

Applying for the position of professor at the Faculty of Science

Open positions are announced with a special call for applications. Applications must be submitted in writing. The application period is 30 days, and the deadline for applications is indicated in the call for applications. The applications must be delivered to the University Registry by the last day of the application period at 15.45 local Helsinki time.

Applications must be addressed to the Faculty of Science and submitted, together with the required enclosures, to the following address: Registry of the University of Helsinki, P.O. Box 33 (Yliopistonkatu 4), 00014 University of Helsinki, Finland. The Faculty requests that the application and its enclosures be sent to the Registry via email to the address [hy-kirjaamo\(at\)Helsinki.fi](mailto:hy-kirjaamo@helsinki.fi). (If you submit the documents electronically, you need not deliver them in hard copy.)

The application (cover letter) must be accompanied by the following enclosures:

- 1) An academic portfolio compiled according to the instructions approved by the Faculty
- 2) A list of publications
- 3) Publications to be sent to the assessors.

The academic portfolio, list of publications and publications to be sent to the assessors are to be delivered to the Registry email address as PDF attachments. Publications to be sent to the assessors can also be submitted as online files with links in the list of publications. Alternatively, the documents may be submitted to the mailing address of the Registry on a CD.

The maximum number of publications to be sent to the assessors is indicated in the call for applications. Typically the applicant is expected to select no more than ten publications from their body of work. The applicant must not exceed the set maximum number of publications and must indicate the publications which he or she has selected as the ones to be sent to the assessors by, for example, circling the number of the relevant publication. The publications must be numbered as in the list sent with the application. The Faculty has decided that the summarising report of what is known as an article-based dissertation shall be considered one publication, and each of the published articles contained in the dissertation shall be considered one publication.

The Faculty submits the applicants' full lists of publications to the assessors. The assessors will also be notified that they may receive any publication mentioned in the list on request. Consequently, applicants must be prepared to submit to the Faculty any publication on their list of publications upon the request of the Faculty.

Applicants who cannot deliver their application enclosures as electronic files may request further instructions from the Faculty Office.

Further information can be obtained from the Faculty Office, email [sci-prof\(at\)helsinki.fi](mailto:sci-prof@helsinki.fi) or telephone (09) 191 50030.