

Guidelines for Assessment Committees

For Assessment of Job Candidates for Academic Positions

*These guidelines are intended for assessment committees
The guidelines may also be applied by appointed experts (minor revisions required)*

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Aarhus University
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1. Legal basis

The appointment procedure is based on Ministerial Order no. 284 of 25 April 2008 on the appointment of academic staff by the Danish Ministry of Science, Technology and Development, stating the current rules governing vacancy advertising, composition of assessment committees as well as form and content of assessment.

Qualification requirements and job contents for specific job categories are stated in the Circular of 13 June 2007 (in Danish only) on job structure for academic staff at Danish Universities by the State Employers' Authority under the Danish Ministry of Finance and in the Memorandum of 18 December 2006 on job structure for academic staff at Danish universities by the Danish University and Property Agency under the Danish Ministry of Science, Technology and Innovation.

The above-mentioned circular and memorandum as well as the guidelines on the mandatory application of teaching portfolios at the Faculty of Health Sciences can be downloaded via the links stated in the e-mail message concerning appointment of the committee, which was sent by the Office of Personnel at the Faculty of Health Sciences.

Any doubts concerning the legal basis for the work to be completed by the assessment committee must be presented to the dean as soon as possible after appointment of the committee.

2. Purpose of assessment and committee responsibilities

The committee serves to ensure an unbiased and competent assessment of all job candidates. The main task of the assessment committee is to identify candidates who are found qualified in terms of research and teaching, but also in terms of other academic qualification requirements stated in the job advertisement.

The assessment must document that all candidates have been assessed in an unbiased and competent manner, and the assessment must be suitable for substantiating the dean's final decision on appointment in order to ensure that the best qualified candidate is identified and appointed. Each candidate will be informed of their own personal assessment, and such individual assessment must be suitable to form part of the dean's final decision on appointment, and such decision must be in agreement with the Danish Public Administration Act (in Danish: forvaltningsloven).

The assessment must form a complete basis for the dean's decision since s/he may not be a specialist in the field of the vacancy. The assessment must be drawn up in such a way that it allows the dean to follow the line of argument from premises to conclusion, and the meaning must be clear if the assessment is read independently. It is not the task of the assessment committee to prioritize candidates.

The heads of departments and schools at the Faculty of Health Sciences may contact the chairman of the assessment committee if they need additional information in order to provide advice to the dean, cf. section 5).

3. Form of assessment

A link for each candidate (including relevant application material provided by the candidates) is included in the e-mail which was sent by the Office of Personnel to the members of the assessment committee.

The chairman of the assessment committee must type the committee's joint assessment of each candidate into the online form; one separate form for each individual candidate.

3.1. Basis for assessment

The following qualifications must be evaluated and must form part of the overall assessment of candidates for the position of *assistant professor*:

1. The applicant must possess academic qualifications at the level of PhD (or equivalent)
2. The individual candidate's research potential must be highly weighted in the total assessment of the candidate.

The following qualifications must be evaluated and must form part of the overall assessment of candidates for the position of *associate professor*:

1. Research and teaching qualifications must correspond to the level achieved upon successful completion of an assistant professorship, but such qualifications may also have been attained otherwise.
2. Requirements for scientific production at international level are significantly greater than for appointment as assistant professor (or similar). It will not be sufficient to e.g. simply present teaching notes and/or selected scientific papers, nor scientific papers which essentially repeat former academic dissertations or parts thereof.
3. The quality of the scientific production must demonstrate academic progression since the appointment to the rank of assistant professor.
4. The volume and quality of the scientific production must be assessed in consideration of reasonable expectations for research achievements within the limitations of an assistant professorship.
5. The scientific production must be in the academic field defined in the job advertisement, unless stated in the advertisement that other qualifications will have priority.
6. Required teaching qualifications must be documented. Such documentation must be presented in the form of a teaching portfolio and will form the basis of an assessment of the candidate's teaching qualifications and pedagogical competence, cf. circular on job structure for academic staff at Danish universities. In accordance with the rules and regulations of the Faculty of Health Sciences, a teaching portfolio must provide the following documentation: the nature of the teaching duties undertaken by the candidate, the way that these teaching duties were carried out, the reason for choosing this approach and the results achieved. Assistant professors applying for associate professorships must also include an assessment of teaching qualifications demonstrated during the assistant professorship. Such assessment may form part of the candidate's teaching portfolio.

The following qualifications must be evaluated and must form part of the overall assessment of candidates for the position of *(full) professor*:

1. A high degree of original scientific production at international level is required and must document that the candidate has contributed to the further development of his/her subject area.
2. The candidate's ability to perform management of research and similar managerial responsibilities must be assessed.
3. Any other qualifications required in the job advertisement must also be assessed.
4. Required teaching qualifications must be documented. Please refer to item 6 above for more details.

3.2. Assessment of individual candidates

Each candidate must be assessed individually in a separate web-based form. The following information must be entered:

1. *The following data* must be typed in first: candidate's name, nationality (if non-Danish), year of birth and academic degrees held (or final examinations) including degree completion date and name of degree-granting institution.
2. Outline of *candidate's academic career*: previous appointments and further training, long-term stays abroad and similar academic activities.
3. Candidate's *academic qualifications*. List of scientific production submitted for assessment. Selected work substantiating candidate's qualifications must be assessed. All relevant items must state whether this work is credit-awarding for the vacancy. Any work which has not been included in the assessment must be listed, and the reasons for exclusion must be stated. For work which has not yet been published, the current status of the paper must be stated. For not-qualified candidates, the committee may limit assessment to simply stating the qualification requirements which have not been met.
4. Candidate's *teaching qualifications* (relevant only if the vacancy carries teaching duties) and dissemination skills.

[For associate professorships: Teaching qualifications of assistant professors at the Faculty of Social Sciences must be assessed; in accordance with the circular on job structure for academic staff at Danish universities, the policy adopted by the Faculty of Social Sciences' on mandatory completion of a teaching and supervision course and the Faculty's guidelines on the use of teaching portfolios. It must be stated whether the candidate has successfully completed the mandatory course in teaching and supervision provided by the Centre for Learning and Education, or whether the candidate can document to have acquired corresponding teaching skills elsewhere].

5. *Other relevant qualifications* (e.g. representative positions/fiduciary duties, member of commissions, appointments for non-academic positions that may satisfy any practical experience requirements).

6. *Summary and conclusion.* The committee's motivated assessment as to whether the candidate has been found qualified or not qualified for the open position in terms of research and teaching, cf. s. 5 of the ministerial order on appointment of academic staff.

The committee's assessment may result in a unanimous recommendation or may be determined by majority vote (majority and minority of votes must be stated). Any differences of opinion and the grounds for such must be distinctly stated in the assessment.

4. Technical requirements for assessment

Each individual job candidate must be assessed by the entire committee, yet the assessment report will often be based on written contributions prepared by selected committee members. The final report drawn up by the committee must be presented as a unified whole, including use of consistent terminology, in order to facilitate the dean's comparison of all job candidates' professional qualifications across academic disciplines.

The report must be phrased in neutral terms and must be an independent report that can be read and understood without application material or application appendices.

The chairman of the assessment committee must type in the committee's joint assessment of each individual candidate; a separate web-based form must be completed for each candidate. When assessments of all candidates have been completed, the chairman must notify the Office of Personnel by sending an email confirming that the committee has completed the work.

5. Duties of the assessment committee and the chairman

The identity of all candidates and assessments are confidential, and all committee members must respect such duty of confidentiality.

Only committee members can participate in the work of the committee. All communication with the committee must go through the chairman. The committee should limit direct contact with individual candidates, and any necessary communication to candidates should be in writing. If any committee member is contacted by telephone by any of the candidates, a memo accounting for such conversation should be uploaded together with the assessment.

Committee members must be sufficiently acquainted with the work submitted by each candidate to provide a competent assessment of the individual candidate's qualifications. If the committee chooses to include previous assessments of a candidate's work, such assessments must be evaluated separately by the committee.

If the committee agrees that candidates should be allowed to submit additional scientific material, the chairman must contact the Office of Personnel.

The chairman must ensure that all deadlines are kept. If - in exceptional circumstances - a deadline must be extended, the chairman must request for postponement by contacting the Office of Personnel.

The chairman must also ensure that any disputed points relating to the work of the committee are clarified, if necessary by presentation to the Office of Personnel.

The head of department/school may, on behalf of the dean, contact the chairman to obtain additional advice. If such additional advice is required, a meeting must be set up.

In addition to the chairman of the assessment committee and the head of department/school, also a staff member of the Office of Personnel (cf. note obligation in accordance with Danish administrative law) - and possibly a representative of the academic field in question – must participate in such meeting. In case the vacancy is a (full) professorship, the dean must also participate in the meeting.