Estimated processing time is app. 10½ months before employment contract. From submission of job advertisement text to HR the processing time is app. 8½ months (app. 35 weeks)\(^2\)\(^3\). There are several possibilities to shorten the processing time – please see below for which parts of the process the department is responsible. Several processes can also run in parallel.

1. **Discussion of the proposal for appointment with the department’s relevant representatives within the given subject area (see guidelines for Heads of Department)**
2. **Consults with the Vice-dean for Research based on a recruitment package**
3. **Job advertisement text**
4. **Considerations about advertising media**
5. **Considerations about “start package”, incl. salary level**
6. **Considerations about shortlisting (see guidelines for appointment committee)**
7. **Search committee**
8. **Preliminary proposals for an appointment committee and assessment committee**
9. **Preliminary process plan**

**PREREQUISITS AND PREPARATION (2 months)**

- Preliminary work (1 week), incl. further information from the department and incorporation of the text in the e-recruitment system
- Position advertised for a minimum of 4 weeks
- Applications

**JOB ADVERTISEMENT (5 weeks)**

- Selection of appointment committee members\(^3\)
- Decision whether there are a sufficient number of qualified applicants (permanent position)
- Readvertisement, if relevant\(^2\)
- Shortlisting-process, if relevant\(^2\)
- Contact to possible assessors and appointment of assessment committee, incl. Declaration of Impartiality (2 weeks)
- Approval from the Vice-dean for Research and the Academic Council (1 week)
- Assessment process (10-14 weeks – different deadline may be agreed) (see guidelines for assessment committees)

**ASSESSMENT COMMITTEE AND ASSESSMENT (13-17 weeks)**

- Final validation in assessment committee
- Approval from the Vice-dean for Research

**APPROVAL ASSESSMENT (1 week)**

- Applicants selected for interviews
- Interviews and trial lecture, if relevant
- Decision regarding which candidate is to be recommended for appointment
- User access etc. can be set up
- Organisation of work place
- Etc.

**JOB INTERVIEWS AND SELECTION (2 months)**

- Discussions of pay level with HR
- Recommendation of new employee is sent to HR via Medarbejderstamkort
- After completion of the salary negotiations rejections to the candidates, who have been invited to job interviews
- Obtaining approval from the Vice-dean for Research
- Further information from the employee (1 week)
- Preparation of a salary offer (See salary agreement catalogue)
- Salary negotiations (2 weeks)
- Rejections to the applicants who were not invited to a job interview
- Prepares and sends employment contract
- Registrations in HR-systems

**RECOMMENDATION FOR APPOINTMENT**

- User access etc. can be set up
- Organisation of work place
- Etc.

**RECOMMENDATION FOR APPOINTMENT**\(^3\)

- Welcome
- Introduction to AU, the faculty and the department

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1. Assessment committee must consist 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.
2. Time spent on readvertisement, shortlisting and selection of appointment committee members has not been included in the processing time, but shortlisting may shorten the assessment committee’s process.
3. Time spent on the employee’s resignation period in an existing job is not included in the estimated processing time. Neither the obtaining of approved residence and work permit if the new employee is not a Union citizen or EEA national (processing time approx. 1½ months and further 1 month around Summer and Christmas).
4. Time spent on a pay supplement beyond the Head of Department’s negotiating mandate, are not included. Processing time approx. 2 weeks extra to obtain approval from the Dean.

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