Guidelines for applications to be appointed as a Reader (associate professor) at the Faculty of Medicine, Lund University

On completion of the doctoral degree (PhD), a doctor has the opportunity to apply for a readership in a specific research and education area. For a readership to be justified it needs to be deemed beneficial for the research and education in the relevant discipline at Lund University. The candidate for a readership must be actively engaged as a researcher and lecturer in one of the study programmes at the Faculty.

A person shall be qualified for appointment as a Reader if he or she meets the following requirements in the subject of the readership:

- research skill and independence
- subject expertise
- teaching experience and skills
- teaching or research activities at the Faculty of Medicine at Lund University

Certain rights and obligations are tied to a readership. A Reader at the Faculty of Medicine has the right to supervise doctoral students. However, no specific resources are automatically allocated to a readership. The Faculty of Medicine has the right to demand that the reader be prepared to teach and to accept requests to act as a supervisor, a member of an examination committee or an external expert. In this way, readers who are not teaching staff members at the Faculty become associated with the Faculty of Medicine in Lund.

The application for a readership is assessed by a readership appointments board, which approves or rejects the application on the basis of the documents submitted and the judgement of both an external expert and the professor of the relevant discipline. The decision is made by the dean on behalf of the Faculty Board.

The most common reasons for rejecting an application for a readership are that the publication output is too small, that the research is not sufficiently independent and/or that the candidate’s teaching skills are insufficient or undocumented.

Research skill
Research skill is to be assessed by an expert who is a professor or researcher with qualifications for a readership who is active at a higher education institution other than that of the candidate and with no attachments to his or her department. The external expert is appointed by the readership appointments board.

Original research publications
An ordinary requirement is 15 original research publications, i.e. published articles or articles accepted for publication in peer-reviewed academic journals (not Läkartidningen, Vård i Norden, or the equivalent). Deviations from the standard requirement described here can be accepted, if justified by the quality/novelty/choice of journal/position in the order of authors, etc. A considerable number of publications, approximately 10 articles, must have been published after the PhD thesis, (theses presented as monographs or books are usually considered equivalent to three articles). Please note that the applicant is to have been the last author of at least one of the articles written after the PhD thesis and first and/or last author for one more of these articles. In addition, these articles are to have been produced without any former supervisors as co-authors.
Independence and research experience

In addition to the compulsory publication requirements above, the independence of the candidate’s research activities must be clearly documented in the application.

Independence can be demonstrated through the experiences below, for example:
1. Responsibility for research as a principal or assistant supervisor for a doctoral student or visiting researcher
2. Successful applications for research grants with the applicant as principal investigator
3. Completed postdoc period in another research environment
4. Consistently pursued individual line of research beyond the PhD thesis project

The independence of the candidate’s research activities is to be certified by the professor in the relevant subject and the head of department/equivalent. The applicant is to complete his or her research independence bibliography (see page 6).

Subject expertise

The subject designation of the readership is to reflect the main specialisation of the holder’s research and teaching. For a clinical subject to be used as designation specialist expertise or the equivalent is required.

The candidate must have
- developed expertise in the subject that exceeds the requirements for a doctoral degree
- worked at a higher education department in the subject of the relevant readership for a period of at least three years
- actively participated in the educational activities within the subject area

Teaching experience and skills

The extent of the candidate’s teaching experience and skill, e.g. lectures, seminars, demonstrations, examinations, clinical supervision, supervision of research papers and degree projects and tutoring in problem-based learning are to be presented in table format. Teaching qualifications may include teaching in first, second and third cycle programmes and specialist programmes as well as teaching in and responsibility for continuing professional development.

The quantitative benchmark for teaching experience is at least three years of teaching in the relevant subject with 20 hours of teaching each semester in various forms of education.

For teaching qualifications abroad the candidate must
- clearly document the courses and programmes taught
- document at least one year of teaching at the Faculty of Medicine at LU
- document current active teaching on some of the first and second cycle courses and programmes at the Faculty (teaching of doctoral students and supervision of degree projects is not sufficient)

Teacher training
a) Perspectives on learning
b) Research supervision course

For information on the courses, please see www.med.lu.se/utbildning/centrum_foer_undervisning_och_laerande

Courses completed after 2000 can be accredited; please contact Anette.Saltin@med.lu.se with any questions.

Links to the Faculty of Medicine in Lund

The readership must benefit the education and research at the Lund Faculty of Medicine. The candidate’s links to the Faculty may be in the form of employment at the Lund Faculty of Medicine, Skåne University Hospital in Lund/Malmö, at hospitals in the region of southern Sweden or the equivalent. The scope of the association with the Lund Faculty must be clearly identifiable.
Procedure for applications to be appointed a Reader

The application must include:

1. **A statement from the professor in the relevant subject and the head of department/equivalent** at the relevant department detailing the educational record, teaching skills and research expertise of the applicant. In cases where the professor and the head of department are the same person, the statement is to be signed by the professor and deputy head of department. A professor in the relevant subject is to be understood as a professor at the Lund University Faculty of Medicine in the subject of the readership in question, but the statement is not to be written by a former supervisor. In cases where there is no professor in the relevant subject, the statement can be written by a professor in a related subject.

   The statement must include:
   
   a) an assessment of the applicant’s ability to conduct independent research as demonstrated after the completion of the PhD thesis and of the applicant’s general qualifications for a readership
   
   b) the subject of the relevant readership
   
   c) an assessment of the benefits for research and education at the Faculty to be gained from the appointment of the applicant as a Reader. The latter is particularly important in cases where the applicant is employed outside the Faculty, e.g. in healthcare institutions with no association to the Faculty or in the pharmaceutical business sector.
   
   d) a proposal of two suitable external experts (one female if possible) from other faculties of medicine (of which the readership appointments board is to select one). The external experts must not be challengeable on account of conflict of interest. For the issue of conflict of interest, see [http://www.med.lu.se/english/intramed/teaching_research/phd_students_supervisors/degree_requirements_thesis_and_public_defence/phd_degree/registration_of_thesis_defence](http://www.med.lu.se/english/intramed/teaching_research/phd_students_supervisors/degree_requirements_thesis_and_public_defence/phd_degree/registration_of_thesis_defence)

   State the full names, titles, addresses, telephone numbers and email addresses of the external experts.

   **NB** The external experts must have been contacted by the professor in the relevant subject and be prepared to accept the assignment.

2. **A CV detailing qualifications and experience** which clearly shows that the applicant is currently active and how closely associated the applicant is to a department/division at the Lund University Faculty of Medicine.

   Use the electronic CV at [http://www.cv.med.lu.se/](http://www.cv.med.lu.se/).

3. **List of research publications**

   a) PhD thesis, including information on the principal and assistant supervisor, and the web address where the thesis can be found
   
   b) Original research publications (with publications included in the PhD thesis clearly highlighted as well as the principal and assistant supervisors) in peer-reviewed journals, web address where the articles can be found
   
   c) Manuscripts submitted to peer-reviewed journals
   
   d) Survey articles
   
   e) Book chapters, papers published in full (invited or introductory. The name of the editor must be stated and, where applicable, the type of event, e.g. Cold Spring Harbour, New York Academy of Science, etc.) and other publications which the applicant wishes to be considered.

4. **A brief account of the applicant’s research** and a description of planned future research work (3–4 pages). The account must describe how the candidate has initiated an independent line of research and its planned continuation.

5. **A research independence biography**, a brief personal description by the candidate of how he or she is an independent researcher, see form on page 6.

6. **Account of research funding** with the candidate as principal investigator.
A brief account of the candidate’s teaching activities:

a) **Teaching experience**
The candidate must provide a general description of the main aspects of his or her teaching activities, and attach a completed teaching table (see page 8).

b) **Administrative experience**
Administrative work within first, second and third cycle education such as director of studies or clinical assistant. State the tasks included and the scope.

c) **Production of study material**
Development of teaching materials (books, compendia, audiovisual aids and suchlike).

d) **Teacher training and awards**
List the completed teacher training courses and attach course certificates. If a required training course is missing from the candidate’s list, the application is processed according to the usual procedure but is left “pending” the completion of the missing course(s) before a final decision is reached on the application. Awards and suchlike may also be included. Attach stated reasons for awards, when available.

e) **Development work in education**
Describe participation in development work in education such as course design, definition of learning outcomes, forms of tuition and examination, etc. State the tasks, scope and results.

Certificate of specialist skill in a clinical discipline.

8 The PhD thesis, published/accepted articles, and articles submitted for publication are to be sent to Anette.Saltin@med.lu.se as PDF files if the doctoral thesis/article is not available online. If the work is available online, only the web address is to be provided, see points 3a and 3b. Clearly label submitted PDF files, preferably numbering them according to point 3 above.

Submission of application documents to the Faculty Office:

1 set of original documents (application on paper) consisting of a signed application stating the subject of the readership, original of attachment 1, the statement of the professor/head of department and copies of attachments 2–8, to be sent to the Readership Appointments Board, BMC F11, 221 84 Lund. A PDF file of the application is also to be sent to Anette.Saltin@med.lu.se

Transfer of readership

A candidate who is already a Reader at Lund University and wants to become a Reader in a different subject or who is a Reader at another higher education institution and wants the readership to be transferred to Lund University must submit an application as specified above + attachments 1–8. In addition, a copy of the previous appointment as reader must be attached. The applicant must have been actively engaged in research and undergraduate teaching for a period of three years in the new subject of the readership, and for at least one year at the Faculty of Medicine, LU.

Readership in a medical subject for applicants with a doctoral degree from a faculty other than a faculty of medicine

A candidate with a doctoral degree from a faculty other than a faculty of medicine may also be appointed a Reader in a medical subject. The requirements specified above concerning research skill and subject expertise apply in such cases, but the procedure for application is modified in the following way.

The application is to be submitted in one original. The statement of the professor in the relevant
subject must include, in addition to the proposal of two experts from a medical faculty, the names of two external experts from the area of the faculty in which the candidate has been awarded the doctoral degree.

**Assessment procedure**

The submitted application is to be sent to the Readership Appointments Board, which conducts a preliminary review and appoints an external expert. The Readership Appointments Board reviews the application to ensure that the teaching qualification requirements are met. The documents are to be sent to the external expert, who must submit an assessment of the candidate's research expertise within two months. When the expert assessment has been submitted, the Readership Appointments Board considers to what extent the candidate meets the requirements of research skill and subject expertise and if it will benefit research and education at the Faculty of Medicine that the candidate is appointed a Reader at Lund University. The fees for expert consultation are paid. In cases where the candidate has not completed the required teacher training, the application is left "pending" until the training has been completed.

The Readership Appointments Board then submits a judgement to the Board of the Faculty of Medicine. The dean makes a decision on behalf of the Board. The appointment is sent to the candidate, and also to Läkartidningen, Human Resources, the departments involved, the relevant professor, the external expert and others.

*No part of the application is returned to the applicant.*

**NB The normal processing time for an application is 4–6 months.**

**Members of the Readership Appointments Board (up to and including 31 December 2017)**
- Professor Stefan Hansson, (chair), Dept of Clinical Sciences, Lund
- Professor Bengt Rippe, Dept of Clinical Sciences, Lund
- Professor Fredrik Ghosh, Dept of Clinical Sciences, Malmö
- Reader Jill Storry, Dept of Laboratory Medicine, Lund
- Reader Christina Brogårdh, Dept of Health Sciences, Lund/Malmö
- Reader Lars Hagander, Dept of Clinical Sciences, Lund (start 2017-01-01)

**For more information:**
Research studies coordinator Anette Saltin, Anette.Saltin@med.lu.se (secretary of the Readership Appointments Board)

(Amended by the Readership Appointments Board 19 December 2014)
Being a Reader means having achieved research autonomy from one’s former supervisor and conducting one’s own line of research, even though this may occur within the framework of a larger research team. In order to enable assessment of research independence, you are to attach an independence biography to your application for readership (brief, approximately 1 A4 page) in which you describe how you are an independent researcher and, in cases where your former supervisors are co-authors of several works after your doctoral degree, you are to specify their function and the reason for the co-authorship. Your former supervisor can then, where possible, endorse your independence biography.
RESEARCH INDEPENDENCE BIOGRAPHY
FOR APPLICATION TO A READERSHIP
(Attachment to the application for readership)

Date: ______________________

Signature: __________________________________________________________

Signature of your former supervisor: ______________________________________

Signature of your former supervisor: ______________________________________

Signature of your former supervisor: ______________________________________

Signature of your former supervisor: ______________________________________

Signature of your former supervisor: ______________________________________
### Table of teaching qualifications

<table>
<thead>
<tr>
<th>Scope</th>
<th>Type of teaching</th>
<th>Total number of hours over the past 3 years</th>
<th>Course</th>
<th>Level</th>
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<tr>
<td>Majority (approx. 60%)</td>
<td>Lecture</td>
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<td></td>
<td>Tutor/base group supervision or other group teaching (e.g. seminars)</td>
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<td>Examination</td>
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<td></td>
<td>Demonstration/skills training or laboratory supervision</td>
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<td>(approx. 40%)</td>
<td>Supervision of degree project (max. 20 hours/semester)</td>
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<td>Other supervision</td>
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<td></td>
<td>Clinical supervision (max. 5 hours/semester)</td>
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<td>Specialist training (max. 10 hours/semester)</td>
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</table>

Teaching hours are to amount to at least 120 hours over three years. Textbooks/teaching materials are to be presented under literature (list of publications).