



GUIDELINES FOR APPLICANTS

Guidelines for applicants in connection with:

1) Appointments to **permanent academic positions** (tenure track assistant professor/researcher, associate professor, senior researcher, senior adviser, professor with special responsibilities (MSO) and professor) at Science and Technology, Aarhus University

3) Appointment of **temporary academic** staff members (assistant professor, researcher, associate professor, senior researcher, senior adviser) at Science and Technology, Aarhus University

Effective as of 1 January 2016¹

¹Revised in June 2016 in relation to temporary academic positions

1. OBJECTIVE

These guidelines are intended for applicants to permanent and temporary academic positions (though not postdoc and research assistant positions).

Applications for positions are to be submitted online: www.au.dk/en/about/vacant-positions/

2. APPLICATION AND DOCUMENTATION

Applications for temporary and permanent academic positions must include the documents and attachments required by the job advertisement, typically:

- A short personal statement which states your reasons for applying, your qualifications and your intentions and visions with regard to carrying out the duties and responsibilities involved in the position.
- CV with contact information, nationality and date of birth.
- Diplomas (copies of diplomas for Master's and PhD degrees). The diplomas must be in Danish or English.
- Complete list of publications which highlights the works you consider to be particularly significant. In applications for associate professor, senior researcher and professor positions, a maximum of 10 publications may be attached. For other academic positions, a maximum of five publications may be attached.
- Teaching portfolio, including a description of teaching qualifications (if required in the job advertisement). If you do not include a teaching portfolio in your application, the reasons for this must be stated in the application. Read more about the teaching portfolio [here](#).

Optional application materials (where relevant):

- Presentation of qualifications with regards to communication and related activities, including a list of lecturing activities and popular research communication
- Documentation of consultancy work in relation to government agencies and institutions, organisations or companies
- Documentation of research collaborations with companies, organisations or public-sector institutions
- Research plan/development plan
- Additional relevant material
- References/recommendations (maximum of three), including identity of referee (name, position, place of work, email and mobile phone no.), to be uploaded individually to the application system

3. ONLINE APPLICATION

All positions must be applied for online. All job advertisements contain a link to the application system which must be used. A guide to the application system is available [here](#).

Before uploading your application, it is important to make sure that all documentation is ready for upload in PDF format, as all material must be uploaded at once. It is not possible to interrupt an application in process in the system and return to it later without starting over from the beginning.

The system does not support .zip files or image file formats. File names may only contain numbers and letters. The maximum permitted size of each file is 20 MB. Please note that all mandatory fields (marked with *) in the application form must be filled out.

The application must be received on the date of the application deadline before 23:59 (11:59 CET).

Please submit any questions you might have about the position to the contact person named in the job advertisement. In the event of technical problems with upload of the application to HR, please contact ST using the following mail address: scitech.hr@au.dk

4. THE NEXT STEPS IN THE PROCESS

4.1 Shortlisting

Shortlisting is used at Aarhus University. This means that an appointment committee (assisted by the chair of the assessment committee) advises the head of department on which applicants are the best overall match for the department's and the faculty's recruitment needs and which possess the qualifications, competencies, experience and potential described in the job advertisement, including the faculty's [Criteria for evaluating candidates to permanent positions](#)². Through the shortlisting process, the head of department selects the applicants who are to receive a thorough assessment of their professional qualifications. These applicants will then be assessed by the assessment committee.

HR is responsible for informing applicants whose applications are not shortlisted for assessment immediately after the shortlist has been determined. Final rejections are sent at the conclusion of the recruitment process.

4.2 Assessment committee – tasks and process

Applicants who are selected for assessment after shortlisting are informed of the composition of the assessment committee by HR. The identity of the applicants is confidential. The individual applicants thus do not receive information about the names of the other applicants for the position.

There must be no contact between the members of the assessment committee and the individual applicants in matters of relevance to the assessment.

The assessment committee must prepare individual written assessments of all applicants on the shortlist. The committee must consider which applicants it considers to be qualified or not qualified in regard to research, teaching and/or public-sector consultancy tasks, as well as in relation to the other academic qualification requirements specified in the job advertisement. In assessing the individual applicant, the committee must base its assessment on the faculty's [Criteria for evaluating candidates to permanent positions](#).

Once the assessment is complete, each applicant receives the assessment of his or her own application. Each applicant will be given an opportunity to comment on the assessment. An applicant may only progress in the recruitment process if a majority of the members of the assessment committee have found the applicant to be academically qualified for the position.

4.3 Assessment committee – tasks and process

On the basis of the assessments, the appointment committee advises the head of department regarding the selection of applicants to be offered an interview.

Prior to the interviews, applicants may be called in to an event at the department, for example a lecture, a meeting with permanent academic staff, or (where relevant) a meeting with the department's education committee or public-sector consultancy committee in order to gain an impression of the applicants in relation to the department and the tasks involved in the position.

The appointment committee participates in the interviews. The presence of the department's HR partner is optional.

Appointment of temporary academic staff members:

On the background of the appointment committee's advice and discussions with the department management team, the head of department makes the final decision regarding appointment.

²The document 'Criteria for evaluating candidates to permanent positions' covers the job categories associate professor, senior researcher, senior adviser, professor and professor with special responsibilities (MSO).

Appointments to permanent academic positions:

On the background of the appointment committee's advice and discussions with the department management team, the head of department may decide to recommend/not to recommend the applicant for employment to the dean.

4.4 The Tenure and Promotion Committee – tasks and process

The Faculty of Science and Technology has established a [Tenure and Promotion Committee](#). The committee advises the dean in connection with all appointments to **permanent academic positions**.

5. LEGAL BASIS

[About the teaching portfolio](#) (click to link to the page)

The legal basis for the rules can be found here: <http://www.au.dk/en/about/vacant-positions/rules-and-regulations/>