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# GUIDELINES FOR APPOINTMENT COMMITTEES

AT HEALTH, AARHUS UNIVERSITY

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Prepared by the faculty management  
team, Health.

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## 1. Introduction

At Health, these guidelines have been drawn up to support the recruitment process.

### 1.1 Target group and legal framework

The target group for these guidelines are members of appointment committees at Health. The guidelines are based on the applicable legislation and guidelines.

## 2. The appointment committee

The Head of Department/the hiring manager appoints an appointment committee in accordance with the guidelines. Efforts should be made to ensure that the appointment committee is gender diverse.

The appointment of the appointment committee takes place either concurrently with the preparation and finalisation of the job advertisement, or immediately after the approval of the job advertisement.

### 2.1 Composition of the appointment committee for academic positions

For appointments to academic positions as assistant professor, tenure track assistant professor, associate professor, clinical professor and professor, the Head of Department is required to appoint an appointment committee.

For other academic positions, and postdoc and clinical associate professor positions, there is no requirement for an appointment committee, unless stated in connection with the job advertisement, that shortlisting will be used.

The composition of appointment committees for different types of positions is described below.

For academic positions such as **tenure track assistant professor, associate professor, clinical professor and professor**, the appointment committee must – with due regard for the requirement regarding academic qualifications – be inclusive and gender-diverse<sup>1</sup>.

#### Other academic positions:

- The Head of Department or other manager (authorised by the Head of Department) is chair
- The Head of Department appoints the other members (after seeking relevant advice)

#### Postdoc:

- The Head of Department or other manager (authorised by the Head of Department) is chair
- The Head of Department appoints the other members (after seeking relevant advice)

#### Clinical associate professor:

- The Head of Department or other manager (authorised by the Head of Department) is chair
- The Head of Department appoints the other members (after seeking relevant advice)

#### Assistant professor and tenure track assistant professor

- The Head of Department is chair
- Relevant tenured (as a rule) members of academic staff

#### Associate professor (permanent)

- The Head of Department is chair
- The Vice-dean for Research is included as a permanent member
- Relevant tenured (as a rule) members of academic staff

#### Associate professor (fixed term)

- The Head of Department is chair
- Relevant tenured (as a rule) members of academic staff

<sup>1</sup> See Aarhus University's norms for recruitment of academic staff to permanent positions.

### **Clinical professor**

- The chairing of the appointment committee is shared between the head consultant and the clinical professor and chair
- The Head of Department is included as a permanent member
- Relevant tenured (as a rule) members of academic staff

### **Professor**

- The Vice-dean for Research is the chair
- The Head of Department is included as a permanent member
- Relevant tenured (as a rule) members of academic staff

The Head of Department is responsible for ensuring that the composition of the appointment committee is also discussed by the department management team.

## **2.2 Composition of the appointment committee for technical administrative positions**

The appointment committee consists of employees from the relevant unit with the following composition:

- A management representative who is chair
- Two employee representatives from the relevant unit
- If deemed necessary, the appointment committee may, in special cases, be supplemented by several members.

Please also see [AU's website](#) on appointment committee in connection with technical and administrative positions.

## **2.3 Conflict of interest issues and duty of confidentiality**

Any conflicts of interest must be assessed when composing an appointment committee. It is the responsibility of both the manager and the individual members to assess this. Conflict of interest issues must be assessed for all the members of the committee and in relation to applicants.

All members of an appointment committee have a duty of confidentiality both during and after the recruitment process.

Health bases its decisions on the regulations in the Danish Public Administration Act concerning impartiality, which relates to e.g. family relations, friendships and special personal and financial interests.<sup>2</sup> This may, for example, include co-publication, supervisor relations or other types of cooperation, which cannot be considered compatible with the role of assessment committee member in relation to the advertised position.

For further information about confidentiality and GDPR, please see ["Guidelines regarding confidentiality and GDPR for appointment, assessment and advisory committees"](#)

## **2.4 Tasks of the appointment committee**

In general terms, the tasks of the appointment committee are as follows:

- To advise the Head of Department/hiring manager regarding the selection of applicants for interview
- To take part in interviews
- To advise the Head of Department/hiring manager regarding which candidate should be recommended for appointment

### **2.4.1 Shortlisting at academic positions**

There may be an extra assignment in the form of shortlisting at academic positions, i.e. the selection of applicants for assessment. However, this requires that shortlisting is selected.

<sup>2</sup> See the Danish Public Administration Act, section 3 (1) (on disqualification).

For further information about shortlisting, including the appointment committee's role, please see "[Shortlisting in connection with recruitment](#)".

#### **2.4.2 Selection of applicants to be offered an interview**

The appointment committee advises the Head of Department/hiring manager on which applicants should be offered an interview. The Head of Department/hiring manager is responsible for conducting the interviews.

##### *2.4.2.1 Academic positions covered by the norms for recruitment of academic staff*

For academic positions such as tenure track assistant professor, associate professor, professor and clinical professor, the appointment committee must, based on applicants' qualifications and the requirements of the position, select the most qualified applicants.<sup>3</sup>

On the condition that the candidates possess the necessary qualifications, the gender diversity requirement applies to applicants offered job interviews.<sup>4</sup>

In addition, the appointment committee must consider how the best qualified applicants would contribute to the gender balance of the department/school/unit. In the event that applicants for a position are equally qualified, the gender balance of the unit should be an element taken into consideration in the final choice of applicant.<sup>5</sup>

Prior to the interviews, the Head of Department, at academic positions, may invite applicants to an event at the department, for example a lecture or a meeting with permanent academic staff, in order to gain an impression of the applicants in relation to the department and the tasks involved in the position.

##### *2.4.2.2 Academic positions not covered by the norms for recruitment of academic staff*

Prior to the interviews, the Head of Department, at academic positions, may invite applicants to an event at the department, for example a lecture or a meeting with permanent academic staff, in order to gain an impression of the applicants in relation to the department and the tasks involved in the position.

#### **2.4.3 Participation in interviews**

The appointment committee participates in the interviews and advises the Head of Department/hiring manager on the appointment.

For further information about the process following the appointment committee's discussions, reference is made to the faculty's guidelines for the individual job categories.

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<sup>3</sup> See Aarhus University's norms for recruitment of academic staff to permanent positions.

<sup>4</sup> See Aarhus University's norms for recruitment of academic staff to permanent positions.

<sup>5</sup> See Aarhus University's norms for recruitment of academic staff to permanent positions.