



Further instructions for academic portfolios in the Faculty of Theology

Applicants for teaching positions in the Faculty of Theology must enclose an academic portfolio with their applications. The University of Helsinki has issued recommendations and instructions for academic portfolios which are also followed in the Faculty of Theology (<https://www.helsinki.fi/en/university/careers-at-the-university-of-helsinki/academic-portfolio>).

The Faculty wishes to specify the University instructions as follows:

Applicants must compile their academic portfolio separately for each position that they apply for and present their qualifications with that particular position in mind. An academic portfolio must consist of four main sections with the following headings and in the following order:

1. Basic information
2. Research and scientific activities
3. Teaching and supervision
4. Administration and other activities

The maximum length of an academic portfolio is four to seven pages, comprising no more than 3,000 characters (including spaces) on each page. Each main section (1–4) may include no more than three appendices, and the total number of pages in the appendices may not exceed 30. The appendices must be included at the end of the portfolio and be numbered (e.g., Section 1, Appendix 1).

1. Basic information

Basic information must be accompanied by a curriculum vitae or an extract from the official Finnish service record (“nimikirjanote”) as well as copies of diplomas and, if necessary, language certificates (Section 1, Appendix 2). This section may also include one optional appendix.

2. Research and scientific activities

This section must be accompanied by a list of publications (Section 2, Appendix 1) drawn up according to the national classification of publication types (more information: <https://www.helsinki.fi/en/faculty-of-theology/faculty/join-us>). The publications in the list must be numbered. In addition to the list of publications, Section 2 may include two optional appendices.

3. Teaching and supervision

This section must encompass the following themes: 1) pedagogical training, 2) practical experience in teaching and the development of teaching, 3) the ability to develop and use teaching material, and 4) other teaching qualifications. The themes are described in more detail in the Faculty instructions for the assessment of teaching qualifications (more information: <https://www.helsinki.fi/en/faculty-of-theology/faculty/join-us>).

Appendices are not required for Sections 3 and 4.