

THE APPOINTMENT PROCESS AT THE DEPARTMENT OF FORENSIC MEDICINE

TENURED AND ACADEMIC CAREER-TRACK POSITIONS AND ACADEMIC POSITIONS WITH THE CHARACTER OF CAREER-TRACK POSITIONS

A schematic overview of the appointment process for tenured and academic career positions, as well as academic career-track positions, is presented below.

These positions include:

- Assistant professor
- Researcher
- Tenure track employment
- Associate professor
- Clinical associate professor
- Senior researcher
- Professor with special responsibilities (MSO)
- Clinical professor
- Professor

PROCESS SUMMARY: APPOINTMENTS TO 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 ADVERTISEMENTS

The management at the Department of Forensic Medicine prepares a job advertisement on the basis of the requirements that are formulated in collaboration with the department concerned and after discussion in the departmental forum.

The initiative for the job advertisement is taken by the department management team or in the academic environment, which then makes a recommendation to the department head. The advertisement must be prepared based on the department's template for job advertisements. It must also be accompanied by the following information:

1. How proper staff and inclusion is ensured.

Upon submission of the advertisement, the local academic environment must indicate that it has been involved in the preparation of the job advertisement.

2. Job advertisements for appointments within a given field must be discussed with a representative group of the department's employees.

3. When submitting the advertisement, the local academic environment should have decided whether it wishes for interviews to be held once the assessment is available, and if this is the case, they should specify the persons to be considered for any appointment committee. The composition of appointment committees within a given field must also be discussed with a representative group of employees.

The department head

The department head consults with the dean at bilateral meetings before initiating the job advertisement and appointment process.

The department head subsequently approves the advertisement (for Sections 7, 8 & 9, the academic text is approved). An academic text must, as a rule, be similar to a job advertisement, so that the assessment committee receives sufficient and relevant information about the position and the field/medical speciality for which the assessment is intended.

APPLICATION	
Applicant	The applicant submits an application via AU's website (though not applicable to sections 7, 8 & 9).
APPOINTMENT OF ASSESSMENT COMMITTEE	
Department head	Once the application deadline has expired, and the applicants are known, the department head requests proposals for members of the assessment committee from the relevant academic environment. The local academic environment must discuss the proposal for the assessment committee within a given field with a representative group of the department's employees. The department head recommends the assessment committee.
The dean	The dean approves/appoints the assessment committee
The Academic Council	The academic council is consulted about the composition of the assessment committee.
ASSESSMENT	
Assessment committee	The assessment committee carries out an assessment of the applicants' academic level and indicates whether each of the candidates is qualified/not qualified.
HR	HR validates incoming assessments and ensures that the assessment committee has filled in ALL items in the assessment. Any comments on the assessment are discussed with the department head, who clarifies any outstanding issues with the chair of the assessment committee.
Department head	The department head approves the assessments.
APPOINTMENT	
Department management team	The department management team involves the department in nominating applicants who are to be invited for an interview. The decision regarding selection for the interview takes place on the basis of the assessment committee's assessment. The department head appoints an appointment committee in collaboration with the department and ensures that the choice of members of the appointment committee has been discussed with a representative group of the department's employees (though not applicable to sections 7 & 8).