



GUIDELINES FOR MEMBERS OF ASSESSMENT COMMITTEES AT TECHNICAL SCIENCES

Guidelines for assessment committees 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 guideline is intended for members of assessment committees in connection with the assessment of candidates for permanent positions under the job structure for the Bachelor of Engineering programme at Technical Sciences, Aarhus University.

The objective of the assessment committee is to assess applicants to permanent positions under the Bachelor of Engineering job structure. Applicants must be assessed on the basis of the requirements described in the job advertisement and the general requirements described in the 'Job structure for the Bachelor of Engineering programme and the Export Engineering programme' (read more at au.dk/om/stillinger/love-og-regler/).

The task of the assessment committee is to provide an impartial, expert, non-prioritised written assessment of the applicants' professional qualifications in relation to the position applied for.

Before the assessment committee becomes involved in the appointment process, the appointment committee, with the assistance of the chair of the assessment committee, selects a shortlist of applicants to be considered by the assessment committee. On the condition that the candidates possess the necessary qualifications, the shortlist should include candidates of several genders. Applicants whose applications are submitted to the assessment committee for an academic assessment are informed about this, as well as about the composition of the appointment committee.

The rules regarding the appointment of the assessment committee are described in the 'Guidelines for heads of departments on appointing permanent members of academic staff under the Bachelor of Engineering job structure'.

2. TASKS OF THE ASSESSMENT COMMITTEE

The assessment committee must prepare individual written assessments of all applicants on the shortlist within a maximum of one month. 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 appointments under the Bachelor of Engineering job structure'. In the assessment of qualifications, there is particular emphasis on the A criteria.

The assessments must constitute a sufficient basis for appointing the best-qualified applicant.

The committee members must prepare the expert statement together; the individual members may, however, prepare drafts subject to an agreed division of work. In the event of differences of opinion among the committee members, the assessment must clearly state who finds the individual applicant qualified and who does not, and the individual standpoints must be accounted for separately in such cases.

It is not the task of the assessment committee to recommend who among the qualified applicants

should be appointed, and the committee may not rank the applicants in any order of priority. Each committee member is responsible for familiarising him or herself with all of the available material, in order to ensure that all applicants to be assessed by the assessment committee are assessed on a sufficient basis.

2.1 Responsibilities of the chair

The chair of the assessment committee is appointed based on the rules described in the 'Guidelines for heads of departments on appointing permanent members of academic staff under the Bachelor of Engineering job structure'. Before the assessment committee begins its work, the chair of the assessment committee is responsible for assisting the appointment committee in preparing a shortlist of applicants.

The chair of the assessment committee is responsible for ensuring that an impartial expert assessment is prepared for each shortlisted applicant. The chair is responsible for the work carried out by the assessment committee, and for ensuring that the deadline for submission of assessments is observed.

The chair of the assessment committee has overall responsibility for ensuring the quality of the assessments, including:

- The precision of the assessment. There must be a clear correlation between the evaluation of the material submitted, the qualification requirements in the job advertisement and the description of the job structure, and the conclusions of the assessment committee.
- That a reasoned assessment of the applicant's qualifications is included in the conclusion. The conclusion must contain a summary of the assessment of the applicant's qualifications with regard to teaching, research, and/or development, and other qualifications.
- The assessment committee's conclusion must be clearly related to the wording of the job advertisement and the criteria described in the faculty's 'Criteria for appointments under the Bachelor of Engineering job structure'. In the assessment of qualifications, there is particular emphasis on the A criteria.
- That the conclusion clearly states that the applicant is assessed as qualified or not qualified. The assessment must state the position to which the applicant has been found to be qualified or not qualified.
- That the assessment is written clearly and coherently.
- That applicants are treated fairly and equally.

Once the assessment committee has completed its work, the chair must ensure that the assessments are endorsed by all members of the assessment committee before they are processed in the recruitment system. See the ['Guideline on entering assessments'](#).

2.2 Approval of assessments

The department head ensures that the formal requirements regarding the assessment are met. If the assessment does not constitute a sufficient basis for decision and/or does not meet the formal requirements, it must be returned to the assessment committee for additions or revision.

When the final assessment of each applicant is available, HR forwards each applicant a copy of the assessment of his or her application. Each applicant is 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 academically qualified for the position.

With the assistance of the appointment committee, the department head will then hold job interviews. If the candidates possess the necessary qualifications, the gender diversity requirement also applies to applicants offered job interviews. Afterwards, the head of department must send a recommendation regarding appointment to the dean or relevant vice-dean via HR. The dean/vice-dean will then decide whether to accept the recommendation regarding employment on the basis of an overall assessment.

3. CONFIDENTIALITY AND CONFLICTS OF INTEREST

Only the chair and the members of the assessment committee may participate in the work of the committee, and all have a duty of confidentiality. There must be no contact between the members of the assessment committee and the individual applicants in matters that are relevant to the assessment.

The identity of applicants is confidential. Individual applicants will therefore not know the identity of the other applicants to the position.

Applicants who are selected for assessment during shortlisting are only informed of the composition of the assessment committee and on how many applicants have applied for the position.

A member of the assessment committee has a duty to notify the chair immediately if there are conditions that may disqualify him or her from serving. If a member has doubts regarding their own or another member's eligibility to serve on the assessment committee, they should contact the chair of the assessment committee or HR. The dean or relevant vice-dean is responsible for determining whether a conflict of interest exists in such cases.

To ensure that the assessment of applicants for scientific positions is not affected by inappropriate considerations, no member of any assessment committee may be deemed legally incompetent or at risk of having a conflict of interest in relation to individual assessments. AU is subject to the Danish Public Administration Act's general rules regarding disqualification.

A member may be disqualified if:

- That person has a personal or financial interest in the outcome of the case.
- That person's relatives or cohabitant has a personal or financial interest in the decision.
- That person is closely associated with a company, association or the like with a particular interest in the outcome of the case, or where other circumstances exist that may cast doubt on his or her impartiality, for example close friendship or evident enmity.
- Present or past joint publications or projects exist (see item 3.1 below).

In all cases, an assessment of whether a conflict of interest exists must be carried out. If the conclusion of the assessment is that the member is disqualified, a new member must be appointed in accordance with the rules for selecting members of assessment committees. Violation of the rules on conflict of interest and disqualification may result in the assessment committee's work being declared invalid.

3.1 Co-authorship

Co-authorship will not automatically entail disqualification. The crucial factor for the assessment is the scope of the co-authorship, the date of publication and the significance accorded the work in question in relation to the assessment. At Technical Sciences, members of assessment committees may only to a very limited extent be involved in joint publications and projects with applicants, and may not have been involved in any joint publications whatsoever within the past five years.

4. REMUNERATION

In order to receive remuneration for their participation, once the completion of the assessment process, external members of the assessment committee will receive an email from HR containing a form to be filled out and returned. The remuneration rewarded depends on the type of position being filled and the number of assessments. For more information regarding remuneration, please contact HR. Members are defined as external if they are not employed by AU. Honorary professors and honorary associate professors are considered internal members.

5. LEGAL BASIS

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

On [teaching portfolios in connection with appointments to academic positions](#) (click to follow the link)

The legal basis for the section regarding disqualification is based on the rules on disqualification in the [Danish Public Administration Act](#).