AARHUS
UNIVERSITY
HEALTH

GUIDELINES FOR APPLICANTS FOR ACADEMIC- TECHNICAL AND ADMINISTRATIVE POSITIONS AT THE FACULTY OF HEALTH, AARHUS UNIVERSITY

Prepared by the faculty management team, Health.
In force from 1 March 2016

CONTENT

1. TARGET GROUP

These guidelines have been prepared for everyone who wishes to apply for a position at Health, Aarhus University – though with the exception of applicants for PhD positions.

2. THE APPLICATION AND REQUIRED DOCUMENTATION

A complete application consists of the application itself and a variety of appendices. Applicants are responsible for ensuring that the correct appendices are included.

2.1 Application for career track positions (including postdoc)

2.1 An application for career track positions[1] (including postdoc) must contain:
- A brief personal statement in which the applicant describes his or her motivation for applying for the position, relevant qualifications and intentions and visions for holding the position.
- A CV with contact information and documentation of the applicant's competences within the four core activities at Health, Aarhus University: research, talent development, knowledge exchange and education. The core activities are further explained in "The criteria for appointment of academic staff at Aarhus University, Health".
- Indication of education (copy of the diploma for obtained degrees: Bachelor's degree, Master's degree/Master/PhD and/or higher doctoral degree). The diplomas must be in Danish or English (translated by a recognised translation agency or similar).
- Indication of academic qualifications:
  - List of publications
  - Selected academic publications: A maximum of ten of the publications of greatest relevance to the job should be submitted.
  - Most recent assessment at AU, Health for current job title[2] and other relevant material can be uploaded in a joint PDF file in the PeopleXS recruitment system under "Other material, if any".
- Research plan and teaching portfolio. A research plan and teaching portfolio must be attached unless otherwise stated in the job advertisement.
- Any additional documentation related to Aarhus University's four core activities (as well as any research plan and other material) may be uploaded together in a single PDF file in the recruitment system under "Other material, if any".
- Other qualifications that are relevant in relation to the position must be stated in the application.
- Communication qualifications and similar must be stated in the CV.
- References/recommendations can be uploaded separately in the recruitment system.

2.2 Application for non-career positions (excluding postdoc, teaching assistant professor and teaching associate professor)

Application for non-career track positions[3] must contain:
- A brief personal statement in which the applicant describes his or her motivation for applying for the position, relevant qualifications and intentions and visions for the position.
- CV containing contact information.
- Indication of education (a copy of the diploma and obtained degrees: Bachelor's degree, Master's degree/Master/PhD degree and/or higher doctoral degree). The diplomas must be in Danish or English (translated by a recognised translation agency or similar).
- Statement of other qualifications, see the teaching portfolio that has been submitted (if relevant for the position).
- Statement of academic qualifications (if relevant for the position):
  - List of publications
  - Selected academic publications: A maximum of ten of the publications of greatest relevance to the job should be submitted.
  - Most recent expert assessment at AU, Health for current job title[4] and other relevant material can be uploaded in a joint PDF file in the PeopleXS recruitment system under "Other material, if any".
- References/recommendations can be uploaded separately in the recruitment system.

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[1] Career-track positions: Assistant professor, researcher, tenure track positions, associate professor,   clinical associate professor, senior researcher, professor with special responsibilities (MSO), clinical professor, professor

[2] The phrase current job title refers to the fact that the assessment should only be enclosed if it has been prepared for the same job title as the newly applied position.

[3] Non-career track positions: Teaching assistant, research assistant, clinical assistant, postdoc, visiting scholar/visiting scientist/guest lecturer, teaching assistant professor, teaching associate professor, part-time lecturer, clinical instructor and senior clinical instructor of dentistry.

[4] The phrase current job title refers to the fact that the assessment should only be enclosed if it has been prepared for the same job title as the newly applied position.

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2.3 Applications for teaching assistant professor and teaching associate professor positions
Applications for positions as teaching assistant professor and teaching associate professor must contain the following:
- A brief personal statement in which the applicant describes his or her motivation for applying for the position, relevant qualifications and intentions and visions for the position.
- CV containing contact information.
- Indication of education (a copy of the diploma as well as on obtaining degrees: Bachelor's degree, Master's degree/Master/ doctoral degree, PhD degree). The diplomas must be in Danish or English (translated by a recognised translation agency or similar).
- An assessment of other teaching qualifications, see the submitted teaching portfolio.
- Statement of other qualifications:
  - Material may be uploaded in a PDF file in the recruitment system under "Other material, if any".
- References/recommendations can be uploaded separately in the recruitment system.

2.4. Applications for technical and administrative positions
Applications for technical and administrative positions must contain the following:
- A brief personal statement, in which the applicant describes his or her motivation for applying for the position, describes relevant qualifications, as well as intentions and visions for the position.
- CV containing contact information.
- Indication of education (a copy of the diplomas should be uploaded).
- Statement of other qualifications:
  - Material may be uploaded in a PDF file in the recruitment system under "Other material, if any".
- References/recommendations can be uploaded separately in the recruitment system.

3. Online application
Aarhus University uses the e-recruitment system PeopleXS for the receipt of applications. You will find a link to the application form that you must use in the job advertisement. A copy of the application forms containing help text can be seen on the final pages of these guidelines.

Before uploading your application, it is important that you ensure that all documentation is ready for upload in Word and/or PDF format, as all material must be uploaded at once. It is not possible to interrupt an application being processed in the system and return to it later without starting over from the beginning.

The system does not support .zip files or image file formats. File names must only contain numbers and letters, and the maximum permitted size of each file is 20 MB. Please note that all mandatory fields (marked with*) must be filled out.
The application must be received on the date of the application deadline before 23:59. The job advertisement is automatically removed at 24:00 and can no longer be accessed after this.

In case of technical problems, applicants are encouraged to try again. In the unlikely event that it is not possible to resolve the technical problems, please contact an employee at Health HR via health.hr@au.dk.

4. LEGAL BASIS
The guideline is based on the following applicable legislation and guidelines:
- The University Act
- Aarhus University By-laws
- The ministerial order on the appointment of academic staff at universities (Appointment Order).
- Circular of June 2007 on the job structure for academic staff at universities.
- Memorandum of 2013 on the job structure for academic staff at universities
- Ministerial Order no. 502 of 20 May 2013 on the conferment of the titles of honorary professor and honorary associate professor
- Consolidation Act on Fixed-Term Employment

The legal basis for the rules can be found here: www.au.dk/om/stillinger/love-og-regler

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General guidelines:
You must complete all
fields marked *.

Application Form (Academic Positions)

It is recommended to have all attachments available before filling the form.

Personal data

- First name *
- Last name *
- Address *
- Postal code *
- City *
- Country *
- E-mail (only one) *
- Telephone (private)
- Telephone (mobile)
- Citizenship of *
- Gender *
- Date of birth *

PhD degree

- University *
- Country *
- Status *
- Year *

Latest employment

- Place *
- Country *

How did you find out about this job?

- Source *

Referee 1

- Name *
- Position *
- Institution *
- E-mail *
- Recommendation   Browse...

Referee 2

- Name
- Position
- Institution
- E-mail
- Recommendation   Browse...

Referee 3

- Name
- Position
- Institution
- E-mail
- Recommendation   Browse...

All communication about
your application will take
place by email, so please
make sure that your email
address is correct.

If you do not wish to provide
your date of birth,
type 00-00-0000
(ddmmyyyy) in the field

Indicate the educational
institution where you earned
your degree.

In this field, indicate whether you
have a PhD, equivalent
qualifications or no PhD.

In this field, indicate where you
first saw the advertisement for
this position.

Referee 1 Complete all fields and
upload a written reference If you
wish to provide one. Applicants
to academic positions at the
Faculty of Arts are not required
to include a referee. If this
applies to you, please type a
dash in each field in this section.

Include information about your
PhD degree (where and when
earned, etc.) If you do not have a
PhD but have equivalent
qualifications, please provide
relevant information. You can also
type a dash in the field or select
'not relevant' in the Status drop
down list.

In this field, indicate your most
recent place of work. If you
have just received your
degree, indicate this here.

Please indicate the name and
contact information of your
referee here. Written references
may be uploaded here. .pdf format
is preferred, though .doc files will
be accepted.

You may list up to two additional
referees. Please follow the same
procedure as for Referee 1.

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Upload the written application for the position here.

Upload your diploma here. If you wish to submit than one, upload all of them in the same document.

Upload your teaching portfolio here. Note that this is not required for all positions.

Application material (PDF preferred, max 20 MB, no ZIP)

Application *	Browse...
CV *	Browse...
Diploma *	Browse...
List of publications *	Browse...
Teaching portfolio (if applicable)	Browse...

Optional application material (PDF preferred, max 20 MB, no ZIP)

Coauthor statement (s)	Browse...
Publication	Browse...
Publication	Browse...
Publication	Browse...
Publication	Browse...
Publication	Browse...
Publication	Browse...
Publication	Browse...
Publication	Browse...
Publication	Browse...
Publication	Browse...
Other information to consider	Browse...

Send

The following file formats will be accepted: .doc, .pdf, .rtf, .txt and .htm. .pdf and .doc are the preferred formats. This applies to all uploads.

Note: Do not complete the field 'Coauthor statement(s)' when applying for a position at the Faculty of Health.

Please refer to the text of the job advertisement for guidelines on how many publications to upload.

After you have completed all fields marked * completed and upload the desired documents, please double-check to make sure all information is correct before clicking 'Send'. Once you have clicked 'Send', you can only make changes to your application by contacting the relevant HR department.