



AALBORG UNIVERSITET

Faculty Office for
the Faculty of Medicine and
the Faculty of Engineering and Science
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HR Center

Guidelines for Departments on the Appointment Procedure for Academic Positions at AAU, the Faculty of Engineering and Science and the Faculty of Medicine

Composition of assessment committees:

Professor (MSO, clinical professor):

An internal chairperson

Two external assessors. Every effort must be made that one of the two external assessors comes from a non-Danish educational institution abroad.

The assessors must be professor level.

Assessment committees are approved by the Academic Council.

Associate professor (clinical 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.

Assistant professor

An internal chairperson

An external assessor

The assessors must be at least associate professor level.

Assessment committees are approved by the Academic Council.

Postdoc:

An internal chairperson

An internal assessor

Other positions:

Research assistant (clinical 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 (clinical instructor):

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:

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.

General rules for committee composition:

- 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.
- The two external assessors must not come from the same institution.
- One adjunct professor/associate professor may be included as an external member.
- An assessment committee may not include professors/associate professors emeriti and part-time lecturers unless exceptional circumstances exist.
- Assessors must be knowledgeable in the position's subject area.

Ineligibility/conflicts of interest are checked after the application deadline. In particular, joint publications and possible PhD supervisor relations to applicants are checked. Members of the assessment committee are obligated to respond to any issues which might result in their ineligibility or that of another member. Please refer to the [“Rules for academic assessment of candidates for academic positions at Aalborg University.”](#)

In force as of 1 September 2013,
Changed March 14, 2016

