

# GUIDELINES FOR THE ASSESSMENT OF APPLICANTS FOR POSITIONS ENTAILING DOCTORAL COMPETENCE OR EQUIVALENT AT AHO

(Professor and associate professor, appointments and promotion)

## BASIS FOR THE EXPERT WORK

In addition to this guide, the following documents form the basis for the committee's work:

1. *Regulations concerning appointment and promotion to teaching and research posts, Ministry of Education and Research, 1 September 2019*
2. *Regulations: Qualification requirements for positions entailing doctoral competence or equivalent at AHO*
3. Announcement text

The applicant is responsible for documenting all aspects of their qualifications through the application. The committee's chairperson/administrator is responsible for ensuring that the committee's statement is formulated in accordance with these guidelines. The committee's assessment in appointment cases must normally be available within three months of appointment.

## GENERAL OBJECTIVE

Both appointments and promotions are decided at the institutions where the appointments and promotions take place. AHO strives to meet national and international standards regarding the quality requirements set for announcements and promotion. Architectural and design research is culturally diverse, and the school manages many academic traditions and scientific disciplines. Therefore, the national standard must not be perceived as being rigid. The production and teaching portfolio of applicants for positions entailing doctoral competence within the school's three departments - architecture, urbanism & landscape architecture, and design - must to some extent be weighted and evaluated differently. This applies to both scientific and architectural and design (artistic) positions entailing doctoral

competence. Expectations regarding quality, breadth and depth stated in the Regulations: *Qualification requirements for positions entailing doctoral competence or equivalent at AHO*, the announcement text and this guide must form the basis for the committee's work.

## **PROFESSOR AND ASSOCIATE PROFESSOR: SCIENTIFIC**

### **Scientific activities**

Appointment (alternatively promotion) on the basis of scientific competence shall be based on the assessment of documented scientific results. The research must be of high quality and show both depth and breadth. Sustained research activity is a prerequisite. The publications used as a basis must normally be peer-reviewed. International contributions (conference lectures, publications, participation in academic networks, etc.) are a requirement. The applicant's competence is assessed in accordance with established international and national standards in the relevant subject area (*cf. Sections 1-2 and 1-4 of the Regulations*).

In order to achieve competence in the subject area for which the position is announced, or the subject area in which the applicant is employed when applying for promotion, the applicant must meet the general requirements for scientific specialisation described in the AHO regulations.

The subject area is defined in the announcement.

### **Documentation requirements**

The applicant must document both specialisation and scientific breadth in their production, and show that they are formative in their field of study (through publications, teaching, as well as national and international collaborations). The applicant must point out the works that are considered most important (up to 15 for professorships; up to 10 for associate professorships).

In order for professorial competence to be awarded, a scientific work effort must be demonstrated that corresponds in quality, depth and volume to two doctoral theses in different fields relevant to the announced position, or in the applicant's subject area when applying for promotion. When applying for promotion, it is reasonable to interpret the provisions in such a manner that an application can be made for promotion within the subject area(s) in which the person concerned has worked in their position in recent years.

If the applicant has significant scientific production that borders on the specified subject area and masters scientific methods that clearly can be applied within it, the requirement for production within the specific subject area can be relaxed somewhat. For professorships in architecture and in urbanism and landscape architecture, this means at least 8-10 major articles or

2-3 monographs; for associate professorships, a doctoral thesis and several peer-reviewed articles. For the design subject with fewer established academic journals and a more recent tradition of publication, format requirements can be assessed.

International participation and publication must be given considerable emphasis in the assessment. Scientific breadth can also be documented in the part of the applicant's production that falls outside the scope of works submitted for assessment.

Popular science and other dissemination (e.g. textbooks, catalogues, lectures, media coverage) must count positively in an overall assessment, but cannot compensate for a lack of scientific work.

Submitted works must normally be peer-reviewed and published in approved channels (journals, publishing houses or the Internet). Unpublished works that are expected or under publication may also form the basis for the assessment. When assessing joint pieces of work, each of the authors must be credited for the quality and depth of the work, while the scope of the work is divided between the number of authors. This applies to joint pieces of work where the contributions of each of the authors are not stated. Together with the application, a complete list of the applicant's scientific works must be included. The applicant must highlight and attach the works that are considered most important in the production.

Other production may also be assessed, especially if the applicant has sufficient academic breadth. If necessary, the assessment committee may request more works to be submitted.

For professorial assessment, it is desirable that the committee emphasises the applicant's originality in comparison with similar researcher profiles, both nationally and internationally.

## **PROFESSOR AND ASSOCIATE PROFESSOR:**

### **RELATED TO ARCHITECTURE AND DESIGN (ARTISTIC)**

In order to achieve formal competence for employment in positions which entail a completed doctorate based on architectural and design (artistic) qualifications, the applicant must document extensive high-level activities according to international standards, and relevant breadth and specialisation in the subject or disciplines at the highest level.

### **Architectural and design-related activities**

In order to achieve formal competence for employment in positions which entail a completed doctorate in the subject area for which the position is advertised (or the subject area in which the applicant is employed when applying for promotion), the applicant must meet the specialisation requirements described in the AHO Regulations.

When applying for promotion, it is reasonable to interpret the provisions in such a manner that an application can be made for promotion within the subject area(s) in which the person concerned has worked in their position in recent years. For certain positions, a combination of scientific and artistic expertise will be relevant. In accordance with the Regulations, the applicant must then choose whether the application for promotion should be submitted on a scientific or artistic basis. The Regulations require that an associate professor be appointed on the basis of either scientific or artistic competence (*cf. Section 1-4 (2) of the Regulations*).

If the applicant was appointed to the field of study on the basis of scientific competence (doctoral degree), the person in question must also apply for promotion on the basis of scientific competence. If the applicant was appointed on the basis of artistic competence, the person in question must also apply for promotion on the basis of artistic competence.

In the assessment of the overall artistic production (with particular emphasis on the selected pieces of work), the applicant's production over the past 5-10 years must be emphasised, and the committee must assess whether the applicant's academic activity has recently shown development, stagnation or decline.

### **Documentation requirements**

The application must include a complete list of the applicant's artistic work, which must mainly be based on published works - and any self-composed pieces of written work. Documentation of these pieces of work must be submitted for assessment. The committee must provide a particularly thorough assessment of these selected works. The committee may request the submission of additional works. The documentation must state whether the works have been published in academically recognised contexts, and the committee must take this into account in its assessment.

The scale and complexity of the works involved in architecture, urbanism, landscape architecture and the design subjects are different. The committee must assess the scope of submitted works in accordance with what is described in the announcement text or, with regard to promotion, the tradition in the subject in which promotion is being sought.

The applicant may also attach reviews and/or critiques of the submitted works that have been published in relevant publications. Documentation of other academic competence related to the submitted works may be attached. If works

that have not been published are submitted for assessment, a special explanation must be attached.

In its assessment of individual applicants, the committee must specifically discuss and give grounds for the emphasis they place on such works. The applicant must document their specific role in all phases of the work.

## **DOCUMENTED TEACHING COMPETENCE**

Pedagogical competence involves documented experience in planning, implementing, examining and evaluating different teaching methods. Applicants for all positions entailing doctoral competence or equivalent are asked to reflect on their pedagogical ideals and teaching methods, and their role as a educator and supervisor.

Formal competence for employment in positions which entail a completed doctorate requires basic teaching and supervisory skills at university and university college level (*cf. Section 1-4 (3) of the Regulations*). The committee must assess the applicants' competence and ideals regarding educational theory and practice.

This competence must be thoroughly documented when applying for promotion. For professorships, the assessment criteria in Section 1-2 (3) of the Regulations also apply, where emphasis is placed on quality development, supervisory experience and the development of educational quality.

The applicant should have teaching experience within the subject area for which the position is announced or in which promotion is sought. Teaching experience in a related field of study may be accepted if it is clear that the applicant has the necessary academic knowledge to teach in the field specified in the announcement.

The applicant's ability to teach at all levels of the subject (PhD only for professorships) must be highlighted in the committee's assessment.

### **Documentation requirements**

**Teaching:** The applicant must document experience in various teaching methods that are associated with the position: studio teaching, lectures, seminars and supervision (BA, MA, and PhD level, in accordance with position level).

**Examination work:** Documentation of experience regarding relevant forms of examination (reviews, examinations, grading, etc.)

**Study planning/course assessment:** An account of the development of teaching

programmes, relevant teaching and study materials, and preferably participation in pedagogical development work (in addition to one's own courses) that show contributions to joint pedagogical skills development within one's own or related academic community.

Account of student evaluation of one's own courses, and any follow-up in the form of revised teaching.

## **ACADEMIC-ADMINISTRATIVE QUALIFICATIONS**

The applicant must document academic-administrative experience such as project management, appointments to positions of trust, committee work, work groups, network participation, etc. in their own institution and in collaboration with other institutions.

Emphasis must be placed on experience from research project management, coordination of research activity and experience from strategic research work.

For scientific professorships, great emphasis is placed on participation in international research projects, and experience in developing major, interdisciplinary research projects.

For all positions, applicants must document the relevance of their work to society, in the sense of collaboration with relevant institutions and actors outside of academia (public sector, business sector, civil society, user groups/experts, museums/exhibition institutions, etc.).

For all AHO's programmes and positions, the applicant's participation and management in research and development work ranging from idea development and planning to execution and dissemination (buildings, projects, exhibitions, conferences, seminars, publications, etc.) is crucial.

## **OVERALL ASSESSMENT AND RANKING**

As a basis for the further processing conducted by the recommending and appointing bodies, the committee must clearly account for the qualified applicants' overall competence in relation to each other. In the overall assessment, the main emphasis must be placed on scientific/artistic competence as an unconditional requirement. The fact that an applicant has particularly high competence in teaching or popular science does not lead to relaxed requirements regarding scientific/artistic competence.

If the documentation contains student work (MA, diploma, etc.), this must be clearly marked and little emphasis is placed on these in the overall assessment.

## **Ranking of applicants for positions entailing doctoral competence or equivalent**

The institution may decide that the committee provides an indicative assessment and ranks the three best qualified applicants when there are several competent applicants. In order for the recommending authority to be able to make a decision on the extent to which interviews, trial lectures and the rules for moderate gender quotas should be allowed to influence the recommendation, the assessment must clearly state whether the academic span between the ranked applicants is large or small. Applicants with approximately equivalent competence are ranked equally.

### **Form of statement**

Normally, and always regarding applications for promotion, the committee must give a collective statement. The statement must:

- give an account of the formal basis for the assessment (the regulations, recommendations, guidelines, announcement text, etc.) on which the committee's work is based

- describe the applicants' formal qualifications, including educational and professional practice

- give an account of the committee's assessment of the documentation the applicant has submitted for architectural and design-related positions: assess the works submitted for assessment and their artistic quality

- give an account of the committee's assessment of the applicants' overall competence based on documentation and production

- confirm whether the statement is unanimous or not

By way of introduction, the committee should highlight and substantiate the aspects of the announcement which it finds particular reason to place emphasis on.

Scientific competence, artistic competence, popular science activities and competence regarding educational theory and practice are discussed in specific sections, with a conclusion about the competencies held by each individual applicant.

When assessing applicants for professorships, a brief and equal discussion of education, scientific/artistic work and practice is given about each applicant. The documentation that has been submitted is discussed and assessed individually or in groups. For applicants whom the committee does not find qualified, it should be stated which requirements they do not meet.

With regard to applications for promotion, a detailed explanation must also be given when a committee finds that an applicant is not competent. In the event

of dissenting committee opinions, both the majority and the minority must provide thorough explanations regarding their points of view. When an applicant is assessed as competent, it must be clearly stated that the assessment is unanimous and unequivocal.

If the committee takes submitted works into account that have not been peer-reviewed or published, the committee must demonstrate that they are of the same scientific quality as peer-reviewed published works.

The committee's chairperson/administrator is responsible for ensuring that the committee's statement is formulated in accordance with these guidelines.

The institution must make a final decision on the application no later than six months after the applicant's documentation has been received. The deadline can only be waived if there are special reasons to do so.