**Guide for Applicants to Academic Positions at the Faculty of Arts
(Professor, Associate Professor, and Assistant Professor/Postdoc)**

1. Introduction

The application procedure is based on Ministerial Order no. 695 of 22 June 2011 on the appointment of academic staff at universities (the Appointment Order), issued by the Ministry of Science, Technology and Innovation:

http://www.au.dk/en/about/organisation/index/2/21/21-05-appointment-of-academic-staff-at-universities/

The rules governing the advertisement of positions, the composition of assessment committees as well as the form and content of the assessment of applicants are laid down by the order.

The qualifications required for academic positions and the duties and responsibilities associated with them are described in the Danish Property Agency's circular of 13 June 2007 on the structure of academic positions at universities (in Danish only):

http://perst.dk/Service%20Menu/Love%20regler%20og%20aftaler/Circular/2007/~/media/Circular/2007/055-07-pdf.ashx

For information in English on the qualifications required for academic positions and the duties and responsibilities associated with them, please consult the Danish University and Property Agency's Memorandum on the Job Structure for Academic Staff at Universities 2007 of 18 December 2006:

http://www.ubst.dk/lovgivning/personalejura-medarbejdere/ny_stillingsstruktur_eng.pdf

2. The application and required documentation

A complete application consists of the application itself along with a number of supplementary materials. The online application form for the position in question must be completed and submitted electronically before the application deadline

along with any additional documents. Applications which are received after the deadline has passed will not be considered.

2.1 The application
In describing his or her motivation for applying for the position, the applicant must present his or her scholarly qualifications, in addition to qualifications in the areas of teaching, researcher talent development and knowledge exchange, along with any other qualifications of relevance to the position being applied for. Therefore, the application must include an account of the following:

1. Research qualifications as they relate to the requirements detailed in the advertisement for the position, including a research plan for coming years.
2. Any experience with research administration (for example, research management and/or experience in organising research seminars and conferences).
3. Teaching qualifications and any experience with the administration of degree programmes and courses and/or experience directing degree programmes or courses.
4. Any experience with teaching and supervising PhD students.
5. Any experience with knowledge exchange activities.
6. A short explanation of any leaves of absence.

The application must also include the following supplementary materials:

1. Curriculum vitae
2. A research portfolio
3. A teaching portfolio
4. Relevant documentation (for example, copies of diplomas, transcripts, awards)
5. Contact information for up to three references and optional recommendations (To be uploaded in the "Referee" fields)

2.2. The research portfolio
The research portfolio must contain documentation of the applicant's research qualifications as described in the application.
The portfolio consists of a number of documents which should be uploaded individually. The research portfolio should contain the following documents:

– A complete list of publications including place and date of publication (to be uploaded in the "List of publications" field).
– Scholarly works: a maximum of eight for professorships and associate professorships, and a maximum of five for assistant professorships and

postdocs. The status of each work should be indicated (published, under publication, manuscript). To be uploaded in the "Optional application material" field.
– Documentation of relevant courses, for example in research management, pedagogical training, etc. (to be scanned into a single file along with diplomas and transcripts and uploaded in the field "Diploma").
– Documentation of experience in supervising PhD projects (to be scanned into a single file along with diplomas and transcripts and documentation of relevant courses and uploaded in the field "Diploma").

2.3 The teaching portfolio
The teaching portfolio must contain documentation of the applicant's teaching qualifications as described in the application.

The portfolio submitted should include the following:
– Documentation of pedagogical/didactic courses and training completed.
– List of relevant courses taught.
– Two examples of course descriptions including teaching plans developed by the applicant in connection with his or her own teaching.
– Two examples of student evaluations of courses taught.
– Short account (max. one A4/ standard letter size page) of the applicant's pedagogical/didactic approach to planning and teaching his or her own courses as well as designing degree programmes (where applicable). (If this information is included in the application, it should not be repeated here).

The teaching portfolio should be uploaded as a single document in the field "Teaching portfolio".

2.4 Knowledge exchange and communication
Any experience with knowledge exchange activities described in the application must be documented. Examples of relevant documentation include:

- Formalised research agreements and partnerships with businesses and private and public sector organisations.
- Documentation of experience with continuing and further education.
- List of public lecture activities and presentations of scholarship for a popular audience, unless these activities are included in the CV.

Documentation of knowledge exchange and communication activities should be uploaded as a single file in the field "Other information to consider".

3. The assessment process

 The assessment of the applicant's scholarly qualifications is performed by an assessment committee of experts, the majority of whom are not affiliated with Aarhus University. Applicants are informed of the membership of the committee. The assessment committee is charged with producing an assessment report on each applicant which states whether or not the applicant is qualified for the position in question. In the interests of transparency, a copy of the assessment report is sent to each applicant electronically. The assessment process is normally completed within six months of the application deadline.

4. Selection of the candidate

On the basis of the assessment committee's work and a general evaluation of the candidate, which may involve soliciting references, interviews and a trial lecture, the dean determines which qualified applicant is to be offered the position. The dean may also decide not to fill the position even in the event that there are qualified applicants.

All applicants are informed of the result of the application process electronically, including the applicant to be offered a position.

Dean Mette Thunø   April 2012