
GUIDELINES FOR HEADS OF DEPARTMENT - HONORARY ASSOCIATE PROFESSOR AND PROFESSOR

AT HEALTH, AARHUS UNIVERSITY

Prepared by the faculty management team,
Health, in force from 1 June 2018



Table of contents

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| Table of contents | 1 |
| 1. General information about honorary titles | 2 |
| 1.1 Delegation | 2 |
| 1.2 Scope of the guidelines | 2 |
| 1.3 Target group and legal framework | 2 |
| 1.4 Purpose of the honorary associate professor and honorary professor affiliations..... | 2 |
| 1.5. Honorary period..... | 2 |
| 1.6 Normal duties | 2 |
| 2. Recommendation for affiliation as honorary associate professor or professor..... | 3 |
| 3. Assessment committee | 3 |
| 3.1 Definition of an assessment committee | 3 |
| 3.2. Eligibility requirements for assessment committees | 3 |
| 3.3 Composition of the committee | 4 |
| 3.4 Recommendation of members to the assessment committee | 4 |
| 3.5 Approval of an assessment committee..... | 4 |
| 3.6 Assessment..... | 5 |
| 3.7 Requirements and content | 5 |
| 3.8 Period of validity | 5 |
| 3.9 Approval of assessments..... | 5 |
| 4. Recommendation for affiliation as honorary associate professor or professor..... | 5 |
| 5. General recruitment information..... | 5 |
| 5.1 Expenses in connection with recruitment..... | 5 |
| 5.2 Objections regarding assessment..... | 6 |
| 5.3 Duty of disclosure upon request..... | 6 |

1. General information about honorary titles

1.1 Delegation

The Dean is responsible for recruiting staff at Health and for ensuring that the recruitment is in accordance with applicable laws, rules and guidelines. The Dean has delegated the recruitment authority to the Vice-dean for Research in accordance with these faculty guidelines.

1.2 Scope of the guidelines

These guidelines cover the awarding of the honorary titles 'honorary associate professor' and 'honorary associate professor' at Aarhus University, Health, regardless of geographical location.

For the procedure for honorary professors from Top 100 universities, reference is made to the **Guidelines for Heads of Department - Honorary Skou Professor**.

1.3 Target group and legal framework

The target group for these guidelines are Heads of Department at Health. The guidelines are based on the following applicable legislation and guidelines:

- The ministerial order on the awarding of the titles honorary professor and honorary associate professor (2013) as well as pursuant to section 6 of order on Rector's delegation of authority to the Deans (2013).

1.4 Purpose of the honorary associate professor and honorary professor affiliations

Health wishes to ensure closer contact with recognised researchers from highly-regarded universities both in Denmark and abroad in order to develop Health's profile.

Affiliations are particularly encouraged when these have strategic and academic significance and when the person in question is an internationally recognised professor from highly-regarded universities at home and abroad who:

- Has a significant relation to one or more research groups at Health
- Complements the areas of expertise that are already represented at Health

1.5. Honorary period

The honorary period may not exceed five years. If it is in the department's interest, it is possible to extend the period for a further five years.

1.6 Normal duties

The honorary associate professor or professor will normally perform the following duties:

- Participate in research partnerships with researchers at the department
- General promotion of collaboration and exchanging of experiences
- Guest lectureships at pre- and postgraduate level
- Guest lectures/conferences
- PhD co-supervision
- Help with recruitment (search committees)

The specific tasks for the honorary associate professor or professor are agreed with the Head of Department.

2. Recommendation for affiliation as honorary associate professor or professor

The Head of Department consults with the Vice-dean for Research at a bilateral meeting before initiating the process of awarding honorary titles. Prior to the recommendation, the Head of Department ensures that the candidate is interested in a possible honorary position at the department.

A recommendation must be reasoned and contain the following information:

- The candidate's name and title
- The candidate's research area
- His or her university (name/city/country)
- Email address
- Date of birth
- Gender (m/f)
- The following attachments:
 - A brief description of the candidate's relevant experience, affiliation with Health, the potential benefits of the honorary position and a tentative plan for visits and activities.
 - The candidate's CV including a list of publications.
 - Selected scientific publications: For **professors**, the ten publications stated as the most important in the application template must be submitted. Similarly, for **associate professors**, five publications must be submitted.
 - The teaching portfolio must be enclosed unless otherwise stated in the job advertisement.

3. Assessment committee

The Appointment Order lays down the general rules for the assessment of academic staff in accordance with section 4:

Section 4. *"The university determines the rules for the academic assessment of applicants for academic positions.*

(2) The academic assessment committee must decide whether the applicants possess the required academic qualifications within research, teaching, communication, etc., as prescribed by the job structure, and whether they meet any other qualification requirements specified in the job advertisement. A non-prioritised, substantiated, written assessment of the applicants' qualifications must be submitted to the rector. If there are any differences of opinion between the assessors, this must be stated in the assessment."

The senior management team at AU has laid down the overall guidelines for the selection of members of assessment committees at AU in the spring of 2013. The guidelines should be seen as a framework. Each faculty has had the opportunity to add its input to and possibly narrow down this framework.

Pursuant to the Ministerial Order on Appointment of Academic Staff at Universities and the university's general guidelines for academic assessment in connection with the appointment of academic staff (with/without advertisement) as well as extensions, the faculty management team at Health has adopted the following guidelines for the composition of assessment committees.

The appointment of assessment committee should seek to ensure an equal distribution of men and women.

3.1 Definition of an assessment committee

Assessment committee:

An assessment committee prepares an assessment.

3.2. Eligibility requirements for assessment committees

To ensure that the assessment of the candidate is not affected by irrelevant considerations, no member of the committee may be judged unqualified to serve or at risk of having a conflict of interest in relation to the assessment. Health bases its decisions on the regulations in the Danish Public Administration Act concerning impartiality, which relates to e.g. family relations, friendships and special personal and financial interests.¹ This may, for example, include co-publication, supervisor relations or other types of cooperation, which cannot be

¹ See the Danish Public Administration Act, Section 3 (1) (on disqualification).

considered compatible with the role of assessment committee member in relation to the advertised position.²

At Health, members of assessment committees may only to a very limited extent be involved in joint publications and projects with applicants, and **only in exceptional cases** may have been involved in any joint publications within the past five years³ (see Declaration of impartiality).

Furthermore, Deans, Vice-deans and Heads of Department may not act as members of an assessment committee, as they are a part of the management and therefore have authority to make decisions regarding appointments.

3.3 Composition of the committee

For the composition of committees for honorary titles, an assessment committee is appointed which prepares an assessment.

Honorary associate professor

An **assessment committee** is appointed consisting of three to five members, preferably at professor level, no more than one of whom can be internal while the rest must be from outside AU and ideally from abroad. The assessment committee must thus have a majority of members⁴ from outside AU.

Honorary professor

An **assessment committee** is appointed consisting of three to five members at professor level, no more than one of whom can be internal and with at least one member from abroad. The assessment committee must thus have a majority of external⁵ members.

3.4 Recommendation of members to the assessment committee

Internal assessors may not be part of the managerial structure at the department in question, as they make decisions regarding appointment.

This is why it is only possible to participate in assessment committees for positions at the same level or higher than one's own, though as a minimum at associate professor level. For example, the proposed assessors for an assessment committee for a professorship must themselves be at professorial level.

As the members of the assessment committee are to access the candidates' material via the e-recruitment system, they must be assigned as participants to the position in question in the e-recruitment system.

All users of the e-recruitment system must be set up in the employee registration system (medarbejderstamkort) before they can get access to the e-recruitment system. All employees at AU have already been registered in medarbejderstamkortet. This means that it's only the external members of an assessment committee who will need to be set up on an ongoing basis in medarbejderstamkortet.

3.5 Approval of an assessment committee

The Vice-dean for Research ensures that the formal requirements of an assessment are met for all honorary titles.

If the assessment does not constitute a sufficient basis for decision and/or does not meet the formal requirements, it must be returned to the committee for additions or revision.

If there is disagreement among the members of the assessment committee, the Vice-dean for Research has the final decision-making authority. Any differences of opinion between the assessors must be stated in the assessment, following which the Vice-dean for Research makes the final decision on whether the candidate is assessed as being qualified or not qualified.

Once the final assessment is available, the applicant will receive the committee's assessment of this. This is sent electronically by HR.

² See the memo on the composition of assessment committees at Health in accordance with AU's internally agreed framework of 9 August 2013, section 3.

³ See the memo on the composition of assessment committees at Health in accordance with AU's internally agreed framework of 9 August 2013, Section 1.

⁴ Members from outside AU are defined as members who are not employed at Aarhus University (AU).

⁵ Members from outside AU are defined as members who are not employed at Aarhus University (AU).

3.6 Assessment

An assessment **must** be prepared before the award of the title of honorary associate professor or honorary professor may take place.

3.7 Requirements and content

The assessment **must** be prepared on the basis of the material submitted by the candidate, which is assessed in relation to the following:

- The qualification level of the position in question, as described in the job structure (see more at au.dk/om/stillinger/love-og-regler/).
- “The criteria for appointment - associate professors” or “criteria for appointment – professors”.
- “The template for assessment - associate professor” or “Template for assessment – professor”.
- Academic description.

It should be noted that the “Criteria for appointment - associate professors” supplement the qualification requirements in the job structure in the case of appointments to associate professorships. Similarly, it should be noted that “The criteria for appointment - professors” supplement the qualification requirements in the job structure in the case of appointments to professorships. It is important to emphasise that the criteria are intended as a guide and that they are not rules. An assessment will always be based on an overall assessment of the applicant, just as all criteria must be viewed in the light of the individual applicant's active research time (including the length of any periods of leave), potential and the academic area in question.

Requirements for the content and design of an assessment are stated in the “template for assessment - associate professor” or the “template for assessment – professor”.

3.8 Period of validity

Assessments that are carried out in accordance with these guidelines apply throughout the honorary period.

The Vice-dean for Research may decide to extend the period of the honorary position without undertaking a new assessment.

3.9 Approval of assessments

The Vice-dean for Research ensures that the formal requirements of an honorary associate professor or honorary professor assessment are met.

If the assessment does not constitute a sufficient basis for decision and/or does not meet the formal requirements, it must be returned to the committee for additions or revision.

If there is disagreement among the evaluators, the Head of Department has the final decision-making authority. Any differences of opinion between the assessors must be stated in the assessment, following which the Head of Department makes the final decision on whether the candidate is assessed as being qualified or not qualified.

Once the final assessment is available, the applicant will receive the committee's assessment of this. This is sent electronically by HR.

4. Recommendation for affiliation as honorary associate professor or professor

The Head of Department recommends the appointment via the employee registration system (medarbejderstamkort). In the case of affiliation as an honorary associate professor and honorary professor, the Vice-dean for Research makes the final decision on the affiliation.

5. General recruitment information

5.1 Expenses in connection with recruitment

Expenses for remuneration of external members of the assessment committee are paid by the department.

5.2 Objections regarding assessment

If HR receives objections from the candidate regarding the committee's composition:

HR refers the objection to the Head of Department and the Vice-dean for Research. Objections may be made according to the Danish Public Administration Act, as the appointment process is an administrative act. HR provides assistance with the case processing.

If the Head of Department receives objections regarding the committee's composition:

The Head of Department immediately forwards the objection to HR who will take further action, including involving the Vice-dean for Research.

If HR receives objections from the candidate concerning the assessment:

HR requests a statement from the committee. The objection is sent to the chair of the committee, who coordinates the committee's statement and sends its response return to HR as soon as possible and within eight days. The Head of Department and the Vice-dean for Research are notified and agree on the procedure to be followed.

If the Head of Department receives objections, including regarding the committee's assessment of the complainant's qualifications:

The Head of Department immediately forwards the objection to HR who will take further action, including involving the Vice-dean for Research.

5.3 Duty of disclosure upon request

Candidates to all academic positions have a right (upon request) to be informed of the names of the persons (Head of Department and the Dean) who have participated in the decision. The candidate also has the right to information on the names of persons who have had a consultancy role in the affiliation process.