

Guidelines for assessment committees when assessing applicants for academic positions at the Faculty of Arts, Aarhus University. Approved by the Faculty of Arts on 23 August 2018.

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1. Legal basis

The Ministerial Order on the Appointment of Academic Staff at Universities

The basis of the appointment procedure is the Ministry of Higher Education and Science's Ministerial Order no. 242 of 13 March 2012 (the Appointment Order), which states the current rules governing job advertisements and the form and content of assessments:

[http://www.au.dk/fileadmin/www.au.dk/Regelsamlingen/Bekendtgørelse nr_242 af a3 MARTS 2012 - ENGELSK UDGAVE.pdf](http://www.au.dk/fileadmin/www.au.dk/Regelsamlingen/Bekendtgørelse_nr_242_af_a3_MARTS_2012_-_ENGELSK_UDGAVE.pdf)

Job structure

The qualification requirements and the content of positions in the individual job categories are stated in the memorandum on "Job Structure for Academic Staff at Universities 2013":

<https://ufm.dk/lovstof/gældende-love-og-regler/uddannelsesinstitutioner/filer/job-structure-for-academic-staff-at-universities-2013.pdf>

and the "job structure": <https://www.retsinformation.dk/Forms/R0710.aspx?id=174476> (in Danish)

Policy regarding advertisements, assessments and appointments in connection with academic positions at the Faculty of Arts

The requirements regarding the assessment committee's composition and impartiality, the inclusion of the Academic Council and the production of the assessment report have been laid down in Aarhus University's general guidelines regarding the composition of assessment committees and the faculty's guidelines in the memorandum "Guidelines regarding advertising for, assessing and appointing academic staff at the Faculty of Arts" of June 2018.

Confidentiality

Anyone participating in the processing of cases regarding the appointment of academic staff following job advertisements, including assessment committees and the Academic Council, is covered by the confidentiality rules specified in [section 27 of the Danish Public Administration Act](#). Consequently, all material concerning applicants must be treated confidentially.

Questions regarding assessment work

Any questions regarding the basis for the work of the assessment committee must be submitted to Arts HR as early in the process as possible. The contact at HR is the HR partner for the school concerned.

1. Purpose of the assessment

The assessment of applicants for academic positions must provide the head of school and the dean with a satisfactory, justified basis for appointing the best qualified applicant.

Consequently, based on an impartial, expert, academic assessment, the assessment committee must decide which applicants are deemed to be qualified or not qualified for any given position. The assessment must be carried out based on the material submitted by the applicant, taking into account 1) the qualification level of the position in question, as described in the job structure, and 2) the content of the position, as described in the job advertisement.

2. Tasks of the assessment committee

The head of school submits a proposal to the Academic Council for the composition of the assessment committee, which is then subject to the approval of the dean. Only the assessment committee members are permitted to participate in the work, although the head of school may appoint a secretary in special circumstances.

The chair must ensure that the committee produces an assessment which complies with the function and requirements set out in these guidelines.

The chair is responsible for the work carried out by the assessment committee, and for ensuring that the deadline for submission of the assessment is observed. The deadline for producing the assessment must be arranged by the chair of the assessment committee and Arts HR. The deadline depends on the number of applicants, among other things, and the work of the assessment committee must not take longer than two months. However, in special circumstances and subject to request, the head of school may grant an extension of the deadline. In each case, it must be taken into account that the overall process from the expiry of the deadline to the decision regarding an appointment should normally be completed within six months, in accordance with section 6 of the Appointment Order. The chair is responsible for entering the final assessment in the electronic application system. The relevant guidelines are stated in the email sent to the chair by HR when the assessment committee starts its work. The chair informs Arts HR when the committee has completed its work.

The members of the assessment committee must acquaint themselves with the CVs and applications submitted by the applicants, and with any other material submitted by the shortlisted applicants. Arts HR will send an email to each assessment committee member with access to all the material submitted. The assessment must be produced jointly by the committee. However, the committee may agree to share the tasks, with each member drawing up a draft assessment of specific applicants. In the final editing of its assessment, the committee should eliminate any editorial and linguistic inconsistencies resulting from the division of tasks by committee members. The assessment must be expressed so that it constitutes a satisfactory basis for making a decision, even for non-expert readers.

It is not the task of the assessment committee to rank the applicants in order of priority, or to recommend which of the qualified applicants should be appointed. The assessment must only assess the extent to which each applicant is qualified or not qualified for the position in question.

The assessment must be produced in English, except when the entire assessment committee can read/write Danish and the applicant has submitted the application in Danish. In these cases, the assessment committee may choose to draw up the assessment document in Danish.

If the committee cannot agree on whether an applicant is qualified or not, reasons must be stated for the differences of opinion in the assessment, indicating which members regard the applicant as qualified or not qualified, respectively.

The requirements of the job structure regarding the PhD *level* for assistant professor positions and above mean that in the absence of documentation for a positively assessed PhD dissertation, the committee must produce an academic assessment of the material submitted by the shortlisted applicants to determine whether the PhD level has been achieved or not.

The identity of applicants is confidential, and applicants will not be informed of the identity of other applicants for the position. Applicants are responsible for ensuring that the correct material has been submitted digitally by the application deadline; and there must be no contact between the assessment committee members and applicants with regard to issues affecting the assessment. Any contact must go through Arts HR.

If the legality check performed by the head of school and HR reveals that the assessment does not constitute a satisfactory basis for a decision, the assessment committee may be asked to expand on or rephrase parts of the assessment.

3. Content of and formal requirements for assessments

The assessment must contain clear premises as well as a clearly reasoned conclusion. This can be done by dealing with several publications under the same point. The assessment should consider the issues outlined below in such a manner that the reader does not need to consult the application, publications etc. submitted by the applicant.

The recommended length of assessments of shortlisted applicants at assistant professor, postdoc and associate professor level is 1-2 pages, and the length at professor level is 2-3 pages. It is recommended that assessments observe the template for drawing up assessments which is attached to these guidelines.

When relevant for the position in question, the assessment of each applicant must comprise:

1. A brief presentation of the applicant and their academic career with the most relevant extracts from their curriculum vitae.
2. An assessment of academic qualifications, cf. the list of publications and the academic material that has been enclosed.
3. An assessment of teaching qualifications, cf. the teaching portfolio that has been submitted.
4. An assessment of other qualifications in relation to the content of the position in question, for instance experience of research management, obtaining research funding, internationalisation, talent development and knowledge exchange.
5. A concluding general evaluation of the applicant's academic level in relation to 1) the job structure and 2) the content of the position in question followed by a clear indication of whether the applicant is deemed to be qualified or not qualified for the position.

1) Brief presentation of the applicant and their career

Name, age, citizenship, academic degrees and final exams, stating the date the degree was awarded and the name of the university awarding it.

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Then the main features of their academic career are stated: for instance previous appointments and further education, study and research trips of a certain duration, research management, international and national posts and editorial work. Any periods of leave of absence should also be stated.

2) Assessment of academic qualifications

The list of publications will be assessed based on its relevance for the position in question and the applicant's career level. The total list of publications will be assessed in relation to the actual time available (which means not including periods of leave of absence and appointments outside academia).

The assessment of the total qualification level of applicants will be based on the publications that are enclosed. These can be grouped, with publications within the same field being discussed collectively.

Publications should state the title, any co-author(s), length, and place and year of publication. Publications should be characterised as "monographs", "journal articles", "PhD dissertations", "popular communication", "conference contributions" etc.

Assessments focus on one or more of the following parameters:

- The degree of academic originality
- The academic scope and depth
- The international focus and impact
- The academic relevance in relation to the content of the position

3) Assessment of teaching qualifications

The assessment of teaching qualifications is based on the enclosed teaching portfolio, including assessment and documentation of the teacher training programme for assistant professors and any other documented qualifications of relevance for teaching.

When assessing applications for associate professorships and professorships, particular emphasis must be given to whether applicants have good, well-documented teaching qualifications, whether they have improved their teaching qualifications on an ongoing basis, and whether they have participated in the development of the teaching aspects of the subject area and have ideas regarding its continued development.

The assessment of applicants from abroad who have not completed the teacher training programme for assistant professors must be based on information provided by the applicants regarding specific teaching experience and evaluations.

4) Assessment of other qualifications

Based on the application, CV and any other material that has been submitted, the applicant's qualifications are assessed with regard to, for instance, talent development, knowledge exchange, experience of research management, obtaining research funding, academic positions of trust, internationalisation, administrative qualifications and other aspects relevant for the position as described in the job advertisement.

5) Concluding overall assessment of the applicant, stating clearly whether the applicant is deemed qualified for the position or not

The final overall assessment must contain a summary of the assessment of the applicant's academic qualifications in relation to 1) the job structure and 2) the job advertisement in question. This section must contain reasons for the committee's statement as to whether the applicant is deemed qualified or not qualified for the position in question.

The assessment committee's statement as to whether an applicant is qualified or not qualified must be clear and unconditional. This means that there must be no doubt about the assessment of qualifications, although expressions such as "not yet qualified" or "not qualified on the basis presented to us" may be used.

4. Further processing

The chair of the assessment committee informs Arts HR by email that the task has been completed. In cooperation with the head of school/deputy head of school, HR will then check the legality of the assessments and approve them. If there are any deficiencies or questions, HR will contact the chair of the assessment committee and ask for further details and perhaps the remedying of deficiencies.

Following final approval, HR will send the individual assessments digitally to each applicant.

If an applicant has any comments about the assessment, they should be sent to HR, after which HR will present them to the chair of the assessment committee for comments. HR will inform the applicant in question of the response of the committee to their comments.

5. Template for assessment reports

Template for assessing applicants for academic positions	
1. Presentation of applicant	Name, age, citizenship, academic degrees and final exams, stating the date and place the final degree was awarded. Summary of their academic career: for instance previous appointments and further education, study and research trips of a certain duration, research management, international posts and editorial work. Any periods of leave of absence should also be stated.
2. Assessment of academic qualifications	The list of publications is assessed in relation to the career level in question (postdoc, assistant professor, associate professor, professor) and the relevance for the content of the position in question. Each publication submitted should state the title, any co-author(s), length, place and year of publication, status and form. Publications are assessed (in groups when relevant) based on one or more of the following parameters: <ul style="list-style-type: none"> • The degree of academic originality • The academic scope and depth • The international focus and impact • The academic relevance in relation to the content of the position
3. Assessment of teaching qualifications	The assessment of teaching qualifications is based on the teaching portfolio that has been submitted, which is assessed in relation to the career level in question (postdoc, assistant professor, associate professor, professor) and the relevance for the content of the position in question.
4. Assessment of other qualifications	Based on the application, CV and any other material that has been submitted, the applicant's qualifications are assessed with regard to, for instance, talent development, knowledge exchange, experience of research management, obtaining research funding, academic positions of trust, internationalisation, administrative qualifications and other aspects relevant for the position as described in the job advertisement.
5. Concluding overall assessment	A summary of the assessment that has been carried out seen in relation to 1) relevance for the job advertisement in question and 2) level in relation to the job structure, as well as a concluding statement as to whether the applicant is deemed to be qualified or not qualified for the position in question.