**RECRUITMENT PROCEDURES AND ESTIMATED PROCESSING TIME**

- **114 Professor with special responsibilities**

**Estimated processing time is app. 10 months before employment contract. From submission of job advertisement text to HR the processing time is app. 8 months (app. 33 weeks)**

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. **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 appx. 1½ months and further 1 month around Summer and Christmas).**

### PREREQUISITS AND PREPARATION (2 months)
- Discuss the proposal for appointment with the department’s relevant representatives within the given subject area (see guidelines for Heads of Department)
- Discuss with the Vice-dean for Research based on a recruitment package
- Job advertisement text
- Considerations about advertising media
- Considerations about “start package”
- Considerations about shortlisting (see guidelines for appointment committee)
- Search committee
- Preliminary proposals for an appointment committee and assessment committee
- Preliminary process plan

### JOB ADVERTISEMENT (5 weeks)
- 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

### ASSESSMENT COMMITTEE AND ASSESSMENT (13-17 weeks)
- Selection of appointment committee members
- Decision whether there are a sufficient number of qualified applicants (permanent position)
- Readvertisement, if relevant
- Shortlisting-process, if relevant
- 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)

### APPROVAL ASSESSMENT (1 week)
- Final validation in assessment committee
- Approval from the Vice-dean for Research

### JOB INTERVIEWS AND SELECTION (2 months)
- Applicants selected for interviews
- Interviews and trial lecture, if relevant
- Decision regarding which candidate is to be recommended for appointment
- Rejections to the candidates, who have been invited to job interviews

### RECOMMENDATION FOR APPOINTMENT 3)
- Recommendation of new employee is sent to HR via Medarbejderstamkort

### APPOINTMENT (2 weeks) 3)
- Obtaining approval from the Vice-dean for Research
- Further information from the employee (1 week)
- Rejections to the applicants who were not invited to a job interview
- Prepares and sends employment contract
- Registrations in HR-systems

### USER ACCESS ETC.
- User access etc. can be set up
- Organisation of work place
- Etc.

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

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