

# **Assessment of applicants for academic posts at the Faculty of Health Sciences**

## **Instructions for assessment committees**

**July 2018**

## The legal basis for an assessment

- 1: [The ministerial order on appointment of academic staff at Danish universities](#)
- 2: [The ministerial order on the structure of scientific positions at Danish universities](#)
- 3: The qualifications requirements specified in the job advertisement

As to the above-mentioned ministerial "Appointment order", committees with two or four experts from relevant scientific fields from other universities or institutions in Denmark or abroad are appointed every time applications for clinical professorships (combined positions), professorships, and associate professorships are going to be assessed.

Regarding applications for assistant professorships, these are also assessed by a committee with two or four external representatives (according to SDU's own rules and regulations).

Applications for positions as postdoc are assessed by two associate professors or professors from SDU (according to the Faculty of Health Sciences' own rules and regulations).

## Conflicts of interest in connection with assessment of applications

- Family and/or co-habitation
- Friendship/enmity
- Personal or financial interest in the outcome of the case
- Affiliation with private companies having particular interests in the outcome of the case
- Other relationships that may raise doubts about impartiality, for instance co-authorship (please note that we consider assessors incapable, if there has been co-publication with applicant(s) within the past five years, and if they have collaborated closely / been close colleagues with the applicant(s))

**If it becomes apparent that a person who has been appointed as a member of an assessment committee has conflicts of interest in relation to one or more of the applicants for the position in question, he/she cannot be a member of the committee and must withdraw from the committee. A notification of the withdrawal must be sent as soon as possible by e-mail to the faculty's recruitment officer.**

## The assessment

Due to the European GDPR-rules, the applications cannot be forwarded directly via e-mail to the members of the assessment committee. The applications will be forwarded by two e-mails from [health.job@pxs.sdu.dk](mailto:health.job@pxs.sdu.dk) to the assessment committee through (1) a link with (2) a secret password to SDU's e-recruitment portal, where the applicants have uploaded their application materials by way of the job advertisement.

**An assessment must determine whether an applicant possesses the professional qualifications in relation to research, teaching, dissemination, etc., as presupposed in the above-mentioned ministerial order on the structure of scientific positions at Danish universities - and in addition - fulfil the other qualification requirements stated in the job advertisement.**

**As concerns combined positions where the applicant is to be appointed in a university position in a certain percentage of time and for example also in a clinical position for the rest of the time (= combined position), it is NOT the task of the assessment committee to assess the qualifications regarding the part of the position, which is NOT a university position. This assessment only applies to the university position.**

As concerns applications for professorships, clinical professorships, and associate professorships: Each member of the committee is asked to assess each applicant according to [the faculty's template for assessment](#). Please note that this template contains the maximum number of headlines – use only headlines which are relevant according to the job description.

As to the assessment of applications for positions as postdoc and assistant professor, we recommend the following template/headlines (which also correspond to the headlines in SDU's e-recruitment portal):

- a) Introduction of the applicant
- b) Assessment of scientific qualifications
- c) Assessment of teaching qualifications
- d) Conclusion: Does the applicant have a Ph.D. within the relevant field and does the applicant fulfil the qualification requirements mentioned in the job advertisement?
- e) Final conclusion: Qualified or not qualified for the post

**Please note that**

- **the assessments must be written in a decent and well-balanced language which does not raise doubts about the assessors' objectivity**
- **the names of the applicants and all the application materials must be considered as strictly confidential**
- **the chairman and / or the other members of the assessment committee must not communicate directly with the applicants during the assessment work. Communication, if any, must take place via the faculty's recruitment officer**
- **Only the members of the committee are allowed to participate in the assessment work**

## The chairman's role

It is expected that the chairman - as soon as he/she receives the link to the applications - takes an overview of the applications received and then distributes the assessment work between the members of the committee.

The following must be taken into account in order to achieve the most appropriate distribution of the assessment work:

- The assessment must determine whether the applicant in question possesses the professional qualifications in relation to research, teaching, dissemination, etc., stated in the Ministerial order on the structure of scientific positions at Danish universities (see above) and - in addition - fulfil the other qualification requirements stated in the job advertisement.
- The applicant's specialist areas in relation to the job description and the external evaluation committee members' specialist areas,
- The above-mentioned "Template for assessment of applications for academic posts",
- Languages: For Danish-language applicants, the assessment can be prepared in Danish (if all members of the assessment committee are Danish-speaking), while the assessment must always be written in English as concerns English-language applicants.

Then the chairman (preferably within one week) suggests the distribution of the work to the external members and - at the same time - proposes a deadline for each of the assessors' contributions. The deadline for reception of the contributions from the external assessors by the chairman should be one-two weeks before the deadline for submission of the committee's assessment to the Faculty of Health Sciences. The chairman is responsible for ensuring that the deadline for submission of the assessment is kept. After receiving the contributions from the external members, it is the chairman's task to compile the assessments. It is the responsibility of the chairman that the final assessment is written (and / or copied (Copy-Paste)) into the assessment form in SDU's e-recruitment portal and – at the same time – that he/she informs the faculty's recruitment officer by e-mail of the committee's final report/assessments.

If the final assessments do not fulfil the formal requirements, the assessments will be returned to the chairman of the committee for revision.

The final assessments will be submitted to the Dean for approval before they are forwarded to the applicants and to the department in question. Each applicant will get the possibility of commenting on his/her own assessment. The applicants' comments will be sent to the assessment committee for analysis, and the applicants will be informed of the committee's answer to their comments.

## Fee

Fee will be paid to the external members of the assessment committee. The size of the fee is paid in relation to the position's category and to the number of applicants.