

TENURE TRACK EVALUATION PROCEDURE

W1 > W2/W3 under the Tenure Track Statutes of 14 April 2021

PROCEDURE STEP		PARTIES INVOLVED
approx. 14 months before the end of the fixed term appointment		
Threshold Attainment Review		Tenure-Track Professor, Dean
12 to 14 months before the end of the fixed term appointment		
Application for the Opening of the Procedure Submission of a CV and a self-report based on the agreed objectives and performance targets		Tenure-Track Professor
Opening of the Procedure Setting up the Tenure Track Evaluation Committee		Dean's Office, Division for HR, Office for Academic Appointments (OAA)
Nomination of an Evaluation Procedure Observer		Permanent Tenure-Track Commission
Preparation of a Tenure-Track Proposal - Assessment of the self-report - Conversation with the Tenure-Track Professor and additional formats (if necessary) 3 Expert reviews, incl. at least 1 from abroad - Statement by student representatives - Statement by Faculty Equal Opportunities Officer		Tenure-Track Evaluation Committee 5 Professors, incl. at least 2 extern members (no mentors) 2 Academic Staff 2 Students - Advisory Members (Faculty Equal Opportunities Officer, Rapporteur, Dean (if applicable)) - at least 4 voting female members - for joint appointments: equal representation with the non-university research institution
Obtaining a Statement if no positive determination of suitability is made		Tenure-Track Professor, Dean
Discussion of the Tenure-Track Proposal		Dean, Head of the Tenure Track Evaluation Committee, Executive Board, Equal Opportunities Officer, Rapporteur (if applicable)
Recommendation		Faculty Council
Decision on Evaluation and Tenure		President in consultation with the Executive Board
no later than 4 months before the end of the fixed term appointment		
Positive Decision	Negative Decision	
Invitation to take up the W2/W3 Professorship	Extension of the Employment by 1 year	President
New Appointment Offer & Permanent Appointment		President, Head of Administration and Finance, Tenure-Track Professor, Division for HR