GUIDELINES FOR APPLICANTS TO SCIENTIFIC POSITIONS

AT AARHUS UNIVERSITY, HEALTH

Prepared by the faculty management team, Health. In force from 15 September 2018.

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1. Target group

These guidelines have been prepared for everyone who wishes to apply for a scientific position at Health, Aarhus University (AU), though with the exception of applicants for PhD positions.

2. Application and documentation

A complete application consists of the application itself and a variety of appendices. Applicants are responsible for ensuring that the correct appendices are included.

2.1 Application to general scientific positions

General scientific positions cover the following types of positions:
- Professor
- Professor with special responsibilities
- Clinical professor
- Associate professor
- Clinical associate professor
- Tenure track assistant professor
- Assistant professor
- Postdoc

An application for one of these positions must contain:
- A completed "Template for applicant - type of position[1]". A link to the template can be found in the job advertisement and on the AU website under "Recruitment procedures at Health". The template must be uploaded under "Other information to consider".
- A brief personal statement in which the applicant describes his or her motivation for applying for the position, relevant qualifications, as well as intentions and visions for undertaking the position.
- A CV with contact information and preferably documentation of the applicant's competences within the four core activities at Health, Aarhus University: research, education, cooperation and talent development.
- Indication of education with copy of the diploma for obtained degrees: Bachelor's, Master's, Master, PhD and/or higher doctoral degree. The diplomas must be in Danish or English (translated by a recognised translation agency or similar).
- Indication of academic qualifications:
  - List of publications.
  - Selected scientific publications: For **professors**, the ten publications stated as the most important in the application template must be submitted. For **associate professors**, the corresponding five publications must be submitted. For **other scientific positions**, up to five publications may be submitted.
- Other relevant material may be uploaded in a PDF file in the e-recruitment system under "Other information to consider".
- The teaching portfolio must be enclosed unless otherwise stated in the job advertisement.
- Any additional documentation that is related to Aarhus University's four core activities can be uploaded together in a single PDF file in the recruitment system under "Other information to consider".
- Other qualifications that are relevant in relation to the position must be stated in the application.
- Communication qualifications and similar must be stated in the CV.
- References/recommendations can be uploaded separately in the e-recruitment system.

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[1] As an applicant, you must fill in the "Template for applicant". You should be careful to choose the template that corresponds to the type of position you are applying for.

2.2 Applications to other scientific positions

Other scientific positions cover the following types of positions:
- Teaching associate professor
- Teaching assistant professor
- Teaching assistant
- Research assistant
- Part-time lecturer
- Clinical instructor
- Senior clinical instructor of dentistry

An application to the position of **teaching associate professor or teaching assistant professor** must contain:
- A completed "Template for the applicant - Other scientific staff". A link to the template can be found in the job advertisement and on the AU website under Recruitment procedures at Health. The template must be uploaded under "Other information to consider".
- A brief personal statement in which the applicant describes his or her motivation for applying for the position, describes relevant qualifications, as well as intentions and visions for undertaking the position.
- A CV containing contact information.
- Indication of education with copy of the diploma for obtained degrees: Bachelor's, Master's, Master, PhD and/or higher doctoral degree. The diplomas must be in Danish or English (translated by a recognised translation agency or similar).
- Indication of other teaching qualifications, see the submitted teaching portfolio.
- Indication of other qualifications: Material may be uploaded in a PDF file in the recruitment system under "Other information to consider".
- References/recommendations can be uploaded separately in the recruitment system.

An application to one of the **other scientific positions** must contain:
- A completed "Template for the applicant - Other scientific staff". A link to the template can be found in the job advertisement and on the AU website under Recruitment procedures at Health. The template must be uploaded under "Other information to consider".
- A brief personal statement in which the applicant describes his or her motivation for applying for the position, relevant qualifications, as well as intentions and visions for undertaking the position.
- A CV containing contact information.
- Indication of education with copy of the diploma for obtained academic degrees: Bachelor's, Master's, Master, PhD and/or higher doctoral degree. The diplomas must be in Danish or English (translated by a recognised translation agency or similar).
- Indication of other qualifications, see the teaching portfolio that has been submitted (if relevant for the position).
- Indication of academic qualifications (if relevant for the position):
  - List of publications.
  - Other relevant material may be uploaded in a PDF file in the e-recruitment system under "Other information to consider".
- References/recommendations can be uploaded separately in the e-recruitment system.

3. Online application

Aarhus University uses an e-recruitment system for receipt of applications. You will find a link to the application form that you must use in the job advertisement. A copy of the application forms containing help text can be seen on the final pages of these guidelines.

Before uploading your application, it is important that you ensure that all documentation is ready for upload in Word- and/or PDF format, as all material must be uploaded at once. It is not possible to interrupt an application process in the system and return to it later without starting over from the beginning.

The system does not support .zip files or image file formats. File names must only contain numbers and letters, and the maximum permitted size of each file is 20 MB. All mandatory spaces (marked with *) must be filled out.

The application must be received on the date of **the application deadline before 23:59 Danish time.** The job advertisement is automatically removed at 24:00 (midnight) and can then no longer be accessed after this.

In case of technical problems, applicants are encouraged to try again. In the unlikely event of it not being possible to resolve the technical problems, please contact an employee at Health HR via health.hr@au.dk.

4. Shortlisting

Shortlisting may be used for all scientific positions. If shortlisting is used, this will be stated in the job advertisement in question. Shortlisting refers to a process in which a small number of applicants are selected for an academic assessment from the total pool of applicants. The applicants selected for this assessment are those who are – on the basis of an overall assessment – the best match for the department's and the faculty's recruitment needs and meet the qualifications, competences, experience and potential described in the job advertisement, including the faculty's criteria for appointments.

Rejection of applicants who do not proceed to assessment
Those applicants who are not selected for assessment will be informed of this by HR immediately after the shortlisting.

Applicants who are selected for assessment
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.

5. Legal basis

The guidelines are based on the following applicable legislation and guidelines:
- The University Act.
- Aarhus University By-laws.
- The ministerial order on the appointment of scientific staff at universities (Appointment Order).
- Circular of June 2007 on the job structure for scientific staff at universities.
- Memorandum of 2013 on the job structure for scientific staff at universities.
- Ministerial Order no. 502 of 20 May 2013 on the conferment of the titles of honorary professor and honorary associate professor.
- Consolidation Act on Fixed-Term Employment.

The legal basis for the rules can be found here: http://www.au.dk/en/about/vacant-positions/rules-and-regulations/

General guidelines:
You must complete all fields marked *

Application Form (Academic Positions)

It is recommended to have all attachments available before filling the form.

Personal data
First name *

Last name *

Address *

Postal code *

City *

Country *

E-mail (only one) *

Telephone (private)

Telephone (mobile)

Citizenship of *

Gender *

Date of birth *

All communication about your application will take place by email, so please make sure that your email address is correct

If you do not wish to provide your date of birth, type 00-00-0000 (ddmmyyyy) in the field

PhD degree
University *

Country *

Status *

Year *

Include information about your PhD degree (where and when earned, etc.) If you do not have a PhD but have equivalent qualifications, please provide relevant information. You can also type a dash (-) in the field or select 'not relevant' in the Status drop down list

Indicate the educational institution where you earned your degree.

In this field, indicate whether you have a PhD, equivalent qualifications or no PhD

Latest employment
Place *

Country *

In this field, indicate your most recent place of work. If you have just received your degree, indicate this here

How did you find out about this job?
Source *

In this field, indicate where you first saw the advertisement for this position

Referee 1
Name *

Position *

Institution *

E-mail *

Recommendation   Browse

Please indicate the name and contact information of your referee here

Written references may be uploaded here. .pdf format is preferred, though .doc files will be accepted

Referee 2
Name

Position

Institution

E-mail

Recommendation   Browse...

You may list up to two additional referees. Please follow the same procedure as for Referee 1

Referee 3
Name

Position

Institution

E-mail

Recommendation   Browse...

Upload the written application for the position here

Upload your diploma here. If you wish to submit than one, upload all of them in the same document

Upload your teaching portfolio here. Note that this is not required for all positions

The following file formats will be accepted: .doc, .pdf, .rtf, .txt and .htm. .pdf and .doc are the preferred formats. This applies to all uploads

Application material (PDF preferred, max 20 MB, no ZIP)
Application *   Browse...
CV *   Browse...
Diploma *   Browse...
List of publications * Browse...
Teaching portfolio   Browse...
(if applicable)

Optional application material (PDF preferred, max 20 MB, no ZIP)
Coauthor statement   Browse...
(s)
Publication   Browse...
Publication   Browse...
Publication   Browse...
Publication   Browse...
Publication   Browse...
Publication   Browse...
Publication   Browse...
Publication   Browse...
Publication   Browse...
Publication   Browse...
Other information to   Browse...
consider

Send

Note: Do not complete the field 'Coauthor statement(s)' when applying for a position at the Faculty of Health

Please refer to the text of the job advertisement for guidelines on how many publications to upload

After you have completed all fields marked * and uploaded the desired documents, please double-check to make sure all information is correct before clicking 'Send'. After af few minutes you will receive an application acknowledgment by email. Once you have clicked 'Send', you can only make changes to your application by contacting the relevant HR department