PROFESSORIAL APPOINTMENT PROCEDURES AT THE UNIVERSITY OF JENA

PROCEDURE STEP		PARTIES INVOLVED
Vacancy or Establishment of a new Professorship		
Request to fill the Position		Faculty Council, Dean
Review and Decision on the Request		Executive Board, Office for Academic Appointments (OAA)
Preliminary Discussion of the Request		President, Head of Administration and Finance, Dean, OAA
Second Reading and Decision (if required)		Executive Board
Call for Application | Advertisement		Dean's Office, Division for HR, OAA
Preparation of the Appointment Proposal • Applications Review • Publications Review • Presentations of Candidates • Assessmet Procedure | Expert Reviews • Ranking of Shortlisted Candidates		Appointment Committee (AC): • 5 | 7 Professors [incl. at least 1 | 2 extern. members] • 2 | 3 Academic Staff • 2 | 3 Students • Advisory Members (non-voting) External experts
Preliminary Discussion of the Appointment Proposal		Executive Board, Dean, Head of AC, Equal Opportunities Officer, OAA
Approval of the Appointment Proposal		Faculty Council
Report to and Decision of the Senate		Senate, Head of AC, Appointment Procedure Observer
Invitation to take up the Professorship [= Ruf]		President, OAA
Research and Teaching Statement		Candidate Selected, Dean
Preliminary Discussion prior to the Appointment Negotiation		President, Head of Administration and Finance, OAA
Appointment Negotiation		Candidate Selected, President, Head of Administration and Finance, Dean, AOO
Appointment Offer		President, Head of Administration and Finance, OAA
Acceptance	Rejection	Candidate Selected
Congratulatory Message	Appointment Offer to the Next-ranked Candidate	President, OAA
Rejection Letters		Dean, OAA
Formal Appointment as Professor		

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