. National and international awards.

3.7. Membership of academies/committees etc.

3.8. Assignments as reviewer/independent expert e.g. for international journals (specify title and number of assignments per year), assignments as thesis opponent or assessment board member, and assignments providing expert opinion on faculty recruitment.

3.9. Other scientific contributions, e.g. exhibitions, or within international networks or in private and public sectors.

### 4. Pedagogical proficiency

Pedagogical proficiency refers to the design, development, implementation, and examination of teaching. It refers to both experience and skill as a teacher. The expected scope of descriptive and reflective sections in paragraphs 4.3 and 4.4 is 2-4 pages.

4.1. **Teaching experience**
This section is mainly quantitative and explanatory. List your teaching experience. If your experience is particularly extensive, provide an overview and focus mainly on the past 5-10 years.

4.1.1. Courses within first cycle, second cycle, and third cycle\*, as well as continuing education. Specify your roles and responsibilities in the courses. (\*first cycle – bachelor; second cycle – master; third cycle – PhD)

4.1.2. Supervision in first and second cycles.

4.1.3. Third cycle supervision. State the student’s name, university, year of admission, funding, type of degree, and date of issue or expected date. Describe your role and the extent of your involvement as supervisor. Documents supporting your role as main supervisor should be attached.

4.1.4. Educational administration and formal leadership roles and collaboration within study programmes.

4.1.5. Educational development work/projects. Production and development of teaching and learning material.

4.1.6. Other educational activities towards the general public, companies etc. Other educational qualifications, prizes, and awards.

4.2. **Pedagogical courses**
List courses in teaching and learning that you have completed at KTH or at another college or university. For courses taken outside KTH, state the year, college/university, course name, number of higher education credits, and course goals and objectives. Attach a course certificate for each completed course.

4.3. **Approach and reflection**
This section is mainly qualitative and reflective, with references to theoretical sources where relevant. Describe how you design your teaching and supervision in practice, and link this to your underlying view of teaching and learning. Discuss how you plan to develop your educational efforts and relate this to developments in pedagogy, KTH and society. Reflect on your development as a teacher and your strategies to continue strengthening your teaching skills.

4.4. **Proficiency as a teacher**
Describe the proficiency you have attained as a teacher at all levels. Give examples from your teaching and supervision that demonstrate your proficiency (in relation to efforts mentioned under paragraph 4.1 and reflected on in 4.3). Attach documentation to substantiate your statements, such as course/programme structure, as well as any course analyses (or evaluations) you have written.

### 5. Management and collaboration

5.1. Describe your leadership profile.

* Account for your personal view of academic leadership. Highlight challenges and tools for gender equality, diversity, and equal treatment work at a technical university (1-2 pages).

5.2. Management education.

* List your education in management and in gender equality, diversity, and equal treatment.

5.3. Management tasks and administration.

* List your experience of management assignments (e.g. for research group, unit/division, department) and administrative assignments; indicate duration and how many employees were included
* List any roles on boards/councils within universities.
* List your own initiatives and work within the area of gender equality, diversity, and equal treatment.

5.4. Research policy assignments, e.g. within state research councils/committees, international research councils/programs/committees and other important expert or leadership assignments.

5.5. Other external contacts and external activities. (Experience of and plans for collaboration directly linked to individual research and education activities are accounted for under sections 3.2. and 4.2.).

* Describe any collaboration with the private and public sectors.
* List any roles you have had on boards in the private and public sectors.

### 6. Attached publications

6.1. List a maximum of ten of your publications which you would like the recruitment committee to primarily consider. Write a list with a brief explanation for the choice. Publications should be uploaded separately in the KTH recruitment system.

### 7. Summary of documents and certificates to be attached to your application

7.1. Scan your documents and certificates in the order listed below. The files should be attached to your completed CV and uploaded in the KTH recruitment system. Append the following where relevant:

1. Section 1.6. Certificate of employment from your current employer with title, period of employment and placement.
2. Section 2.1. Certificates for higher education degrees. Specify year of graduation, type of qualification (for example Licentiate of Technology, Doctor of Philosophy).
3. Section 2.2. Certificate for docent with year of appointment.
4. Section 2.4. Expert opinions issued during the past five years.
5. Section 3.5. Confirmation of funding that you have received.
6. Section 4.2. Documents supporting your role as main supervisor at third cycle.
7. Section 4.3. Certificates confirming completed higher education courses in teaching and learning. (Attach certificates for each completed course.) See section 4.3 regarding knowledge/competencies acquired in other ways and requested certificates or equivalent documents.
8. Section 4.4. Proficiency as a teacher. Attach all recent course analyses you have written. You can also add other documentation verifying your work (such as course evaluations).