GUIDELINES FOR APPLICANTS

Guidelines for applicants at postdoc and research assistant level at Technical Sciences, Aarhus University

Effective as of 1 January 2022

1. OBJECTIVE

These guidelines are intended for applicants to academic positions at research assistant and postdoc level at Technical Sciences, Aarhus University. Applications for positions are to be submitted online: www.au.dk/en/about/vacant-positions/

2. APPLICATION AND DOCUMENTATION

Applications for academic positions at postdoc and research assistant level must include the documents and attachments required by the job advertisement, typically:

- A short personal statement which 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 containing contact information
- Diplomas (copies of diplomas for Master's and PhD degrees). The diplomas must be in Danish or English.
- A maximum of five publications may be attached.
- Teaching portfolio, including a description of teaching qualifications (if required in the job advertisement). If you do not include a teaching portfolio in your application, the reasons for this must be stated in the application. Read more about the teaching portfolio here.

Optional application materials (where relevant):

- Presentation of qualifications with regards to communication and related activities, including a list of lecturing activities and popular research communication
- Documentation of consultancy work in relation to government agencies and institutions, organisations or companies
- Documentation of research collaborations with companies, organisations or public-sector institutions
- Research plan/development plan
- Additional relevant material
- References/recommendations (maximum of three), including identity of referee (name, position, place of work, email and mobile phone no.), should be uploaded individually to the application system. If the referee is to submit the reference anonymously, it is possible to enter the name, posi-tion, workplace and email address. The referee will then receive an email with a link, where it is possible to upload a reference.

3. ONLINE APPLICATION

All positions must be applied for online. All job advertisements contain a link to the application system which must be used.

It is not possible interrupt an application in process in the system and return to it later without start-ing over from the beginning. It is possible to change or add application materials up to the dead-line 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 NEXT STEPS IN THE PROCESS

4.1 Shortlisting

Shortlisting is used at Aarhus University. This means that after receiving the recommendation from the grant recipient, the head of department, assisted by the chair of the assessment committee, prepares a short list of the applicants who are the best overall match for the department's and the faculty's recruitment needs and who possess the qualifications, competencies, experience and potential described in the job advertisement. Through the shortlisting process, applicants are selected 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. The individual applicants thus do not receive information about the names of the other applicants for the position.

As a general rule, the assessment committee consists of at least one internal person at associate professor level or above. This person is chair of the assessment committee.

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 qualified or not qualified in regard to research, teaching and/or public-sector consultancy tasks, as well as in relation to the other academic qualification requirements specified in the job advertisement.

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 the assessment committee hs found the applicant academically qualified for the position.

4.3 Grant recipient - tasks and process

On the background of the assessments, the grant recipient decides which applicants are to be offered an interview. The grant recipient conducts the interviews, and others can be involved as needed.

On the background of the grant recipient's recommendation, the head of department decides which applicant is to be appointed.

5. LEGAL BASIS

About the teaching portfolio (click to link to the page)
The legal basis for the rules can be found here: http://www.au.dk/en/about/vacant-positions/rules-and-regulations/