

Career development plan for fixed-term scientific staff at AU-Nat

To be completed by candidate and leader jointly. Please read next page for further instructions.

Name candidate: [Klik eller tryk her for at skrive tekst.](#)

Name leader: [Klik eller tryk her for at skrive tekst.](#)

Department: [Klik eller tryk her for at skrive tekst.](#)

Starting date: [Klik eller tryk her for at skrive tekst.](#)

Type of employment and duration of contract (please tick and complete):

- postdoc ([Klik eller tryk her for at skrive tekst.](#) months)
- assistant professor without tenure track ([Klik eller tryk her for at skrive tekst.](#) months)
- associate professor on fixed-term contract ([Klik eller tryk her for at skrive tekst.](#) months)
- other, namely [Klik eller tryk her for at skrive tekst.](#) ([Klik eller tryk her for at skrive tekst.](#) months)

The candidate's long-term career development goal is:

- Yet to be clarified
- Employment as tenured Associate Professor of Professor (or equivalent, at AU or elsewhere)
- Other employment, namely [Klik eller tryk her for at skrive tekst.](#)

1. Please reflect upon the candidate's long-term (e.g., 5-year) career goal and sketch a few important milestones for their career development.

[Klik eller tryk her for at skrive tekst.](#)

2. Please name a few activities for the upcoming employment period and describe how they will advance the candidate's career. Please consult [Scientific Careers at AU Natural Sciences](#) for inspiration.

[Klik eller tryk her for at skrive tekst.](#)

3. Please state when and how to follow up. Consider sketching a plan B, and agree on when and how to change from plan A to B.

[Klik eller tryk her for at skrive tekst.](#)

Appendix: “How to” for candidate and leader

The Faculty of Natural Sciences (Nat) has the ambition to support their employees’ career development and puts special emphasis on researchers in fixed-term positions. Therefore, it is a mandatory element of the recruitment process for postdocs, assistant professors, and associate professors on fixed-term contracts, to devise a career development plan.

The prime purpose of this measure is to stimulate and provide a framework for dialogue: The candidate and their leader jointly devise the plan and thereby mutually clarify, and where necessary align, their expectations. For mere postdoc positions, the plan must be approved within two weeks after starting date. For all other positions, the contract can be issued only after the plan has been approved. It is the head of department and vice dean, who need to approve of the plan (quality assurance with respect to the requirements listed below - can be delegated). The development plan incl. updates made during the contract, will be filed on the candidate’s HR file.

The following requirements must be met by career development plans:

1. The plan must be based on dialogue and informed choices.
2. The proposed activities must be realistic and relevant in terms of career development.
3. If the candidate has previously been employed in a fixed-term scientist position (excl. PhD) at Nat, please refer to the plan issued in connection with their last employment.
4. If the career development plan covers a period of employment as Assistant Professors, the development plan must address the goal of qualifying as Associate Professor within max. four years as Assistant Professor. This includes enrolling in the [University Pedagogical Programme](#) for Assistant Professors.

The following can provide inspiration and guidance...

... in general:

- Other than the requirements stated above, there is no right or wrong content for a career development plan.
- Please consult [Scientific Careers at AU Natural Sciences](#) for information about the characteristics of scientific positions at Nat, and various career development tools.
- If the candidate, their leader, and head of department agree on an Associate Professor or Professor position (at AU or elsewhere) being a realistic long-term career development goal for the candidate, the candidate’s leader and head of department should explore the possibilities to offer the candidate an Assistant Professor position (with or without tenure track) as soon as qualified.
- The career development plan can be a means to agree on division of tasks and responsibilities in a project.
- It can be helpful to address in the plan options or activities which will *not* be pursued.

... concerning question 1 in the template:

- Many new postdocs will not be able to state their long-term career development goal(s), and career clarification will in many cases be an integral part of a postdoc phase.

... concerning question 2 in the template:

- Where relevant, agree upon and describe the responsibilities of the candidate and leader, respectively.
- For contracts shorter than 1 year: Choose activities that can realistically be completed before the end of contract.
- For contracts of at least 1 year duration: Choose activities that can realistically be completed before the agreed date for updating the plan (cf. question 3).

... concerning question 3 in the template:

- As a rule of thumb, the plan should be revisited and updated at least once a year. For contracts of at least 1 year duration, follow up in the framework of Staff Development Dialogue (MUS) will be the standard.
- For contracts shorter than 1 year, you should agree on a suitable way to follow-up, with at least one meeting scheduled about 3 months before the end of the contract.