

Date: 13 November 2023

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Guidelines for applications to the Faculty of Humanities and Social Sciences

Please submit the following documents and information in **one PDF file** (lastname_firstname.pdf).

1 Letter of motivation

2 CV (including copies of certificates and diplomas)

In addition to the usual information, please make sure that the following is included:

- ORCID identification number (optional)
- Level of your German language skills (if not a native speaker)
- Current/last position
- Information on any breaks in your academic work or part-time employment and information on the net academic age (calculated from the date of your dissertation defense). We accept all reasons for breaks that are also acceptable to the Swiss National Science Foundation. (see [SNSF document net academic age](#)).
- Information on dissertation (subject, month and year of defense, title of dissertation, institution)
- Information on "habilitation" (month and year of habilitation, title of habilitation, institution)

3 Research

- Information on 5 publications or other significant research achievements most relevant to the position, at least 3 of which must have been published/accomplished in the last 5 years.
- List of publications (including books, all articles in peer-reviewed journals and in non-peer-reviewed journals, book chapters)
- Information on other relevant achievements (e.g. development of software, knowledge transfer, etc.)
- Information on embeddedness within the scientific community, including international research visits.
- Information of ad-hoc reviewing activities.
- Brief description (max. 1 page) of current academic research projects and planned research projects, including information on the extent to which open science practices are already being used or will be used in the future.

4 Teaching

- List of courses taught in the last 5 years (with details of type and SWS, i.e. hours per week per semester), including, if possible, results of course evaluations.
- Information on experiences in working on curricula (e.g. establishment or further development of study programmes; management of modules)
- Information on didactic training
- Brief description of the planned courses (max. 1 page).

5 Supervision

- List of supervision of dissertations, MA theses, BA theses

6 Third-party funding

- List of third-party funding acquired, with details of project title, funding agency, role, funding period, total funding amount and, if applicable, your own contribution. Please also provide a brief summary of content of each project funded (2-3 sentences).

7 Participation in academic self-administration and services to the profession

- List of participation in committees and boards within and outside of your own institution.

8 Awards, prizes, and scholarships

- List of honours, prizes, and scholarships you received.

9 Brief description of leadership and organisational experience (max. 1 page)

- E.g., organisation of workshops and conferences, management of staff

If you have any questions or require further information, please contact:

Prof. Dr. Daniel Speich Chassé, chair of the appointment committee, daniel.speich@unilu.ch