

## Description of the appointment process of a tenure track position (assistant/associate professor) in

### Sociotechnical transition in services

Location: School of Engineering Science, Department of Industrial Engineering and Management, Lahti campus

The rector has approved the description and initiated the appointment process on 16 November 2021.

<b>1 BACKGROUND .....</b>	<b>2</b>
<b>2 QUALIFICATIONS .....</b>	<b>3</b>
<b>3 APPLYING FOR THE POSITION.....</b>	<b>4</b>
<b>4 EXPERT EVALUATORS .....</b>	<b>4</b>
<b>5 INTERVIEW AND TRIAL LECTURE.....</b>	<b>5</b>
<b>6 APPOINTMENT .....</b>	<b>5</b>
<b>TENURE TRACK APPOINTMENT CRITERIA .....</b>	<b>6</b>

### Applied statutes

Universities Act (558/2009)  
Government decree on universities (770/2009)

Regulations of LUT University (24 September 2020)  
Decision on the tenure track system of LUT University (11 May 2016)

### Additional information

Further information on the duties of the professor is provided by Professor Marko Torkkeli, tel. +358 40 7611 223, marko.torkkeli@lut.fi. On questions regarding appointment, please turn to HR Director Pirkko Partanen, tel. +358 400 540 798, pirikko.partanen@lut.fi.

## **1 Background**

Clean energy, air and water, a circular economy, and sustainable business and entrepreneurship are the key questions to which LUT University seeks solutions through expertise in technology and business with a trailblazer attitude.

LUT University was established in 1969. Our entrepreneurially thinking scientific and international community comprises 5 700 undergraduate and postgraduate students and more than 1 000 employees. There are 85 different nationalities present on our modern campuses in Lappeenranta and Lahti.

Our budget for 2021 is 100 million euros, of which 49 million is external funding. In our schools – the LUT School of Energy Systems, the LUT School of Engineering Science and the LUT School of Business and Management – we conduct research and provide education that are internationally recognised and relevant to both society and business.

### **LUT School of Engineering Science (LENS)**

Our mission is to train problem-solvers in the field of engineering and contribute to a wider understanding of our world through research in technology. Our research and education are characterised by an entrepreneurial, global and sustainable mindset. The LUT School of Engineering Science serves industry and society with its international expertise in separation, process technologies, computer vision and pattern recognition, mathematics and physics, industrial engineering and management, and software development. Our strength lies in close collaboration with companies combined with strong theoretical and methodological expertise.

Our unit pursues a sustainable future in a world where climate change, diminishing natural resources, the availability of clean water, use of materials, and environmental issues pose significant challenges. By specialising in our strengths, we create sustainable technologies and business for the future.

### **Vacant professorship**

We are looking for a professor specialising in the challenges and opportunities of sociotechnical transitions in services in the field of the industrial engineering and management. The position is based in Lahti, Finland.

The professorship will reinforce the school's innovation management research and education.

The person appointed to the position must present strong research merits in sociotechnical transitions, services, and innovation management.

For instance, the following application or topic areas are considered an advantage:

- service innovations
- sociotechnical transitions
- implementation of emerging technologies
- human-technology interaction in services and user involvement

The person appointed to the professorship must also present strong proof of successful project work, funding acquisition, and research collaboration with the public and private sectors. Experience of the Finnish business environment is considered an advantage.

The duties include education at the Bachelor's and Master's levels in the key areas of industrial engineering and management.

The duties related to the field of research also include the following:

- planning and implementation of undergraduate and postgraduate education
- supervision of final theses and postgraduate studies
- active collaboration with businesses
- collaboration with actors in the Lahti region
- societal interaction
- participation in regional and national development projects as an expert
- preparation and management of national and international research and education projects, including funding acquisition
- high-impact international research
- increasing awareness in a way that serves industry and the economy
- taking part in the preparation of projects in other LUT units as an expert
- general administrative work related to the university's operation

The position is situated at the assistant/associate professor level of the tenure track and will be filled through an open application process for a fixed term of four years as defined in the LUT tenure track system. The position starts with a six-month trial period.

## **2 Qualifications**

According to the administrative regulations of LUT University, adopted on 24 September 2020, an assistant/associate professor is required to have a doctorate, high-level scientific qualifications, experience in heading scientific research, the ability to acquire funding, the ability to provide high-level instruction based on research, the ability to supervise final theses, proof of international cooperation in his/her field of research, and when relevant to the duties of the position, practical experience in the field of the professorship.

Practical experience in the field is not a requirement in this position but is considered an advantage.

The applicant must have research and teaching merits, proof of effective research and the acquisition of external research funding, and international experience. In the appointment, attention will be paid to the applicant's merits, which are defined in the tenure track system of LUT University (Annex).

Under the universities decree (770/2009), a person in a teaching and research position at a university is required to master the language, Finnish or Swedish, in which he or she teaches. According to the university regulations, section 28, a foreign or Finnish citizen who is not a native of Finland may be appointed to a teaching or research position regardless of the fact that he or she has not demonstrated skills in Finnish and/or Swedish. An applicant for a professorship may demonstrate his or her language skills with a language certificate accepted by the academic council and/or in an interview.

According to the university regulations, section 28, professors are required to have the language skills needed for the successful completion of their duties.

In this position, oral and written fluency in English is required. The applicant must also be prepared to acquire Finnish skills sufficient for carrying out the duties within a reasonable amount of time. The required language skill level is defined by the professor's supervisor together with the person appointed to the professorship.

### **3 Applying for the position**

#### **Application**

The application must specify the tenure track level applied to. The deadline for applications is indicated in the vacancy announcement. The application and material for expert assessors should primarily be submitted through the online recruitment system mentioned in the vacancy announcement or e-mailed to the university (recruitment@lut.fi).

The application and its appendices must be in English. The application must include:

- a curriculum vitae (max. 10 pages)
- a copy of the applicant's doctoral diploma
- a full list of publications, including the total number of publications in Scopus and Google Scholar, the total number of citations, the h-index, Scopus ID and Google Scholar profile address
- a separate list of the publications submitted for expert evaluation (max. 10)
- all the publications listed for evaluation by experts (max. 10)
- a teaching portfolio or an equivalent account of the applicant's teaching qualifications
- an account of the applicant's merits and activities of significance to the vacancy (max. 3 pages)
- an account of the applicant's vision on the development of education, research and projects in the field of the professorship at LUT University (max. 3 pages).

#### **Contact information**

The applicant must give the university an e-mail address at which he or she can be reached. If the applicant does not wish to be contacted by e-mail, he or she must give a postal address at which he or she can be reached during the appointment process. The university prefers e-mail.

### **4 Expert evaluators**

#### **Selection of experts**

The experts must be impartial. Before the selection of expert evaluators, the applicants must be provided the possibility to comment on their disqualification.

Based on the proposal of the selection committee, the dean invites at least three internationally recognised experts to submit a statement on the qualification of the applicants. The university's staff members may not be invited as expert evaluators. To the extent possible, the experts should be chosen with the applicants' fields of specialisation in mind and with a view to impartiality.

Sections 27-29 of the Administrative Procedure Act (434/2003) apply to the disqualification of an expert evaluator.

#### **Applications forwarded to expert evaluators**

The selection committee may limit the number of applications forwarded to expert evaluators if there are four applicants or more. At least three applications must be forwarded to the experts. The applications may be limited to the most suitable candidates for the position in the view of the person making the decision. The selection committee must state the grounds for its decision. The applicants will be informed if any applications are excluded from the evaluation.

#### **Expert statements**

The expert evaluators must give their statements in writing within two months. More specific dates will be sent to the evaluators along with instructions. In their statement, the experts must

evaluate especially the scientific qualification of the applicant, and if possible, also other merits related to the professorship, and rank the applicants in order of preference.

The experts may also discuss the matter amongst themselves and give a collective statement. Expert evaluators may not take part in the appointment process at a later stage.

The statement must be submitted to the university (separate instructions issued) by the deadline.

## **5 Interview and trial lecture**

The applicants deemed qualified for the position by the experts will be invited to an interview. The selection committee may ask the applicants to give a public trial lecture.

## **6 Appointment**

The tenure track committee makes a proposal to the dean concerning the appointment. The dean then makes a proposal to the rector on filling the position or leaving it vacant. The proposal shall be based on the merits presented by the applicants, expert statements, possible trial lectures and other related matters.

The evaluation of the applicant's qualifications takes into account scientific publications and other research results with scientific value, pedagogical skills, teaching experience, teaching-related merits, a trial lecture if needed, the number of supervised dissertations, and management and leadership skills. In addition, the evaluation takes into consideration the applicant's activity in the science community, success in acquiring research funding, scientific work abroad, and international positions of trust.

The rector decides either to appoint an applicant or to leave the position vacant.

The appointment proposal may be made or let lapse even if all of the experts have not submitted their statements, provided that the time limit for the statements has expired, at least three experts have submitted their statements, and the impartial treatment of the applicants is not compromised by doing so.

After the rector has made the appointment decision, an employment contract is concluded with the appointed person. If no employment contract is concluded, the rector may, based on the proposal by the dean, make a new decision and appoint another applicant. The rector may also leave the position vacant. When the employment contract is concluded with the person appointed, the final decision is made known to all applicants.

## Tenure track appointment criteria

The positions below require a doctorate in an applicable field, a research field that fits the LUT strategy (see LUT Strategy 2030), a goal-oriented plan for the work in question, teaching experience and an up-to-date teaching portfolio. Table (at the end of this document) can be applied to the evaluation of teaching merits.

In international recruitments, the evaluation must take into account that applicants from outside of Finland and Europe may not have been involved in Finnish or European research projects and have thus not taken into consideration the Finnish Publication Forum classification. Such applicants are evaluated in terms of their success in acquiring competitive funding through their own national channels or through international ones, and in terms of impact factors of scientific journals in their own field. Only in promotion and tenure reviews can the same criteria be applied to them as to Finnish persons.

The following merits of the applicant must be taken into account in the appointment:

### Assistant professor:

- Scientific publications in journals with a national Publication Forum rating.
- Contacts with one's own international scientific community.
- Potential to take part in the acquisition of external funding in the research group and apply for post-doctoral researcher posts of the Academy of Finland.
- Potential to take part in teaching and the supervision of final theses.

### Associate professor:

- Successful publication history after the doctoral defence, target of 3 publications/year with a national Publication Forum rating.
- Proof of participation in international cooperation.
- Successful acquisition of external funding and acting as e.g. a project manager in externally funded projects.
- Applying for post-doctoral researcher posts of the Academy of Finland.
- Participation in the supervision of doctoral students.
- Participation in the commercialisation of research results.
- Participation in teaching, the development of teaching and the supervision of final theses.

## ***Taking teaching merits into account***

The average value of criteria in Table is calculated to evaluate teaching merits. The evaluation may include five to seven criteria depending on the decision of the tenure track committee – not necessarily all seven criteria.

### Evaluation matrix for teaching merits

	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Very good</b>	<b>Excellent</b>
<b>1. Teaching experience</b>	Only little and limited teaching experience	Some (1-3 years) teaching experience in a university	Good (at least 4 years) teaching experience in a university or continuing professional education	Extensive (over 7 years) and wide-ranging teaching experience in a university or	Extensive (over 10 years) and wide-ranging teaching experience in a university or continuing

				continuing professional education	professional education or beyond the university and experience in pedagogical management
<p><b>2. Development of pedagogical skills / pedagogical training (all aspects mentioned must be evaluated)</b></p> <p><b>OR</b></p> <p><b>Student or peer feedback on teaching</b></p>	<p>Only little pedagogical training or only little proof of interest in developing one's teaching skills or only little proof of interest in developing one's teaching skills</p> <p>OR</p> <p>Student feedback collected, no peer feedback</p>	<p>Some pedagogical training (1-4 ECTS credits) or proof of interest in developing one's teaching skills</p> <p>OR</p> <p>Positive student feedback, no peer feedback</p>	<p>Pedagogical studies 5–24 ECTS credits and systematic development of teaching skills begun</p> <p>OR</p> <p>Positive student feedback on several courses over several years. Also peer feedback.</p>	<p>Pedagogical studies 25 ECTS credits and active participation in pedagogical training and other events related to the development of teaching skills and proof of active development of teaching skills</p> <p>OR</p> <p>Excellent student feedback on different courses over a number of years. Positive peer feedback. Pedagogical studies 5–25 ECTS credits</p>	<p>Extensive pedagogical training (over 25 ECTS credits) and proof of active and goal-oriented development of teaching skills and proof of willingness and the ability to share teaching-related knowledge collaboratively and to support colleagues in the development of teaching skills</p> <p>and</p> <p>Excellent student feedback on different courses over a number of years.</p> <p>Excellent peer feedback</p>
<p><b>3. Development and updating of teaching, also curriculum work (Documented)</b></p>	<p>Only little interest in changing or developing one's teaching and only little interest in degree programme development</p>	<p>Some demonstrated interest in learning new teaching methods and/or assessment methods and demonstrated interest in degree programme development</p>	<p>The choice of teaching and assessment methods is based on learning outcomes and participation in degree programme development is consistent with the job description</p>	<p>Learning outcomes, teaching methods and evaluation methods are evaluated and developed systematically and participation in degree programme development is active, constructive and consistent with the job description</p>	<p>In addition to the previous:</p> <p>demonstrated willingness and ability to support other members of the working community in the development of teaching or documented or published results of the development of one's own teaching or demonstrated significant ability to take responsibility for degree</p>

					programme development
<b>4. Production of teaching materials</b>  <i>Definition: teaching material is material which is produced to support learning in addition to possible lecture slides</i>	Only little demonstrated interest in producing teaching materials and the production and use of materials consists of conventional use of material available	Some demonstrated interest in producing teaching and study materials	Explicit demonstrated interest in producing teaching and study materials and the teaching materials and their use support learning and the achievement of learning outcomes	Pedagogically sound material produced for study guidance and to support studying and learning and teaching materials are assessed and developed continuously	Pedagogically sound material produced for study guidance and to support studying and learning and teaching materials are assessed and developed continuously and the teaching materials are also used elsewhere (e.g. published as a textbook)
<b>5. Supervision of final theses</b>	Little experience in the supervision of final theses	Some experience in the supervision and examination of final theses	Some experience in the supervision of final theses, incl. the supervision and examination of dissertations	Extensive experience in the supervision and examination of final theses	Extensive experience in the supervision and examination of final theses and experience as a preliminary examiner or opponent
<b>6. Study guidance, supporting and guiding the progress of studies</b>	Little or no demonstrated interest in study guidance	Some demonstrated interest in study guidance	Proof of careful and responsible study guidance as a part of one's own teaching or demonstrated interest in the development of guidance	Proof of active efforts in study guidance beyond one's own teaching duties, e.g. work as a tutor teacher, career guidance	In addition to the previous:  proof of the ability to support other members of the working community in study guidance and its development or documentation and publications on one's own study guidance activities, their results and development
<b>7. Quality of teaching</b> <i>Average score of course feedback (on a scale of 1-5)</i>	Course feedback not collected, or its score is below 2	The average score of course feedback is 2.0 or higher	The average score of course feedback is 3.0 or higher	The average score of course feedback is 3.5 or higher	The average score of course feedback is 4.0 or higher or an honourable mention or award for good teaching