



## **Recruitment of a Professor, Assistant and Associate Professor at the University of Turku - Qualification Requirements, Instructions for Applying, Recruitment Process**

For the post of Professor, a researcher of high international standard is sought. Tenure track –positions are meant for researchers who are past the postdoc phase. When selecting a person for the Assistant Professor phase, especially academic potential and motivation for an academic career are taken into consideration. The tenure track Associate Professor phase is intended for a high-level researcher, whose qualifications indicate substantial scientific potential. The title (Professor, Associate Professor or Assistant Professor) and more detailed content of the position will be defined later according to the merits and the scientific career of the selected candidate.

### **Qualification Requirements**

A person selected for the post of professor must possess a doctoral degree, high level scientific proficiency, experience in the management of scientific research, evidence of international cooperation in his/her field of study, the ability to provide high-quality research-based teaching, and to supervise dissertations.

When assessing an applicant's merits, scientific publications and other research outcomes of scientific value, teaching experience and pedagogical training, ability to produce study materials, other teaching merits and a teaching demonstration as well as participation in doctoral education will be taken into account. In addition, the applicant's active participation in the academic community, practical expertise in the field in question, if needed, success in obtaining external research funding, academic work abroad and international duties will also be taken into account.

A person selected for the post of assistant or associate professor must possess an appropriate doctoral degree, ability to conduct independent scientific work and experience in management of scientific research. In addition, the person must have evidence of international co-operation in their field of study, and the ability to provide high-quality teaching based on research and to supervise theses and dissertations. When assessing the merits of the applicants, special emphasis will be put on academic potential and quality. Closer instructions on assessment criteria are given in the Rector's decision on the [Tenure Track career path system](#).

A prerequisite for the post of Assistant Professor / Associate Professor / Professor is leadership experience, or a willingness to participate in leadership training commensurate with the post.



The person appointed to the post is required by a Government Decree (770/2009) to have an adequate mastery of the Finnish language. More detailed provisions can be found in the [University of Turku Rules of Procedure](#).

Foreigners and Finnish citizens who are not native Finnish speakers, can be appointed to teaching and research positions without demonstrating the decreed mastery of the Finnish language.

The language skills required for each position are specified in the job advertisement.

### Instructions for Applying + Attachments

Applications are submitted through our online application system.

Applications must include:

1. A curriculum vitae, e.g according to the template for the researcher's curriculum vitae <https://tenk.fi/en/advice-and-materials/template-researchers-curriculum-vitae> of the Finnish National Board on Researcher Integrity (TENK) (max. 5 MB) The attachment "CV" in the application form.
2. Publications relevant to the position (maximum 10) by which the applicant wishes to demonstrate their eligibility and merits for the position (pdf, max 80MB). The attachment "Selected publications" in the application form.
3. A list of publications (all publications) drawn up in accordance with the instructions given by the Academy of Finland: <https://www.aka.fi/en/research-funding/apply-for-funding/how-to-apply-for-funding/az-index-of-application-guidelines2/list-of-publications/> (max. 5 MB). The attachment "List of publications" in the application form.
4. A teaching portfolio drawn up in accordance with the University guidelines: [Teaching portfolio | University of Turku](#). The attachment "Academic Portfolio or Teaching portfolio" in the application form
5. Written explanation (maximum three pages): the applicant's view of the development plan for the field in terms of research, teaching and societal interaction. Section "Development plans for the area concerning research, teaching and societal interaction" in the application form
6. A list of the selected publications in section two and an explanation of the applicant's role and contribution in co-authored publications shortlisted (Max 10 MB). The "Other attachments" of the application form.



Appendices 1-6 mentioned above are mandatory. Research plan is not requested separately.

All documents are required to be delivered **in English**. Attach the requested documents in the **Attachments tab**. Only one enclosure can be added in each requested attachment. The file formats to be used can be found in the info file of each enclosure. Regarding the publications, it should be noted that the system only allows compressed file format (.zip). The .zip-folder may include multiple documents.

The application form cannot be saved as incomplete. However, you can return to edit and supplement your application after submitting it until the end of the application period. You will receive a link to edit your application by email once you have submitted your application to the system.

You have 6 hours to complete your application before the timeout.

[Instructions for submitting a job application](#)

If you have any question about the recruitment system, please contact eRekry(a)utu.fi

Applicants should state how they can be contacted during the selection process for the appointment, and give the e-mail address to which written communications should be sent.

## Recruitment Process

The preparatory group appointed by the Dean takes care of practical arrangements related to the selection process.

Interviews may be used at various stages of the recruitment process.

The preparatory group obtains expert statements on the scholarly merits of the top applicants chosen through the pre-selection process. Statements concerning the qualifications and merits of persons applying for the post are requested from a minimum of two qualified external experts.

The best candidates may be given the opportunity to give a scientific presentation of their research and a teaching demonstration. The teaching demonstration is public and it is assessed. The best ranked applicants may also be interviewed. The best ranked candidates may also be invited for a site visit.



The preparatory group makes a justified proposal as to which candidates should be considered for the post and whether the post should be filled as a Professor or an Associate or Assistant Professor.

The faculty council makes a justified proposal for the appointment. The faculty submits the proposal (employment contract) and its attachments to the Rector for decision.

Once the proposal has been received, the Rector will decide on the appointment and the employment contract will be concluded. The employment relationship is created and the recruitment process ends when both parties have signed the employment contract. Candidates are informed of the recruitment process as it progresses, and once the recruitment process has been completed, they are informed of who has been appointed for the position.

The University of Turku reserves the right, for a justified reason, to leave the post unfilled, to recruit more than one applicant and extend the application period.

### **Additional information**

Enquiries concerning the appointment procedure may be directed to Head of Administration Ms. Sanna Kuusjärvi [sanna.kuusjarvi\(a\)utu.fi](mailto:sanna.kuusjarvi(a)utu.fi)

### **The following Finnish legislation applies to the decrees and procedures outlined here:**

The Constitution of Finland (731/1999)  
The Universities Act (558/2009)  
The Government Decree on Universities (770/2009)  
Act on the Implementation of the Universities Act (557/2009)  
The Administrative Procedure Act (434/2003)  
The University of Turku Rules of Procedure