



AALBORG UNIVERSITY
DENMARK

THE FACULTY OF
ENGINEERING AND
SCIENCE

Supplementary Rules on the Appointment of Academic Staff at the Faculty of Engineering and Science

October 2014

Supplementary rules regarding appointment

The following rules have been established in accordance with the Ministerial Order on the Appointment of Academic Staff at Universities (the Appointment Order) of 13 March 2012. (Text from the ministerial order is framed and in italics.)

The purpose of the order is set out in § 29, paragraph 3, in Act No. 695 of 22 June 2011 on universities (the University Act).

The Dean holds the decision making power in appointment cases at the faculty.

Purpose

§ 1. The purpose of this order is to set the overall framework for the appointment of academic staff and to allow universities to develop and amend their administrative rules governing appointments in a manner that matches the needs of individual subject areas and appointments.

Conditions imposed by current laws and ombudsman practice are not included in the order. The university may interpret and supplement the current rules, including administrative law, equality law and other rules that apply to the public administration, and the university must follow state regulations on wages and employment.

Scope

*§ 2. This order applies to the appointment of members of staff in positions covered by the job structure for academic staff at universities.
(2). The order also applies to appointments to clinical professorships and clinical associate professorships but in those cases may be modified by special agreements.
(3). The university establishes supplementary internal rules to this order.*

According to the Circular on the Job Structure for Academic Staff at Universities of 2007, position categories comprise two groups:

- Principal positions (assistant professor/researcher/postdoc..., associate professor/senior researcher, professor with special responsibilities and professor)
- Other position categories (senior advisor, PhD student, research assistant, teaching assistant, teaching assistant professor and teaching associate professor, and part-time lecturer)

The supplementary rules were established in December 2005 by the Academic Council of the Faculties of Engineering, Science and Medicine that as of 1 September 2010 were divided into two faculties – the Faculty of Engineering and Science and the Faculty of Medicine. The supplementary rules continue to apply to both the faculties.

In connection with the new "Appointment Order" in 2012, the additional rules have been revised accordingly.

Advertisement

§ 3. Positions at the professor and associate professor level must be advertised internationally, except under special circumstances of an academic nature, see, however, sections 7-9.

(2) Upon the simultaneous appointment of entire research groups that are already collaborating, appointment may take place without advertisement if it is documented that the relevant researchers as a group will be able to carry out the desired task.

Positions must be advertised by public advertisement. However, there are special rules in § 7 for appointment via search committees/calling, § 8 for appointment with external funding, and § 9 for appointment and re-appointment for a period of up to one year.

A position's content and qualification requirements must be described in such a way as to provide a basis for open competition.

In addition to the general information associated with the individual position category (basic qualifications, salary, etc.), the advertisement must contain a description of all the required qualifications (specific research qualifications, teaching/pedagogical qualifications, administrative and/or managerial experience, etc.) that will be the basis for assessing applicants.

The department fills out the template prepared by the faculty (the position advertisement) for the desired position category and submits the proposal via PeopleXS for approval by the Dean.

The position advertisement is published in full length (both internally and externally) on the university's website: <http://stillinger.aau.dk/>. Advertisements for professor and associate professor will also as a *minimum* be published on the international job portal *Workindenmark* <https://www.workindenmark.dk/> and *Euraxcess*.

In order to ensure that the position advertisement comes to the attention of qualified applicants, it will often be appropriate to place the advertisement in Danish and/or international journals. This is indicated in the email to the faculty office. The faculty office is responsible for placing the advertisement and the department pays the expenses for this.

Position advertisements are normally not published in full length in professional journals as the general information indicates that the advertisement can be seen in its full length on the university's website.

The proposal for a position advertisement must be received via PeopleXS by the faculty office **no later than 7 days** before the desired date of publication and/or the journal's deadline. The deadline assumes that there are no comments on the submitted material.

Assessment

§ 4. The university establishes rules on the assessment of applicants for appointments to academic positions.

The university has established rules concerning assessment committees; these can be found in the AAU Handbook: <http://www.aauhaandbog.aau.dk/faces/viewDocument/5019>

Preferably at the same time as the submission of the position advertisement and no later than the application deadline, the head of department prepares a proposal for an expert assessment committee including a proposal for the chair of the committee (the chairperson is normally the designated member from the department).

Composition of the assessment committee:

Professor (MSO, clinical professor):

An internal chairperson.

Two external assessors. Every effort must be made that one of the two external assessors comes from an educational institution outside Denmark.

The assessors must be professor level.

Assessment committees are approved by the Academic Council, and assessment committees and assessments are sent to the applicants for consultation.

Associate professor:

An internal chairperson.

Two external assessors.

The assessors must be at least associate professor level.

Assessment committees are approved by the Academic Council, and assessment committees and assessments are sent to the applicants for consultation.

Assistant professor/researcher:

An internal chairperson.

An external assessor.

The assessors must be at least associate professor level.

Assessment committees are approved by the Academic Council, and assessment committees and assessments are sent to the applicants for consultation.

Postdoc:

An internal chairperson.

An internal assessor.

Research Assistant:

An expert handles the assessment.

The expert must be at least associate professor level.

The expert is approved by the Dean.

Teaching assistant professor, teaching associate professor:

Two experts handle the assessment.

The experts must be at least associate professor level.

The experts are approved by the Dean.

Part-time academic staff: Part-time lecturer, teaching assistants and student teachers (clinical associate professor, clinical instructor):

An expert handles the assessment.

The expert must be at least associate professor level.

The expert is approved by the head of department.

PhD

Two experts handle the assessment.

The assessors must be at least associate professor level.

The experts are approved by the head of department. The program director is an ex-officio member.

The proposal must include:

- The chair and members: name, title, academic degree, work place and email address.
- Brief evaluation that persons who do not have the title professor/associate professor are at an equivalent level.
- Statement that the relevant persons have declared their willingness to take on the task.
- Whether there is knowledge of active research collaboration, joint publication or other circumstances which may cast doubt on the eligibility of the assessment committee members.

The following apply to the composition of the assessment committee:

- Gender balance – an assessment committee must include at least one female assessor, unless an exemption can be granted upon evaluation of the justification for this omission.

- The two external assessors must not come from the same institution.
- One adjunct professor/associate professor must be included as an external member.
- Professor emeriti and part-time lecturers affiliated with Aalborg University cannot be members of the committee unless there are special circumstances.
- The assessors must be knowledgeable in the position's subject area.

The faculty office checks for ineligibility after the application deadline. In particular, joint publications and any relationships between PhD supervisors and applicants are checked. Members of the assessment committee are obligated to respond to any issues related to their own eligibility or that of another member.

The department's proposal is submitted to the next meeting of the Academic Council for review. The Dean then sets up the committee.

Immediately thereafter the faculty office notifies applicants on the composition of the assessment committee. Applicants are also informed that any comment on the composition of the assessment committee must be received by the faculty office within a period of 8 days, and that the assessment committee will start work immediately thereafter, unless any comments give rise to a change in the composition of the committee.

The Dean suggests a deadline for submission of the committee's assessment. The assessment committee and the applicants are notified of this deadline.

Preparation of the assessment

(2) The assessment must take into consideration whether the applicants possess the academic qualifications in research, teaching, communication, etc., stipulated in the job structure and, in addition, fulfill the other requirements stated in the advertisement. A non-prioritized, reasoned and written assessment of the applicants' academic qualifications is submitted to the Rector. If there are differences of opinion between the academic assessors, this must be indicated in the assessment.

The assessment committee decides which applicants are considered qualified in terms of research and teaching as well as in relation to the other professional requirements stated in the position advertisement. The assessment committee prepares a non-prioritized recommendation containing an assessment of each applicant.

The assessment committee can recommend to the Dean that the position be re-advertised if, after a review of the applications and the other available information, the committee assumes that applicants who are more qualified will apply. The decision on any re-advertisement is made by Dean.

The assessment committee can recommend to the Dean that trial lectures be held with one or more applicants (normally only for ordinary associate professorships and professorships and in connection with the job interview).

If the members of the assessment committee agree that an applicant is not qualified, the requirements that are not fulfilled can be briefly stated in assessment.

The assessment committee's assessment of each applicant must be either unanimous or be an assessment from a majority and a minority. If there are differences of opinion between the members of the committee, this must be clearly indicated in the committee's assessment.

It is the responsibility of the Dean to ensure that the assessment contains an objective and sufficient basis for decision, and that the evaluations of the individual applicants are written in an appropriately objective form. Otherwise, the Dean can request that the assessment committee reformulate (parts of) the assessment.

Only the chair, the members and any secretary(ies) can participate in the assessment committee's work.

Qualifications of applicants

§ 5. The university may establish rules for the documentation of applicants' qualifications, including rules for the scope of the material that applicants are allowed to submit for assessment.

The applicant must provide a full list of publications as well as a maximum of 10 scientific works for the position of associate, professor and professor with special responsibilities, and a maximum of 5 scientific works for other positions.

The applicant must make every effort to submit only material relevant to the position advertised.

In individual disciplines, there is a tradition of submitting of co-author statements. If this is a requirement, it must be specified in the advertisement.

For the position categories of assistant professor, associate professor, professor with special responsibilities and professor, the position advertisement includes a requirement for submission of a teaching portfolio.

If this is not submitted, the applicant must attach a statement on the reasons for this omission.

The assessment committee has the option of recommending to the Dean that the applicants have the opportunity to submit additional scientific material for assessment. With the approval of this, the Dean sets a deadline for submission of additional scientific material that all applicants are informed of.

Appointment

§ 6. The Rector's decision on the appointment is normally made no later than six months after the application deadline.

Immediately after the assessment committee has submitted its assessment, the faculty office sends each applicant the part of the assessment that concerns the individual applicant. At the same time, the applicants are informed that any comment on the assessment must be received by the faculty office within 8 days.

On the professor and associate professor level (though not for externally funded positions), the assessment is simultaneously forwarded to the relevant head of department and director(s) of studies for consultation. For other positions, the assessment is forwarded to the head of department.

In each individual case, the Dean decides whether any comment from an applicant is to be sent to the assessment committee for an opinion. If the comment has been submitted to the assessment committee for an opinion, the opinion is sent to the applicant concerned.

Before the Dean makes a final decision on the appointment, the selected applicants are invited for a job interview.

For professor positions, as a general rule, an appointment committee is set up consisting of three persons with the head of department as chair. The appointment committee must be approved by the Dean. The appointment committee designates one or more applicants to be called in for an interview.

The Dean is invited and will take part in the interviews as part of the three persons on the appointment committee.

For the associate professor level and below, the department head must convene and hold the interviews. At the associate professor level, an appointment committee can be set up under the same rules as for professor positions.

After the interviews are held, the department must notify the faculty office in writing as to who was interviewed and who they desire to be appointed to the position. Based on this, the Dean makes the final decision on who should be recommended for appointment to the position. In addition, the qualifications emphasized by the management must be explained in writing so that the applicants who are not recommended for the position can receive a reasoned rejection.

Immediately after the decision is made, all applicants are informed of it. Each applicant who is not recommended for appointment is informed that the position has been filled by someone else.

In consultation with the relevant head of department and the relevant director(s) of studies, the Dean can decide that the position will not be filled based on the present information. At the same time, it is decided whether the position will be re- advertised or will remain vacant for the time being.

If a position becomes vacant within 12 months of being filled, the Dean may decide to appoint another of the applicants who either all or a majority of the members of the assessment committee previously found qualified for appointment. In such cases, there is no re-advertisement and expert assessment.

Search committee/appointment with out advertisement

§ 7. The Rector may decide to offer a candidate a position at the professor or associate professor level without advertising the position if there is a particularly qualified candidate for the position who was found to be clearly better qualified than any others who might be considered for the position if it were advertised under the normal procedure. A committee can be set up tasked with exploring the market for candidates for a position at the professor or associate professor level.

In exceptional cases, the Dean may decide that a professorship or an associate professorship be filled without advertisement. The assessment must take place in accordance with the same principles as for the appointment of professors and associate professors with advertisement, i.e., by setting up an expert assessment committee with an external majority and conducting a job interview.

The applicant must have sufficient qualifications and be viewed by the committee as clearly better qualified than others who could be considered.

Externally funded appointments

§ 8. If foundations, councils or non-governmental grant givers have made at least half the funding available for the appointment of a person designated by the grant givers, the Rector may appoint this person without advertising the position, but only following a positive assessment (cf. §4).

The department concerned draws up a proposal for an expert to assess the specific person the grant giver has designated. The expert must be at the level that is required for the position, but at least at

the associate professor level. Normally, the expert must be a person who is employed by the university. If the assessment is positive, then the Dean appoints that person in a *fixed-term* position.

Appointment and reappointment for less than a year

§ 9. Fixed-term appointment for a period of up to one year – or up to two years for international professors and associate professors – and reappointment for up to one year can take place without advertisement, provided that the person concerned is assessed as academically qualified for the position (cf. § 4.) If the total appointment period including reappointment exceeds two years – or three years for international academic staff at the professor or associate professor level – the position must be advertised and an assessment conducted (cf. § 4).

The same rules apply as stated under § 8 for appointments for a period of up to one year – or up to two years for international professors and associate professors – and reappointment for up to 1 year, i.e. for appointments of 2 or 3 years.

If the total appointment period exceeds the 2 or 3 years, appointment takes place in accordance with the rules in § 4, i.e., by setting up an expert assessment committee with an external majority and holding a job interview.

Entry into force and interim provisions

§ 11. This Ministerial Order enters into force on 1 April 2012 and applies to positions advertised and filled after that date. Appointments currently being processed will be completed in accordance with the previous rules.

(2). Ministerial Order No. 284 of 25 April 2008 on the Appointment of Academic Staff at Universities (the Appointment Order) is repealed.