

APPENDIX: Processing advertised appointments, Technical Sciences (1)

Job category	Job advertisement	Approval of job advertisement	Selection of the appointment committee members	Selection and approval of members of the assessment committee	Approval of assessment	Recommendation for interview	Participants in interview	Recommendation for appointment	Decision to appoint
<p>Permanent academic positions:</p> <p>Tenure Track Assistant professor/ researcher</p> <p>Senior Researchers</p> <p>Senior Advisers</p> <p>Prof. MSO</p> <p>Prof.</p>	<p>The head of department and the department management team prepare a draft of the job advertisement. The job advertisement should be worded broadly and published both nationally and internationally.</p> <p>In order to secure an adequate number of high-quality and diverse applicants (external applicants, international applicants and applicants of both genders), the department management team will implement various initiatives, including a search committee.</p> <p>The job advertisement must encourage under-represented genders to apply. At the same time, the job advertisement must also clearly state that the university does not practice preferential hiring in relation to under-represented genders.</p>	<p>The job advertisement is discussed in relevant forums (2), including the department management team and the department’s research committee.</p> <p>The department management team initiates the search process and advertise positions within a given subject area in accordance with the recruitment plans stated in the approved department strategies and budgets.</p> <p>The approved job advertisement is sent to HR.</p>	<p>The head of department appoints an appointment committee on which s/he serves as chair. The composition of the appointment committee is discussed by the department management team as well as the department’s research committee (3).</p> <p>In connection with shortlisting, the chair of the assessment committee is to assist the appointment committee.</p> <p>The appointment committee – with due regard for requirements regarding the necessary academic qualifications – must be broadly put together and gender-diverse.</p> <p>A member of the Executive Team participates in the appointment committee for appointment of professors when deemed appropriate, but as a minimum in the final round of interviews.</p>	<p>The head of department appoints the chair of the assessment committee on the background of discussions with the department management team and the department’s research committee. The chair is appointed simultaneously with selection of the appointment committee and must be approved by the Academic Council.</p> <p>The assessment committee – with due regard for requirements regarding the necessary academic qualifications – must be broadly put together and gender-diverse.</p>	<p>The head of department ensures that the formal requirements of the assessment are met.</p>	<p>The head of department selects the applicants to be offered a job interview after consulting with the appointment committee</p> <p>On the condition that the candidates possess the necessary qualifications, the gender diversity requirement also applies to applicants offered job interviews.</p>	<p>The appointment committee + HR partner (optional) who performs the PI analysis (4)</p>	<p>The head of department sends the recommendation of appointment to HR</p>	<p>The dean and relevant vice-dean decide whether the recommendation for appointment can be accepted after consultation with the faculty’s Tenure and Promotions Committee</p>

	<p>Furthermore, job advertisements should always state that all interested candidates, regardless of personal background, are encouraged to apply for the position, and that all applicants are evaluated on the background of their qualifications in relation to the requirements of the position.</p>			<p>After shortlisting, the head of department will propose members for the assessment committee. The composition of the appointment committee is discussed by the department management team and the department's research committee. The composition of the assessment committee is approved by the academic council.</p>					
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- 1, The table does not include appointments without prior advertisement or temporary academic appointments.
2. An example could be a departmental forum. Alternatively, employee involvement may take the form of an email consultation involving permanent members of academic staff or take place at an academic staff meeting.
3. For positions involving significant teaching duties, a member of the department's education committee must be included on the appointment committee.
4. 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 or public sector consultancy committee in order to gain an impression of the applicants in relation to the department and the tasks involved in the position.