

Guide to
PROGRAMME
FOR PROMOTION TO PROFESSOR
Technical Sciences

August 2022

1. Purpose/introduction

The purpose of this guide is to describe the framework for and content of the promotion programme at the Faculty of Technical Sciences.

The material may also serve to clarify the career path to professor and to support career dialogue, for example during an SDD, including for associate professors/senior researchers who have not been offered the promotion programme.

The basic purpose of the programme at Tech is:

In exceptional cases, to facilitate and provide the basis of recruitment and retention of the strongest talents in research areas that support the strategy of the faculty and the departments.

1.1 Possible scenarios for the programme:

The promotion programme is offered when recruiting candidates who have applied for an associate professorship/senior researcher position.

The purpose of the programme is to provide search committees with an extra tool to attract exceptionally competitive applicants in markets with fierce competition, if such applicants are able to build up or develop a research area crucial to the faculty's strategy so that the area achieves international recognition and/or a leading position.

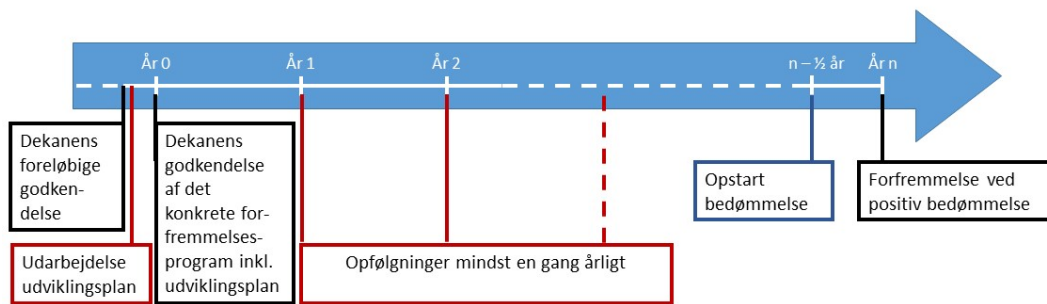
In very exceptional circumstances, the programme is offered to associate professors/senior researchers already employed in order to retain them.

In these exceptional situations, the purpose is to retain a strategically important employee who possesses qualifications in high demand and who is not yet eligible for a professorship according to Tech's criteria.

The intention is not to change the normal procedure of publicly advertising professorships. In order to be eligible for the programme for promotion to professor, it is generally a condition that the candidate's associate professorship/senior researcher position has been advertised.

Associate professors and senior researchers who have become associate professors/senior researchers via the tenure track system cannot generally be offered promotion via the programme for promotion to professor.

The programme can have a duration of between three and five years. Therefore, it is important to agree on a realistic development plan and timeframe from the outset.



Principskitse over forløb for professorforfremmelsesprogram med en varighed fra n=3 til n=5 år.

2. Selection for the programme for promotion to professor

The process for selecting candidates for the promotion programme follows the faculty's current guidelines for academic appointments, including professional recognition and inclusion in the process.

Selection for the programme is closely linked with other appointments and employment planning, so selection will be linked to the strategic considerations in employment plans and talent development. In connection with selection for the programme, emphasis will be on documented extraordinary academic initiatives and results. Considerations should also include how the best qualified candidates can contribute to the strategic and long-term goals of the department, for example goals to improve academic knowledge, diversity, research, education and/or consultancy and collaboration within a given academic area.

The final selection of associate professors/senior researchers for the promotion programme will be made by the dean based on a recommendation from the head of department.

The decision regarding selection and whether the promotion programme is to be applied depends on a specific assessment of the candidate's documented qualifications and results, focusing on:

- Research publications of exceptional quality in leading journals or from leading publishers within the applicant's field of research
- Teaching activities and new development of research-based teaching, methods, courses and PhD programmes
- Applied research/knowledge exchange/public-sector consultancy of exceptional quality
- Management competences at group leader level

- The ability to build effective collegial environments
- Innovations in terms of collaboration/knowledge sharing
- Attraction of external research funding (at least one major grant based on academic assessment and strong competition, for example ERC, Sapere Aude or major foundations)

2.1 Recommendation

A recommendation to the dean from the head of department must include:

- Motivation from the head of department based on input from the candidate
- CV
- A complete list of publications indicating the five most important works
- A description of previous research activities (summary)
- A description of planned research activities
- Portfolio (teaching and/or consultancy)
- A description of participation in various committees and administrative forums

If the dean supports the recommendation, a development plan will be drawn up. The dean will approve the duration of the programme when approving the development plan.

3. During the promotion programme

3.1 Development plan

The head of department is responsible for drawing up the development plan in collaboration with the candidate. The immediate academic leader will be involved in drawing up the plan as required.

The vice-dean for research may choose to take part in drawing up the development plan or can be involved as required.

The development plan must include a follow-up plan, including resolutions on follow-up frequency, participants in the follow-up process and whether follow-up is to take place in connection with the SDD.

The development plan is approved by the dean, who also decides on the duration of the programme.

The approved development plan is sent to HR, and HR is responsible for sending out reminders for the follow-up activities specified in the development plan.

3.2 Mentoring

When admitted to the programme and as part of the development plan, the employee must be assigned a mentor who is a professor, and an individual mentoring programme must be designed. Mentors must be selected by the immediate academic leader or head of department. Mentors must be selected on the basis of the

development plan agreed on for the promotion programme in addition to the following principles and criteria.

Criteria:

- The mentor must be an experienced professor
As a general rule, mentors must be experienced senior academic staff members at professor level.
- As a general rule, the mentor must be employed at AU
As a general rule, mentors must be AU staff. However, external mentors may be appointed in special cases, including mentors from outside Denmark.
- As a general rule, the mentor role is unpaid
Mentors employed at AU will not receive salary supplements or other remuneration for their mentorship tasks. If an external mentor is appointed, remuneration for mentoring may be offered.

Principles

- Mentees should be matched with mentors from a different department
We recommend that as a general rule, mentees should be matched with mentors from a different department. This principle has been adopted to encourage constructive, independent and neutral relationships between mentor and mentee. However, exceptions may be made at larger departments or in cases in which matching a mentee and mentor from the same department would be most conducive to the mentee's professional development.
- Each mentee should be matched with one mentor
As a general rule, only one mentor should be assigned to each mentee in the promotion programme. However, exceptions to this principle may be made in cases in which assigning multiple mentors would best support the mentee's development.
- Mentors may be replaced during the mentoring relationship
Mentors may be replaced in the event that the mentee has development goals for which a different mentor would be able to provide better support. This issue should be addressed in the context of the regular follow-up meetings, and the new mentor should be selected by the candidate's immediate academic leader or the head of department.
- The mentor's duties and responsibilities
The nature and extent of the mentorship relationship, including meeting frequency, should be agreed by the mentor and the mentee. To ensure productive, positive mentoring relationships, the mentor's core work responsibilities and the tasks involved in the role of mentor should be taken into consideration during the selection process. We recommend that mentors should be selected who have the resources to meet with their mentees for at least four 1.5-hour meetings four times a year.

3.3. Follow-up on the development plan

One month before the planned follow-up, the department will receive a reminder from HR.

The head of department is responsible for ensuring that follow-up on the development plan proceeds as agreed in the development plan. The vice-dean for research may choose to take part in the follow-up. Follow-up must take place at least once a year and can form part of or be a continuation of the SDD. Apart from the follow-up activities specified in the development plan, additional follow-ups may be agreed.

The development plan can be updated during the follow-up dialogue if relevant.

The date of the follow-up meeting, as well as the participants at the meeting, are specified in the development plan, along with the overall status, or the status of each individual item. Any changes must be recorded, so that it is clear what has been changed and what was originally agreed. Substantial changes must be discussed with the vice-dean for research before they are adopted by the head of department.

If the status is that the plan is not being fully adhered to, the head of department will make recommendations to the candidate, and these will be entered in the development plan. If the status is that the plan is not being adhered to, and the candidate has not made relevant progress to attain the objectives specified in the development plan, following consultation with the candidate and the vice-dean for research, the head of department will decide on a plan for possible continuation of the programme.

One month after the planned follow-up, the department will receive a reminder to add any updated development plan to the file.

4. Academic assessment for professorship

The assessment must be initiated no later than six months before the end of the agreed promotion programme. In exceptional cases, it can be agreed to carry out the assessment at an earlier point in time. The employee in question must ask to be assessed. If the associate professor/senior researcher fails to request an assessment of his or her qualifications by no later than six months before the end of the promotion programme, or if the associate professor/senior researcher is assessed and found not to be academically qualified, his or her employment as an associate professor/senior researcher will continue outside the programme. It is possible to offer the associate professor/senior researcher an additional attempt at qualifying before the end of the promotion programme. A maximum of two academic assessments may be carried out.

Following a positive assessment, the head of department will submit a recommendation for transfer to professorship for final decision by the dean. The dean will make a decision solely on the basis of the assessment, and will ensure that the academic quality corresponds to appointment of professors in open advertisements.

4.1 Process of the assessment:

The date referred to as the deadline is the date on which the promotion programme ends.

Date	Step
Approx. 7 months before the deadline.	HR sends a reminder to the head of department and the candidate regarding the deadline for the assessment
6 months before the deadline	The associate professor/senior researcher asks his or her head of department to initiate the assessment.
	The head of department submits the request to HR.
	HR informs the associate professor/senior researcher of the materials to be submitted within a deadline of approx. one month. The head of department is asked whether there are any special requests for material. The candidate is requested to submit the following: <ul style="list-style-type: none"> • CV • A report on the status of the development plan and ongoing follow-up on the plan. • A complete list of publications indicating the five most important works • A description of previous research activities (summary) • A description of planned research activities • Portfolio (teaching/consultancy) • A description of participation in various committees and administrative forums • Any other material as requested by the head of department. The development plan (possibly in updated form) from the candidate's HR file is included. The material above constitutes the assessment material.
In parallel	The head of department appoints an assessment committee in accordance with the faculty's current guidelines. See the links below for a guideline on tenured academic staff for department heads.
	HR sends information on the composition of the assessment committee to the associate professor/senior researcher.
	HR sends the information on the composition of the assessment committee to the Academic Council for approval.
Max. 5 months before the deadline.	Deadline for the candidate's submission of assessment material.
Max. 4 months before the deadline.	The complete set of assessment material is sent to the assessment committee, which is given six weeks to submit an assessment based on the criteria for tenured appointments at Technical Sciences (" ABC-kriterier "). The specific requirements for the position

	described in the development plan, and the follow-up on these, form part of the assessment.
	HR submits the assessment to the associate professor/senior researcher who is given a deadline of one week to submit comments on the assessment. At the same time, the head of department informs the associate professor/senior researcher of the outcome of the assessment.
Before the deadline	If the assessment is positive, the head of department will submit to the dean a recommendation for transfer to professorship. After the dean's approval, the department will enter the date of the new position type in MSK. HR will initiate salary negotiations and send a new employment contract.

In the event of absence due to maternity/paternity or adoption leave or in the event of long-term illness, the programme may be extended subject to a specific agreement.

5. Links

The promotion programme is governed by the job structure and by the framework decided by the senior management team, as well as by the framework decided by Tech. The programme is implemented at Tech.

[Ministerial order on job structure for academic staff at universities \(*Bekendtgørelse om stillingsstruktur for videnskabeligt personale ved universiteter*\)](#)

[The senior management team's decision of 24 November 2021](#)

[Tech's criteria for tenured employment](#)

[Development plan](#)

[Mentorship agreement](#)

[Book on mentoring](#)

[Guideline for department heads on tenured academic staff \(concerning selection of members for assessment committees\).](#)

The guide was adopted at the faculty management team meeting on 31 May 2022.

The faculty management team will discuss the guide in order to decide on a possible revision in Q4 of 2024.