

The Faculty of Humanities
August 2008

(Note: this is a translation of the original Danish text. Only the original Danish text has legal validity.)

Procedures regarding the appointment of academic staff at the Faculty of Humanities cf. Ministerial Order on the appointment of Academic Staff at Universities (the Ministerial Order Regarding Appointments), no. 242 of 13th March 2012.

With reference to the Ministerial Order Regarding Appointments, section 2, subsection 3, the following is supplemented with internal rules.

The rules concern all academic positions, except

- PhD positions. See "Procedure for advertisements, enrollment, and appointment of PhD students at the Faculty of Humanities".
- Teaching assistants and external lecturers. See the personnel office's "Arbejdsgange vedr. ansættelse af DVIP" ("routines concerning appointments of part-time academic staff") http://sdunet.dk/Vaerktoejer/Vejledninger/Ansaettelser/Arbejdsgang_stillingsopslag_DVIP.aspx
- Appointment and re-appointment for less than one year cf. the Ministerial Order Regarding Appointments, section 9.

Advertisement of the position.

The Ministerial Order Regarding Appointments:

section 3. Positions at professor- and associate professor level must be advertised internationally, except under special circumstances of an academic nature, see, however, sections 7-9.

section 5. The university may lay down rules for the documentation of the applicants' qualifications, including rules for the scope of the material which applicants are allowed to submit for assessment.

Internal rules:

Positions at professor – and associate professor level should, generally, be advertised in English and Danish and put online. If required the positions can also be advertised in Danish and foreign periodicals.

Proposals for advertisements are sent to the faculty from the relevant department after consultation with the involved board(s) of studies.

The scope of the material which can be included in the assessment must be clear from the advertisement. As a guideline it is suggested that for assistant professorships up to 3 of the most

relevant works can be submitted. For associate professorships up to 6 of the most relevant works can be submitted, and for professorships up to 9 of the most relevant works can be submitted.

Assessment

The Ministerial Order Regarding Appointments:

Section 4, The university lays down rules on the academic assessment of applicants in connection with appointments to academic positions.

At a meeting June 8th 2012, the Executive Board decided under article 5 that: “**SDU until further notice continues with its current set of rules well aware that the new Ministerial Order Regarding Appointments allows for deviations.** Based on the new Ministerial Order Regarding Appointments the vice-chancellor will therefore grant exemptions to the current rules should the faculties so desire. Furthermore, the Executive Board decided that discussions about a possibly new set of rules should take place in the Academic Councils and the University Council.”

http://sdunet.dk/Administration/Ledelse/Direktionen/~/_media/Intranet/Public/Upload/Administration/Ledelse/Direktionen/Indstillingsfrister%20og%20referater/2012/Referater/Dm20120608referat.ashx

The current set of rules is specified referring to section 4 in the Ministerial Order Regarding Appointments no. 284 of 25 April 2008:

Section 4. When filling positions on the level of professor and associate professor, when filling a position as senior advisor, and when assessing the transition of permanent staff from a position on the level of assistant professor to a position on the level of associate professor, the rector appoints an assessment committee, consisting of a chairman and two or four members, cf., however, sections 9 and 10.

Subsection 2. The rector appoints the chairman and the members and sets a deadline for the submission of the committee's assessment. The majority of the members must be external, for instance from abroad, unless special circumstances of an academic nature apply.

Subsection 3. When filling other positions the rector sets up an assessment committee or nominates one or more experts to conduct an overall academic assessment of the applicants.

Subsection 4. Members of assessment committees and other experts must possess expertise within the relevant academic field on a level at least corresponding to that required for the position but not below level of associate professor.

Internal rules:

Once the advertisement has been approved, the department initiates the process of nominating experts/candidates for the assessment committees in the interest of ensuring that there is time to discuss nominations from the department before the application deadline.

Assessment committees are appointed when filling the following positions:

Assistant Professor

Associate Professor

Professor
(Senior advisor)
Teaching assistant professor/teaching associate professor

The assessment committees must, to the extent possible, be composed of a balanced number of men and women. The department proposes a deadline for the committee's work. With reference to section 6 in the Ministerial Order, a decision on appointment should normally be made no more than 6 months after the application deadline.

Assessment committees are appointed by the dean (delegation from the vice-chancellor) and upon recommendation by the Academic Council, cf. the University Act, section 15 subsection 2, no. 3.

During the Department Heads meeting May 17th 2010, the following deadlines for assessment committee work were adopted:

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| PhD, Research Assistant, Postdoc | 2 months |
| Assistant Professor/Associate Professor | 3 months |
| Professor | 4 months |

July is not included in the assessment period

At least two experts are appointed when filling the following positions:

Research assistant
Postdoc

The experts are appointed by the department head according to delegation from the dean (without consultation with the Academic Council). A chairman is appointed. The department head stipulates a deadline for the work, under consideration that a decision on appointment should normally be made no more than six months after the application deadline.

Form of the assessment

The ministerial order on appointment of teaching and research staff:

Section 4, subsection 2: The academic assessment must take into consideration whether the applicants possess the academic qualifications in research, teaching, communication etc. stipulated in the job structure and, in addition, fulfil the other academic and professional requirements stipulated in the advertisement. A non-prioritised, reasoned and written assessment of the applicants' academic qualifications is submitted to the rector. If there are differences of opinion between the academic assessors, this must be indicated in the assessment.

Internal rules:

See the faculty's "Guidelines for Assessment Committee", [Vejledning til bedømmelsesudvalg].

Interview

Internal rules:

As a principal rule the dean/department head conducts interviews with the group of applicants who are selected on the basis of the assessment. The purpose of the interviews is to form the basis of the prioritising of the group of applicants who have been assessed to be qualified, and to clarify whether an applicant will fit the position.

The dean conducts the interviews when appointing assistant professors, associate professors, professors, and teaching assistant professors.

The department head conducts the interviews when appointing research assistants and post-docs.

Experts at the department, including the chair of the assessment committee and management representatives, participate in the interviews.

When filling positions where the dean decides on appointment, the dean approves the composition of the interview group upon recommendation by the head of department.

Decision on appointment

The ministerial order on appointment of teaching and research staff, section 6:

Section 6. The rector's decision about the appointment must normally be made no more than 6 months after the expiry of the deadline for applications.

Internal rules:

When appointing assistant professors, associate professors, professors, and teaching assistant/associate professors, the dean decides on appointment with reference to delegation from the rector.

When appointing research assistants and post-docs, the department head makes the decision.

A decision on appointment is made after consulting with the interview group. The expert assessment and the interview combined form the basis for the decision on filling the position.

Adopted at Department Heads meeting, August 19th 2008.

Revised September 2010

Revised May 2014