Recruitment package and process plan – Associate professor

This is a tool for the head of department intended to help with the recruitment process in the initial dialogue with the vice-dean for research. The department describes the following recruitment package about 11 months before planned commencement.

There are several options to shorten the time required for the process – please see where the department is responsible for the individual processes. Some processes can also take place simultaneously.

The recruitment package

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| **The recruitment package** | **For instance** | **Notes** |
| **The ambition for the position**Including academic job advertisement text with the desired qualification requirements in areas such as research and teaching tasks, external funding, etc. | The associate professorship's title in Danish/English, subject area, short description for the creation of the associate professorship, a brief description of the specific research area, which teaching assignments are affiliated with the associate professorship. |  |
| [**Shortlist**](https://health.au.dk/fileadmin/www.health.au.dk/Om_Health_Ekstern/Ledige_stillinger/Ansaettelsesprocedurer/PDF/Shortlisting-academic-staff.pdf) | Specify whether shortlist should be used in the recruitment proces. |  |
| **Financing** | External or ordinary funding, the set-up costs, who pays how much**,** billing information if possible | Type of funding: SELECTDFS: Location code:Project number:Activity:  |
| **The option of a “Start package” for associate professors are discussed** | Salary, access to laboratories, facilities, onboarding etc. |  |
| **Proposal for a** [**search committee**](https://health.au.dk/fileadmin/www.health.au.dk/Om_Health_Ekstern/Ledige_stillinger/Ansaettelsesprocedurer/PDF/Use-of-search-committees-academic-staff.pdf) | Name, title, geography, e-mail. Pay attention to gender equality and bias. |  |
| **Preliminary proposal for an** [**assessment committee**](https://health.au.dk/fileadmin/www.health.au.dk/Om_Health_Ekstern/Ledige_stillinger/Ansaettelsesprocedurer/PDF/Guidelines-for-heads-of-department-associate-professor.pdf) (in particular regarding assessors from outside AU). | Name, title, geography, e-mail. Pay attention to gender equality and bias. |  |
| **Preliminary proposal for an** [**appointment committee**](https://health.au.dk/fileadmin/www.health.au.dk/Om_Health_Ekstern/Ledige_stillinger/Ansaettelsesprocedurer/PDF/Guidelines-for-appointment-committees.pdf) | Name, title, e-mail. Pay attention to gender equality and bias. |  |
| **Preliminary process plan for current recruitment** (supported by HR). | See below. Please be aware that there are a process plan for positions with and without shortlist. |  |
| **Progression report** (If relevant) |  |  |

Process plan without shortlist

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| **FINISHED** | **TASK** | **SUBTASKS** | **DATE** |
|[ ]  **Job advertisement** | The department management team prepares a draft of the advertisement in accordance with the template for job advertisements ([Danish](https://health.au.dk/fileadmin/www.health.au.dk/Om_Health_Ekstern/Ledige_stillinger/Ansaettelsesprocedurer/Word/Skabelon-til-stillingsopslag-lektor.docx) / [English](https://health.au.dk/fileadmin/www.health.au.dk/Om_Health_Ekstern/Ledige_stillinger/Ansaettelsesprocedurer/Word/Template-for-job-advertisement-associate-professor.docx)) and with the support of HR. For permanent positions the advertisement must be worded in broad terms. Decide where to publish the advertisement. | Week X 10 months before start date |
|[ ]  **Search committee appointed** | The head of department appoints the final search committee cf. “[Use of search committees](https://health.au.dk/fileadmin/www.health.au.dk/Om_Health_Ekstern/Ledige_stillinger/Ansaettelsesprocedurer/PDF/Use-of-search-committees-academic-staff.pdf)”. Pay attention to gender equality and bias. | Week X 10 months before start date |
|[ ]  **Advertising plan for the job advertisement** | Discussion of the advertising plan together with the choice of media with peers/management team and with the support of HR. For permanent positions the advertisement must be published both nationally and internationally.  | Week X 9 months before start date |
| **☐** | **Work of the search committee**  | The search committee works in accordance with the guidelines in “[Use of search committees](https://health.au.dk/fileadmin/www.health.au.dk/Om_Health_Ekstern/Ledige_stillinger/Ansaettelsesprocedurer/PDF/Use-of-search-committees-academic-staff.pdf)”. | Week X 8-10 months before start date |
|[ ]  **Job advertisement**  | The job advertisement is published online during the period [dd/mm/yy] to [dd/mm/yy] (*minimum 2 weeks*). Determine the deadline for the assessment committee’s work together with HR along with the date for job interviews. | Week X 8-9 months before start date |
|[ ]  **Consider re-advertisement** | In accordance with the [norms for recruitment](https://medarbejdere.au.dk/en/administration/hr/recruitmentandonboarding/recruitment/tools-for-recruitment-of-academic-staff-vip/norms-for-recruitment), action plan for gender equality and the applicable [guidelines for Heads of Department – associate professor,](https://health.au.dk/fileadmin/www.health.au.dk/Om_Health_Ekstern/Ledige_stillinger/Ansaettelsesprocedurer/PDF/Guidelines-for-heads-of-department-associate-professor.pdf) consideration should be given to whether the position should be re-advertised. | Week X 8-9 months before start date |
|[ ]  **Appointment committee appointed** | After the deadline for applications, at the latest, the head of department appoints the appointment committee cf. [Guidelines for appointment committees](https://health.au.dk/fileadmin/www.health.au.dk/Om_Health_Ekstern/Ledige_stillinger/Ansaettelsesprocedurer/PDF/Guidelines-for-appointment-committees.pdf). Pay attention to gender equality and bias. | Week X 8 months before start date |
|[ ]  **Assessment committee appointed** | The head of department appoints the assessment committee cf. [Guidelines for Heads of Department – associate professor](https://health.au.dk/fileadmin/www.health.au.dk/Om_Health_Ekstern/Ledige_stillinger/Ansaettelsesprocedurer/PDF/Guidelines-for-heads-of-department-associate-professor.pdf). Pay attention to gender equality and bias. | Week X 7.5 months before start date |
|[ ]  **Assessment committee prepares assessments** | The assessment committee carries out the assessment of the applicants' academic level cf. [Guidelines for assessment committee](https://health.au.dk/fileadmin/www.health.au.dk/Om_Health_Ekstern/Ledige_stillinger/Ansaettelsesprocedurer/PDF/Guidelines-for-assessment-committees.pdf) (*10-14 weeks* - an alternative deadline may be agreed). The template ([Danish](https://health.au.dk/fileadmin/www.health.au.dk/Om_Health_Ekstern/Ledige_stillinger/Ansaettelsesprocedurer/Word/Skabelon-til-bedoemmelse-lektor.docx) / [English](https://health.au.dk/fileadmin/www.health.au.dk/Om_Health_Ekstern/Ledige_stillinger/Ansaettelsesprocedurer/Word/Template-for-assessment-associate-professor.docx)) is used for assessment. | Week X 4-7.5 months before start date |
|[ ]  **Selection of applicants to be offered an interview** | The department management team and the vice-dean for research select applicants to be interviewed cf. [guidelines for appointment committees](https://health.au.dk/fileadmin/www.health.au.dk/Om_Health_Ekstern/Ledige_stillinger/Ansaettelsesprocedurer/PDF/Guidelines-for-appointment-committees.pdf). | Week X 4 months before start date |
|[ ]  **Job interviews**  | The job interviews are held, if necessary online. There may also be a test lecture. Contact HR for inspiration for structuring job interviews.[References](https://health.au.dk/en/about-health/vacant-positions/recruitment-procedures-at-health/obtaining-references/) are obtained where applicable. | Week X (dd/mm/yy)3.5 months before start date |
|[ ]  **Recommendation for appointment** | The appointment committee advises on the recommendation for appointment and the head of department appoints a candidate.  | Week X 3 months before start date |
|[ ]  **Pay negotiations and terms of employment** | The head of department offers the position to the chosen candidate. Discusses salary level with HR.  | Week X 2 months before start date  |
|[ ]  **Onboarding and introduction** | Begin to plan the onboarding and introduction of new employee. Inspiration and tools can be found [here](https://medarbejdere.au.dk/en/administration/hr/recruitmentandonboarding/onboarding/).  | Week X 1 months before start date |
|[ ]  **Start** | The new associate professor takes up the position on dd-mm-yy.  | Week X  |

Process plan with shortlist

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|[ ]  **Job advertisement** | The department management team prepares a draft of the advertisement in accordance with the template for job advertisements ([Danish](https://health.au.dk/fileadmin/www.health.au.dk/Om_Health_Ekstern/Ledige_stillinger/Ansaettelsesprocedurer/Word/Skabelon-til-stillingsopslag-lektor.docx) / [English](https://health.au.dk/fileadmin/www.health.au.dk/Om_Health_Ekstern/Ledige_stillinger/Ansaettelsesprocedurer/Word/Template-for-job-advertisement-associate-professor.docx)) and with the support of HR. For permanent positions the advertisement must be worded in broad terms. Decide where to publish the advertisement. | Week X 10 months before start date |
|[ ]  **Search committee appointed** | The head of department appoints the final search committee cf. “[Use of search committees](https://health.au.dk/fileadmin/www.health.au.dk/Om_Health_Ekstern/Ledige_stillinger/Ansaettelsesprocedurer/PDF/Use-of-search-committees-academic-staff.pdf)”. Pay attention to gender equality and bias. | Week X 10 months before start date |
|[ ]  **Advertising plan for the job advertisement** | Discussion of the advertising plan together with the choice of media with peers/management team and with the support of HR. For permanent positions the advertisement must be published both nationally and internationally.  | Week X 9 months before start date |
| **☐** | **Work of the search committee**  | The search committee works in accordance with the guidelines in “[Use of search committees](https://health.au.dk/fileadmin/www.health.au.dk/Om_Health_Ekstern/Ledige_stillinger/Ansaettelsesprocedurer/PDF/Use-of-search-committees-academic-staff.pdf)”. | Week X 8-10 months before start date |
|[ ]  **Job advertisement**  | The job advertisement is published online during the period [dd/mm/yy] to [dd/mm/yy] (*minimum 2 weeks*). Determine the deadline for the assessment committee’s work together with HR along with the date for job interviews. | Week X 8-9 months before start date |
|[ ]  **Consider re-advertisement** | In accordance with the [norms for recruitment](https://medarbejdere.au.dk/en/administration/hr/recruitmentandonboarding/recruitment/tools-for-recruitment-of-academic-staff-vip/norms-for-recruitment), action plan for gender equality and the applicable [guidelines for Heads of Department – associate professor,](https://health.au.dk/fileadmin/www.health.au.dk/Om_Health_Ekstern/Ledige_stillinger/Ansaettelsesprocedurer/PDF/Guidelines-for-heads-of-department-associate-professor.pdf) consideration should be given to whether the position should be re-advertised. | Week X 8-9 months before start date |
|[ ]  **Appointment committee and chair of the assessment committee appointed** | After the deadline for applications, at the latest, the head of department appoints the appointment committee, which the vice-dean for research automatically chairs. Pay attention to gender equality and bias.When shortlisting is used, the head of department furthermore appoints the chair of the assessment committee who later has a task with the appointment committee and the head of department. | Week X 8 months before start date |
|[ ]  **Shortlisting** | Based on advice from the appointment committee and the chair of the assessment committee, the head of department selects the candidates to proceed with and assess in accordance with the guidelines on “[Shortlisting in connection with the recruitment of academic staff at Health](https://health.au.dk/fileadmin/www.health.au.dk/Om_Health_Ekstern/Ledige_stillinger/Ansaettelsesprocedurer/PDF/Shortlisting-academic-staff.pdf)”.Together with the vice-dean for research the head of department assesses the candidate field in terms of gender equality and international width. | Week X 8 months before start date |
|[ ]  **Assessment committee appointed** | The head of department appoints the assessment committee cf. [Guidelines for Heads of Department – associate professor](https://health.au.dk/fileadmin/www.health.au.dk/Om_Health_Ekstern/Ledige_stillinger/Ansaettelsesprocedurer/PDF/Guidelines-for-heads-of-department-associate-professor.pdf). Pay attention to gender equality and bias. | Week X 7.5 months before start date |
|[ ]  **Assessment committee prepares assessments** | The assessment committee carries out the assessment of the applicants' academic level cf. [Guidelines for assessment committee](https://health.au.dk/fileadmin/www.health.au.dk/Om_Health_Ekstern/Ledige_stillinger/Ansaettelsesprocedurer/PDF/Guidelines-for-assessment-committees.pdf) (*10-14 weeks* - an alternative deadline may be agreed). The template ([Danish](https://health.au.dk/fileadmin/www.health.au.dk/Om_Health_Ekstern/Ledige_stillinger/Ansaettelsesprocedurer/Word/Skabelon-til-bedoemmelse-lektor.docx) / [English](https://health.au.dk/fileadmin/www.health.au.dk/Om_Health_Ekstern/Ledige_stillinger/Ansaettelsesprocedurer/Word/Template-for-assessment-associate-professor.docx)) is used for assessment. | Week X 4-7.5 months before start date |
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|[ ]  **Job interviews**  | The job interviews are held, if necessary online. There may also be a test lecture. Contact HR for inspiration for structuring job interviews.[References](https://health.au.dk/en/about-health/vacant-positions/recruitment-procedures-at-health/obtaining-references/) are obtained where applicable. | Week X (dd/mm/yy)3.5 months before start date |
|[ ]  **Recommendation for appointment** | The appointment committee advises on the recommendation for appointment and the head of department appoints a candidate. | Week X 3 months before start date |
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|[ ]  **Onboarding and introduction** | Begin to plan the onboarding and introduction of new employee. Inspiration and tools can be found [here](https://medarbejdere.au.dk/en/administration/hr/recruitmentandonboarding/onboarding/).  | Week X 1 months before start date |
|[ ]  **Start** | The new associate professor takes up the position on dd-mm-yy.  | Week X  |