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## GUIDELINES FOR APPLICANTS

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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
  
- 2) 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 September 2016 (revised in June 2018)

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## 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/](http://www.au.dk/en/about/vacant-positions/) (ctrl + click to follow link)

## 2. APPLICATION AND DOCUMENTATION

Applications for permanent and temporary 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](#) (ctrl + click to follow link).

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), should be uploaded individually to the application system. If the referee is to submit the reference without the applicant seeing the reference, it is possible to enter the name, position and workplace and email address. The referee will then receive an email with a link, where it is possible to upload a reference.

## 3. ONLINE APPLICATION

All positions must be applied for online. There is a link to Aarhus University's online application form in the job advertisement, and the must be used. Applications submitted

through channels other than Aarhus University's online application form, will not be considered.

It is not possible interrupt an application in process in the system and return to it later without starting over from the beginning. It is possible to change or add application materials up to the deadline for submission.

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).

## 4. THE SUBSEQUENT 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](#)"<sup>1</sup> [\(click to follow link\)](#). Among other things, there is a description of the criteria for a permanent position [here \(click to follow link\)](#). In the assessment of qualifications, there is particular emphasis on the A criteria.

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

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<sup>1</sup>The 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).

the shortlist. The committee must consider which applicants it considers to be qualified or not qualified with 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](#)" (ctrl + click to follow link). In the assessment of qualifications, there is particular emphasis on the A criteria.

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.

#### 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.

#### 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.

### 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

The legal basis can be found here: [Legislation and rules](#) (ctrl + click to follow link)

On [teaching portfolios in connection with applications for academic positions](#) (ctrl + click to follow link)