AARHUS
UNIVERSITY
HEALTH

GUIDELINES FOR APPLICANTS TO ACADEMIC POSITIONS

AT HEALTH, AARHUS UNIVERSITY

Prepared by the faculty management team, Health.

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1. Target group

These guidelines have been prepared for everyone who wishes to apply for an academic position at Health, Aarhus University (AU), though with the exception of applicants for PhD positions.

2. Application and documentation

A complete application consists of the application itself and a variety of appendices. Applicants are responsible for ensuring that the correct appendices are included.

2.1 Application to general academic positions

General academic positions cover the following types of positions:

- Professor
- Clinical professor
- Associate professor
- Clinical associate professor
- Clinical assistant professor
- Tenure track assistant professor
- Assistant professor
- Postdoc

An application for one of these positions must contain:

- A completed "Template for applicant - type of position[1]". A link to the template can be found in the job advertisement and on Recruitment procedures at Health. The template must be uploaded under "Template for applicant".
- A brief personal statement in which the applicant describes his or her motivation for applying for the position, relevant qualifications, as well as intentions and visions for undertaking the position.
- A CV with contact information and preferably documentation of the applicant's competences within the four core activities at Health, Aarhus University: research, education, cooperation and talent development.
- Indication of education with copy of the diploma for obtained degrees: Bachelor's, Master's, Master, PhD and/or higher doctoral degree. The diplomas must be in Danish or English (translated by a recognised translation agency or similar).
- Indication of academic qualifications:
  - List of publications.
  - Selected academic publications:
    - For **professor and clinical professor**, the ten publications stated as the most important in the "Template for applicant – professor" must be submitted.
    - For **associate professor**, the five publications stated as the most important in the "Template for applicant – associate professor" must be submitted.
    - For **assistant professor and tenure track assistant professor** up to five publications may be submitted
    - For **clinical associate professor and clinical assistant professor** three publications may be submitted
    - For **postdoc**, up to five publications may be submitted.
- The teaching portfolio must be enclosed.
- Research plan, which is stated in "Template for applicant - type of position", can also be submitted separately.
- Co-author statement(s) may be submitted.
- Any additional documentation that is related to Aarhus University's four core activities can be uploaded together as PDF files in the recruitment system under "Extra documents".

[1] As an applicant, you must fill in the "Template for applicant". You should be careful to choose the template that corresponds to the type of position you are applying for.

- Other qualifications that are relevant in relation to the position must be stated in the application.
- Communication qualifications and similar must be stated in the CV.
- References/recommendations can be uploaded separately in the e-recruitment system.

2.2 Applications to other academic positions

Other academic positions cover the following types of positions:

- Teaching associate professor
- Teaching assistant professor
- Teaching assistant
- Research assistant
- Part-time lecturer
- Clinical instructor
- Senior clinical instructor of dentistry

An application to the position of **teaching associate professor or teaching assistant professor** must contain:

- A completed "Template for the applicant - other academic positions" (Danish/English). The template must be uploaded under “Template for applicant".
- A brief personal statement in which the applicant describes his or her motivation for applying for the position, describes relevant qualifications, as well as intentions and visions for undertaking the position.
- A CV containing contact information.
- Indication of education with copy of the diploma for obtained degrees: Bachelor’s, Master's, Master, PhD and/or higher doctoral degree. The diplomas must be in Danish or English (translated by a recognised translation agency or similar).
- Indication of other teaching qualifications, in terms of a teaching portfolio.
- Indication of other qualifications: Material may be uploaded in a PDF file in the recruitment system under "Extra documents".
- References/recommendations can be uploaded separately in the recruitment system.

An application to one of the **other academic positions** must contain:

- A completed "Template for the applicant - other academic positions" (Danish/English). The template must be uploaded under “Template for applicant".
- A brief personal statement in which the applicant describes his or her motivation for applying for the position, relevant qualifications, as well as intentions and visions for undertaking the position.
- A CV containing contact information.
- Indication of education with copy of the diploma for obtained academic degrees: Bachelor’s, Master's, Master, PhD and/or higher doctoral degree. The diplomas must be in Danish or English (translated by a recognised translation agency or similar).
- Indication of other qualifications, in terms of a teaching portfolio (if relevant for the position).
- Indication of academic qualifications (if relevant for the position):
  - List of publications.
  - Other relevant material may be uploaded in a PDF file in the e-recruitment system under "Extra documents".
- References/recommendations can be uploaded separately in the e-recruitment system.

3. Online application

Aarhus University uses an e-recruitment system for receipt of applications. You will find a link to the application form that you must use in the job advertisement.

Before uploading your application, it is important that you ensure that all documentation is ready for upload in Word and/or PDF format, as all material must be uploaded at once. However, when the application is uploaded in the system, it is possible to change data and add/delete documents up to the application deadline.

The system does not support .zip files or image file formats. File names must only contain numbers and letters,

and the maximum permitted size of each file is 20 MB. All mandatory fields (marked with *) must be filled out.

The application must be received on the date of **the application deadline before 23:59 CEST.** The job advertisement is automatically removed at 23:59 and can then no longer be accessed after this.

In case of technical problems, applicants are encouraged to try again. In the unlikely event of it not being possible to resolve the technical problems, please contact an employee at Health HR via health.hr@au.dk.

4. Shortlisting

Shortlisting may be used for all academic positions. If shortlisting is used, this will be stated in the job advertisement in question. Shortlisting refers to a process in which a small number of applicants are selected for an academic assessment from the total pool of applicants. The applicants selected for this assessment are those who are – based on an overall assessment – the best match for the departments and the faculty's recruitment needs and meet the qualifications, competences, experience and potential described in the job advertisement, including the faculty's criteria for appointments.

Rejection of applicants who do not proceed to assessment

Applicants who do not proceed to assessment are informed of this by HR immediately after shortlisting and will therefore receive a final rejection of their application for the advertised position.

Applicants who are selected for assessment

HR then informs those applicants who are selected for academic assessment of this. These applicants will also be informed of the composition of the assessment committee.

5. Legal basis

The guidelines are based on the following applicable legislation and guidelines:

- The University Act (in Danish)
- Aarhus University's By-laws
- The ministerial order on appointment of academic staff at universities (The Appointment Order) (in Danish)
- Ministerial Order on Job Structure for Academic Staff at Universities
- Consolidation Act on Fixed-Term Employment (in Danish)
- Ministerial Order on the conferment of the titles of honorary professor and honorary associate professor (In Danish).