

HCAS Annual Call for Applications 2019

Principles of preselection

Before applications are sent to the first stage of evaluation in evaluation panels they are preselected at the Collegium so that applications that do not meet the formal criteria are discarded. The formal criteria are specified in the instructions for applicants and include e.g. that a candidate must have been awarded a doctoral degree before the end of the application period and that all the attachments are included in the format specified.

In addition, the director and deputy director may exclude candidates on the basis of the applicant's CV, list of publications, abstract and motivation letter. The director may form a small group to help in the task or consult experts in specific cases. Applications clearly not suitable for the call can be discarded at this stage. The criteria to be followed include:

- scientific merits of the research plan, theoretical and methodological framework; esp. innovativeness and the significance of new knowledge produced from the perspective of multidisciplinary potential and/or specific research field
- the feasibility of the research plan
- the applicant's scholarly merits in relation to career stage
- added value of the cooperation plan with researchers at the University of Helsinki.

The purpose of the preselection is to help the task of the evaluation panels by excluding applications that cannot seriously be considered for HCAS.

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INSTRUCTIONS FOR THE EVALUATION PANELS
First stage of evaluation

The director of the Collegium nominates two selection committees based on research fields: social sciences and humanities. The HCAS board and deans are consulted for possible members.

The task of the panels is to evaluate applications for interdisciplinary potential and applicability to HU and ensure that the selected candidates and their plans are of high academic standard. This phase is based on the applicants' CV, list of publications, abstract and motivation letter. The selection panels will form a long list of c. 50 applications. The panels are headed by the HCAS director.

No numerical evaluations nor evaluation information are given to the applicants.

Both evaluation panels will receive c. 100-150 applications to evaluate. Only the applications (max. 25 per panel) that could potentially be funded by the Collegium should be selected to the second stage. **Please do not disqualify a candidate based on a conflict of interest or because you feel unable to evaluate the proposal due to its field. In such cases please notify us (collegium-HR@helsinki.fi) at your earliest convenience so that we can reassign the application to another evaluator.**

In the first stage, panel members are asked to pay attention to the abstracts of the research proposal, CVs, lists of publications and motivation letters. On the basis of these documents, you may disqualify applicants, considering the following criteria:

- scientific merits of the research plan, theoretical and methodological framework; esp. innovativeness and the significance of new knowledge produced from the perspective of multidisciplinary potential and/or specific research field
- the feasibility of the research plan
- the applicant's scholarly merits in relation to career stage
- added value of the cooperation plan with researchers at the University of Helsinki.

The key criterion for rejecting a candidate is that she/he cannot seriously be considered for a fellowship at an institute for advanced study.

Each application is read by two panel members who evaluate the applications on the scale from 1 to 3 (1=disqualified, 2=possible, 3=excellent).

Please note that we **do** accept post-doctoral applications. Our aim is to ensure that appointed fellows may also be at an early stage of their academic career and that they may come from any of the academic disciplines in the humanities and social sciences. Thus, you should not exclude applications from recent PhDs merely based on the date of their doctorate. However, you may consider whether the post-doctoral applicant shows definite career progress beyond the doctorate. Notice that we **do not** accept research plans that propose re-writing the applicant's PhD thesis as a book.

The applications that pass the first stage are deemed the most suitable for the Collegium in that they are of high academic quality, show multidisciplinary potential and bring in added value to the University of Helsinki and the Collegium in their cooperation plan in the motivation letter.

Before the evaluation panels start their work, the applications that do not meet the formal criteria are disqualified and the director ensures that the applications sent to the panels are applicable to the Collegium's research profile. In other words, the applicants must fulfil these criteria to be passed on to the panels: doctoral degree must be conferred by the deadline, social sciences or humanities-related research question, required attachments of the right length by the deadline, suitability of the plan to the Collegium.

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INSTRUCTIONS FOR THE EVALUATORS
Second stage of evaluation

General evaluation principles and the evaluation process

The evaluators are kindly asked to follow these instructions when evaluating the applications.

If the evaluator feels that she/he is unable to evaluate an application, e.g. due to conflict of interest, she/he should send an email message to collegium-HR@helsinki.fi as early in the evaluation process as possible so that we can assign another evaluator for the application in question.

The applications sent to the evaluators will be reviewed by two evaluators each. Please note, that these applications have already passed the first stage of evaluation by review panels at the University of Helsinki. In the first stage, abstracts, CVs, lists of publications and motivation letters were used to evaluate the candidates on the following criteria: scientific merits of the research plan, theoretical and methodological framework (esp. innovativeness and the significance of new knowledge produced from the perspective of multidisciplinary potential and/or specific research field) and the feasibility of the research plan; the applicant's scholarly merits in relation to career stage; and added value of the cooperation plan with researchers at the University of Helsinki. The applications that passed the first stage were deemed suitable for the Collegium in that they are of high academic quality, show multidisciplinary potential and bring added value in their cooperation plan to the University of Helsinki and the Collegium.

In this second stage, evaluators are asked to evaluate the remaining full applications according to the set of criteria listed on the application evaluation form, which are

- (1) the academic merits, theoretical and methodological framework, and feasibility of the research proposal;
- (2) the interdisciplinary potential of the research proposal and
- (3) the applicant's academic qualifications in relation to his or her level of seniority.

Please note that we **do** accept post-doctoral applications. Our aim is to ensure that appointed fellows may also be at an early stage of their academic career and that they may come from any of the academic disciplines in the humanities and social sciences. Notice, however, that we **do not** accept research plans that propose re-writing the applicant's PhD thesis as a book.

Evaluators are asked to submit **a written review report** in the electronic system on second stage applications (see the report model at the end of this file). The reports are crucial to the HCAS director and HCAS board members for understanding the evaluation, and for assessing both the evaluation and the evaluated proposal. The reports also provide applicants with important feedback, as they have **the right to see the evaluations if they so request. Every year most applicants exercise this right. Hence, please do not, for example, refer to other applications, or the applicant's age, nationality or gender in your evaluations.**

Evaluators are also asked to submit **an overall numerical evaluation report**, scores from 1 to 5, with 1 being "poor" and 5 being "outstanding" of **all** applications. The evaluator should use the full scale of grades. The highest grades should be used sparingly and only in cases where you think the project is definitely fundable. Only whole numbers are allowed.

The scores and evaluations will be used to find the top candidates as only 10-15 new researchers will be recruited.

Declaration

When accepting the task of an evaluator, you guarantee not to disclose the information you become privy to in this capacity and not to use it for anyone's benefit or disadvantage. Furthermore, you affirm that if you have a conflict of interest concerning one or more proposals, you will inform the Collegium immediately thereof.

Please refer to "Instructions to the members of the Collegium Board, evaluators and administrative personnel" regarding our policy on the confidentiality of application documents and conflicts of interest.

Evaluation criteria

The following criteria will be used for evaluating applications at the second evaluation stage:

1. Academic merits, theoretical and methodological framework and feasibility of the research proposal

How would you evaluate the academic merits of the research proposal? How would you evaluate the relevance of the proposed research project from the perspective of the international academic community? How would you evaluate the originality of the proposed project? Do you think the proposed project is original enough to warrant acceptance to an institute for advanced study?

How would you evaluate the possible theoretical and/or methodological merits of the proposed research project? These merits should show an innovative and novel approach introducing new theoretical and/or methodological concepts to this discipline.

How feasible is the research plan? Is the time span in accordance with the proposed research plan? How would you evaluate the applicant's plan for publication? The applicants have also been asked to evaluate how much time they would have to spend outside the Collegium in order to follow their research plan. Our rule is that they should be present for at least 80% of their total working time of 1624 h per year and that they should limit their absence to periods when the University is not in session, i.e. summer and the Christmas break. Please comment.

2. Interdisciplinary potential of the researcher and the research proposal

The applicants are specifically asked to demonstrate how they plan to engage in and contribute to the interdisciplinary and multidisciplinary cooperation advanced by the Collegium, and how they plan to cooperate with other faculties, departments, graduate schools research groups, and researchers at the University of Helsinki. They have also been asked to describe the significance of their anticipated results and the implication of such results for interdisciplinary cooperation. Please evaluate these aspects of the research proposal. How, in particular, would you evaluate the interdisciplinary potential of the researcher and the proposal?

3. Evaluation of previous academic achievements relative to the stage of the applicant's career

¹

How would you evaluate the overall achievements of the applicant in terms of publications, career development etc.? Please pay special attention to the publishing record of the applicant and the quality of the five best works that the applicant has marked with an asterisk (*).² If an applicant has been at the

¹ Please note that there are three types of applications (early career, mid-career and full professor). Early career researchers are those who have completed a doctorate within the last 5–7 years, excluding possible family leave and the like. Mid-career applicants typically have reached the position of university lecturer, associate professor or equivalent academic position (e.g., "docent" in the Finnish system). Full professor applicants should have a permanent full professorship or should have previously held such a position.

² Applicants have been asked to insert bibliometrical information into their application if such data are commonly used in the applicant's field to assess the quality and quantity of publications. Please note that it is forbidden under Finnish employment law to google an applicant online.



Helsinki Collegium for Advanced Studies before, the applicant must give justifications for re-admittance. Please evaluate the justifications the applicant presents.

Main strengths of the application

Please do not leave this part empty.

Main weaknesses of the application

Please do not leave this part empty.

4. Overall evaluation of the application: (Scale 1-5, whole numbers, 1 = poor, 5 = outstanding)

Taking into account both the applicant and the proposed research project, what is your overall assessment of the application?

5. Suggestions and observations on the application as a whole



HELSINKI COLLEGIUM FOR ADVANCED STUDIES

Application review report

Name of reviewer:

Name of applicant:

Title of research proposal:

1. Academic merits, theoretical and methodological framework and feasibility of the research proposal

2. Interdisciplinary potential of the researcher and the research proposal

3. Evaluation of previous academic achievements relative to the stage of the applicant's career
³

Main strengths of the application:

Main weaknesses of the application:

4. Overall evaluation of the application: (Scale 1-5, whole numbers, 1 = poor, 5 = outstanding)

Suggestions and observations on the application as a whole

³ Please note that there are three types of applications (early career, mid-career and full professor). Early career researchers are those who have completed a doctorate within the last 5–7 years, excluding possible family leave and the like. Mid-career applicants typically have reached the position of university lecturer, associate professor or equivalent academic position (e.g., “docent” in the Finnish system). Full professor applicants should have a permanent full professorship or should have previously held such a position.