

## **Ministerial Order Regarding the Appointment of Lecturers and Academic Staff at Universities, etc., under the Ministry of Research and Information Technology**

The following is laid down pursuant to section 2 (2) (3) and section 11 (2) of the Danish Universities Act, cf. Consolidation Act No. 1177 of 22 December 1999:

### Part 1 General provisions

**Section 1.** Appointments shall be handled in accordance with the following rules, the Danish Public Administration Act and the provisions that otherwise apply, including the provisions contained in the statute of the individual institutions and supplementary rules laid down by the institutions themselves.

(2) Appointment shall be conditional upon the person in question having attained the basic general research and teaching qualifications required for the particular post in the provisions laid down in the job structure, and also having satisfied the other qualification requirements laid down for the specific post.

(3) Temporary appointment to full-time posts shall comply with the provisions of parts 2-4, with the departures that follow from part 7.

(4) The provisions of part 8 shall apply to appointments to teaching posts, etc., paid by the hour.

### Part 2 Advertisement

**Section 2.** Posts shall be filled in open competition following advertisement, unless it is a matter of appointment without advertisement pursuant to part 5 or a temporary appointment for up to 1 year, cf. section 13 (3) and section 14 (4).

**Section 3.** The content of the post and the qualification requirements shall be described in the advertisement in such a way that they form the basis for open competition.

(2) Advertisements for vacant posts shall be published in such a way that they come to the attention of suitable candidates.

(3) As a rule, professorships shall be advertised internationally.

### Part 3 The assessment committee and its recommendation

**Section 4.** Immediately after the deadline for applications expires, at the latest, the administration of the institution shall appoint an expert assessment committee, paying attention to creating a balance between women and men. At the same time, the administration of the institution shall appoint a chair for the committee and lay down a time limit for the committee's submission of its assessment.

(2) The assessment committee shall be made up of the chair and two or four members. The individuals in question must be experts in the post's field at a level that corresponds to that required for the post, but not below associate professor level.

(3) At least one member of an assessment committee of three and at least two members of an assessment committee of five shall not be employed at the institution in question. The rector may amend this provision if special circumstances are in evidence.

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

(5) The institution shall inform the applicants of the composition of the assessment committee as soon

as its members have been chosen.

**Section 5.** The institution may lay down general rules for the scope of material that applicants can include in the assessment.

(2) In special cases, the administration of the institution may decide, after consulting with or receiving a recommendation from the assessment committee, that applicants should have an opportunity to include additional scholarly material for the assessment. In this case, a time limit shall be set and all the applicants informed accordingly.

(3) The assessment committee may suggest to the administration of the institution that the post should be re-advertised if after studying the applications and the other available information it expects that better qualified candidates may submit applications.

**Section 6.** The assessment committee shall decide which applicants are considered qualified concerning research and teaching capabilities, and in relation to the other professional qualification requirements specified in the job advertisement. The assessment committee shall submit a well-reasoned, written assessment to the administration of the institution. The assessment shall be confidential. If the members of the assessment committee agree that one or more applicants are not qualified for the post, the committee may confine itself to indicating in brief which qualification requirements have not been satisfied. The assessment committee shall not prioritise who among the qualified applicants should be appointed to the post. The committee, however, may submit a suggested prioritisation of qualified applicants at the specific request of the administration.

(2) The assessment committee may recommend to the administration of the institution that one or more applicants should give a trial lecture. The administration shall decide whether the recommendation should be followed and, if so, who may attend the lectures.

(3) The committee's assessment shall either be unanimous or be an assessment by a majority and one or more minorities. If there are differences of opinion between the members of the committee, this shall be made clear in the committee's assessment.

(4) As soon as the committee has submitted its assessment, the institution shall send each applicant the part of the assessment that relates to him/her.

#### Part 4 Further procedure

**Section 7.** The administration of the institution shall decide who shall be appointed, or recommended for appointment if the case has to be submitted to the Ministry according to the rules. An applicant may only be appointed if a majority of the assessment committee regards the person in question as qualified for the post.

(2) A decision under section 1 should normally be made no more than 6 months after the deadline for applications expires.

(3) Before the administration of the institution makes a decision on the appointment, it may call one or more applicants for an interview and/or a trial lecture.

(4) If the administration does not wish the post to be filled with one of the available applicants, it shall decide whether the post should be re-advertised or left unfilled for the time being.

**Section 8.** If a post falls vacant within 6 months of being filled, the administration of the institution may decide to appoint another of the applicants whom either all or a majority of the assessment committee regarded as qualified for the post.

#### Part 5 Appointment without advertisement

**Section 9.** In special cases the administration of the institution may decide that a professorship or associate professorship should be filled without being advertised if an expert assessment committee has made a unanimous reasoned recommendation to this effect. The committee shall be composed in accordance with the rules in section 4.

(2) The qualifications of the person in question must be adequately substantiated and the person must be regarded by the committee as clearly better qualified than others who might come into consideration.

**Section 10.** If external funding has been made available for the appointment of a specific person, the institution may, irrespective of the provisions of section 2, appoint that person without advertising the post, but only after a positive assessment. The assessment shall be made by an expert at the same level as that required for the post, but at least at the associate professor level.

**Section 11.** Visiting professors and associate professors from abroad may be appointed without advertisement after a positive assessment by an expert at the same level as that required for the post.

#### Part 6 Combined posts

**Section 12.** The rules contained in section 13 (1) and (2) concerning advertisement and assessment shall apply to appointments to combined posts (posts shared by two institutions).

(2) In the case of appointments for less than 1 year or for a limited number of hours, reappointment to the same job category when a period of employment expires, or if the institution is under an obligation to offer appointment under current regulations, the appointment shall be made in accordance with the rules contained in section 13 (3).

(3) In the case of appointments to clinical professorships, the Order shall apply with the modifications that follow from special agreements.

#### Part 7 Special rules concerning temporary appointments to full-time posts

**Section 13.** In the case of temporary appointments, the period of employment shall be specified in the advertisement.

(2) In the case of temporary appointments for longer than 1 year in a job category in the current job structure, apart from professorships, associate professorships and assistant professorships, the administration of the institution may appoint an assessment committee consisting of a chair and a minimum of one member of at least associate professor level, irrespective of section 4 (2) and (3). An appointment may only be made if the person in question is regarded as qualified for appointment to the post by both or a majority of the committee's members.

(3) Periods of employment of up to 1 year in one of the job categories in the current job structure, apart from PhD, post-graduate or research fellowships, shall not require advertisement or an assessment committee. This assumes, however, that a positive statement by an expert of at least associate professor level (at least professor level concerning professorships) is available regarding the qualifications of the person in question for appointment in the particular job category.

(4) A temporary appointment may be extended beyond 1 year following assessment in accordance with (2).

#### Part 8 Appointment to teaching posts, etc., with hourly pay

**Section 14.** In the case of appointments to teaching posts paid by the hour, etc, for more than 1 year, including external lectureships, the post shall be advertised in accordance with the provisions of part 2. The period of employment shall be specified in the advertisement.

(2) The administration of the institution shall appoint an assessment committee consisting of a chair and at least one member of at least associate professor level, but cf. (3). An appointment may only be made if the person in question is regarded by both or a majority of the committee's members as qualified for appointment to the post.

(3) In the case of teaching assistants, the assessment requirement may be satisfied by a positive statement from an expert of at least associate professor level regarding the qualifications of the person in question for appointment.

(4) In the case of appointments for up to 1 year or for a limited number of hours, reappointment of a person in the same job category when a period of employment expires, or if the institution is under an obligation to offer appointment under current regulations, an appointment may be made without advertisement or an assessment committee. This assumes, however, that a positive statement by an expert of at least associate professor level is available regarding the qualifications of the person in question for appointment to the particular job category.

#### Part 9 Exemptions and appeals

**Section 15.** In special cases, the Ministry of Research and Information Technology may grant exemptions from the provisions of the Order.

**Section 16.** Decisions made by the institution in accordance with this Ministerial Order may not be appealed to the Ministry of Research and Information Technology.

#### Part 10 Effective date and interim provisions

**Section 17.** The Ministerial Order shall enter into force on 9 September 2000 and shall apply to posts advertised after that date. Cases in progress shall be completed in accordance with the rules in force hitherto.

(2) Ministerial Order No. 650 of 31 August 1998 Relating to the Appointment of Lecturers Academic Staff at Universities, etc., under the Ministry of Research and Information Technology is revoked.

**Section 18.** The administration of the institution may decide to appoint assistant teaching professors to a full- or part-time post of indefinite duration without research duties up to 1 September 2004.

(2) Appointment as an assistant teaching professor requires the person in question

1. to have been a teaching assistant and/or external lecturer and/or 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 occupation other than any employment as an amanuensis and
3. normally to have been employed for at least 450 hours a year on average for at least 5 years.

(3) Appointment as an assistant teaching professor shall be by advertisement pursuant to part 2. The administration of the institution shall also appoint an assessment committee consisting of a chair and at least one member of at least associate professor level. An appointment may only be made if the person in question is regarded by both members or a majority of the committee's members as qualified for appointment to the post.