

# APPENDIX 1: Processing advertised appointments, Natural Sciences (1)

January 2023

Job category	Job advertisement	Approval of job advertisement	Selection of 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><b>Permanent member of academic staff positions:</b></p> <p>Tenure track assistant professor/researcher, associate professor, Senior researcher, Professor</p>	<p>The head of the 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 all 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. 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>The job advertisement is discussed in relevant fora (2), including the department management team and the department's research committee.</p> <p>The department management team initiates the search process and advertises positions within a given subject area in accordance with the recruitment plans stipulated in the department's approved strategy and budgets.</p> <p>The approved job advertisement is sent to HR.</p>	<p>The department head 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 Dean's Office participates in the appointment committee for the appointment of professors when deemed appropriate, but as a minimum in the final round of interviews.</p>	<p>The head of the 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 the selection of appointment committee members 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>After shortlisting, the head of the 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>	<p>The head of the department ensures that the formal requirements of the assessment are met.</p>	<p>The head of the 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) complete a PI analysis if necessary. (4)</p>	<p>The department head sends the recommendation of appointment to HR</p>	<p>The dean and relevant vice-dean decide whether the recommendation for appointment can be accepted.</p>

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1. The table does not include appointments without prior advertisement or temporary academic appointments.
2. An example of a relevant forum is a departmental forum. Alternatively, employee involvement may be take the form of an email consultation involving permanent members of academic staff or at an academic staff meeting.
3. In case of 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 department head 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.