

Qualification criteria and job descriptions

Department of Entrepreneurship & Relationship Management

Introduction

The purpose of this memo is to clarify the qualification criteria and job descriptions for academic positions at the Department of Entrepreneurship & Relationship Management. It should be seen as a guide for internal candidates seeking promotion as well as external applicants applying for a position at the department. A further purpose of the memo is to provide a guide to external members of assessment committees. It is a supplement to the general rules and government regulations for announcement of positions and procedures for external assessment.

Qualification requires evidence of the applicant's contributions within their research fields, the applicant's teaching merits and experiences, as well as contribution to the institution according to their level of seniority. Qualification, and subsequent employment, is awarded on the basis of the applicant's cumulative contributions to the profession, to education and to the institution, and with expectations of future contributions in line with the past.

To be qualified, applicant must have achieved a solid record of research, teaching, and services to their (prior or current) institution and the profession. The memo outlines criteria for what is to be understood as an acceptable record. The full assessment of the applicant's performance involves a multi-dimensional assessment of the criteria outlined in the Scholarly Qualification Matrix (SQM). The qualification matrix outlines criteria for appointment to the various employment categories. The job descriptions indicate what is expected from employees in the employment categories, and can as such serve as a reference point for e.g., MUS (Employee Development Dialogue) with the Head of the Research Group.

The employment procedure

The procedure for employment starts with an official announcement of the position regulated by Danish law. All applicants must meet the requirements for documentation as stated in the officially announced vacancy notice. The submitted documentation must be aligned with the criteria stated in this memo.

Normally, positions will be announced within business administration with focus on entrepreneurship and/or organization or business-to-business marketing and/or supply chain management depending on the affiliated research group.

Applicants for assistant professorships will be assessed by an internal committee consisting of a minimum of two recognized researchers within business administration. All other applicants will first be assessed by an external committee of recognized researchers within business administration. For associate professorships, the external committee members are selected among nationally and internationally established researchers within the field. The chairperson is internal with a seniority minimum equalling the level of the advertised position. In committees for professorships the chairperson can be external.

Representatives from the Academic Council can comment on the Head of Department's proposal for external committee members before final approval by the Dean.

The Scholarly Qualification Matrix (SQM)

The SQM operates with five dimensions (research, education, external funding, academic citizenship and leadership, and dissemination) and two types of qualifications (necessary qualifications and other qualifications).

Fulfilment of all "necessary qualifications" is required for a final assessment to be qualified. Over-achievement in one or more dimensions cannot replace necessary qualifications not met in another dimension. Fulfilment of "other qualifications" is not necessary for a qualified assessment, but it increases the likelihood of appointment.

The qualification for each of the five dimensions is cumulative. For certain positions only some dimensions include necessary qualifications.

From qualification to appointment

Being qualified according to the SQM does not necessarily imply a subsequent appointment. Following a positive assessment by the external committee, the applicant may be invited for interviews with an internal committee. For promotion to professor, the Dean also participates in the interview, and representatives of the Academic Council may be invited if deemed beneficial. The purpose of the interview is to provide the basis for an assessment of the applicant's overall qualifications (in particular, the applicant's research agenda and teaching qualifications, experiences, and reflections on this), and his/her fit with the research group, including the department's and research group's strategy. Both information obtained via the interview and the assessment from the external committee will form the basis for the final decision on promotion. The Head of Department will make the final recommendation to the Dean.

To support the evaluation of teaching merits and experiences, the interviews may be supplemented with a paper presentation and a trial lecture. The applicant may also be asked to draft and discuss a course description and a course plan.

The following criteria determine whether an applicant, who meets the necessary criteria of the SQM, and thus has been deemed qualified by an assessment committee, will be offered the position in question:

- A fit between the applicant's qualifications and the research group's current needs.
- A fit between the applicant's qualifications and the expectations set out in the vacancy notice.
- A fit between the applicant's academic profile and the research group's strategy.
- The research potential assessed on the basis of the applicant's previous publications, the research pipeline, and/or research plan.
- The teaching potential assessed on the basis of the applicant's teaching and pedagogical qualifications and the applicant's pedagogical approach and considerations.
- The applicant's experience with and ability to obtaining external funding.
- The applicant's approach to handling administrative tasks.
- The applicant's current and/or expected interest and commitment to developing the research group and department.

- The applicant's current and/or expected contributions to the daily and continuous operation and work environment in the research group and at the department.
- The applicant's general personality and behavior.

Promotion programme for associate professors

Promotion and recruitment to full professor positions will in most cases happen through the regular process of open job postings and applications. In exceptional circumstances, an associate professor can be recruited or placed into the promotion programme for full professorships. Inclusion into the promotion programme requires extraordinary excellent performance by a candidate within the areas of research, teaching and/or external funding. Appointment to full professor in the promotion programme requires that the candidate meets all the requirements outlined in the qualification matrix, and the goals formulated in the promotion programme.

Entry criteria for academic positions (qualification matrix)

1. Entry Criteria for Academic Positions

	PhD	Postdoc	Assistant Professor	Associate Professor	Professor
Research	<p>Necessary qualifications: A Master's degree in business administration (or any related field area).</p> <p>Ability to write a promising research proposal relevant for the PhD position.</p>	<p>Necessary qualifications: A PhD in business administration (or any related field), preferable within the research group's field of interests.</p> <p>Potential to publish in international peer-reviewed journals.</p>	<p>Necessary qualifications: A PhD in business administration (or any related field), preferable within the research group's field of interests.</p> <p>Ability to present a promising research strategy for the coming years and potential to publish in international peer-reviewed journals.</p> <p>Other qualifications: Publications in recognized, peer-reviewed journals, R&Rs by such journals, and/or presentations at internationally recognized conferences, seminars, and workshops.</p>	<p>Necessary qualifications: Good contributions to the research group's field of interests:</p> <ul style="list-style-type: none"> - A proven ability to publish original research of high quality. - Personal contributions are important (but single authorship is not required, and co-authorship is not discounted). - A promising research strategy and research pipeline for the coming years. <p>Other qualifications: Demonstrated academic impact: Reviewing experience, research management experience, and research network activities.</p>	<p>Necessary qualifications: Significant contributions to the relevant research group's field of interest and showing substantial impact by:</p> <ul style="list-style-type: none"> - Demonstrated ability to publish original research of high quality in journals that are relevant and important to the research group's field of interest. - Demonstrated ability to provide scientific leadership, inspiration, and guidance. - Demonstrated participation in international research networks/communities.
Education	<p>Necessary qualifications: None.</p>	<p>Necessary qualifications: None.</p> <p>Other qualifications: Relevant teaching experience.</p>	<p>Necessary qualifications: Relevant teaching experience, and reflections on own teaching experiences.</p> <p>Other qualifications: Pedagogical courses, experience as course responsible, ability to develop and implement course content and teaching methods, ability to align course content, teaching methods, and examination, ability and commitment to motivate</p>	<p>Necessary qualifications: Good teaching qualifications and reflections on teaching methods and philosophy (documented in a teaching portfolio).</p> <ul style="list-style-type: none"> - Satisfactory student evaluations and reflections on these - Experience with teaching and supervision at different levels - Experience with course development/improvement <p>Other qualifications:</p>	<p>Necessary qualifications: Excellent teaching qualifications at all levels, and sophisticated reflections on teaching methods and philosophy (documented in a teaching portfolio).</p> <ul style="list-style-type: none"> - Good student evaluations and reflection on these. - High quality teaching and supervision at all levels. - Substantial experience with supervision or other supportive activities to junior scholars, such as PhDs and postdocs.

			student learning, ability to develop the content of (new) courses, teaching awards, etc.	Ability to implement different types of teaching methods: Alignment of course content, teaching methods, and examination; ability and commitment to motivate student learning; development of (new) educational programs; teaching awards.	<ul style="list-style-type: none"> - Demonstrated ability to develop course content and teaching methods as a course responsible. - Significant contributions to the strategic development of his/her department's teaching portfolio. <p>Other qualifications: Development of (new) educational programmes; teaching awards.</p> <p>Successful teaching and development at the undergraduate level (HA or equivalent) within the area of expertise of the candidate.</p>
External Funding	Necessary qualifications: None.	Necessary qualifications: None.	<p>Necessary qualifications: None.</p> <p>Other qualifications: Ability to contribute to the development and writing of research proposals and projects as self-contained items or as part of a broader programme.</p>	<p>Necessary qualifications: Ability to contribute to the development and writing of research proposals and projects as self-contained items or as part of a broader programme.</p> <p>Other qualifications: Experience with applying for research funding.</p>	<p>Necessary qualifications: Documented ability to attract research funding and act as PI/Lead.</p> <p>Documented significant contributions to the development and writing of research proposals and projects as self-contained items or as part of a broader programme.</p> <p>Documented contributions to funding for junior researchers.</p>
Academic: Citizenship, Management, and Leadership	Necessary qualifications: None.	<p>Necessary qualifications: None.</p> <p>Other qualifications: Experience with reviewing papers, organizing scholarly activities, such as workshops, and experience with establishing networks in the relevant international research community.</p>	<p>Necessary qualifications: None.</p> <p>Other qualifications: Experience with reviewing papers, organizing scholarly activities, such as workshops, and experience with establishing networks in the relevant international research community.</p>	<p>Necessary qualifications: Experience with reviewing papers, organizing scholarly activities, such as workshops and with establishing networks in the relevant international research community.</p> <p>Other qualifications: Participation in academic work such as, internal committees, review boards, membership of</p>	<p>Necessary qualifications: Ability to advance one or more of the research fields of the department's research groups as a role model and contributor in the academic community.</p> <p>A sizeable volume of activities (e.g., reviewer and editorial roles, organizer of workshops or conferences, member of internal committees, assessment</p>

				study boards or committees of education program reforms, education profile responsibility, experience with research project management.	committees, study boards or committees of education programme reforms, education profile responsibility).
<u>Dissemination</u>	Necessary qualifications: None.	Necessary qualifications: None. Other qualifications: Experience with outreach and/or dissemination activities.	Necessary qualifications: None. Other qualifications: Experience with outreach and/or dissemination activities.	Necessary qualifications: Demonstrated ability to communicate scientific knowledge to the general public or groups outside academia.	Necessary qualifications: Demonstrated ability to provide dissemination and societal impact of the highest quality to the general public and specialized groups outside academia. Significant contributions to knowledge exchange initiatives.