Rules for academic assessment of candidates for academic positions at Aalborg University (applicable from 1 September 2013)

1. General rules

1.1 Requirements applying to members of the assessment committee and other appointed experts
Members of an assessment committee and other appointed experts must be experts within the academic area of the position at a level which, as a minimum, corresponds to that required for the position, and never below associate professorship level.

Only the chairperson, committee members and possibly secretarial assistant(s) may take part in the work of the assessment committee.

1.2 Non-advertised positions
For non-advertised positions of a duration of one year as a maximum, one year’s extension is possible (for international staff at professorship and associate professorship levels the maximum is two years, with the possibility of one year’s extension), cf. the job advertisement rules, the rules under subsection 2.4 will apply to all job categories within the job structure.

However, international staff (guest researchers) occupying an academic position at the same academic level at a university recognised by AAU parallel to their position at AAU, may be appointed for up to three months without prior academic assessment.

1.3 Dispensation
On the basis of a concrete application and estimation, Rector may make an exemption from the rules adopted by the university within the framework of the Ministerial Order on the Appointment of Academic Staff.

2. Specific requirements applying to advertised positions

2.1 Appointment of an assessment committee for the appointment of staff at professorship and associate professorship levels
For positions at professorship and associate professorship levels (including clinical professors), for positions as senior consultant, and for the assessment of tenured staff in transition from assistant to associate professorship level, Academic Council will appoint an assessment committee, which will conduct an overall academic assessment of applicants.

The assessment committee consists of a chairperson and two or four members.

Academic Council appoints the chairperson and the members. Rector or the person authorised by Rector, cf. the Delegation Instructions, determines the deadline for submission of the assessment report by the committee.
A majority of committee members must be external (from outside AAU), for instance from other countries. Academic Council determines whether, in a concrete situation, dispensation may be granted from the main rule of external membership majority when an assessment committee is appointed.

To the greatest extent possible, members of both genders must be appointed.

2.2 Appointment of assessment committee for positions at assistant professorship level
For positions at assistant professorship level, including assistant professors, postdocs and researchers, Academic Council appoints an assessment committee consisting of a chairperson and one or two members, who will conduct an overall assessment of the applicants. Rector or the person authorised by Rector, cf. the Delegation Instructions, determines the deadline for submission of the assessment report by the committee.

2.3 Appointment of experts for the assessment of PhD applicants
For PhD positions, Rector or the person authorised by Rector, cf. the Delegation Instructions, appoints two experts who will conduct an overall academic assessment of the applicants. Rector or the person authorised by Rector, cf. the Delegation Instructions, determines the deadline for submission of the assessment report by the experts.

2.4 Appointment of experts for the assessment of candidates for positions below assistant professorship level (apart from PhD) and special positions
For the appointment of candidates for other positions below assistant professorship level/special positions, including research assistants, teaching assistants, clinical associate professors, part-time lecturers, teaching assistant professors and teaching associate professors, Rector or the person authorised by Rector, cf. the Delegation Instructions, appoints one or two experts who will conduct an overall academic assessment of the applicants. Rector or the person authorised by Rector, cf. the Delegation Instructions, determines the deadline for submission of the assessment report by the expert(s).