

## Applicants' guide to documenting teaching skills

At Linköping University we place great importance on the teaching skills of the applicant. A clear account and documentation of your teaching skills is required for a correct assessment. There are a number of headings on the application form under which you are expected to account for and document your teaching skills. This document is a guide for those of you applying for a vacant teaching position or applying for an assessment of qualifications for a promotion. When applying for admission as docent, we refer you to the guidelines of the respective faculties. Please select the documented skills that are relevant to your current application.

### Headings in the application form, with illustrations

Higher education pedagogical instruction and continuing professional development

Describe the following higher education pedagogical instruction or professional training you have undergone. The certificates you attach must show completed courses; attaching only programmes or course syllabi is not sufficient.

- Courses regarding teaching in higher education
- Other teaching/didactics courses at an academic level
- Other professional development of relevance for the position

Description of your teaching activities in first/second/third-cycle studies

Provide a description, focused on activities most relevant to the position in question. For example, report the following:

- Various types and methods of teaching/examinations
- Experience with IT-based teaching
- International teaching experience/teaching in English
- Examiner
- Course coordinator, describe which tasks were included
- Placements
- Preparation of study resources for teaching
- Commission as teaching expert
- Other teaching qualifications

Provide a summary of your teaching experiences in table form (see example below) in order to facilitate assessment by the appointments board and external experts.

Time	Institution, course/level	No. students/papers	Credits	No. hours (Clock hours)	Teacher contribution (role and scope)	Forms of teaching
Fall 09	Linköping University PA programme, year 3 HR strategies	70	15	100	Supervisor/ examiner; course coordinator	Project work; lecture; seminar
Fall 09	Linköping University PA programme, year 3 Bachelor's project	4	10	45	Supervisor/ examiner	Supervision individual/group; seminars
<b>Total hours:</b>				<b>145</b>		

Supervision of papers/theses

Specify whether you worked as principal or assistant supervisor, the student's name, title of the work, level, and any credits, as well as qualification year. For theses, indicate when supervision began and was concluded; include certificate/-s.

Brief self-reflection on teaching

In this report you will show your ability to reflect on your own strengths and weaknesses as a teacher. You can also show your potential as a teacher through describing what you want, your visions for the future, and how you think you could contribute to developing the programme/course. You can also give one or more examples of activities that have influenced your work as a teacher.

You should also present the teaching principles on which you plan and execute your teaching commission; your views have of knowledge and learning, and the way in which you have developed or would like to develop your teaching skills. Include any relevant references.

You should preferably start from the description in the announcement (with announcement of a vacant position) or appointments procedure (with promotion) of what constitutes teaching skills for the position you are applying for.

Documentation of teaching contributions that are most relevant to the position in question, and at most five years old (max. 5 items).

Attach documentation of teaching prizes or awards you have received.

Attach at most five course evaluations that may be of particular relevance to the position. Specify what contribution you made to the course, and how you made use of the course evaluations in the development of your own teaching.

In the event of a discrepancy between the English translation of the applicants' guide and the Swedish original, the Swedish version shall take precedence.