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
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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.

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 lecturerships 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. The honorary title process

Below is a schematic overview of the process for honorary titles.

### OVERVIEW OF THE PROCESS

**Awarding the honorary titles of honorary associate professor and honorary professor**

<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of department</td>
<td>The Head of Department consults with the Dean at a bilateral meeting before initiating the honorary award process. Prior to the recommendation, the Head of Department ensures that the candidate is interested in a possible honorary position at the department.</td>
</tr>
</tbody>
</table>

### HONORARY TITLE MATERIAL

<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of Department</td>
<td>Submits the candidate’s CV, research plan, list of publications and teaching portfolio together with the academic description to HR. Selected scientific publications are submitted: For professors, the ten publications stated as the most important in the application template are submitted. Similarly, for associate professors, five publications are submitted.</td>
</tr>
<tr>
<td>HR</td>
<td>Incorporates the academic description in the e-recruitment system and requests that the candidate upload his or her material in the e-recruitment system.</td>
</tr>
<tr>
<td>HR</td>
<td>Gives the Head of Department and other relevant persons access to the job advertisement.</td>
</tr>
</tbody>
</table>

### ESTABLISHMENT OF THE ASSESSMENT COMMITTEE

<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR</td>
<td>HR sends an email to the Head of Department via the e-recruitment system and requests that the Head of Department submit a proposal for the appointment of the committee, including the appointment of the chair of the committee. In addition, HR requests that the Head of Department fills out declaration of impartiality forms for each member of the assessment committee.</td>
</tr>
<tr>
<td>Head of Department</td>
<td>Sends the declaration of impartiality forms to the members of the committee for signing.</td>
</tr>
</tbody>
</table>
| Head of Department    | Recommends the committee (via link in the e-recruitment system) by registering the names of members of the committee together with the following information:  
- Statement of the name, position, place of employment, country and email address of the proposed assessor.  
- CVs must be submitted via a URL. |
| Head of Department    | Replies to the request from HR via the e-recruitment system for the appointment of a committee and attaches signed declarations of impartiality. The Head of Department has thereby registered the committee. |
| HR                    | Sends the list of committee members to consultation in the academic council with a three-day consultation period.                                                                 |
| The Academic Council  | Consultation on the assessment committee.                                                                                                                                                           |

### ASSESSMENT

<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR</td>
<td>Informs the candidate via the e-recruitment system of the composition of the committee and the deadline for completion of their assessment work.</td>
</tr>
<tr>
<td>HR</td>
<td>Sends an email to the members of the committee with access to the job advertisement and to the candidate’s material via the e-recruitment system. The email also contains online access to the faculty’s relevant guidelines and policies as well as current rules regarding assessments.</td>
</tr>
<tr>
<td>Assessment committee</td>
<td>Carries out the assessment of the candidate’s academic level.</td>
</tr>
<tr>
<td>Chair of the committee</td>
<td>Enters the committee’s joint assessment of the applicant in an online form in the e-recruitment system.</td>
</tr>
</tbody>
</table>
### HR
- Sends the assessment for validation by the assessment committee with a deadline of two working days.

### Assessment committee
- Validates the assessments.

### HR
- After two working days, HR sends the assessments for approval by the Dean.

### The Dean
- Approves the assessments.

### HR
- Ensures that the committee is reimbursed in accordance with current rules and guidelines.

### HR
- Sends the assessment to the Head of Department.

### HR
- Sends the assessment to the candidate.

### HONORARY TITLES

<table>
<thead>
<tr>
<th>Head of Department</th>
<th>Recommends the honorary position via the employee registration system (medarbejderstamkort).</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR</td>
<td>Prepares the award of honorary title letter and requests the Dean’s signature.</td>
</tr>
<tr>
<td>The Dean</td>
<td>Awards the honorary title of honorary associate professor or honorary professor.</td>
</tr>
<tr>
<td>HR</td>
<td>Sends the award of honorary title letter to the honorary associate professor or honorary professor.</td>
</tr>
<tr>
<td>HR</td>
<td>HR forwards the relevant material about the honorary associate professor/professor to HE Communication, who then prepare a news item about this for the website and undertake press coverage.</td>
</tr>
</tbody>
</table>

#### 3. Recommendation for affiliation as honorary associate professor or professor

The Head of Department consults with the Dean 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.
  - A recommendation from the speciality area, if the candidate is a clinical professor.
  - 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.

#### 4. 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.”
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.

In connection with the composition of the assessment committee, an equal distribution of men and women should be sought.

4.1 Definition of an assessment committee

Assessment committee:
An assessment committee prepares an assessment (See Section 3.3.2).

4.2. 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. 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.

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 years (see Declaration of impartiality).

Furthermore, Deans, Vice-deans and Heads of Department must 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.

4.3 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 external and ideally from abroad.

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.

4.4 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.

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1 See the Danish Public Administration Act, Section 3 (1) (on disqualification).
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.
Recommendations of members of the assessment committee for an honorary associate professor and honorary professor must include the following:

- Statement of the name, position, place of employment, country and email address of the proposed assessor.
- CVs must be submitted via a URL.

**4.5 Approval of an assessment committee**

The Dean approves committees for all honorary titles and ensures that the rules for the composition of the committee have been complied with.

The proposed members of the committee must be consulted and have signed a declaration of impartiality before the proposal is sent to HR.

**4.6 Assessment**

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

**4.7 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 (see the guidelines for assessment committees).

**4.8 Period of validity**

Assessments that are carried out in accordance with these guidelines apply throughout the honorary period. The Dean may decide to extend the period of the honorary position without undertaking a new assessment.

**4.9 Approval of assessments**

The Dean 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.
5. 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 Dean makes the final decision on the affiliation.

6. General recruitment information

6.1 Expenses in connection with recruitment
Expenses for remuneration of external members of the assessment committee are paid by the department.

6.2 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 Dean. 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 Dean.

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 Dean 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 Dean.

6.3 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.