



AALBORG UNIVERSITY
DENMARK

**Facultyoffice of Faculty of Medicine,
Faculty of Engineering and Science,
Technical Faculty of IT and Design**

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Document : Nickie Hermansen

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Instructions for the expert assessment committee

Practical issues:

Based on the evaluation form found on the assessment portal, the assessment committee members and any secretary prepare one assessment per applicant; each assessment must be signed by all members. It is sufficient to email a scanned copy of the signed assessment. If there are items on the form that the committee has no basis to evaluate, this is indicated under the relevant item.

In special cases additional material may be requested from applicants. In such cases, ALL applicants must have the opportunity to submit additional material.

All correspondence to applicants must be done through the faculty office HR center.

Applicants are not to be prioritized, but the committee may indicate if one of the applicants is particularly qualified.

It must be clearly stated in the assessment whether an applicant is evaluated as qualified or not.

If the recommendation is not unanimous, differences of opinion must be clearly noted in the recommendation.

If all assessment committee members agree that an applicant is not qualified, the committee may indicate this with a brief statement as to which qualification(s) the applicant does not fulfill. For example, it may be that the applicant's professional level is inadequate or the applicant's professional qualifications fall outside the main subject area(s).

Applicants will be sent the final assessment and will have the opportunity to submit objections. If the faculty office forwards an objection from an applicant to the committee, the assessment committee's opinion must be prepared by the chair in consultation with the other committee members and must be signed by the chair upon the authorization of the other members.

The assessment committee members themselves must decide the question of ineligibility. It is the responsibility of the chair to ensure that committee members are informed about this and that each

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Larger changes of this document shall be approved by the Academic Council and the Dean.



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member decides whether s/he is ineligible in relation to one or more applicants¹.

After the evaluation process, the assessment committee's external members receive a form that they are requested to fill in and send to AAU's payroll office for payment of the fee for assessment committee work.

Professional issues:

Positions at the assistant professor level:

Appointment as an assistant professor/researcher/postdoc requires scientific qualifications equivalent to PhD level. This requirement can be met in several ways:

- a. If an applicant has been in a research training program, it is expected that the the applicant has obtained a PhD in the subject area.
- b. In other cases, the applicant may submit written scientific works that have not been assessed for a PhD as documentation of the necessary qualifications.
- c. In special cases, the necessary qualifications may be acquired in other ways, for example doing research and/or development work in business. If this is the case, it should be stated in the recommendation how these qualifications are documented.

Positions at the associate professor level:

An applicant for a position as lecturer/senior researcher is assessed on the qualifications required in the position advertisement. Appointment as lecturer/senior researcher requires research skills at the level that can be achieved in a satisfactory employment period as assistant professor/researcher/postdoc, but can also be achieved in other ways. It is assumed that applicants have upgraded their supervisory and pedagogical competences and have received a favorable written evaluation of their teaching qualifications (see however below). The appointment may also require qualifications, for example, in relation to knowledge and technology transfer, and for example, patenting and collaboration with external parties.

For an applicant who is found qualified by the committee but who has not had an assistant professorship, it must be indicated how the applicant meets the requirement. For example, the applicant may meet the requirement based on scientific work done in business.

¹ Cf. Provisions on disqualification in the Public Administration Act, Chapter 2.

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For applicants who have completed a research training program, the PhD must normally be obtained before the associate professor appointment.

Normally, it is a requirement for permanent employment that the applicant has completed the AAU pedagogy course or has documented equivalent experience. If an applicant does not have adequate teaching experience, this must be indicated.

Before hiring an associate professor, the head of department and the director of studies in the relevant subject area are consulted.

Positions at the professor level

An applicant for a professorship is assessed on the qualifications required in the position advertisement. However, a high degree of original scientific production on an international level must be documented. It must be documented that the applicant has developed the subject area. Emphasis must also be placed on an assessment of his/her ability to handle research management and possibly other management functions, for example, in relation to the university's external cooperation. The appointment may also require qualifications, for example, in relation to knowledge and technology transfer, and for example, patenting and collaboration with external parties.

For an applicant who is found qualified by the committee but who has not had an assistant professorship, it must be indicated how the applicant meets the requirement. For example, the applicant may meet the requirement based on scientific work done in business.

For applicants who have completed a research training program, the PhD must normally be obtained before the appointment.

Normally, it is a requirement for permanent employment that the applicant has completed the AAU pedagogy course or has documented equivalent experience. If an applicant does not have adequate teaching experience, this must be indicated.

Before hiring a professor, the head of department and the director of studies in the relevant subject area are consulted.

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Legal basis:

Assessments and appointments are subject to the following:

- Ministerial Order No. 242 of 13 March 2012 on the Appointment of Academic Staff at Universities (the Appointment Order).
- Memorandum on the Job Structure for Academic Staff at Universities of 1 September 2013.
- Aalborg University's overall framework for assessment work:
<http://www.aauhaandbog.aau.dk/faces/viewDocument/5034>

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