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## **GUIDELINES FOR APPOINTMENT COMMITTEES AT TECHNICAL SCIENCES**

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Guidelines for appointment 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

The appointment process consists of several different steps. The objective of this guide is to describe the different tasks and responsibilities of appointment committees in connection with the appointment of permanent members of academic staff (assistant professor, associate professor and senior professor of engineering) under the job structure for the Bachelor of Engineering programme.

The appointment committee has an advisory function throughout the recruitment process, from the selection of applicants for consideration (shortlisting) to advising the head of department on the appointment.

## 2 APPOINTMENT COMMITTEES

The selection of members of the appointment committee takes place either concurrently with the preparation and finalisation of the job advertisement or immediately after the approval of the job advertisement.

### 2.1 Selection of appointment committee members

In connection with the appointment of permanent members of academic staff, the head of department sets up an appointment committee that he/she will chair. It is the responsibility of the head of department to ensure that the department management team, the department's research committee and other relevant forums are informed of the composition of the appointment committee and that its members are relevant permanent members of scientific staff at the department. As the positions involve a significant amount of teaching, a member of the department's education committee must sit on the appointment committee. The appointment committee – with due regard for requirements regarding the necessary academic qualifications – must be broadly put together and gender-diverse.

A member of the Dean's Office will participate in the appointment committee for appointments of senior professors of engineering when it is deemed appropriate, but as a minimum during the final round of interviews.

The chair of the assessment committee will assist the appointment committee in connection with shortlisting.

### 2.2 Conflict of interest issues and duty of confidentiality

When composing an appointment committee, any possible conflicts of interest that are grounds for disqualification of members must be assessed. It is the responsibility of both the manager and the individual members to assess this. Conflict of interest issues must be assessed for all of the members of the committee and in relation to applicants. All members of an appointment committee have a duty of confidentiality both during and after the recruitment process.

A member may be disqualified if:

- That person has a personal or financial interest in the outcome.

- 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, or

## 2.3 Tasks of the appointment committee

In general terms, the tasks of the appointment committee are as follows:

- Advise the head of department regarding shortlisting, i.e. selection of applicants to be considered for the position.
- Advise the head of department regarding selection of applicants to interview
- Participate in interviews.
- Advise the head of department regarding which candidate should be recommended for appointment.

### Shortlisting

The objective of shortlisting is to shorten the recruitment process and to reduce the workload of members of the assessment committee. Applicants who are clearly unqualified are therefore eliminated, and in the event of a large field of applicants, it is also possible to reject applicants who to a lesser extent do not meet the requirements of the job advertisement. This means that the assessment committee can focus on the most relevant and competent applicants.

The head of department has decision-making authority to decide which applicants will not receive a thorough assessment of their professional qualifications by the assessment committee. With the assistance of the appointment committee and the chair of the assessment committee, the head of department selects which applicants are to receive a thorough assessment of their professional qualifications on the background of an evaluation of which applicants (as documented in the applications submitted) best match the department's and the faculty's recruitment needs and who possess the qualifications, competencies, experiences and potential described in the job advertisement, including the faculty's criteria for permanent employment as described in 'Criteria for appointments under the Bachelor of Engineering job structure'. In the assessment of qualifications, there is particular emphasis on the A criteria.

The role of the appointment committee in the shortlisting process is solely to advise the head of department regarding which applicants the committee recommends for further assessment. This means that the appointment committee neither decides which applicants are to be assessed by the assessment committee nor considers whether individual applicants are qualified or not qualified.

A minimum of five applicants must be shortlisted for a thorough assessment of their professional qualifications, unless there are fewer applicants to the position after obviously unqualified applicants have been left out of consideration.

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

HR informs the applicants who have proceeded to assessment of their professional qualifications. At the same time, each applicant will be informed of the composition of the assessment committee and of the possibility to comment on the aspects of the assessment process that relate to him or herself later in the process.

### **Selecting applicants for interview**

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. The head of department is responsible for conducting the interviews.

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

If the candidates possess the necessary qualifications, the gender diversity requirement also applies to applicants offered job interviews.

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

### **Advising the department head on appointments**

After an interview has been held, the appointment committee advises the head of department regarding which applicant is to be recommended for appointment. Next, the head of department must discuss the recommendation with the department management team, after which the head of department will make a decision regarding which applicant is to be recommended for appointment. HR then forwards the head of department's reasoned recommendation to the dean or the relevant vice-dean.

The appointment committee must select the most qualified applicants based on their qualifications and the requirements of the position. In addition, the appointment committee must consider how the best-qualified applicants would contribute to the gender balance of the department/school/unit. When the applicants for a position are equally qualified, the gender balance of the unit should be considered in the final choice of applicant.

For more information about the process following the appointment committee's discussions, see the 'Guidelines for heads of departments at Technical Sciences on appointing permanent members of academic staff under the Bachelor of Engineering job structure'.

## **3 APPOINTMENT**

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.

On the background of the appointment committee's advice and discussions with the department management team, the head of department may decide:

- To recommend a candidate for appointment.
- *Not* to recommend a candidate for appointment (even in cases where there are qualified applicants).

If the head of department decides to recommend a candidate for appointment, the head of department sends a reasoned recommendation to the dean or the relevant vice-dean through HR. For further information regarding the recommendation of a candidate for appointment see 'Guidelines for heads of departments at Technical Sciences on appointing permanent members of academic staff under the Bachelor of Engineering job structure'.

Positions must be re-posted in the event of a well-grounded presumption that advertising the position a second time will attract a broader and more qualified pool of applicants.

#### 4 RE-EMPLOYMENT WITHIN SIX MONTHS

If a position becomes vacant within six months of having been filled, following a recommendation by the head of department, the dean can decide to appoint one of the other applicants who were found qualified for the position by the assessment committee.

#### 5 IN GENERAL

HR is responsible for ensuring compliance with applicable rules in connection with appointments, including in relation to applicants who are found 'not qualified'.

#### 6 RULES AND GUIDELINES

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

On [teaching portfolios in connection with appointments for scientific positions](#)

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