
THE SPECIFIC APPOINTMENT PROCEDURE FOR ACADEMIC POSITIONS

AT HEALTH, AARHUS UNIVERSITY. - A CHECKLIST FOR THE DEPARTMENT HEAD

Prepared by the faculty management team, Health.
In force from 1 March 2016

CONTENT

1.	Delegation.....	2
2.	Recruitment base.....	2
3.	The appointment process	2
3.1	Checklist for appointment process for career-track positions	2
3.2	Checklist for the appointment process for non-career-track positions.....	5
3.3	General recruitment information	7
3.3.1	Expenses in connection with recruitment.....	7
3.3.2	Objections regarding assessment.....	7
3.3.3	Duty of disclosure upon request.....	7
4.	Search committee.....	7
5.	Earmarked grants	8
6.	Visiting associate professors and visiting professors.....	8

1. DELEGATION

The dean is responsible for recruiting staff at Health, Aarhus University and for ensuring that the recruitment takes place in accordance with applicable laws, rules and guidelines. The dean ensures that the assessment of the suitability of the candidates for the advertised position(s) takes place in accordance with the applicable rules and quality targets and decides whether the recommendation for appointment may be accepted. The dean may fully or partially delegate the above competence to a vice-dean.

In addition, the dean has delegated the recruitment authority to the department head in accordance with these faculty guidelines.

2. RECRUITMENT BASE

The field of applicants for academic positions at assistant professor, associate professor and professor level must reflect the recruitment base. Both genders must thus as far as possible be represented among the applicants, while also taking academic considerations into account. These opportunities may be explored by a search committee (see section 4) before the position is advertised. If there are not applicants of both genders in connection with the advertising of academic career-track positions, the department must submit a written account for this to the dean.

3. THE APPOINTMENT PROCESS

In accordance with the department's appointment strategy/recruitment strategy/job position plan, the department management team decides which type of position to advertise. Tentative processing times in connection with the appointment of academic staff can be seen in the document "Processing time for appointing members of academic staff".

3.1 Checklist for appointment process for career-track positions

Ensuring the inclusion of staff in the entire recruitment process for career-track positions is compulsory.

Inclusion of staff in connection with the advertising of academic positions may take place at the scheduled staff meetings which are held at least twice a year. Here an overall plan for the department's appointment strategy/job position plans may be presented and discussed. In exceptional cases, job advertisements may be presented separately if the department management team deems it necessary. There must still be a real opportunity for inclusion and an email with this information is not sufficient. It is up to the department to determine the specific process for local inclusion of staff.

Below is a general checklist for the appointment process for career-track positions¹.

CHECKLIST: EMPLOYMENT IN CAREER-TRACK POSITIONS	
The checklist also includes – with relevant modifications – positions that are not advertised in accordance with the Appointment Order's Sections 7 (search committee/appointment without advertisement), 8 (earmarked grants) and 9 (appointment and renewal for up to one year).	
JOB ADVERTISEMENT	
	Discusses the proposal for appointment within a given field of study or subject area at the department with the department's associate professors, senior researchers and professors, or a representative group of these.
Department head	Consults with the dean at bilateral meetings before initiating the job advertisement and appointment process.
Department management team	The department management team prepares a proposal for the academic content of the job advertisement. See the "Template for job advertisements for member of academic staff".
Department head	Sends advertisement text/academic text to Health HR. ²
HR	Assists with advice on the formal requirements of the advertisement text, choice of media, schedule for the whole appointment process etc. As a rule, professorships and associate professorships must be advertised internationally.
HR	Incorporates the text/academic text in the recruitment system PeopleXS.
HR	Sends the advertisement text via PeopleXS for approval by the department head.
Department head	Approves the job advertisement and informs HR of who is to have access to the management portal and thereby the job advert and applicants.[For Sections 7, 8 & 9, approves the academic job description].
HR	Publishes the job advertisement in the selected media always including the university website and jobnet.dk.
HR	Gives the department head and other relevant persons access to the management portal.
Department management team	Begins deliberation regarding the composition of the assessment committee.

¹ Career-track positions: Assistant professor, researcher, tenure track positions, associate professor, clinical associate professor, senior researcher, professor with special responsibilities (MSO), clinical professor, professor

² In future, Health, HR will be referred to as HR

APPLICATION	
Applicant	Applications, along with supplementary material, are sent electronically via a link in the job advertisement to HR via AU's website (PeopleXS recruitment system).
HR	An automatic confirmation that the application has been received is sent to the applicant via PeopleXS.
APPOINTMENT OF ASSESSMENT COMMITTEE/EXPERT COMMITTEE³	
HR	After the expiry of the deadline for applications, HR sends the names of the applicants via the PeopleXS system to the department head and requests that the department head submit a proposal for the appointment of the assessment committee, including the appointment of chair of the committee. In addition, HR sends declaration of impartiality forms to the department head.
Department management team	Consults an academic group of peers ⁴ among the department's permanent academic staff on proposals for members of the committee.
Department management team	Sends the declaration of impartiality form to the members of the committee for signing.
Department head	<p>Recommends the committee (via the link in PeopleXS) by registering the names of members of the committee together with the following information:</p> <ul style="list-style-type: none"> • For career-track positions of up to one year's duration, the recommendation of members of the expert assessment must be accompanied by a CV in the form of a URL and specification of the proposed assessor's name, position, place of employment, country and email. • For career-track positions of more than one year's duration, the recommendation of members of the assessment committee must include the following: <ul style="list-style-type: none"> - Statement of the name, position, place of employment, country of residence and email address of the proposed assessor. - CVs must be submitted via a URL - Brief explanation of the academic level, preferably within all of AU's four core activities: research, talent development, knowledge exchange and education (background, expertise and international profile) - Total number of publications - Assessors' individual statements confirming their impartiality: Members of assessment committees may only to a very limited extent be involved in joint publications and projects with applicants, and may only in exceptional cases have had joint publications within the past five years.⁵
Department head	Replies to the request from HR via PeopleXS for the appointment of a committee and attaches signed declarations of impartiality. The department head 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 department head's recommendation and job advertisement/academic text must be attached.
The Academic Council	Consultation on committee.
HR	If HR does not receive any comments from the academic council within three days, HR sends the proposal for the composition of the committee to the dean for final approval.
The dean	Approves/appoints committee.
HR	Informs the applicants via PeopleXS of the composition of the committee and the deadline for completion of their assessment work.
HR	Sends an email to the members of the committee with access to the job advertisement and with the applicants' material via PeopleXS. The email also contains online access to the faculty's relevant guidelines and policies as well as current rules on assessment and appointments.

³ When there is both an assessment committee and an expert committee, the term committee will be used.

⁴ An academic groups of peers is defined as a smaller group of employees at associate professor and/or professor level.

⁵ See the memo on the composition of assessment committees at Health in accordance with AU's internally agreed framework of 9 August 2013, page 1.

ASSESSMENT/EXPERT STATEMENT	
Committee	Carries out the assessment of the applicants' academic level. There are pre-defined deadlines for this task.
Committee	Prepares assessment/expert statement for each applicant.
Chair of the committee	Enters the committee's joint assessment of each applicant in an online form in PeopleXS.
Chair of the committee	Sends a message to HR once the committee has completed its work and the assessment of each applicant has been entered in the system.
HR	Sends all the assessments for validation by the committee with a deadline of two working days.
Committee	Validates the assessments.
HR	After two working days, HR sends the assessments for approval by the department head.
Department head	Approves assessment/expert statement.
HR	Sends the individual assessments to the individual applicant.
HR	Ensures that the committee is reimbursed in accordance with current rules and guidelines.
HR	Asks the department head to forward a signed recommendation for appointment (recommendation form).
RECOMMENDATION FOR APPOINTMENT	
Department management team	If relevant, selects applicants for interview on the basis of the committee's assessment, and appoints the appointment committee. (though not applicable to sections 7, 8 & 9) The applicant may also be asked to give a test lecture before the appointment is recommended.
If the appointment committee has been established	The appointment committee convenes and holds interviews and the chair obtains any references. After discussion with the department management team, the appointment committee proposes candidate(s) for appointment.
Department management team	Consults with an academically relevant group of peers ⁶ from among the department's permanent academic staff regarding the recommendation for appointment.
Department management team	Recommends appointment via the recommendation form with the following information: number of applicants <ul style="list-style-type: none">• number of interviewees• reflection on gender distribution• the assessment committee's conclusion• names of members of appointment committee• names of other involved parties who have had access to applicant material and/or applicant names• agreement/disagreement concerning the assessment of applicants• grounds for the recommendation
HR	Forwards recommendation with the above information on inclusion for the dean's approval.
The dean	Decides whether to accept the recommendation and ensures that quality targets and rules have been followed.
The dean	Sends a reply on appointment to HR.
OFFER OF EMPLOYMENT	
Department head	Informs the chosen candidate of the offer of employment and that a salary offer will be prepared as soon as possible.
Department head	Discusses the pay level with HR prior to the pay negotiations.
HR	Prepares the salary offer and sends it to the chosen candidate cc/the relevant union representative, executive pay negotiator or trade union.
HR	Provides assistance in salary negotiations.
Department head	Once the chosen candidate has accepted the salary offer, the department head informs any internal applicants as well as applicants who were invited to an interview that their applications were rejected.
Department head	Provides HR with the names of those who have been to a job interview or were internal applicants and informs HR that rejections can be sent to the all other applicants.
HR	Prepares employment contract and sends it to the candidate in question.
HR	Sends rejection letters to the other applicants via PeopleXS and as agreed with the department head.
OTHER	
HR	Undertakes the required registering in AUHRA, HR Payroll, researcher recruitment statistics and files the personnel case documents in Captia.

⁶ An academically relevant group of peers is defined as a limited group of employees – approx. one to three persons – who meet the eligibility requirements.

3.2 Checklist for the appointment process for non-career-track positions

The department management team can advertise non-career-track positions. Such positions do not require staff inclusion prior to the position being advertised.

Below is a general checklist for the appointment process for non-career-track positions⁷.

CHECKLIST: EMPLOYMENT IN NON-CAREER-TRACK POSITIONS	
The process summary also includes – with relevant modifications – positions that <u>are not advertised</u> in accordance with the Appointment Order's Sections 8 (earmarked grants) and 9 (appointment and renewal for up to one year).	
JOB ADVERTISEMENT	
Department management team	Decides to advertise the position.
Department management team	The department management team prepares a proposal for the academic content of the job advertisement. See the "Template for job advertisements for member of academic staff".
Department head	Approves the job advertisement. (For sections 8 & 9, approves the academic job description).
Department head	Sends job advertisement text to HR.
HR	Assists with advice on the formal requirements of the advertisement text, choice of media, schedule for the whole appointment process etc. As a rule, professorships and associate professorships must be advertised internationally.
HR	Incorporates the content of the job advertisement in the recruitment system PeopleXS.
HR	Sends the advertisement text via PeopleXS for approval by the department head.
Department head	Approves the job advertisement and informs HR of who is to have access to the management portal and thereby the job advert and applicants. (For sections 7, 8 & 9, approves the academic job description).
HR	Publishes the job advertisement in the selected media always including the university website and jobnet.dk.
HR	Gives the department head and other relevant persons access to the management portal.
Department management team	Begins deliberation regarding the composition of the assessment committee.
APPLICATION	
Applicant	Applications, along with supplementary material, are sent electronically via a link in the job advertisement to HR via AU's website (PeopleXS recruitment system).
HR	An automatic confirmation that the application has been received is sent to the applicant via PeopleXS.
APPOINTMENT OF ASSESSMENT COMMITTEE/EXPERT COMMITTEE	
HR	After the expiry of the deadline for applications, HR sends the names of the applicants via the PeopleXS system to the department head and requests that the department head submit a proposal for the appointment of the assessment committee, including the appointment of chair of the committee. In addition, HR sends declaration of impartiality forms to the department head.
Department management team	Sends the declaration of impartiality form to the members of the committee for signing.
Department head	Recommends the committee (via the link in PeopleXS) by registering the names of members of the committee together with the following information: <ul style="list-style-type: none"> • For all non-career-track positions, recommendations of members of the committee must be accompanied by a CV in the form of a URL and committee recommendation.
Department head	Replies to the request from HR via PeopleXS for the appointment of a committee and attaches signed declarations of impartiality. The department head has thereby registered the committee.
Department head	Approves/appoints committee.
HR	Informs the applicants via PeopleXS of the composition of the committee and the deadline for completion of their assessment work.
HR	Sends an email to the members of the committee with access to the job advertisement and with the applicants' material via PeopleXS. The email also contains online access to the faculty's relevant guidelines and policies as well as current rules on assessment and appointments.

⁷ Non-career track positions: Teaching assistant, research assistant, clinical assistant, postdoc, visiting scholar/visiting scientist/guest lecturer, teaching assistant professor, teaching associate professor, part-time lecturer, clinical instructor and senior clinical instructor of dentistry

ASSESSMENT/EXPERT STATEMENT	
Committee	Carries out the assessment of the applicants' academic level. There are pre-defined deadlines for this task.
Committee	Prepares assessment/expert statement for each applicant.
Chair of the committee	Enters the committee's joint assessment of each applicant in an online form in PeopleXS.
Chair of the committee	Sends a message to HR once the committee has completed its work and the assessment of each applicant has been entered in the system.
HR	Sends all the assessments for validation by the committee with a deadline of two working days.
Committee	Validates the assessments.
HR	After two working days, HR sends the assessments for approval by the department head.
Department head	Approves assessment/expert statement.
HR	Sends the individual assessments to the individual applicant.
HR	Ensures that the committee is reimbursed in accordance with current rules and guidelines.
HR	Asks the department head to forward a signed recommendation for appointment (recommendation form).
RECOMMENDATION FOR APPOINTMENT	
Department head	If relevant, selects applicants for interview on the basis of the committee's assessment, and appoints the appointment committee. (though not applicable to sections 7, 8 & 9) The applicant may also be asked to give a test lecture before the appointment is recommended.
If the appointment committee has been established	The appointment committee convenes and holds interviews and the chair obtains any references.
Department head	Makes a decision on the appointment and makes a recommendation for appointment by sending the recommendation form to HR.
OFFER OF EMPLOYMENT	
Department head	Informs the chosen candidate of the offer of employment and that a salary offer will be prepared as soon as possible.
Department head	Discusses the pay level with HR prior to the pay negotiations.
HR	Prepares the salary offer and sends it to the chosen candidate cc/the relevant union representative, executive pay negotiator or trade union.
HR	Provides assistance in salary negotiations.
Department head	After the chosen candidate has accepted the salary offer, the department head informs any internal applicants as well as applicants who were invited to an interview that their applications have been rejected.
Department head	Provides HR with the names of those who have been to a job interview or were internal applicants and informs HR that rejections can be sent to the all other applicants.
HR	Prepares employment contract and sends it to the candidate in question.
HR	Sends rejection letters to the other applicants via PeopleXS and as agreed with the department head.
OTHER	
HR	Undertakes the required registering in AUHRA, HR Payroll, researcher recruitment statistics and files the personnel case documents in Captia.

3.3 General recruitment information

3.3.1 Expenses in connection with recruitment

Expenses (advertising, speaking fees and official travel expenses) are paid by the department.

3.3.2 Objections regarding assessment

If HR receives objections from applicants regarding the committee's composition:

HR refers the objection to the department head 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 department head receives objections regarding the committee's composition:

The department head immediately forwards the objection to HR who will take further action, including involving the dean.

If HR receives objections from applicants 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 department head and the dean are notified and agree on the procedure to be followed.

If the department head receives objections, including in regard to the committee's assessment of the complainant's qualifications:

The department head immediately forwards the objection to HR who will take further action, including involving the dean.

3.3.3 Duty of disclosure upon request

Applicants to both career-track and non-career-track positions have a right (upon request) to be informed of the names of the persons (department head and the dean) who have participated in the decision regarding the appointment.

Applicants also have the right to information on the names of persons who have had a consultary role in the appointment process. This means that applicants (upon request) are entitled to receive a copy of the memo on staff inclusion.

4. SEARCH COMMITTEE

Search committees are appointed in very special cases where it has not been possible to recruit high-profile employees through the usual channels. A search committee is composed of at least three associate professors/professors within the given field of research. The search committee examines the international market during a specified period by using their network or similar within the field of research. Both genders must as far as possible – while also taking academic considerations into account – be represented among the candidates. After the end of the search period the search committee makes a recommendation to the dean via the department head on which candidate the department may wish to initiate an assessment of. The selected candidate(s) must already have accepted the initiating of an assessment process. A CV, research plan, list of publications, publications etc. are obtained from the candidates. At the same time, the department head prepares an academic description of the specific field of research in which an associate professor or professor is desired. The academic description forms the basis for the work of the assessment committee in the actual assessment of the candidate(s).

The actual recruitment process can be compared to the process relating to an earmarked grant (see below section 5).

5. EARMARKED GRANTS

In the case of earmarked grants, the specific position is not advertised. Instead, the desired candidate is requested to upload an application including CV, research plan, list of publications, publications etc. via a specific application link.

The process then follows that which is described in section 3.1 "Checklist for the appointment process for career-track positions".

6. VISITING ASSOCIATE PROFESSORS AND VISITING PROFESSORS

The visiting associate professor group

The group consists of two types of visiting associate professor: visiting associate professors with employment at Aarhus University or visiting associate professors without actual employment at Aarhus University, but with an invitation to hold one or more lectures. In this case the visiting associate professor must also be an associate professor at his or her own home university.

1. Visiting associate professors **may be employed for a specific project for a limited period**. The assessment is carried out according to the same terms and conditions as for other associate professor appointments, and there are two types of fixed-term positions:
 - Appointments of up to one year's duration. Here an expert committee is appointed consisting of two assessors at associate professor level or higher. As a rule, at least one member of the committee should be from outside Aarhus University.
 - Appointments of more than one year's duration. Here an assessment committee is set up comprising up to five members, preferably at professor level, no more than one of whom can be internal, while the remainder must be external and ideally from abroad.
2. Visiting associate professors who are invited to give a specific lecture or series of lectures or mentoring. They **are not employed** at Aarhus University, but are invited to visit the university. The associate professor is referred to as *visiting associate professor in everyday speech*. The associate professor should **not be assessed**, and neither does an expert statement need to be prepared. A speaking fee and any travel and accommodation expenses may be paid.

The visiting professor group

The group consists of two types of visiting professor: Visiting professors with employment at Aarhus University or visiting professors without actual employment at Aarhus University but with an invitation to hold one or more lectures. In this case the visiting professor must also be a professor at his or her own home university.

1. Visiting professors may **be employed** for a specific project for a limited period. The assessment is made on the same terms and conditions as for other professor appointments. An assessment committee is set up 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.
2. Visiting professors who are invited to give a specific lecture or series of lectures or mentoring. They **are not employed** at Aarhus University, but are invited to visit the university. The professor is referred to as *visiting professor in everyday speech*. The professor should **not be assessed**. A speaking fee and any travel and accommodation expenses may be paid.