



**AALBORG UNIVERSITY**  
DENMARK

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

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Ref.:

## **Instructions to applicants for academic positions as assistant professor, associate professor and professor, including professor with special responsibilities, at the Faculty of Engineering and Science, Aalborg University.**

It is very important that you upload all the material required in the position advertisement. Missing information may ultimately mean that your application will be rejected, or that you will not be considered qualified for the position.

However, you must make every effort to include only material relevant to the position advertised.

Position advertisements often require a teaching portfolio. Such a document provides evidence of your educational/pedagogical qualifications and will serve as basis for the assessment committee's evaluation of you as a teacher.

A guide to the preparation of a teaching portfolio can be found on the faculty's homepage.

When the position advertisement requires documentation of any other qualifications, this can include, for example, qualifications with regard to knowledge and technology transfer and patenting and collaboration with external parties, such as public authorities or private companies.

### **Assessment:**

If you are applying for a position at the assistant professor level (including postdoc), associate professor and professor level (including clinical professors), your application must be assessed by an assessment committee.

Assessors must be at least associate professor level or equivalent to the level of the position, and they must be knowledgeable within the area advertised.

The assessment committee must be reviewed by the Academic Council before it is finally approved by the Dean. Applicants must be informed about the composition of the committee before the assessment begins. The actual assessment of an application can take 4 to 12 weeks. Applicants will be informed as to when they can expect to receive the assessment of their application.

The assessment indicates whether the applicant is qualified or not qualified for the position. The assessment of the individual applicant is sent to the relevant applicant before a final hiring decision is made.

### **Appointment:**

<sup>1</sup> The revision November 21, 2016 shall be seen in the light of the splitting of The Faculty of Engineering and Science into to faculties per. January 2017. The revision resulted in one Guideline for HEALTH, TECH and ENGINEERING and the description of composition of assessment committee was deleted.

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

Based on the overall assessment and after interviews are held with one or more applicants, the Dean decides which of the qualified applicants will be offered the position. The Dean may also decide that the position will not be filled, even though there are qualified applicants.

**The employment procedure is based on following set of rules etc.:**

- Ministerial Order on the Appointment of Academic Staff at Universities (the Appointment Order) No. 242 of 17 March 2012.
- Memorandum on the Job Structure for Academic Staff at Universities of 1 September 2013.
- The relevant position advertisement.

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