

## B.1. - APPLICATION CHECKLIST

### Notification of intent:

- Include list of 8 potential external referees, including names, titles and contact details

### Final application:

- CV (full) (attachment)
- Research and Scholarship
  - A list of publications (published and available in the public domain)
  - 3 key publications with summary
  - List of other research activities: major external grants and contracts awarded, invited/contributed talks/seminars, post-doctoral and research co-workers/visiting academics, continuing professional development activities
- Applicant personal statement (*form "B.3. – Applicant – Personal statement"*)
- Proof of external postdoctoral research experience (*Assistant Professor applicants only*)
- Teaching portfolio
  - Course syllabi
  - Evidence of innovative teaching and learning activities
  - Assessment practice
  - Teaching peer review report
  - Experience evaluating study programmes at the University of Luxembourg or elsewhere
  - List of publications in relation to teaching and learning in higher education (if any)
  - Course evaluations or other evidence of feedback from students
- List of teaching activities
  - Confirmation of courses taught at bachelor and masters level, with course descriptions and relevant teaching units, including semesters and names of any co-instructors, with particular focus on the last five years
  - Bachelor and master students supervised, name of project and start and end dates
  - Doctoral candidates supervised, name of project, and start and end dates
  - Continuing professional development activities

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- List of knowledge and technology transfer activities
  - Partners within industry, including names and nature of partnership
  - Patents and licensing agreements: including type, date, issuing authority
  - Spin-offs: name and date of incorporation
  - List of public outreach and service activities, including title, nature of activity, and dates
  - Names and dates of participation in (inter-)governmental professional committees
  - Dates of consultancy activities carried out and name of beneficiary
  - Names of national, European, and international networks of researchers to which the applicant belongs, dates of affiliation, and degree of participation
  - Continuing professional development activities
  
- List of administration and management activities
  - Participation in university and faculty councils, committees and working groups, including start and end date of mandate and any specific role (chair, secretary, etc.)
  - Academic leadership and management: including head of department/RU, course/track director and other functions recognized under the law (stating start and end date of mandate, other curriculum coordination, principal investigator responsibilities, people and team management (number of direct reports)
  - Internal service (including but not limited to safety contact officer, Belval move coordination): start and end date of activity, brief description of responsibilities and contribution, and any specific training undertaken in fulfilment of this role
  - Mentoring of colleagues: names of colleagues not in direct line responsibility mentored
  - Other University service (representation of the University of Luxembourg in external activities and working groups)
  - Continuing professional development activities: a list of activities undertaken, including title of course/activity, duration, start and end dates (as applicable)