
GUIDELINES FOR HEADS OF DEPARTMENT – HONORARY SKOU PROFESSORS

AT HEALTH, AARHUS UNIVERSITY

Prepared by the faculty management
team, Health. In force from 1 June
2018.



Table of Contents

Table of Contents	1
1. General information about honorary titles.....	2
1.1 Delegation.....	2
1.2 Scope of the guidelines	2
1.3 Target group and legal framework.....	2
1.4 Purpose of the Honorary Skou Professor affiliation.....	2
1.5. Honorary period.....	2
1.6 Performance of the task of Honorary Skou Professor.....	2
2. Process for the award of the title Honorary Skou Professor	3
3. Recommendation for the award of the honorary title of Honorary Skou Professor	3
4. Creation of 'Medarbejderstamkort'	4
5. Residence permit.....	4

1. General information about honorary titles

1.1 Delegation

The Dean is responsible for recruiting staff at Health and for ensuring that the recruitment is in accordance with applicable laws, rules and guidelines.

1.2 Scope of the guidelines

These guidelines cover the award of the honorary title of 'Honorary Skou Professor' at Aarhus University, Health, regardless of geographical location.

1.3 Target group and legal framework

The target group for these guidelines are Heads of Department at Health. The guidelines are based on the following applicable legislation and guidelines:

- The ministerial order on the awarding of the titles honorary professor and honorary associate professor (2013) as well as pursuant to section 6 of order on Rector's delegation of authority to the Deans (2013).

1.4 Purpose of the Honorary Skou Professor affiliation

Health wants to increase the faculty's international profile by affiliating recognized researchers from top universities abroad. This initiative will strengthen relations to leading research units abroad, creating ties that bring international aspects into teaching, facilitate exchange and academic cooperation, and lead to joint research projects and joint fund applications. Cooperation with international researchers thus benefits the individual's research and the overall research environment at Health. In the long term, the faculty wishes to establish an 'Academy of Honorary Skou Professors and Champions'.

Affiliations are especially relevant when it has strategic and academic significance, and when it comes to internationally recognized professors from top universities abroad who have:

- A significant relation to one or more research groups at Health
- Qualifications that complement the research areas at Health

The candidate must be a highly recognized researcher within his or her field and be employed as a full professor at his or her home university abroad. The candidate's home university must be in the top-100 at the QS World University Ranking. Highly specialized universities without ranking, e.g. The Rockefeller University, can also be approved but only if the recommendation documents a similarly high level.

The candidate's professional profile must support the department's strategic objectives and enable the candidate to contribute to and participate in academic activities at the department. It is a prerequisite that the candidate is prepared to actively work for increased cooperation between the two institutions¹.

1.5. Honorary period

The period of an honorary professorship may not exceed five years. If it is in the department's interest, it is possible to extend the period by another five years.

1.6 Performance of the task of Honorary Skou Professor

The honorary professor can for example undertake the following tasks:

- Participate in collaborations with researchers at the department
- General promotion of cooperation and knowledge exchange
- Guest lecturing at pre- and postgraduate level
- Guest lecturing at seminars and conferences
- PhD co-supervision and mentoring
- Participate in search committees

The specific tasks of the honorary professor are agreed with the Head of the Department.

¹Reference is made to the Guidelines for awarding professorships from top universities abroad with a view to awarding the title of 'Honorary Skou Professor'.

In connection with the award of the honorary title, the department nominates a “champion” (academic contact person). The ‘champion’ has a prominent role in initiating professional cooperation and in integrating the Honorary Skou Professor in the research community. As a ‘champion’, he or she is also responsible for welcoming the honorary professor and taking care of practical aspects of the professor's visits to Health.

2. Process for the award of the title Honorary Skou Professor

An outline of the process for the award of the honorary title of Honorary Skou Professor can be seen below.

OVERVIEW OF THE PROCESS	
Awarding the honorary title of Honorary Skou Professor	
Head of Department	At the recommendation of 2-3 professionals from Health with insight into the candidate's field of research, the Head of Department recommends the candidate to the deanery for award of the title. The departments will receive a call for recommendations with a deadline.
HONORARY TITLES	
Head of Department	Based on an approval from the deanery the department then creates a ‘Medarbejderstamkort’ for the person concerned. It must be clearly indicated that it is an Honorary Skou Professor and which university the professor comes from. The department also email the recommendation documents to HR at Health for archiving.
HR	Prepares the award of title letter and sends the letter for the Honorary Skou Professor
The deanery	Simultaneously the Dean's Office prepares a welcome letter from the Dean. The Dean's Office will send the welcome letter to the champion in a thank-you-mail cc the Head of Department and ask the champion to forward the letter to the newly appointed Honorary Skou Professor.
HR	Sends notification to HE Finance stating that the title of Honorary Skou Professor has been awarded. In connection with the Dean's conferring of the title of Honorary Professor Skou, the following is made available: DKK 20,000 to cover the department's costs. HE Finance is responsible for the transfer of the amount to the department after having been notified by HR.
HR	HR forwards the relevant material on the honorary title to HE Communication who then prepare a complete news item for the website and undertake press coverage.
HR	To allow follow-up and evaluation, HR is responsible for the registration of all Honorary Skou Professors including the period of the honorary position, department, affiliation to Health and home university (name/city/country).
HR	To ensure external and internal visibility, HR is responsible for ensuring that up-to-date information on Honorary Skou Professors is available on AU's website for awards. http://www.au.dk/om/profil/historie/haedersbevisninger/adjungerede-professorer-og-lektorer/

3. Recommendation for the award of the honorary title of Honorary Skou Professor

At the recommendation of 2-3 professionals from Health with insight into the candidate's field of research, the Head of Department recommends the candidate to the deanery for award of the title. The departments receive a call for recommendations with a deadline. Prior to the recommendation, the Head of Department ensures that the candidate is interested in receiving the title.

A recommendation must be motivated and contain the following information:

- Name and title of the candidate
- The candidate's research area
- University (name/city/country)
- Email address
- Birth date
- Gender (M / F)
- H-index
- Name and title of the 'champion' (academic contact person)
- The following attachments:
 - A description of the candidate's relevant qualifications, contact to Health, the potential benefits of the affiliation, and a tentative plan for visits and activities
 - The candidate's CV incl. publications
 - Existing assessments / expert statements, if applicable, as documentation for the academic level of the candidate as corresponding to full professor

The candidate is expected to meet the criteria for a professor's appointment at Health through his or her professor's appointment at home. Therefore, the requirements for documentation differs from that of ordinary professor appointments at Health and the recommendation does not have to include research plans, publications and teaching portfolio.

The deanery decides whether the title of Honorary Skou Professor can be awarded based on the provided documentation (i.e. the candidate's academic level is considered sufficiently documented). If so, the Dean's Office will send a confirmation to the recommending department.

4. Creation of 'Medarbejderstamkort'

The department can then create a 'Medarbejderstamkort' for the person concerned. It must be clearly indicated that it is an Honorary Skou Professor and which university the professor comes from. The department also email the recommendation documents to HR at Health for archiving.

HR at Health then send the professor an award letter for the title of Honorary Skou Professor.

Simultaneously the Dean's Office prepares a welcome letter from the Dean. The Dean's Office will send the welcome letter to the champion in a thank-you-mail cc the Head of Department and ask the champion to forward the letter to the newly appointed Honorary Skou Professor.

5. Residence permit

As a foreigner, all Honorary Skou Professors have to deal with rules on residence and work in Denmark.

EU citizens

Citizens from EU/EEA are free to enter.

If the stay is for more than 3 months, the Honorary Skou Professor must apply for an EU residence document at the State Administration. This must be done after the Honorary Skou Professor has entered Denmark.

In this connection the Honorary Skou Professor must document that he/she is self-supporting, for example through employment in home country.

Nordic citizens

Nordic citizens are free to enter and work in Denmark.

Non EU/EEA-citizens

Non EU/EEA-citizens are citizens residing from countries outside the Nordic region and EU/EEA. They must have permission to stay and work in Denmark from the Danish Agency for International recruitment and Integration (SIRI).

For stays of maximum 90 days including the entry and exit date, an "Honorary Skou Professor" can travel to Denmark on a visa or visa-free (some countries are visa-free also - therefore there is no requirement for a visa).

If the stay is for more than 90 days or if the Honorary Skou Professor does not have enough days left on his/her visa or visa-free period, an application for a permit as guest researcher must be submitted. The International Centre will assist with the application for residence and work permits for guest researchers.