

Ministerial Order on the Appointment of Academic Staff at Universities (the Appointment Order)

The University of Copenhagen hereby stipulate the supplementary rules below. The rules apply to the university in general. The individual faculty may stipulate additional supplementary rules with regard to the procedure for appointment of academic staff (employees covered by the job structure for academic staff at universities).

Pursuant to section 29, subsection (3) of Act no. 403 of 28 May 2003 on Universities (the University Act) it is stipulated that:

Purpose

1. (1) The purpose of this order is to set the overall frameworks for the appointment of academic staff and to allow universities to develop and amend their administrative rules governing appointments in a manner that matches the needs of individual subject areas and appointments.

Scope

2. (1) This order applies to the appointment of members of staff in posts covered by the job structure for academic staff at universities.

In addition to this order appointment of academic staff is covered by existing legislation on public administration including the Public Administration Act, principles of administrative law, Act on Public Access to Documents in Administrative Files, Sex Discrimination Act and Circular on Staff Recruitment via Internet.

(2) The order also applies to appointments to clinical professorships and clinical associate professorships but may in those cases be modified by special agreements.

(3) The university lays down any supplementary rules to this order.

Pursuant to the University of Copenhagen Regulations, section 35, subsection (4), the Dean appoints academic staff in accordance with guidelines set up by the Rector. The Deans have thus been delegated the competence by the Rector to carry through the procedure of appointment and make decision on the appointment of academic staff. This competence cannot be delegated further with regard to posts as professor, professor with special responsibilities, clinical professor, associate professor, assistant professor on long-term contracts, and senior advisor.

With regard to all other job categories, including foreign professors and associate professors appointed without advertisement as guest researchers, cf. section 10, this competence may be delegated to heads of department.

The competence to make decision on the appointment of hourly-paid lecturers, including part-time lecturers may be delegated to heads of department, directors of studies, or chairmen of study boards.

Copies of delegations shall be submitted to the Rector/the Personnel and Legal Department.

Advertisement

3. (1) Professorships and associate professorships must be advertised internationally, except under special circumstances of an academic nature, cf., however, sections 8-10.

At the University of Copenhagen the Dean decides whether 'special circumstances of an academic nature' apply.

Other posts shall be advertised nation-wide and, if required, internationally – excepted are appointments without advertisement pursuant to sections 8-10 concerning appointment and reappointment for up to one year, appointment by nomination, and appointment by external funding.

Assessment

4. (1) When appointing professors, professors with special responsibilities, associate professors, assistant professors and senior advisors, and when assessing assistant professors on long-term contracts in connection with the transition to an associate professorship, the Rector appoints an assessment committee consisting of a chairperson and two or four members, cf., however, sections 9 and 10.

The Academy Council recommends to the Rector the composition of the expert committee, which is set up to conduct an assessment of the applicants for academic posts, cf. The University Act, section 15, subsection (2), (c). At the University of Copenhagen recommendation is made to the Dean, cf. The University of Copenhagen Regulations, section 35, subsection (3).

In addition to the job categories mentioned in section 4, subsection (1), appointment of clinical professors requires that regular assessment committees be set up.

Conferment of the title of honorary professor or honorary associate professor is considered in accordance with Order no. 622 of 28 June 2000. It should be made absolutely clear that conferment of the titles of honorary professor or honorary associate professor does not involve employment.

(2) The Rector appoints the chairperson of the committee and stipulates a deadline by which the committee must submit its assessment. The majority of the members must be external members - universities are encouraged to invite external members from abroad. The Rector may grant an exemption from this provision in the event of special circumstances of an academic nature.

At the University of Copenhagen these responsibilities lie with the Dean.

The assessment committee shall, in as far as possible, be composed of a balanced number of men and women.

The applicants shall be informed of the composition of the assessment committee immediately after the committee has been set up.

At the University of Copenhagen the Dean decides, whether in actual cases exceptions can be made to the principal rule stipulating an external majority in assessment committees.

(3) For appointments to other posts, the Rector sets up an assessment committee or nominates one or more experts to conduct an academic assessment of the applicants.

By appointment to posts as postdoc, research assistant, teaching assistant professor/teaching associate professor, temporary lecturer, and postgraduate fellow in psychology an expert is appointed to conduct the assessment. If relevant, an assessment committee may be set up composed of one chairman and one (or more) member(s). There is no requirement of external members in such committees.

Procedures for assessment and appointment of PhD fellows and research fellows are laid down by the faculty in question.

The individual faculty also lays down the procedure for appointment and assessment of hourly-paid lecturers.

The Faculty of Health Sciences may with regard to clinical posts (clinical associate professor, clinical instructor, senior clinical instructor in dentistry, postgraduate fellow in odontology) apply the procedure above, or lay down a specific procedure for the assessment and appointment to these posts.

Copies of the faculties' fixed appointment procedures shall be submitted to the Rector/the Personnel and Legal Department.

(4) Members of assessment committees and other experts must possess expertise in the relevant academic discipline at a level corresponding to that required for the post but not below associate professor level.

5. (1) The assessment committee or expert decides whether the applicants possess the academic qualifications in research, teaching, communication, etc. stipulated in the job structure and fulfil the other academic and professional requirements stipulated in the advertisement. A non-prioritised, reasoned and written assessment of the applicants' academic qualifications is submitted to the Rector. In the event of differences of opinion between the members of the committee, this must be stipulated in the assessment.

The assessment committee or the appointed expert cannot be requested to make a consultative order of priorities of academically qualified applicants. The assessment of the individual applicant shall, however, be suitably elaborate, exhaustive and subtle so as to provide the Dean/Head of Department/Director of Studies with a satisfactory contribution towards the decision on appointment.

The assessment committee may propose to the Dean that (a) trial lecture(s) be held with one or more applicants with a view to making the best possible assessment of the applicants' teaching

qualifications. The Dean decides whether to follow the recommendation, and if so, who can attend the trial lectures other than the assessment committee. Cases of appointment in the public sector are covered by the claim for confidentiality. As the trial lecture is part of the appointment procedure, the public is not admitted to such lectures.

If a unanimous assessment committee, or an appointed expert, assess that an applicant quite evidently is not qualified, it may be stated in brief in the assessment which of the qualification requirements have not been met. Particularly, this could be insufficiency in the specific qualification requirements established as minimum requirements for the specific post in the job structure.

Once an assessment has been approved by the Dean, each applicant shall immediately hereafter receive the part of the report relating to him/herself. The assessment will be accompanied by information on the further developments in the pending case of appointment.

(2) Only the chairperson and committee members may participate in the work of the committee but the institution may appoint a secretary to the committee if necessary.

6. (1) The university is empowered to lay down general rules for documentation of the applicants' qualifications and for the scope of the material that applicants are allowed to submit for assessment.

The general rules mentioned in section 6 are laid down by the individual faculty. By the stipulation of these rules, it must be ensured that suitable, relevant material on all the qualification requirements, primarily research, teaching and communication, to be assessed by the committee is available.

Appointment

7. (1) The Rector's decision about the appointment should normally be made no more than 6 months after the deadline for applications expires.

At the University of Copenhagen decision on appointment lies with the Dean.

The Dean may decide to apply trial lectures when deciding on appointment. Apart from the Dean, the relevant head of department and director of studies and the committee chairman will normally be attending such lectures. As the trial lecture is part of the appointment procedure, the public is not admitted to such lectures.

Appointment interviews shall be held as part of the Dean's decision on appointment to principal positions and posts as senior advisor and clinical professor. Apart from the Dean, the relevant head of department and director of studies, and the committee chairman will normally participate in these interviews.

In the event of special circumstances, the Dean may decide to let other relevant persons participate in appointment interviews and/or trial lectures. These participants will also be covered by the provisions on confidentiality.

If a post becomes vacant within a time-limit of six months after appointment, the Dean may decide to appoint another applicant previously subject to positive assessment by the committee/appointed expert.

The Dean/head of department/director of studies may interrupt an appointment procedure and omit to appoint an advertised post. Applicants shall receive a justified notification about such a decision.

Appointment without advertisement

8. (1) The Rector is entitled to set up a committee with a remit to explore the market for candidates for a professorship or associate professorship. If this search identifies a particularly well qualified candidate for the professorship or the associate professorship, and if an assessment committee set up in accordance with the rules stipulated in section 4, subsection (1), finds that the candidate is clearly better qualified than any others who might be considered for the post if it was advertised under the normal procedure, the Rector is empowered to offer the candidate the post without advertising it.

In the event of special circumstances a permanent or temporary post as associate professor or professor, professor with special responsibilities or clinical professor may be appointed without advertisement (nomination). Appointment of this kind may be decided on with a view to recruiting or securing academic staff with a special expert profile, or to strengthening or developing specific research priority areas.

Appointment without advertisement (nomination) presupposes a search committee, and the Dean shall set up a search committee composed of one or more recognized researchers. Should the search committee find in the national or international specialist 'market' an exceptionally qualified and interested candidate for the post as associate professor/professor (professor, professor with special responsibilities, clinical professor) the committee will submit to the Dean a brief account in writing.

Consequently the Dean may set up an assessment committee, cf. section 4, subsection (1) and an ordinary assessment will be made of the candidate in question. In conclusion to the assessment the committee shall assess that the candidate is clearly better qualified than any others, who might be considered for the post, if it was advertised under the normal procedure.

The members of the search committee cannot subsequently become members/chairman of the assessment committee set up for the assessment of the candidate in question.

Externally funded appointments

9. (1) If external funding has been made available for the appointment of a person nominated by the external funder in question, the Rector is entitled to appoint this person without advertising the post

but only after a positive academic assessment, cf. section 4, subsection (3).

Appointment and reappointment for less than a year

10. (1) Fixed-term appointment for a period of up to one year - or up to two years for foreign professors and associate professors - and reappointment for up to one year are allowed without advertising, provided that the member of staff in question is assessed as academically qualified for the job, cf. section 4, subsection (3). If the total duration of employment, including reappointment, exceeds two years - or three years for foreign professors and associate professors - the post must be advertised and an academic assessment conducted, cf. section 4, subsection (1).

Effective date and interim provisions

11. (1) This Ministerial Order comes into force on 1 July 2005 and applies to posts advertised after that date. Appointments currently being processed will be completed in accordance with the previous rules..

(2) This Ministerial Order revokes the following:

- 1) Ministerial Order no. 728 of 9 September 1993 regarding the Appointment of Lecturers and Academic Staff at Universities, etc., under the Ministry of Education.
- 2) Ministerial Order no. 820 of 31 August 2000 regarding the Appointment of Lecturers and Academic Staff at Universities, etc. under the Ministry of Research and Information Technology.

12. (1) The university management may decide to appoint teaching lecturers to full-time or parttime posts of indefinite duration without research duties up to 1 September 2005.

(2) Appointment as teaching lecturer requires the person in question:

- 1) to have been a teaching assistant and/or external lecturer and/or fixed-term lecturer (amanuensis) at one or more universities, normally for at least 5 of the last 8 years, after passing his/her Master's degree
- 2) not to have been simultaneously employed in a principal position other than as a fixed-term lecturer (amanuensis) and
- 3) normally to have been employed for at least 450 hours a year on average for at least 5 years.

(3) Teaching lecturers are assessed in accordance with section 4, subsection (3).

Ministry of Science, Technology and Innovation, 17 March 2005

For the Minister

By Order

René Bugge Bertramsen

/Benedikte Schaltz