

**Information and Instructions for the Application to the position of lecturer at the Faculty of
Psychology of the SFU Ljubljana**

You apply to the position by sending your application documents to the e-mail address stated at the bottom of the advertisement. Applications must be written in English.

Design your application according to the following outline. All headings must be included. If experience is lacking in one or more areas please make an according statement.

Your application should consist of three PDF documents comprising the following:

1. Application

The following sections should be included in one single PDF document and be named as follows: LastnameFirstname_Application Applicationnumber

- A - Letter of Motivation
- B - Academic Curriculum Vitae
- C - List of Relevant References
- D - Complete List of Publications
- E - Evidence of Teaching Experience
- F - Outline of Didactic Concept and Course Design

2. Certificates

The following certificates should be merged into one single PDF and be named as follows: LastnameFirstname_Certificates Applicationnumber

- Degree certificates
- Proof of English sufficiency
- All other certificates relevant to sections A – F

3. Selection of most Important Publications

Selected publications should be merged into a single PDF and be names as follows: LastnameFirstname_Publications Applicationnumber

1. Application

Name the file: LastnameFirstname_ApplicationApplicationnumber

A – Letter of Motivation

The letter of motivation should state for what position you are applying along with brief description of your motivation for applying the merits you would bring to the Faculty of Psychology (max. one page).

B – Academic Curriculum Vitae

The Curriculum Vitae must include personal information on the candidate (name, date of birth, contact details, etc.) as well as relevant education and professional experiences. All certificates referred to should be included in the PDF file LastnameFirstname_CertificatesApplicationnumber as described under section 2 of this document.

C – List of Relevant References

The list of relevant references should include the name and the contact details of relevant previous employers along with the institution they belong to and a short description of the content of the employment.

D – Complete List of Publications

Publications should be numbered and chronologically (starting with the newest publication) organized under the following headings:

D.1. Published original articles in peer-reviews journals

D.2. Books

D.3. Edited Books

D.4. Book Chapters

D.5. Conference contributions

D.6. Publications in preparing or printing

The publications should be cited according to scientific standards. The name of the applicant should be marked in bold.

E – Evidence of Teaching Experiences

The evidence of teaching experiences should briefly summarize all relevant experiences and qualifications you have obtained within the area of teaching along with all additional information that will clarify and highlight your competences (max. one page).

F – Outline of Didactic Concept and Course Design

The outline of your didactic concept and course design should give an overview of the structure and contents you are planning to implement as part of the course you are applying for teaching along with the didactic methods you plan on using (max. one to two pages).

2. Certificates

Name the file: LastnameFirstname_Certificates Applicationnumber

This PDF should include all the certificates you have referred to in the application document. This should include – but is not limited to your degree certificates and proof of English sufficiency. The document should start with a table of content of the attached files.

The files should be organized along the following sections:

- **Degree certificates** (Bachelor, master and (if available) PHD certificate)
- **Proof of English sufficiency** (The proof of English sufficiency should consist of an internationally recognized certificate such as the IELTS, TOEFL or Cambridge certificate. If you do not have such certificate an academic degree obtained in the English language or publications in English of high linguistic quality can suffice. If this is the case, instead of attaching your certificate state which other relevant qualifications (such as a degree or publication) are proof of your English sufficiency.
- **Other relevant certificates** (organize according to the sections A-F of the application PDF in which you have referred to these certificates).

3. Selection of Most Important Publications

Name the file: LastnameFirstname_Publications Applicationnumber

Selected publications should be merged into one single PDF file in chronological order. The first page of this document should be a brief commentary on the selected publications.

Procedure for the selection of lecturers

- Public calls are to be issued for the appointment of all external lecturers
- Public calls are to be prepared by the head of the Faculty of Psychology of the SFU Ljubljana and approved by the Faculty of Psychology of the SFU Vienna before publication
- All applications are to be submitted in English
- After the application deadline closes all applications are to be organised according to the assessment criteria by the Faculty of Psychology of the SFU Ljubljana and send to the Faculty of Psychology at the SFU Vienna
- The head of the Faculty of Psychology of the SFU Vienna will select the most promising candidate for the open position according to the assessment criteria stated above within a timeframe of four weeks and subsequently notify the Faculty of Psychology of the SFU Ljubljana of their decision
- The Faculty of Psychology of the SFU Ljubljana is to notify all applicants of the decision made regarding the appointment to the position in question
- The Faculty of Psychology of the SFU Ljubljana is further to notify the head of the Faculty of Psychology of the SFU Vienna of the response of the chosen applicant
- As soon as the contract is signed a copy is to be sent to the Faculty of Psychology of the SFU Vienna