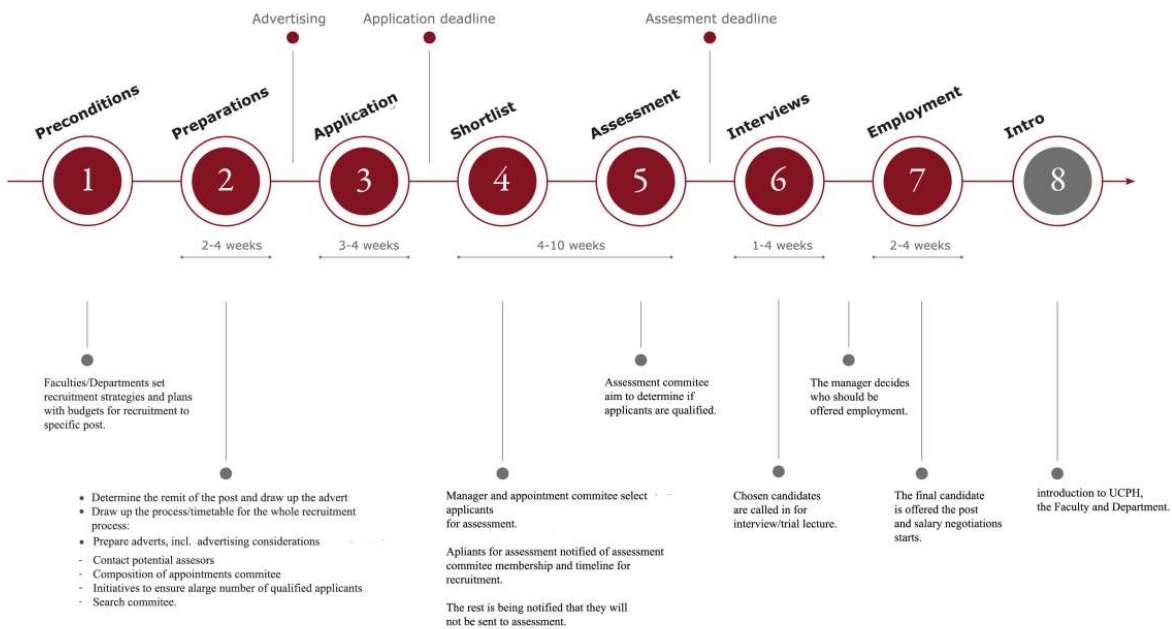


# OTM-R Policies for appointments and assessment committees' processes in recruiting scientific personnel

## Process

### Process overview for recruiting Scientific staff



## Which posts are covered

The policies apply to all scientific posts at UCPH from external lecturer (D-vip) and PhDs to full professors. No preference is given to internal applicants when being selected for assessment.

In special cases, the authorized appointments manager <sup>1</sup> may decide to grant exemption from the procedure for scientific posts where special procedures apply to recruitment, for example by joint advertisements covering several job categories at the same time.

<sup>1</sup> The Dean is the authorized recruitment manager with respect to associate professors /senior researchers, full professors, tenure track assistant professors and posts senior advisers, and the head of department (or other manager as decided by the Dean) for other scientific posts insofar as the Dean has delegated the competence to make appointments to him /her.

## **Job advertisements**

The requirements for qualifications in the advertisement for the post should form the basis for short listing, assessment and final recommendation and must therefore be given careful consideration.

## **Use of search committees**

According to UCPH's action plan on "Career, Gender and Quality - equal opportunities in research and management", search committees are to be set up and tasked with searching for potential applicants for all faculty posts. Faculty personnel from the department may be involved in this process and may also subsequently serve on the appointments committee and hence in selecting applicants for assessment.

## **Confidentiality and Eligibility**

There must be a review of eligibility during the recruitment process and especially in the composition of the search committee and the appointments and assessment committees. It is up to the manager and individual members to review this. Eligibility should be reviewed for all committee members and all applicants.

All participants in the recruitment process are subject to confidentiality both during and after recruitment.

## **Interaction between the authorized recruitment manager and the appointments committee**

The manager authorized recruitment manager appoints the members of the appointments committee and chairs this.

In the whole process from the search to the composition of the appointments and assessment committees, the authorized manager must ensure that significant stakeholders are represented. The chair of the assessment committee has a permanent seat on the appointments committee and with his/her expert knowledge, makes a special contribution to the proceedings of the appointments committee.

Members of the Appointments Committee provide expert advisory services to the authorized recruitment manager who is responsible for selecting (shortlisting) applicants for assessment.

The chair of the Assessment Committee has a special right to select applicants for assessment. Reasons must be given and recorded in the minutes in the event of disagreement by the appointments committee.

The appointing manager submits a list of selected applicants for assessment to all members of the Appointments Committee.

## **Appointments Committee - composition**

In the recruitment of scientific staff, the responsibility for appointing members to the appointments committee rests with the authorized recruitment manager, which is the Dean with respect to associate professors /senior researchers and professors and tenure track assistant professors and senior adviser posts. The Head of Department (or other manager appointed by the Dean) is responsible for appointing the members of the appointments committee for the other scientific posts insofar as the Dean has delegated the competence to fill posts to him/her.

When putting together the appointments committee, the authorized recruitment manager must ensure representation for significant interests.

Job description	Members of the appointments committee
<p><b>Faculty positions</b></p> <p>Unlimited term assistant and associate professors, full professors including those with special responsibilities</p>	<p>When recruiting to faculty POSITIONS, the composition of the appointments committee should basically be:</p> <ul style="list-style-type: none"> <li>- Dean/Associate Dean</li> <li>- Head of Department (or other manager appointed by the Dean)</li> <li>- Head of Studies</li> <li>- Chair of assessment committee</li> <li>- Faculty personnel with special insights into the academic field.</li> </ul> <p>Further, it must be possible for students to appoint a representative onto the appointments committee via the Board of Studies (or Departmental Council)</p> <p>Procedure for appointing students to the appointments committee</p> <ul style="list-style-type: none"> <li>- The Dean sets the time and date for job interviews and contacts the vice chair of the relevant board of studies with details of when interviews are expected to be held.</li> <li>- The vice chair notifies the name of the representative within one week (five weekdays) thereafter.</li> </ul> <p>In order to ensure continuity in the appointments committee, it is not possible to replace the student representative once the appointments committee has started work and so some flexibility is expected with respect to the notified time and date since there could be changes.</p> <p>If felt relevant, an authorized recruitment manager can co-opt additional academic personnel onto the appointments committee.</p>
<p><b>Other scientific posts</b></p>	<p>When recruiting according to advertised posts for other scientific positions, the appointments committee basically comprises:</p> <p>Head of Department (or other manager appointed by the Dean)</p> <p>Chair of the assessment committee</p> <ul style="list-style-type: none"> <li>• Academic team leader /section leader or other academic expert of at least associate professor level.</li> <li>• Head of Studies, if the post involves teaching.</li> </ul> <p>These can also be supplemented by additional academic personnel.</p>

The appointments committee should be composed of both men and women insofar as possible. For faculty and managerial positions, there should insofar as possible be equal balance between men and women.

**Basis for selecting applicants for assessment**

Applicants are selected on the basis of an overall assessment of the applicants that best match the recruitment needs of the Department and Faculty, as described in the advertisement for the post.

This must be compared with the applicant's research and teaching profile as set out in the application, CV incl. list of publication, teaching portfolio and any research /development plan.

**Advisory numbers of applicants for assessment**

At least five applicants should be selected for assessment, unless there are fewer relevant applicants for the advertised post.

**Rejections to applicants not submitted for assessment**

Immediately after applicants have been selected for assessment, orientation letters will be sent to those applicants whose applications are not submitted for assessment.

Final rejections are sent at the end of the recruitment process.

**Applicants who are selected for assessment**

The applicants who are selected for assessment will be notified of the assessment and of the composition of the Assessment Committee.

**Assessment committee - composition**

An assessor is external when not employed at UCPH.  
Adjunct associate and full professors are regarded as internal.

Appointment by advertisements and nomination.

Job description	Assessment committees - number of members/ academic assessors
<p><b>Professor (standard or with special responsibilities)</b></p> <p><b>Associate professor/senior researcher, senior advisor, assistant professor (unlimited term)</b></p>	<p>At least two academic assessors, one of whom must be external. Assessors must be at the same level as the vacant post (i.e. at professor level for professorships) and at least at the level of associate professor.</p> <p>Membership of the committee may be increased to five if there are many applicants or to ensure academic breadth. If there are more than two assessors, at least half must be external.</p> <p>The committee should have equal numbers of men and women and must at the very least consist of members of both genders. The Dean must be contacted for any dispensation from this.</p>
<p><b>Postdoc/assistant professor/researcher</b></p>	<p>At least one internal expert assessor, at associate professor level at least.</p> <p>If there are several expert assessors on the committee, at least one should, if possible, be employed by the Department and at least one should if possible be external.</p>
<p><b>PhD stipend</b></p>	<p>At least one internal expert assessor, at least at associate professor level.</p> <p>The applicant can be assessed while being assessed for admission.</p>
<p><b>External associate professor</b> <b>Scientific assistant</b> <b>Teaching assistant</b></p>	<p>At least one internal expert assessor, at least at associate professor.</p>

Appointments without advertisements require at least one expert assessor at the same level as the vacant post, and at least at the level of associate professor.

#### **Work of the assessment committee**

The assessment committee is required to report on all the applicants submitted for assessment.

#### **Holding appointment interviews**

The appointments committee assists in appointment interviews and advises the director on filling posts.