



## Procedure for the Selection and Appointment of Professors

Version	Decision	Details	Valid as of
1	Academic Board 2016-06-22	Complete revision of Document	2016-06-22
2	Academic Senate	Complete Revision of Document	2022-04-27
2.1	/	Implementation of Name Change	2023-02-01
3	Academic Senate	Complete revision of document	2023-12-13

# **Procedure for the Selection and Appointment of Professors**

## **Preamble**

Constructor University strives to assemble an international and innovative faculty with a strong commitment to excellence and interdisciplinarity in research, transfer and teaching.

Recruitment of highly qualified faculty is of pivotal importance.

Constructor University aims at increasing the number of female and international faculty and does not discriminate on the basis of national or ethnic origin, color, religion, age, gender, sexual orientation, or disability.

In this vein, Constructor University offers an excellent work environment and endeavours to provide the possibility for each faculty member to develop his/her academic activities and career during his/her time at Constructor University.

Procedures for selecting and appointing professors at Constructor University follow these guiding principles:

- clear and transparent processes
- consistent and swift procedures
- adequate representation of internationality, gender, and status groups

## **Procedure**

1. As a rule, the need for a position in a particular field is initially identified by the Provost in consultation with the corresponding School faculty and submitted to the Executive Board for approval. The Provost assumes leadership in the hiring process. The task can be delegated to the relevant Dean.
2. Academic Operations (Provost and Dean's offices) prepares a document including the underlying academic rationale, a draft job description, and nominations for the hiring committee. This document is presented to the Academic Senate for approval. The hiring committee consists of
  - The chair (provost who can delegate this task to the relevant Dean; non-voting)
  - Relevant Dean
  - Three internal faculty members (including a representative of at least one other School)

- One external expert
- One research staff representative
- Two student representatives
- One observer (without voting rights) from the Equality, Diversity, and Inclusion committee
- Further internal as well as external guest members (e.g., representatives from founding institutions for endowed chairs) without voting rights can be included on the decision of the chair.

By default, the representatives of research staff and students are the respective AS representatives, whose tasks can be delegated to another member of their own status group. The chair of the committee will liaise with the relevant constituencies to clarify their representatives in each case, providing two working days for their reply to his/her request. The respective representatives are responsible for the information exchange with their status groups regarding the progress of the process, while keeping confidential information within the committee.

If an external expert has not been named in time for the Academic Senate approval then the hiring committee can agree on a candidate by a majority vote in its first meeting.

3. In case of an organization-structural conflict of interest (e.g., candidates from within Constructor University or the Constructor Group), the Academic Senate has the right to delegate the entire procedure to an external committee or to supplement the committee with additional external experts with voting rights. In the case of the involvement of an external committee, the outcome of the external committee deliberations has the status of a recommendation and requires subsequent confirmation by the Academic Senate.
4. After approval by the Academic Senate, job advertisements are published for typically four to six weeks by Human Resources in coordination with the Deans' offices.
5. Extraordinary ("ad personam", adjunct professor, distinguished professor) selection and appointment procedures can take place without advertisement.
6. Human Resources is responsible for documenting all incoming applications. They make all documents electronically available for perusal to the members of the Hiring Committee immediately after the application deadline. It is to be guaranteed that all application materials are kept in strict confidence.
7. The Committee chair is responsible for the timing of the hiring process. The standard procedure should not exceed the duration of two months between the application deadline and the start of contract negotiation with the first candidate listed.

8. The quorum for all decisions by the hiring committee requires three voting members and the chair to be present. The individual votes from all committee members (with voting rights) are recorded and reported in the Confidential Section of the Academic Senate Agenda. In the event of a tie, the chair has the casting vote. The Provost as chair only votes in the event of a tie.
9. The Hiring Committee reviews the incoming applications generally within three weeks after the application deadline and chooses three to five candidates for the job interviews (candidate list). Selection criteria are foremost academic qualification, teaching experience (evaluations), success in third-party fund raising, research and transfer activities, entrepreneurial spirit, interdisciplinary orientation, inter-cultural experience and competence, as well as international networking and experience relative to the career stage of the applicant.
10. For assistant professor positions, candidates are asked in the advertisement to indicate the names of up to three potential external experts. Candidates selected for interviews will be asked to arrange for two to three reference letters to be sent directly by the referees to Constructor University before the interview. For associate and full professor positions the committee decides when and for which candidates external reviews are to be requested. For these reviews the committee members shall suggest potential external experts of international repute to the chair who will organise the review process and provide all relevant material to the reviewers.

For hirings of adjunct professors or distinguished professors, the committee may decide that no letters of recommendation are required (i.e., that the assessment of the external expert in the committee is sufficient) in cases where the candidate is holding or has been holding tenured professor positions at other universities.

11. Interviews can take place online. The interview conditions should be fair and equal among the candidates. The interview process should include a standardized teaching sample in addition to a presentation of research interests, as well as relevant, standard questions posed to all candidates.
12. The Hiring Committee decides on the final shortlist (which can be composed of just one person) taking into account the application material, the job interview performance and the reference letters obtained. The decision shall be taken within one week after all required documents have been made available to the committee.
13. The Academic Senate and the Executive Board are notified about the shortlist and obtain access to all reference letters received for the short-listed candidates. This can be done by electronic notification in which case the Academic Senate and the Executive Board have one week time to object to the short-list. In case of objections, a joint meeting between representatives of the Academic Senate and Executive Board as well as the Hiring Committee will be scheduled to understand and discuss the objections. The committee will then deliberate and act accordingly. For ad personam hirings, this step is skipped.

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14. Once the short-list has been finalised by the committee, the chair may start informal negotiations with the first-ranked candidate. Formal contract negotiations can start once the Academic Senate and Executive Board have been informed and did not object to the shortlist.

**Timeline regular process after Executive Board has approved the position**

Preparation of documents for Academic Senate	2 weeks
Approval by Academic Senate	10 days
Job advertisement	6 weeks
Hiring Committee: review and candidate list	3 weeks
Interview period	3 weeks
Hiring Committee: Short-list	1 week
AS & EB notification	1 week
Informal hiring negotiations (1 <sup>st</sup> candidate on list)	3 weeks (1 week in parallel with above)
Formal hiring negotiation	1 week
Maximal duration of hiring process*	5 months

\* The timeline changes if the first candidate on the list rejects the offer. The durations are indicative and not binding.

**Timeline ad personam, adjunct, and distinguished professor process, after Executive Board approval in the positions**

Preparation of documents for Academic Senate	2 weeks
Approval by Academic Senate	10 days
Interview Period	2 weeks
Hiring Committee preparation of reports	2 week
AS & EB notification**	1 week
Formal hiring negotiation	1 week
Maximal duration of hiring process	3 months

\*\* For ad personam hirings, this step is skipped