

COMPETITIVE PROMOTION 2025

CHECKLIST FOR APPLICANTS

GENERAL INFORMATION

- In addition to this checklist, please also refer to the [Competitive Promotion policy](#) and the assessment criteria mentioned therein.
- We kindly remind you to keep your CV page on the UL website updated.
- Please note that a mandatory application form will be made available for upload on the submission platform. You will be able to enter the information below as well as the weighting of the different assessment areas into this template.
- In compliance with the recommendations of the San Francisco Declaration on Research Assessment (DORA), the University of Luxembourg urges parties involved in academic evaluation processes to assess the candidates' published research results and scientific output accurately, based on the intrinsic quality of the content as well as the impact and contribution to the scientific community. We therefore advise candidates to avoid bibliometric references.

Application documents / section	Instructions
Checklist for applicants	This document is for reference only and does not need to be submitted.
Application form	Candidates must upload this document as a single PDF to the European Science Foundation platform.
Application form Section 1 "Employment and Professional Record"	Up to five previous employments / positions can be listed, including employer name, department, job title, dates, additional comments
Application form Section 2 "Qualifications"	<ul style="list-style-type: none"> • List university degrees in reverse chronological order. Applicants must indicate the qualification type, institution, discipline, and year. • Candidates may indicate if and why they had any career breaks or comment on individual circumstances that impacted their career (max. 200 words).
Application form Section 3 "Mandates"	Up to five professional mandates for which the candidate was elected or nominated can be listed, including mandate title, institution, date of appointment, duration, and additional comment(s).
Application form	The personal statement should cover the applicant's full range of duties and achievements since their last promotion, if applicable, and should align with the job description for the academic rank, as well as the areas of

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Section 4 “Personal statement”	assessment and criteria for promotion. Additionally, candidates are encouraged to explain the weighting of the different assessment areas (max. 1,000 words).
Application form Section 5 “Research & Scholarship statement”	The statement should be used to describe the candidate’s research profile, key contributions, and impact on the scientific community. Candidates should also reflect on their future activities and contributions upon promotion (max. 1,000 words). This statement should serve as an additional space to the personal statement, focusing further on this assessment area.
Application form Section 6 “Teaching statement”	The statement should outline the candidate’s teaching profile, including contributions and achievements, highlighting skills and ongoing professional development (max. 1,000 words). This statement should serve as an additional space to the personal statement, focusing further on this assessment area.
Application form Section 7 “Knowledge & Technology transfer activities statement”	The statement should describe the candidate’s activities and contributions to knowledge and technology transfer (max. 1,000 words). This statement should serve as an additional space to the personal statement, focusing further on this assessment area.
Application form Section 8 “Administration & management statement”	This statement should reflect on the candidate’s management or leadership roles, outlining key achievements in this area. This statement should serve as an additional space to the personal statement, focusing further on this assessment area.
Attachments <i>(All attachments should be combined into one single PDF. Please provide titles for the documents so they can be easily assigned to the respective assessment areas (e.g., Research and</i>	<ul style="list-style-type: none"> • Additional CV (max. 2 pages) ➔ Please avoid repeating information already provided in the submission portal or application form.
	Research and Scholarship <ul style="list-style-type: none"> • <u>Up-to-date list of publications</u> ➔ The list includes all relevant published work in chronological order, and adhering to conventions/standards for referencing in the relevant academic field (author(s), year of publication, title of the work, title of the journal or edited volume if applicable, page references if applicable, publisher if applicable).

<p><i>Scholarship_List of publications)).</i></p>	<ul style="list-style-type: none"> ➔ The list should only include publications that have already been published and are available in the public domain. ➔ It is recommended to categorize the list of publications (e.g. books, peer-reviewed articles, etc.). • <u>List of 3 key publications incl. summaries</u> (max. 100 words per summary) • <u>Further research activities other than publications, including but not limited to:</u> <ul style="list-style-type: none"> ➔ Major external grants, indicating the awarding body/funding agency, project title, values and dates (mm/yyyy), own role, co-investigators where applicable ➔ Invited or contributed talks/presentations, including organizer(s) and dates ➔ Supervision of doctoral, post-doctoral, or other researchers ➔ Continuing professional development activities related to research and scholarship
	<p>Teaching</p> <p>Applicants should present sufficient evidence to substantiate the information presented in the “Teaching statement”:</p> <ul style="list-style-type: none"> • <u>Teaching portfolio, including but not limited to:</u> <ul style="list-style-type: none"> ➔ Courses taught, syllabi, assessments, student feedback, etc. ➔ Teaching coordination and/or programme directorship ➔ Student supervision and mentoring (Bachelor and Master students) ➔ Contributions to national, European and international collaborations in this area (i.e. dual degrees) ➔ Continuing professional development activities in teaching and learning
	<p>Knowledge and technology transfer</p> <p>Applicants should present sufficient evidence to substantiate the information presented in the “Knowledge & Technology transfer activities statement”:</p> <ul style="list-style-type: none"> • <u>KTTP portfolio, including but not limited to:</u> <ul style="list-style-type: none"> ➔ Partnerships with the private or public sector, including names and nature of partnership ➔ Patents and licensing agreements, including type, date, issuing authority ➔ Spin-offs, including name and date of incorporation ➔ List of public engagement, citizen science, and other service activities, including title, nature of activity, and dates ➔ Names and dates of participation in (inter-)governmental professional committees ➔ Continuing professional development activities

	<p>Administration and management</p> <p>Applicants should present sufficient evidence to substantiate the information presented in the “Administration and management statement”:</p> <ul style="list-style-type: none"> • <u>Administration and management portfolio, including but not limited to:</u> <ul style="list-style-type: none"> ➔ Participation in university and faculty committees, including start and end date of mandate and any specific role (chair, secretary, etc.) ➔ Administrative roles, academic leadership and management: including head of department/RU, course director (stating start and end date of mandate, other curriculum coordination, principal investigator responsibilities, people and team management) ➔ Other University services (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)
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