
GUIDELINES FOR APPOINTMENT COMMITTEES

AT HEALTH, AARHUS UNIVERSITY

Prepared by the faculty management
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1. Introduction

At Health, shortlisting may be used in connection with appointments within all academic job categories.

1.1 Target group and legal framework

The target group for these guidelines are members of appointment committees at Health. The guidelines are based on the applicable legislation and guidelines.

2. The appointment committee

The Head of Department appoints an appointment committee in accordance with the guidelines that appear in the particular guidelines for each of the academic job categories.

The appointment of the appointment committee takes place either concurrently with the preparation and finalisation of the job advertisement, or immediately after the approval of the job advertisement.

2.1 Appointment committee members

For appointments to academic positions at professor, associate professor and assistant professor level, including tenure track assistant professors, the Head of Department is required to appoint an appointment committee. For other academic positions, there is no requirement for an appointment committee, unless stated in connection with the job advertisement that shortlisting will be used.

The composition of appointment committees for different types of positions is described below.

Postdoc:

- The Head of Department or other manager (authorised by the Head of Department) is chair.
- The Head of Department appoints the other members (after seeking relevant advice).

Assistant professor and tenure track assistant professor

- The Head of Department is chair.
- Relevant tenured (as a rule) members of academic staff.

Associate professor (permanent)

- The Head of Department is chair.
- The Vice-dean for Research is included as a permanent member.
- Relevant tenured (as a rule) members of academic staff.

Associate professor (fixed-term)

- The Head of Department is chair.
- Relevant tenured (as a rule) members of academic staff.

Clinical professor

- The chairing of the appointment committee is shared between the head consultant and the clinical professor and chair.
- The Head of Department and chair of the assessment committee are automatic members.
- Relevant tenured (as a rule) members of academic staff.

Professor and professor with special responsibilities

- The Vice-dean for Research is the chair.
- The Head of Department is included as a permanent member.
- Relevant tenured (as a rule) members of academic staff.

Other academic positions

- The Head of Department or other manager (authorised by the Head of Department) is chair.
- The Head of Department appoints the other members (after seeking relevant advice).

The Head of Department is responsible for ensuring that the composition of the appointment committee is also discussed by the department management team.

2.2 Conflict of interest issues and duty of confidentiality

Any conflicts of interest must be assessed when composing an appointment committee. It is the responsibility of both the manager and the individual members to assess this. Conflict of interest issues must be assessed for all of the members of the committee and in relation to applicants.

All members of an appointment committee have a duty of confidentiality both during and after the recruitment process.

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

2.3 Tasks of the appointment committee

In general terms, the tasks of the appointment committee are as follows:

- To advise the Head of Department regarding shortlisting, i.e. the selection of applicants to be considered for the position.
- To advise the Head of Department regarding the selection of applicants for interview
- To take part in interviews.
- To advise the Head of Department regarding which candidate should be recommended for appointment.

2.3.1 Shortlisting

The objective of shortlisting is to shorten the recruitment process and to reduce the workload placed on members of the assessment committee, so that the committee can focus their efforts on the most relevant and competent applicants.

The Head of Department has decision-making authority to decide which applicants will not receive a thorough assessment of their academic qualifications by the assessment committee. With the assistance of the appointment committee and supplemented by the chair of the assessment committee, the Head of Department selects applicants for a thorough academic assessment based on an overall assessment of which applicants (as documented in the application material) are the best match for the department's and the faculty's recruitment needs and meet the qualifications, competences, experience and potential that is described in the job advertisement, including the faculty's criteria for appointments within the individual job types.

The selection of applicants for assessment is based on an overall assessment of which candidates best match the recruitment needs of the department and faculty as these are described in the job advertisement. The selection takes place on the basis of each individual applicant's research and teaching profile, as this appears in the enclosed material such as CV, list of publications, application, teaching portfolio and any research plan/development plan.

Grounds for applications not being recommended for further academic assessment may be as follows:

- That the applicant is obviously not qualified and e.g. lacks formal academic qualifications at the required level or does not have an education within the specific subject area.

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

- That the applicant does not have qualifications within the specific subject area, which the job advertisement covers.
- That in comparison with the rest of the field of applicants, the applicant has not documented sufficiently strong research and/or teaching competences.
- That the applicant does not meet important areas within the qualification requirements in the job advertisement, such as e.g. teaching experience, or other competences in one or more of job advertisement's core areas.
- That material had not been uploaded at the application deadline that makes a real assessment possible (see the guidelines for applicants).
- Or that there are other reasons why the applicant, in relation to the field of applicants in general, should be deemed to have a lesser degree of required qualifications and competences.

As a rule, the appointment committee must select a minimum of five applicants for academic assessment, unless there are fewer relevant applicants in relation to the job advertisement.

Other differences of opinion in the appointment committee must be substantiated and appear on the recommendation (with the list of applicants for further assessment) that is sent to the assessment committee. The Head of Department makes the final decision about which candidates are to be shortlisted for assessment.

Those applicants who are not selected for assessment will be informed of this by HR immediately after the shortlisting. Final rejections are sent at the conclusion of the recruitment process.

HR then informs those applicants who are selected for academic assessment of this. At the same time, these applicants will be informed of the composition of the assessment committee.

2.3.2 Selection of applicants to be offered an interview

On the basis of the assessments, the appointment committee advises the Head of Department on which applicants should be offered an interview. The Head of Department is responsible for conducting the interviews.

Prior to the interviews, the Head of Department may invite applicants to an event at the department, for example a lecture or a meeting with permanent academic staff, in order to gain an impression of the applicants in relation to the department and the tasks involved in the position.

2.3.3 Participation in interviews

The appointment committee participates in the interviews and advises the Head of Department on the appointment.

For further information about the process following the appointment committee's discussions, reference is made to the faculty's guidelines for Heads of Department regarding the individual job categories.

3. Appointment

An applicant may only move forward in the recruitment process if a majority of the members of the assessment committee have found the applicant academically qualified for the position.

On the background of the appointment committee's advice and discussions with the department management team, the Head of Department may decide:

- To recommend a candidate for appointment.
- Not to recommend a candidate for appointment (even in cases where there are qualified applicants).

In relation to the appointment of *professors, clinical professors, associate professors, assistant professors and tenure track assistant professors*, the process is as follows: After the job interviews have been held, the appointment committee advises the Head of Department regarding recommendation for appointment. The Head of Department can now discuss the recommendation with the department management team, before the Head of Department makes a decision regarding which applicant is to be recommended for appointment. The Head of Department sends a recommendation (via HR) to the Vice-dean for Research. The Head of Department recommends the appointment via the employee registration system (*medarbejderstamkort*).

The procedure concerning appointments in **other academic positions**² is as follows: After the interviews have been held, the appointment committee sends the Head of Department a recommendation on who should be appointed (via HR). The Head of Department then makes the decision regarding appointment. If the Head of Department decides to recommend a candidate for appointment, the Head of Department then sends the recommendation for appointment via the employee registration system (*medarbejderstamkort*).

² Research assistant, teaching assistant, clinical assistant, part-time lecturer, clinical instructor, senior clinical instructor of dentistry, teaching assistant professor and clinical associate professor.