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# GUIDELINES FOR HEADS OF DEPARTMENT - HONORARY ASSOCIATE PROFESSOR AND PROFESSOR

AT HEALTH, AARHUS UNIVERSITY

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



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## 1. General information about honorary titles

### 1.1 Delegation

Rector has delegated authority to the Deans. The Dean at Health is responsible for recruiting staff at Health and for ensuring that the recruitment is in accordance with applicable laws, rules and guidelines. The Dean has delegated the recruitment authority to the Vice-dean for Research in accordance with these faculty guidelines.

### 1.2 Scope of the guidelines

These guidelines cover the awarding of the honorary titles 'honorary associate professor' and 'honorary professor' at Aarhus University, Health, regardless of geographical location.

For the procedure for honorary professors from Top 100 universities, reference is made to the [Guidelines for Heads of Department - Honorary Skou Professor](#).

### 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 title's honorary professor and honorary associate professor](#) (in Danish)

### 1.4 Purpose of the honorary associate professor and honorary professor affiliations

Health wishes to ensure closer contact with recognised researchers from highly regarded universities both in Denmark and abroad in order to develop Health's profile.

Affiliations are particularly encouraged when these have strategic and academic significance and when the person in question is an internationally recognised professor from highly regarded universities at home and abroad who:

- Has a significant relation to one or more research groups at Health
- Complements the areas of expertise that are already represented at Health

### 1.5. Honorary period

The honorary period may not exceed five years. If it is in the department's interest, it is possible to extend the period for a further five years.

### 1.6 Normal duties

The honorary associate professor or professor will normally perform the following duties:

- Participate in research partnerships with researchers at the department
- General promotion of collaboration and exchanging of experiences
- Guest lectureships at pre- and postgraduate level
- Guest lectures/conferences
- PhD co-supervision
- Help with recruitment (search committees)

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

## 2. Schematic checklist over the recruitment process

TJEKLISTE: TILKNYTNING AF ADJUNGERET LEKTOR ELLER ADJUNGERET PROFESSOR	
RECOMMENDATION FOR AFFILIATION	
<b>Head of Department</b>	<p>The Head of Department consults with the Vice-dean for Research before initiating the process of awarding honorary titles. Prior to the recommendation, the Head of Department ensures that the candidate is interested in a possible honorary position at the department.</p> <p>A recommendation must be reasoned and contain the following information:</p> <ul style="list-style-type: none"> <li>• The candidate's name and title</li> <li>• The candidate's research area</li> <li>• His or her university (name/city/country)</li> <li>• Email address</li> <li>• Date of birth</li> <li>• Gender (m/f)</li> <li>• The following attachments: <ul style="list-style-type: none"> <li>• A brief description of the candidate's relevant experience, affiliation with Health, the potential benefits of the honorary position and a tentative plan for visits and activities.</li> <li>• Academic advertisement text with the desired qualification requirements ("Template for job advertisement – professor" <a href="#">Danish/English</a> or "Template for job advertisement – associate professor" <a href="#">Danish/English</a>)</li> </ul> </li> </ul>
<b>Head of Department</b>	Sends the academic advertisement and relevant job information to HR in order to initiate the recruitment process in the e-recruitment system. This is to be sent to the relevant joint <a href="#">mailbox for Health HR</a> .
<b>HR</b>	Sets up the position in the e-recruitment system and ask the candidate to send assessment material via a link from the e-recruitment system.
<b>Applicant</b>	Sends contact information along with assessment material, electronically via a link in the academic advertisement to HR via the e-recruitment system.
<b>HR</b>	An automatic confirmation that the material has been received is sent to the candidate via the e-recruitment system.
WHEN THE MATERIAL IS RECEIVED	
<b>HR</b>	Notifies the Head of Department, via the e-recruitment system, that the candidate has sent assessment material and request that the Head of Department appoints the assessment committee, including the chair of the assessment committee. The Head of Department has access to candidate's material in the e-recruitment system.
<b>Department management team</b>	Sends the declaration of impartiality form ( <a href="#">Danish/English</a> ) to the members of the assessment committee for signing. The department management team and the assessment committee can agree on a deadline for the submission of the assessment.
<b>Head of Department</b>	<p>Nominates the assessment committee, via the e-recruitment system, by registering the names of the members of the assessment committee together with the following information:</p> <ul style="list-style-type: none"> <li>• CV must be submitted via a URL or uploaded as a document in the e-recruitment system</li> </ul> <p>The Head of Department registers the external members of the assessment committee in the employee registration system (<i>Medarbejderstamkortet</i>), so HR can give the members access to the e-recruitment system.</p>
<b>HR</b>	Sends the list of assessment committee members to consultation in the Academic Council with a three-day consultation period.

<b>The Academic Council</b>	Undertakes consultation on the assessment committee. See section 4.5 for a more detailed description.
<b>HR</b>	If HR does not receive any comments from the Academic Council within three days, HR then sends the list of assessment committee members for final approval by the Vice-dean for Research.
<b>Vice-dean for Research</b>	Approves and appoints the assessment committee.
<b>THE INITIATION OF ASSESSMENT</b>	
<b>HR</b>	Informs the candidate, via the e-recruitment system, of the composition of the assessment committee and the deadline for completion of their assessment work.
<b>HR</b>	Gives the assessment committee access via e-mail to the position in the e-recruitment system, including access to the job advertisement. The email also contains a link to the faculty's relevant guidelines and policies as well as the current rules on assessment and appointments.
<b>ASSESSMENT</b>	
<b>Assessment committee</b>	Assesses the candidate's academic level. For professor assessments, the committee has 4-6 weeks to complete the assessment work, unless otherwise agreed. For associate professor assessments, the committee has 3-4 weeks to complete the assessment work, unless otherwise agreed.
<b>Assessment committee</b>	Prepares a written assessment of each applicant by using the "Template for assessment – professor ( <a href="#">Danish/English</a> )" or "Template for assessment – associate professor" ( <a href="#">Danish/English</a> )
<b>Chair of the committee</b>	Enters the committee's joint assessment of the candidate in an online form in the e-recruitment system.
<b>HR</b>	Sends the assessment for validation by the committee with a deadline of two working days.
<b>Assessment committee</b>	Validates the assessment.
<b>HR</b>	After two working days, HR sends the assessment for approval by the Vice-dean for Research.
<b>Vice-dean for Research</b>	Approves the assessment
<b>HR</b>	Sends the individual assessment to the candidate.
<b>HR</b>	Ensures that the committee is reimbursed in accordance with current rules and guidelines.
<b>Honorary title</b>	
<b>Head of Department</b>	Recommends for affiliation via the employee registration system (Medarbejderstamkortet).
<b>HR</b>	Prepares the letter with the honorary title and sends it to the candidate
<b>OTHER</b>	
<b>HR</b>	Undertakes the required registering in HR-systems and files the relevant personnel case documents in Workzone.
<b>Head of Department</b>	Decides whether the inaugural lecture is relevant (only in the case of an honorary professor).

### 3. Recommendation for affiliation as honorary associate professor or professor

The Head of Department consults with the Vice-dean for Research before initiating the process of awarding honorary titles. Prior to the recommendation, the Head of Department ensures that the candidate is interested in a possible honorary position at the department.

A recommendation must be reasoned and contain the following information:

- The candidate's name and title
- The candidate's research area
- His or her university (name/city/country)
- Email address
- Date of birth
- Gender (m/f)
- A brief description of the candidate's relevant experience, affiliation with Health, the potential benefits of the honorary position and a tentative plan for visits and activities.
- Academic advertisement text with the desired qualification requirements ("Template for job advertisement – professor" [Danish/English](#) or "Template for job advertisement – associate professor" [Danish/English](#))

### 4. Assessment committee

The Appointment Order lays down the general rules for the assessment of academic staff in accordance with section 4:

**Section 4.** *"The university determines the rules for the academic assessment of applicants for academic positions.*

*(2) The academic assessment committee must decide whether the applicants possess the required academic qualifications within research, teaching, communication, etc., as prescribed by the job structure, and whether they meet any other qualification requirements specified in the job advertisement. A non-prioritised, substantiated, written assessment of the applicants' qualifications must be submitted to the rector. If there are any differences of opinion between the assessors, this must be stated in the assessment."*

The senior management team at AU has laid down the overall guidelines for the selection of members of assessment committees at AU in the spring of 2013. The guidelines should be seen as a framework. Each faculty has had the opportunity to add its input to and possibly narrow down this framework<sup>1</sup>.

Pursuant to the Ministerial Order on Appointment of Academic Staff at Universities and the university's general guidelines for academic assessment in connection with the appointment of academic staff (with/without advertisement) as well as extensions, the faculty management team at Health has adopted the following guidelines for the composition of assessment committees (see section 4.3).

The appointment of assessment committee should seek to ensure an equal distribution of men and women.

#### 4.1 Definition of an assessment committee

##### **Assessment committee:**

An assessment committee prepares an assessment.

#### 4.2. Eligibility requirements for assessment committees

To ensure that the assessment of the candidate is not affected by irrelevant considerations, no member of the committee may be judged unqualified to serve or at risk of having a conflict of interest in relation to the assessment. 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

<sup>1</sup> See the memo on the composition of assessment committees at Health in accordance with AU's internally agreed framework of 9 August 2013, Section 1.

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

considered compatible with the role of assessment committee member in relation to the advertised position.<sup>3</sup>

At Health, members of assessment committees may only to a very limited extent be involved in joint publications and projects with applicants, and **only in exceptional cases** may have been involved in any joint publications within the past five years<sup>4</sup> (see Declaration of impartiality ([Danish/English](#))).

Furthermore, Dean, Vice-deans and Heads of Department may not act as members of an assessment committee, as they are a part of the management and therefore have authority to make decisions regarding appointments.

#### 4.3 Composition of the committee

For the composition of committees for honorary titles, an assessment committee is appointed which prepares an assessment.<sup>5</sup>

##### *Honorary associate professor*

An **assessment committee** is appointed consisting of three to five members, preferably at professor level, no more than one of whom can be internal while the rest must be from outside AU and ideally from abroad. The assessment committee must thus have a majority of members<sup>6</sup> from outside AU.

##### *Honorary professor*

An **assessment committee** is appointed 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. The assessment committee must thus have a majority of external<sup>7</sup> members.

For further information about the assessment committees', including information about the assessment committees' work, please see "[Guidelines for assessment committee](#)".

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

#### 4.4 Recommendation of members to the assessment committee

Internal members of the assessment committee may not be part of the managerial structure at the department in question, as they make decisions regarding appointment.

This is why it is only possible to participate in assessment committees for positions at the same level or higher than one's own, though as a minimum at associate professor level. For example, the proposed assessors for an assessment committee for a professorship must themselves be at professorial level.

Recommendations of members of the assessment committee **must** include the following:

- Statement of the name, position, place of employment, country and email address of the proposed assessor.
- CVs must be submitted via a URL.

The proposed members of the committee must be consulted and have signed a declaration of impartiality ([Danish/English](#)) before the proposal is sent to HR.

#### 4.5 Academic Council

The Academic Council makes recommendations to the dean on the composition of expert committees to assess applicants for academic positions<sup>8</sup>.

<sup>3</sup> See the memo on the composition of assessment committees at Health in accordance with AU's internally agreed framework of 9 August 2013, section 3.

<sup>4</sup> See the memo on the composition of assessment committees at Health in accordance with AU's internally agreed framework of 9 August 2013, Section 1.

<sup>5</sup> An emeritus cannot be a member of an assessment committee. The holder of an honorary title can be a member of an assessment committee.

<sup>6</sup> Members from outside AU are defined as members who are not employed at Aarhus University (AU).

<sup>7</sup> Members from outside AU are defined as members who are not employed at Aarhus University (AU).

<sup>8</sup> See section 23 in Aarhus University By-laws.

For professor positions, once this acceptance and declaration of impartiality is available, from the members of the assessment committee, HR sends the proposal for the composition of the committee for consultation in the Academic Council. The council has a three-day deadline for objections. The Academic Council must receive the job advertisement/informative text so that the Academic Council can be heard on the committee's competences in relation to the position.

If the members of the Academic Council do not have any comments on the composition of the committee within three working days, the committee is considered recommended by the Academic Council. The proposal is subsequently submitted to the Vice-dean for Research, on delegation from the Dean, for approval.

#### 4.6 Approval of an assessment committee

The Vice-dean for Research ensures that the formal requirements of an assessment are met for all honorary titles.

#### 4.7 Assessment

An assessment **must** be prepared before the award of the title of honorary associate professor or honorary professor may take place.

##### 4.7.1 Requirements and content

The assessment **must** be prepared on the basis of the material submitted by the candidate, which is assessed in relation to the following:

- The qualification level of the position in question, as described in the [Ministerial Order on Job Structure for Academic Staff at Universities](#)
- "Criteria for appointment - professor" ([Danish/English](#)) or "The criteria for appointment - associate professor" ([Danish/English](#))
- "Template for assessment - professor" ([Danish/English](#)) or "Template for assessment - associate professor" ([Danish/English](#))
- The position as described in the wording of the academic advertisement of the position.

It should be noted that the "Criteria for appointment - associate professors" supplement the qualification requirements in the job structure in the case of appointments to associate professorships. Similarly, it should be noted that "The criteria for appointment - professors" supplement the qualification requirements in the job structure in the case of appointments to professorships. It is important to emphasise that the criteria are intended as a guide and that they are not rules. An assessment will always be based on an overall assessment of the applicant, just as all criteria must be viewed in the light of the individual applicant's active research time (including the length of any periods of leave), potential and the academic area in question.

Requirements for the content and design of an assessment are stated in the "Template for assessment - associate professor" ([Danish/English](#)) or the "Template for assessment - professor" ([Danish/English](#)).

##### 4.7.2 Period of validity

Assessments that are carried out in accordance with these guidelines apply throughout the honorary period.

The Vice-dean for Research may decide to extend the period of the honorary position without undertaking a new assessment.

#### 4.8 Approval of assessments

The Vice-dean for Research ensures that the formal requirements of an honorary associate professor or honorary professor assessment are met.

If the assessment does not constitute a sufficient basis for decision and/or does not meet the formal requirements, it must be returned to the committee for additions or revision.



If there is disagreement among the evaluators, the Vice-dean for Research has the final decision-making authority. Any differences of opinion between the assessors must be stated in the assessment, following which the Vice-dean for Research makes the final decision on whether the candidate is assessed as being qualified or not qualified.

Once the final assessment is available, the applicant will receive the committee's assessment of this. This is sent electronically by HR.

### **5. Recommendation for affiliation as honorary associate professor or professor**

The Head of Department recommends the appointment via the employee registration system (Medarbejderstamkort). In the case of affiliation as an honorary associate professor and honorary professor, the Vice-dean for Research makes the final decision on the affiliation.

### **6. Professor commencement - inaugural lecture (only honorary professor)**

In connection with the affiliation as honorary professor at Health, the Department management team determines guidelines for any inaugural lectures. Such an inaugural lecture will be without the participation from the Dean's Office.

## **7. General recruitment information**

### **7.1 Expenses in connection with recruitment**

Expenses for remuneration of external members of the assessment committee are paid by the department.

### **7.2 Objections regarding assessment**

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

HR refers the objection to the Head of Department and Vice-dean for Research. Objections may be made according to the Danish Public Administration Act, as the appointment process is an administrative act. HR assists with the case processing. The recruitment is suspended while the objection is being processed.

*If the Head of Department receives objections regarding the committee's composition:*

The Head of Department immediately forwards the objection to HR who will take further action, including involving the Vice-dean for Research. The recruitment is suspended while the objection is being processed.

*If HR receives objections from applicants concerning the assessment:*

HR notifies the Head of Department and the Vice-dean for Research and agree on the procedure to be followed. HR requests a statement from the assessment committee by sending the objection to the chair of the committee, who coordinates the committee's statement and sends its response to HR as soon as possible and within eight days. The recruitment is suspended while the objection is being processed.

*If the Head of Department receives objections from applicants concerning the assessment:*

The Head of Department immediately forwards the objection to HR who will take further action, including involving the Vice-dean for Research. HR requests a statement from the assessment committee by sending the objection to the chair of the committee, who coordinates the committee's statement and sends its response to HR as soon as possible and within eight days. The recruitment is suspended while the objection is being processed.

### **7.3 Duty of disclosure upon request**

Candidates to all academic positions have a right (upon request) to be informed of the names of the persons (Head of Department and the Dean) who have participated in the decision. The candidate also has the right to information on the names of persons who have had a consultancy role in the affiliation process.