



GUIDELINES FOR APPLICANTS

Guidelines for applicants in connection with:

Appointing **permanent members of academic staff under the job structure for the Bachelor of Engineering programme and the job structure for the Export Engineering programme** (assistant professor, associate professor, senior professor of engineering) at Technical Sciences, Aarhus University.

Effective as of 1 August 2022

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1. OBJECTIVE

This guide is intended for applicants for positions under the job structure for the Bachelor of Engineering programme.

Applications for positions are to be submitted online: www.au.dk/en/about/vacant-positions/

2. APPLICATION AND DOCUMENTATION

Applications for positions under the Bachelor of Engineering job structure must include the documents and attachments required by the job advertisement, typically:

- A short personal statement that states your reasons for applying, your qualifications and your intentions and visions with regard to carrying out the duties and responsibilities involved in the position.
- CV with contact information and description of relevant practical experience, preferably as specific projects.
- Diplomas (copies of diplomas for Bachelor of Engineering, Master's and/or PhD degrees). The diplomas must be in Danish or English.
- Complete list of publications that highlight the works you consider particularly significant. A maximum of five publications may be attached.
- Overview of teaching experience at educational institutions (e.g. as supervisor, lecturer, temporary lecturer, speaker on courses, etc.). Applicants for positions as associate professor and senior professor of engineering must enclose a teaching portfolio with a description of their teaching qualifications. Read more about the teaching portfolio [here](#).

Optional application material (where relevant):

- Documentation of communication qualifications (can be stated in the CV). For example, presentations at academic events, presentations for companies, customers, etc.
- Documentation of research and development collaborations with companies, organisations or public institutions.
- Considerations regarding professional development (may be included in the application).
- Additional relevant material
- References/recommendations (maximum three), including identity of referee (name, position, place of work, email), should be uploaded individually to the application system. If the referee is to submit the reference anonymously, it is possible to enter the name, position, workplace and email address. The referee will then receive an email with a link they can use to upload a reference.

3. ONLINE APPLICATION

All positions must be applied for online. There is a link to Aarhus University's online application form in the job advertisement.

Applications submitted through channels other than Aarhus University's online application form will not be considered.

It is not possible interrupt an application in process in the system and return to it later without starting over from the beginning. It is possible to change or add application materials up to the deadline for submission.

Please note that all mandatory fields (marked with *) in the application form must be filled out.

The application must be received on the date of the application deadline before 23:59 (11:59 CET).

4. THE SUBSEQUENT PROCESS

4.1 Shortlisting

Shortlisting is used at Aarhus University. This means that an appointment committee (assisted by the chair of the assessment committee) advises the head of department on which applicants are the best overall match for the department's and the faculty's recruitment needs and which applicants possess the qualifications, competencies, experience and potential described in the job advertisement, including the faculty's ['Criteria for evaluating candidates for permanent positions'](#). In the assessment of qualifications, there is particular emphasis on the A criteria.

Through the shortlisting process, the head of department selects the applicants who are to receive a thorough assessment of their professional qualifications. These applicants will then be assessed by the assessment committee.

HR is responsible for informing applicants whose applications are not shortlisted for assessment immediately after the shortlist has been determined. Final rejections are sent at the conclusion of the recruitment process.

4.2 Assessment committee – tasks and process

Applicants who are selected for assessment after shortlisting are informed of the composition of the assessment committee by HR. The identity of the applicants is confidential. Individual applicants will therefore not know the identity of the other applicants to the position.

There must be no contact between the members of the assessment committee and the individual applicants in matters of relevance to the assessment.

The assessment committee must prepare individual written assessments of all applicants on the shortlist. The committee must consider which applicants it considers to be overall qualified or not qualified in regard to research, teaching and/or development, as well as in relation to the other academic qualification requirements specified in the job advertisement. In assessing the individual applicant, the committee must base its assessment on the faculty's ['Criteria for evaluating candidates for permanent positions'](#). In the assessment of qualifications, there is particular emphasis on the A criteria.

Once the assessment is complete, each applicant receives the assessment of his or her own application. Each applicant will be given an opportunity to comment on the assessment. An applicant may only move forward in the recruitment process if a majority of the members of the assessment committee have found the applicant to be academically qualified for the position.

4.3 Assessment committee – tasks and process

On the basis of the assessments, the appointment committee will advise the head of department regarding the selection of applicants to be offered an interview.

Prior to the interviews, applicants may be called in to an event at the department, for example a lecture, a meeting with permanent members of scientific staff, or (where relevant) a meeting with the department's education committee to gain an impression of the applicants in relation to the department and the tasks involved in the position.

The appointment committee participates in the interviews. The presence of the department's HR partner is optional.

On the background of the appointment committee's advice and discussions with the department management team, the head of department may decide to recommend/not to recommend the applicant for employment to the dean/vice-dean.

5. LEGAL BASIS

The legal basis can be found here: [Legislation and rules](#)

On [teaching portfolios](#)