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 and assessment committees and assessments are sent for a consultation hearing with the applicants.

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 for a consultation hearing with the applicants.

Assistant professor/researcher and postdoc:
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 for a consultation hearing with the applicants.
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:**
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*

**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.
Appointment procedure with advertisement:

Appointment of academic staff takes place via the faculty office. The Dean holds the decision making power in appointment cases.

Advertisement:
The department secretary makes the job advertisement text via PeopleXS and sends a mail to faculty office when the ad is ready for posting
Posting in addition to the AAU website must be indicated to the faculty office who handles the contact to Signatur. The faculty office also posts ads for assistant professor/researcher, postdoc, associate professor and professor on Euraxess.

The faculty office checks through the advertisement and gets the Dean’s approval. The advertisement must be at faculty office no later than five days prior to the desired announcement.

Application deadline:
Professor advertisement – four weeks (guideline, exemption may be granted)
Associate professor advertisement – four weeks (guideline, exemption may be granted)
Assistant professor/researcher and postdoc advertisements as well as all other job advertisements – two weeks

Assessment work:
Assessment committees are approved by the Academic Council TEKNAT who holds meetings seven times a year as well as a summer proceeding in August.

Assessment committees are approved by the Academic Council SUND by written consultation hearing the first Monday of each month (the procedure is in effect on a trial basis until January 2014).

The department sends the proposal to the faculty. For the external assessors, a CV and publication list must be attached; who will serve as chairperson must be indicated (usually the internal assessor).

Assessment committees (professor, associate professor, assistant professor/researcher and postdoc) are sent for a consultation hearing with the applicants who have a period of eight days to object to the composition of the assessment committee.

After the consultation hearing deadline, the applications are sent to the assessment committee for assessment. Cf. the Appointment Order of 17 March 2012 §4 (2): “the assessment committee or experts decide whether the applicants possess the academic qualifications in research, teaching, communication, etc., stipulated in the job structure and fulfill the other academic and professional requirements stipulated in the advertisement. A non-prioritized, reasoned and written assessment of the applicant’s academic qualifications is submitted to the Rector. In the event of differences of opinion between the members of the committee, this must be stipulated in the assessment (unofficial translation).”
An assessment form is drawn up for each individual applicant with a clear evaluation of whether the applicant is qualified for the position or not. The assessment is made on the basis of the requirements set out in the advertisement and in relation to the job structure.

The assessments are sent to the faculty office who reviews the assessments in order to insure that they comply with the proper format and are objective in their evaluation.

The assessments (professor, associate professor, assistant professor/researcher and postdoc) are sent to the applicants who have a period of eight days to object to the assessment.

If there are objections, the Dean can be involved to assess the extent and severity of the objection(s). The objection is then sent to the chairperson who has a period of five days to respond to the objection on behalf of the assessment committee. The response to the objection is sent to the applicant.

If an applicant has additional comments, these can be evaluated by the Dean, who can choose to review the assessment again and either keep it as is or ask for further comments from the assessment committee.

Further complaints about the process can be submitted to the Rector’s office.

**Interviews**

On the basis of the assessments, the Head of Department decides which qualified applicants will be interviewed. Applicants should be called in for interviews for all positions; at the professor level, the Dean is also invited to the interview.

A recommendation on appointment is sent to faculty office; the other applicants are notified that the position has been given to someone else. The department must justify its choice for the purpose of a reasoned rejection to the other applicants.

**Fees for assessors (in hours):**

<table>
<thead>
<tr>
<th>Assessment of</th>
<th>Fee per assessment</th>
<th>Plus per applicant</th>
<th>Maximum fee per assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professors</td>
<td>15</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>Associate professors</td>
<td>8</td>
<td>2</td>
<td>38</td>
</tr>
<tr>
<td>Assistant professors</td>
<td>8</td>
<td>1</td>
<td>23</td>
</tr>
</tbody>
</table>

As of April, 2012, the hourly rate is 419.80 kroner.

Please refer to the following rules on appointment of academic staff:

- Ministerial Order on the Appointment of Academic Staff at Universities, No. 242 of 13/03/2012.
- Job Structure for Academic Staff at Universities, 28/06/2013.
- Rules for academic assessment of candidates for academic positions at Aalborg University - AAU Manual
- Guidelines for assessment committees at Aalborg University - AAU Manual
- Statutes of the self-governing institution Aalborg University, 13/07/2012
• Code of Conduct for the Recruitment of Researchers, the European Commission, EUR 21620

Handled by the Academic Council (TEKNAT) 24 April 2013 and the Academic Council (SUND) 1 May 2013. In force as of 1 September 2013.