



## ADVERTISING ACADEMIC POSITIONS

26 MARCH 2015

### **Overall responsibility**

The dean is responsible for the appointment of tenure-track assistant professors, associate professors and professors. SCIENCE HR supports the administrative recruitment procedure and ensures that the rules and guidelines governing the area are observed.

The head of department is responsible for the appointment of other academic staff, including postdocs, PhDs, part-time lecturers and assistant lecturers. The department administration supports the recruitment procedure and ensures that the rules and guidelines governing the area are observed.

### **Advertisements**

The advertising of academic positions at SCIENCE is subject to the requirements laid down in the [Job Structure](#) regarding academic positions, including requirements for teaching qualifications.

Standard advertisements have been prepared for all academic positions to ensure systematic and uniform communication of the required qualifications of academic staff.

The requirements for teaching qualifications in connection with assistant professor, associate professor and professor positions are explicitly described in the standard advertisements:

*“Applicants are required to have university level teaching experience, documented teaching competencies and must be able to explain and reflect upon own teaching practice*

and portfolio. Formal pedagogical training or supervision equivalent to the University of Copenhagen teacher training programme for assistant professors is required."

The requirements are in line with the joint guidelines for teaching at the University of Copenhagen, including the guidelines for [teaching portfolios](#). Teaching portfolios comprise a description of teaching experience and reflection on own teaching activities, the objectives and methods of the teaching, and how the teaching activities have been implemented.

As regards other positions, the head of department defines the relevant requirements concerning teaching qualifications in the job advertisement. If the position involves teaching, SCIENCE demands participation in the 'Introduction to University Pedagogy' course. See the section on pedagogical competency development.

### **Academic assessment**

An academic assessment committee is appointed to assess the research and teaching qualifications of applicants. This follows from the [Ministerial Order](#) on the Appointment of Academic Staff at Universities (the Appointment Order). Anyone involved in an assessment will receive detailed instructions, which can also be found on the SCIENCE [website](#):

With regard to composition, it is required that both men and women as well as one external member employed at a foreign research institution are represented on the committee. These criteria are intended to ensure an impartial, thorough and comprehensive assessment of the applicants' qualifications.

In connection with all academic positions, the assessment must include a detailed description of the applicant's teaching qualifications as mentioned above regarding teaching portfolios.

*"The assessment should include a detailed and specific description of the applicant's teaching qualifications on the background of the submitted materials. Assessment is made in accordance with the weight placed on the specific areas in the job advertisement. If the applicant has failed to provide a teaching portfolio, you should decide whether the submitted documentation for teaching qualifications is sufficient or whether you require additional documentation."*

The chairman of the assessment committee is responsible for ensuring that the assessment includes teaching qualifications, and that it is impartial, thorough and comprehensive.

Each individual assessment of applicants for tenure-track assistant professor, associate professor and professor positions must be approved by the associate

dean for research upon delegation by the dean. Other assessments must be approved by the head of department.

### **Job interviews**

Academic assessments are supplemented by job interviews conducted by an appointment committee, where assessments of teaching qualifications and pedagogical skills form an integral part.

#### Tenure-track assistant professor, associate professor and professor

In connection with tenure-track assistant professor, associate professor and professor positions, the appointment committee is, as a minimum, composed of the associate dean for research, the head of department, the head of studies and the chairman of the assessment committee. In connection with permanent academic positions, a student from the relevant study board also forms part of the assessment committee and is tasked with assessing the applicant's teaching qualifications.

#### Research assistant, PhD, postdoc and temporary assistant professor

In connection with research assistant, PhD, postdoc and temporary assistant professor positions, the head of department is responsible for ensuring compliance with the rules laid down in the Job Structure and the Appointment Order and in the University's joint supplementary rules available at KUnet.

Prior to preparing an employment contract, HR in the Central Administration must verify that an assessment has been conducted and formally approved by the manager with appointment authority.

### **Probationary employment**

If an applicant for an associate professor or senior researcher position does not have the necessary teaching qualifications, but is otherwise competent for the position, he or she can be employed in a probationary position for a period of 1½ years, while following a competency development plan designed to help the staff member acquire the necessary teaching qualifications. The head of department is responsible for following up on whether the academic staff member acquires the relevant qualifications in accordance with the Job Structure:

*If the staff member has not gained sufficient teaching experience prior to employment, he or she can be employed in a probationary position for a period of 1½ years. No later than four months before the end of the probation period, an expert assessment of the pedagogical and teaching qualifications must be made in line with the assessment made in connection with the appointment of associate professors. If the assessment is not in favour, the staff member must resign subject to the contractual notice period.*

This option is rarely used in practice.