



29.4.2009

THE ACADEMIC PORTFOLIO TO BE ATTACHED TO
APPLICATIONS RELATED TO TEACHING AND RESEARCH POSITIONS

Updated on 3 August 2011

An individual academic portfolio should be prepared specifically for the position being sought. The Faculty requests that its length (excluding the List of Publications) not exceed seven (7) pages.

Those who are applying for a professorship should leave their portfolios in English. If you are applying for other teaching or research position you may leave your portfolio in Finnish or Swedish. The portfolios are distributed to many parties (such as academic assessors and Department Council members) and so should not contain any confidential information, e.g., identity numbers, information about hobbies, etc.

The List of Publications attachment to the portfolio should follow the structure and headings described below.

The portfolio is a brief, concise report of an applicant's documentable qualifications for a position.

Reference to periods should include only the month and year, not specific dates.

Past employment should not be reported with elaborate detail. Employment periods of less than a year may be combined under a single title, such as "Acting Professor (8 months in total), 2002–04".

If requested by the Faculty, information in the portfolio must be documented in the manner specified.

Portfolio structure and headings:

ACADEMIC PORTFOLIO

1. Basic information

- Name, birth date, present employer, position title, start date
- Degrees, diplomas and the equivalent
- Previous employment

2. Qualifications in research and doctoral training

- Honours and awards by scientific societies
- Nature and scope of publications (if not apparent from the List of Publications)
- Positions of scientific expertise

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- International activities
- Scope and management of external research funding and projects
- National and international research collaboration
- Competencies in applying research findings
- Coordination of doctoral training or other participation in nationwide doctoral programmes
- Number of postgraduate students
- Postgraduate supervision and teaching methods
- Number of supervised dissertations
- Experience as a dissertation pre-examiner and opponent

3. Teaching qualifications

- Teaching experience

(Report of the scope and nature of teaching duties at a university, other higher education institution or institute)

- Pedagogical training

(Training entered in the staff training register; courses included in study modules in university pedagogy; studies in education required of teachers; improvement of expertise in other ways, such as through networks)

- Ability to produce teaching materials

(Report of contributions to the production of teaching materials)

- Other teaching merits *(report of the achievement of objectives set for teaching and of teaching methods used and their success, feedback on the applicant's own teaching, description of participation in educational development groups and other activities related to academic affairs, teaching philosophy, teaching-related reports and research, awards, grants and other recognition)*

4. Other qualifications and merits

- Socially significant elected positions or expert assignments based on academic or pedagogical merit
- Significant elected positions based on academic and pedagogical qualifications, membership in working groups and committees, and other university-level administrative duties.



LIST OF PUBLICATIONS

The List of Publications should be organised according to the relevant groupings in the University of Helsinki database. For Faculty professorship applicants, the structure and headings of the list should be as follows:

A Peer-reviewed scientific articles

- A1 Original scientific article
- A2 Review
- A3 Contribution to book/other compilations
- A4 Textbooks
- A5 Article in conference publication

B Non-peer-reviewed scientific writings

- B1 Writing in scientific journal
- B2 Contribution to book/other compilations
- B3 Article in conference proceedings

C Scientific books (monographs)

- C1 Published scientific monograph
- C2 Edited book, compilation, conference proceeding or special issue of journal

D Publications directed at societies of experts

- D1 Article in professional journal
- D2 Article in professional hand or guide book or in a professional data system, or text book material
- D3 Article in professional conference proceedings
- D4 Published development or research report
- D5 Text book or professional handbook or guidebook or dictionary

E Publications directed at the general public

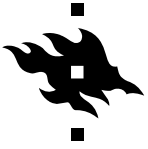
- E1 Popular article, newspaper article
- E2 Popular monograph

F Public activity in fields of arts and industrial arts

- F1 Published independent artistic work
- F2 Public contribution to artistic work
- F3 Public artistic play or exhibition
- F4 Model or plan taken into production / exploited

G Thesis

- G1 Thesis for higher vocational diploma, bachelor's thesis
- G2 Master's thesis, diploma work, upper higher vocational diploma
- G3 Licentiate Thesis
- G4 Doctoral Thesis, monography
- G4 Doctoral Thesis, articles



H Patents and invention reports

H1 Patents

H2 Invention reports

I Audiovisual materials and programs in information and communication technology (ICT)

I1 Audiovisual materials

I2 ICT programs or applications