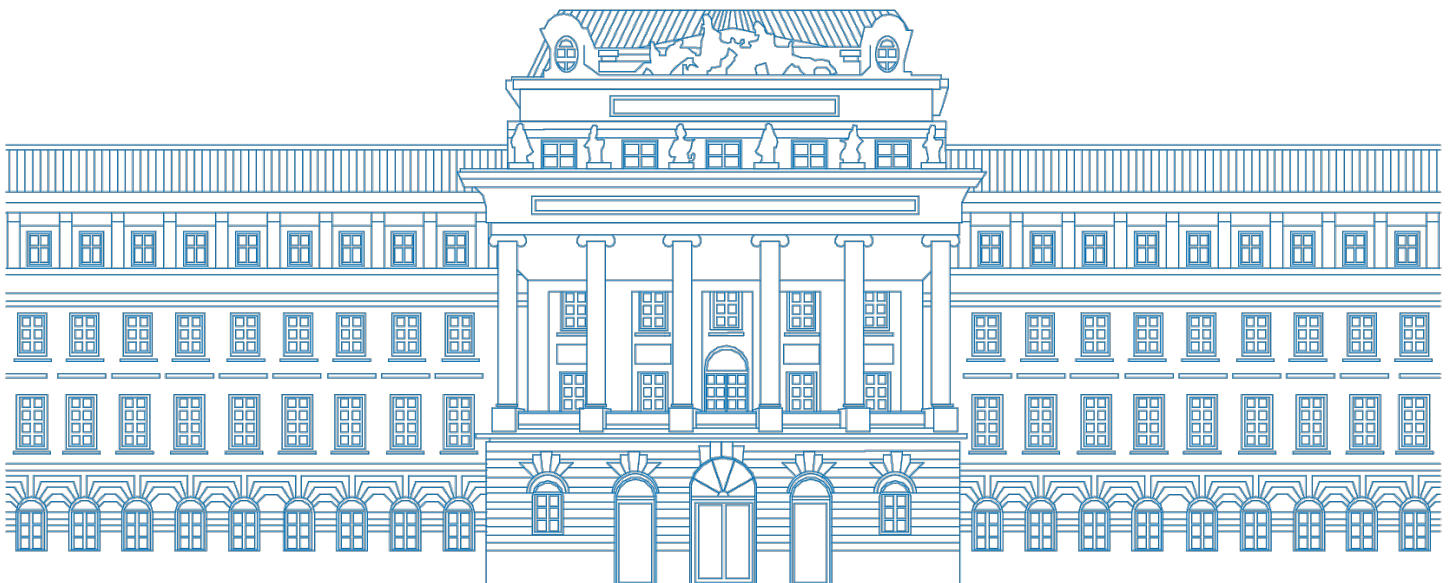




TECHNISCHE
UNIVERSITÄT
WIEN

Appointment Procedures



(online 20.10.2021)

Announcement in the Mitteilungsblatt 45/2021 of 21.10.2021 (ser.no 479)

www.tuwien.at

Document Information

Resolution of the Rectorate dated: 28.09.2021
Resolution of the Senate dated: 18.10.2021
Responsible department: Rectorate
Clerk: Irene Titscher
Reference no: 30002.07/005/2021
Version dated: 21.10.2021

Note: The German version is the only valid version. The English version provided is intended as a service for our international staff members and does not replace the German version.

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1 Appointment procedure in accordance with § 98 of the Universitätsgesetz (UG, Austrian Universities Act)

1.1 Initiation of an appointment procedure

- 1) The prerequisites for initiating the appointment procedure in accordance with § 98 UG are the dedication of a professorship with the corresponding subject area in the development plan of TU Wien and the approval of the Rectorate.
- 2) Requests regarding the initiation of an appointment procedure must be addressed by the responsible Dean to the Rector, who can also initiate independently. In this request, the Dean must propose one of the modules explained in more detail in point 1.5.2. of "Explanations to Appointment Procedures" for assessing the leadership and social skills (including gender skills) of the candidates during the interviews (point 1.7 paragraph 6). If the requirements are met, the Rector will initiate the appointment procedure.
- 3) The Rector informs the Senate of the initiation of the appointment procedure and the proposed module for assessing leadership and social skills (including gender skills).
- 4) With the initiation of the appointment procedure, the Rectorate sets up an exploratory committee for the targeted search for suitable candidates and for exploring the applicants' situations for the professorship to be advertised by analyzing the potential applicants' situations for young scientists and artists.
- 5) The exploratory committee is chaired by the Dean of the responsible faculty and at least two other relevant persons who are technically/scientifically/artistically qualified in accordance with international standards, one of whom is nominated by the professors of the faculty and at least one other person by the Rector. The exploratory committee should include a woman. All available networks are used during the search. The exploratory committee submits a final report

to the Rectorate within two months. The final report will be sent to the appointment committee at the constituent meeting. The results of the exploratory committee are taken into account in the text of the call for applications (Section 1.2).

1.2 Call for applications

- 1) The text of the call for applications, which is to be written in a gender-sensitive manner, must be prepared using the call for applications templates and considering the provisions of the women's advancement plan and the equality plan of TU Wien, and in any case must include
 - a) the subject area to be filled,
 - b) the special research and teaching tasks associated with this professorship (focus),
 - c) the requirements profile,
 - d) information on the requirement of a completed doctoral or PhD degree or, in justified cases, an equivalent scientific/artistic qualification,
 - e) information on the requirement of didactic suitability,
 - f) the requirement of a teaching and research concept,
 - g) the addition that TU Wien aims to increase the proportion of women, particularly in leadership positions and among scientific/artistic staff, and therefore expressly encourages qualified women to apply, and
 - h) the invitation to apply to disabled people with appropriate qualifications.

As far as possible and appropriate in the subject area to be filled, the requirement for relevant international experience and/or non-university practice can also be included in the text of the call for applications. During the appointment procedure, the appointment committee also checks the leadership and social skills (including gender skills) required for the position to be filled.

- 2) The text of the call for applications is drawn up by the Rectorate, who shall take into account the results of the exploratory committee (section 1.1 paragraph 4), and in agreement with the responsible dean, who sends it to the responsible legal specialist for formal control, as well as to the Committee on Equal Treatment (Arbeitskreis für Gleichbehandlungsfragen – AKG) for approval. The responsible specialist lawyer returns the text of the call for applications with his/her endorsement to the dean, who then sends it to the Rector with the endorsement and approval of the Committee on Equal Treatment (Arbeitskreis für Gleichbehandlungsfragen – AKG). After the Rectorate has decided on the text of the call for applications, the call for applications is initiated by the responsible member of the Rectorate in coordination with the responsible dean.
- 3) The professorship must be advertised publicly by the Rectorate at home and abroad. Applications should be addressed to the Dean and forwarded to the appointment committee.

1.3 Assessors

- 1) The university professors of the Senate must appoint at least three external, subject relevant assessors, who are certified in accordance with international standards, upon proposal from the university professors of the faculty or faculties concerned. They may also delegate this task to the university professors of the faculty concerned. The Rector can appoint an additional assessor. When selecting assessors, attention must be paid to a balanced gender ratio. External assessors may not be university members in accordance with § 94 UG.
- 2) Members of the appointment committee in accordance with Section 1.4 can also be appointed as assessors in accordance with Section 1.3 Paragraph 1. In this case, the proposal to be appointed as an assessor must be specially justified by the university professors of the faculty(s). If the Senate's university professors do not follow this suggestion, other assessors without membership in the appointment committee must be proposed.
- 3) The assessors are obliged to maintain confidentiality.
- 4) The assessors must submit a declaration of bias in accordance with the section of the statutes "Biases – Criteria for taking bias into account in appointment and habilitation procedures" and are obliged to immediately report any bias or dependency to the appointment committee.

1.4 Appointment committee

- 1) After being informed about the initiation of the appointment procedure by the Rector, the Senate will, as soon as possible, set up an appointment committee with the authority to make decisions and the following parity:
 - a) five members from the group of university professors,
 - b) two members from the group of scientific employees in research, art and teaching who can provide evidence of at least a relevant master's degree or a comparable scientific degree, and
 - c) two members from the group of students.
- 2) When passing a resolution on the establishment of the committee (in addition to the other resolution requirements), a majority of the university professors present and other members of the Senate with *venia docendi* is required.
- 3) Members and substitute members of the appointment committee are sent by the representatives of the respective group of people in the Senate upon suggestion or after hearing the respective group of people in the responsible faculty or the faculties predominantly affected. At least one member of the appointment committee from the group of university professors who is scientifically/artistically qualified in accordance with international standards must be external. The group of university lecturers and scientific and artistic employees in research, art and teaching can also send external members who are scientifically/artistically qualified in accordance with international standards. The student representatives must be sent by the responsible body of the university student body at TU Wien.
- 4) The Rector can commission several university professors from different departments, or people from the university administration to accompany the appointment procedure. One of these university professors or persons from the university administration (appointment officer) is entitled to be a member of the appointment committee as an additional member without voting rights in an appointment procedure. The appointment officer prepares a report on the appointment procedure to the Rector, which is to be sent to the appointment committee and to the dean, before being sent to the Rector and is to be attached to the appointment proposal of the appointment committee to the Rector.
- 5) The function of a dean, a Dean of studies and a vice Dean of studies is incompatible with membership in an appointment committee. Deans, deans of studies and vice deans of studies cannot, therefore, be appointed as members of appointment committees or shall rescind their membership of an appointment committee upon being appointed to any of these roles by the Rectorate (§ 20 para. 5 UG).
- 6) The section of the statutes "Biases – Criteria for taking bias into account in appointment and habilitation procedures" applies to the members of the appointment committee. Persons who meet the exclusion criteria listed in this section of the statutes are considered biased and are not to be appointed to appointment committees or will leave the appointment committee when it becomes known that an exclusionary reason for bias exists.
- 7) The appointment committee must be composed in accordance with the law according to § 20a UG (gender-equitable composition of collegiate bodies), taking into account § 42 Paragraph 8a UG.

1.5 Procedure of the Appointment Committee

- 1) The constituent meeting of the appointment committee is to be convened by the oldest committee member of TU Wien and chaired by that same person, until a chairperson is elected. It must be convened in such a way that the appointment committee can check within one month after the end of the call period whether the applications submitted meet the call criteria. The chair of the appointment committee is to be elected personally by a simple majority from among the university professors. A member with teaching authority from the group of academic employees in research, art and teaching can also be personally elected as chair of the appointment committee by a simple majority, provided this election is supported by the majority of university professors. Subsequently, the provisions of the rules of procedure for collegial bodies apply.
- 2) At the meeting of the appointment committee following the constituent meeting, the appointment committee must decide whether it will follow the dean's suggestion regarding his proposed module for assessing leadership and social skills (including gender skills) or whether it will agree on another module with this one determined.

- 3) Deans and deans of studies (in the absence of the latter, the vice Dean of studies) must be invited to the meetings of the appointment committees to provide information.
- 4) Until the applications have been sent to the assessors, scientists or artists who have not applied can also be included in the appointment procedure as candidates by the appointment committee or the Rector, with their consent. A list of all applicants, including the application documents, must be sent to the Rector as soon as possible after the end of the call period. The Rector will decide within 14 days of complete submission whether people who have not applied should be included in the appointment procedure.
- 5) The appointment committee decides on how to handle applications that are received slightly late (max. 3 working days).
- 6) As standard, the appointment committee asks for biases and dependencies during the process after receipt of applications, after determining who should be invited and when commissioning the assessors. If it turns out that a member of the committee or an assessor is biased, they cannot take part in the personal consultations or must be replaced. Which measure applies can be found in the section of the statutes "Biases – Criteria for taking bias into account in appointment and habilitation procedures". In any case, reported biases and how they are dealt with must be documented in the minutes.
- 7) So that the Senate and the Rector have an overview of the progress of the appointment committee, a status report from the committee chair to the Senate Chair and the Rector is planned for the following procedural stages:
 - a) Constituent meeting and meeting to review the applicant situation
 - b) Availability of the required reports
 - c) Availability of the recommendation of the appointment committee

In addition, if the appointment procedure deviates from the standard process, a report must be made to the Senate Chair and the Rector.

1.6 Preparation of reports

- 1) Within one month of the end of the application period, the appointment committee must check whether the existing applications meet the call criteria and eliminate in advance those for which this is obviously not the case.
- 2) The applications and documents received on time from the other applicants, including the candidates selected in accordance with Section 1.5 Paragraphs 3 and 4, must be forwarded to the assessors appointed in accordance with Section 1.3, who are to be entrusted with an expert assessment of the suitability and qualifications of all remaining candidates for the advertised position.
- 3) Before forwarding the applications to the assessors, the Rector must be informed about which applications will be forwarded. If one or more applications obviously do not meet the advertisement criteria, the appointment committee must be informed of this within 5 working days.
- 4) In addition to the individual assessment of the suitability and qualifications of the applicants for the advertised professorship, the assessors are asked to create a justified list of the most suitable applicants.
- 5) A deadline of one month must be set for the preparation of the reports.
- 6) The appointment committee decides on the basis of at least two external reports.
- 7) If the Rector exercises their right to request an additional report, the procedure can only be continued after this report has been received.

1.7 Hearings

- 1) Taking into account the available documents and reports, the appointment committee draws up a list of suitable candidates who must be given the opportunity to present themselves in an appropriate manner to the responsible faculty(s) (hearing). The hearing consists of the appointment presentation and the interview.
- 2) All applicants who meet the statutory appointment requirements or the admission requirements and meet the requirements of the advertisement text are to be invited. In exceptional cases (e.g. an unusually large number of applicants), the number of applicants to be invited can be reduced with the written consent of the Committee on Equal Treatment (Arbeitskreis für Gleichbehandlungsfragen – AKG).
- 3) Hearings must generally be held with the physical presence of the applicants. In the event that the physical presence of one or more applicants is not possible or impractical, the person concerned must inform the chair of the appointment committee of this.
- 4) If the physical presence of an applicant in the hearing is not possible (e.g. for health reasons) or not feasible (e.g. due to force majeure), the hearings of all applicants must be carried out using technical means of communication, provided that the following requirements are met:
 - a) Applicants and the appointment committee must be able to hear each other
 - b) Applicants must be visible to the appointment committee
 - c) Data transmission must be carried out confidentially via secure channels
 - d) The manner in which the hearing with the applicant was conducted and the decision made on it must be recorded in the minutes.

If the hearings are carried out with the connected applicants using technical means of communication, they are considered to be present.

In the event that there are disruptions in the connection to the technical means of communication used by the appointment committee during the hearing with the connected applicants, the chair of the appointment committee will decide whether the meeting will be interrupted or canceled. If the meeting is canceled, the appointment committee must set a new date for the hearings.

In the event that there are disruptions in the connection to the technical means of communication used by the connected applicant during the hearing, the chair of the appointment committee will decide whether the connection will be (re)established or a new date will be set. If there is another disruption in the connection to the technical means of communication used by the connected applicant during the postponed hearing, a new connection attempt must be made. If the connection is disrupted again, the appeals committee will decide how to proceed.

If there are no regulations regarding unforeseen circumstances, the chair of the appointment committee decides on the measures to be taken and documents these in the minutes.

The type and duration of the applicants' presence at the meeting must be documented.

- 5) The chair of the appointment committee sends the list of suitable candidates as soon as possible to the responsible dean, who forwards it to the Rector.
- 6) The appointment lecture is public to the university and consists of two parts: Part one includes the treatment of a topic specified by the appointment committee, which is to be dealt with in a specified time and serves, among other things, to check the didactic suitability of the candidate ("trial lecture"). Part two includes the scientific/artistic lecture on a topic freely chosen by the candidate.
- 7) The interview takes place exclusively with the appointment committee. The research and teaching concept must be discussed with the candidate and the resources required for implementation. During or before the interview, the leadership and social skills (including gender skills) of the candidates are checked in the form of the test chosen by the Dean in accordance with point 1.1 paragraph 2 of this part of the statutes and in point 1.5.2 of the "Explanations Appointment Procedure" module.
- 8) The results of the appointment lecture and the interview must be summarized and included in the minutes of the subsequent meeting.

- 9) The organizational responsibility for conducting these appointment lectures and interviews lies with the chair of the appointment committee. The chair of the appointment committee is supported by the relevant dean's office.

1.8 Creation of the appointment proposal

- 1) Within seven months of the end of the application period, the appointment committee will draw up a justified and ranked appointment proposal with the three most suitable candidates to fill the advertised position based on the available application documents, assessors' reports, as well as the appointment lectures and interviews. A nomination with fewer than three candidates must be specifically justified.
- 2) The chair of the appointment committee sends to the Dean the appointment proposal with all submission documents from the proposed candidates, as well as all minutes, reports (on all candidates) and other correspondence. The Dean sends the Rector the committee's appointment proposal, a statement on it and the minutes.

1.9 Referral of the appointment proposal back to the appointment committee

If, after hearing the relevant Dean and the chair of the appointments committee, the Rector is of the opinion that the appointment proposal does not contain the most suitable candidates, he/she must refer the appointment proposal back to the appointments committee, including the reasons, or discontinue the process.

1.10 Selection decision of the Rector

- 1) The Rector makes the selection decision based on the appointment proposal, taking into account any report from the appointment officer.
- 2) To support this, the Rector can have an additional comparative report prepared on all candidates proposed by the appointment committee in accordance with Section 1.8 Paragraph 1. The choice of the assessor is the responsibility of the Rector. Section 1.3 paragraph 4 (bias) and section 1.6 paragraph 3 (time limit) apply to this report.
- 3) The Rector conducts the appointment negotiations with the involvement of the responsible Dean and, in the event of an agreement, concludes the employment contract with the selected candidate.
- 4) The Rector, with the involvement of the responsible dean, after obtaining an opinion from the Senate, decides regarding the assignment of the selected candidate to an organizational unit of TU Wien.

1.11 Committee on Equal Treatment/ Arbitration Commission

- 1) The Committee on Equal Treatment (Arbeitskreis für Gleichbehandlungsfragen – AKG) must be invited to all meetings of the appointment committee, including all appointment presentations and interviews, and can send up to two members in accordance with the Women's Advancement Plan (Frauenförderungsplan – FFP). They take part in an advisory capacity. The AKG has the right to inspect all documents, in particular the application documents and the reports, and to reproduce them in accordance with § 42 Paragraph 4 UG, considering the data protection regulations.
- 2) The Rector's selection decision must be communicated to the Committee on Equal Treatment (Arbeitskreis für Gleichbehandlungsfragen – AKG) before the appointment negotiations begin.
- 3) The powers, rights and obligations of the Committee on Equal Treatment (Arbeitskreis für Gleichbehandlungsfragen – AKG) and the Arbitration Commission are regulated in § 42 Paragraphs 4 to 9, 43 and 98 Paragraphs 9 and 10 UG, as well as in the Articles of Association "Committee on Equal Treatment".

1.12 Notification of the Senate

The Rector informs the Senate about the acceptance of the appointment proposal.

1.13 Works Council

The Rector informs the Works Council about the acceptance of the appointment proposal and the selection decision.

2 Appointment procedure according to § 99 Abs. 4 of the Universitätsgesetz (UG, Austrian Universities Act)

2.1 Initiation of the appointment procedure

- 1) The prerequisites for initiating appointment procedures in accordance with § 99 Paragraph 4 UG are the determination of the number of positions to fill professorships for university lecturers/associated professors in the development plan of TU Wien and the approval of the Rectorate.
- 2) Requests regarding the initiation of an appointment procedure must be addressed by the responsible Dean to the Rector, who can also initiate independently. If the requirements are met, the Rector will initiate the appointment procedure.
- 3) The Rector informs the Senate of the initiation of the appointment procedure.

2.2 Target group

- 1) The call for applications for a professorship in accordance with Section 99 Paragraph 4 is addressed either to
 - a) university lecturers in accordance with Section 94 Paragraph 2 Z 2 UG, or
 - b) associate professors.
- 2) The target group of the call for applications must be stated explicitly in the text of the call for applications. The procedural provisions regulated in Part 2 of this statute apply equally to advertisements for professorships for university professors and associate professors.

2.3 Call for applications

- 1) The advertisement text, which is to be written in a gender-sensitive manner, must be prepared using the advertisement template and considering the provisions of the women's advancement plan and the equality plan of TU Wien and in any case must include
 - a) the subject area to be filled,
 - b) the special research and teaching tasks associated with this professorship (focus),
 - c) the requirements profile,
 - d) information on the requirement of a completed doctoral or PhD degree or, in justified cases, an equivalent scientific/artistic qualification,
 - e) the requirement of didactic suitability,

- f) the requirement of a research and teaching concept,
- g) the addition that TU Wien aims to increase the proportion of women, particularly in leadership positions and among scientific/artistic staff, and therefore expressly encourages qualified women to apply, and
- h) the invitation to apply to disabled people with appropriate qualifications.

As far as possible and appropriate in the subject to be filled, the requirement for relevant international experience and/or non-university practice can also be included in the text of the call for applications.

- 2) The text of the call for applications is drawn up by the Rectorate in agreement with the responsible Dean and sent to the responsible legal specialist for formal control and to the Committee on Equal Treatment (Arbeitskreis für Gleichbehandlungsfragen – AKG) for approval. The responsible specialist lawyer returns the text of the call for applications with his/her endorsement to the dean, who then sends it to the Rector with the endorsement and approval of the Committee on Equal Treatment (Arbeitskreis für Gleichbehandlungsfragen – AKG). After the Rectorate has decided on the text of the call for applications, the call for applications is initiated by the responsible member of the Rectorate in coordination with the responsible dean.
- 3) The professorship must be advertised publicly by the Rectorate in the TU Wien Mitteilungsblatt. Applications should be addressed to the Dean and forwarded to the appointment committee.

2.4 Appointment committee

- 1) After being informed about the initiation of the appointment procedure by the Rector, the Senate will, as soon as possible, set up an appointment committee with the following parity:
 - a) three members from the group of university professors,
 - b) a member of the group of scientific employees in research, art and teaching who can provide evidence of at least a relevant master's degree or a comparable scientific degree, and
 - c) a member from the group of students.
- 2) When passing a resolution on the establishment of the commission (in addition to the other resolution requirements), a majority of the university professors present, and the other members of the Senate, with *venia docendi* is required.
- 3) Members and substitute members of the appointment committee are sent by the representatives of the respective group of people in the Senate upon suggestion or after hearing the respective group of people in the responsible faculty or the faculties predominantly affected. At least one member of the appointment committee from the group of university professors who is scientifically/artistically qualified in accordance with international standards must be external. The group of university lecturers and scientific and artistic employees in research, art and teaching can also send an external member who is scientifically/artistically qualified in accordance with international standards. The student representative must be sent by the responsible body of the university student body at TU Wien.
- 4) The function of a dean, a Dean of studies and a vice Dean of studies is incompatible with membership in an appointment committee. Deans, deans of studies and vice deans of studies cannot, therefore, be appointed as members of appointment committees or shall rescind their membership of an appointment committee upon being appointed to any of these roles by the Rectorate (§ 20 para. 5 UG).
- 5) The section of the statutes "Biases – Criteria for taking bias into account in appointment and habilitation procedures" applies to the composition of the appointment committee. Persons who meet the exclusion criteria listed in this section of the statutes are considered biased and are not to be appointed to appointment committees or will leave the appointment committee when it becomes known that an exclusionary reason for bias exists.
- 6) The appointment committee must be composed in accordance with the law according to § 20a UG (gender-equitable composition of collegiate bodies), considering § 42 Paragraph 8a UG.

2.5 Procedure of the appointment committee

- 1) The constituent meeting of the appointment committee is to be convened by the oldest committee member who is a university professor at TU Wien and chaired by that same person until a chairperson is elected. It must be convened in such a way that the appointment committee can check within one month after the end of the call period whether the applications submitted meet the call criteria. The chair of the appointment committee is to be elected personally by a simple majority from among the university professors. A member with teaching authority from the group of academic employees in research, art and teaching can also be personally elected as chair of the appointment committee by a simple majority, provided this election is supported by the majority of university professors. Subsequently, the provisions of the rules of procedure for collegial bodies apply.
- 2) Deans and deans of studies (in the absence of the latter, the vice Dean of studies) must be invited to the meetings of the appointment committees to provide information.
- 3) The appointment committee decides on how to handle applications that are received slightly late (maximum 3 working days).
- 4) As standard, the appointment committee asks for biases and dependencies during the process after receipt of applications, after determining who should be invited and when commissioning the assessors. If it turns out that a member of the commission or an assessor is biased, they cannot take part in the personal consultations or must be replaced. Which measure applies can be found in the section of the statutes "Biases – Criteria for taking bias into account in appointment and habilitation procedures". In any case, reported biases and how they are dealt with must be documented in the minutes.
- 5) So that the Senate and the Rector have an overview of the progress of the appointment committee, a status report from the committee chair to the Senate Chair and to the Rector is planned for the following procedural stages:
 - a) Constituent meeting and meeting to review the applicant situation
 - b) Availability of the recommendation of the appointment committee

In addition, if the appointment procedure deviates from the standard process, a report must be made to the Senate Chair and the Rector.

2.6 Assessors

The Rector appoints at least two external assessors based on the proposal of the appointment committee. The Rector is also entitled to include an additional assessor in the process.

2.7 Preparation of reports

- 1) Within one month of the end of the application period, the appointment committee must check whether the existing applications meet the call criteria and eliminate in advance those for which this is obviously not the case. Applications received on time must be forwarded to the assessors appointed in accordance with Section 2.6, who are to be entrusted with an expert assessment of the suitability and qualifications of all remaining candidates for the advertised position.
- 2) Before forwarding the applications to the assessors, the Rector must be informed about which applications will be forwarded. If one or more applications obviously do not meet the advertisement criteria, the appointment committee must be informed of this within 5 working days.
- 3) In addition to the individual assessment of the suitability and qualifications of the applicants for the advertised professorship, the assessors are asked to carry out a comparative analysis of the existing applications.
- 4) A deadline of one month must be set for the preparation of the reports.
- 5) The appointment committee decides on the basis of at least two external reports.

2.8 Creation of appointment proposal

- 1) Within seven months of the end of the application period, the appointment committee will draw up a justified and ranked appointment proposal based on the available application documents and assessors' reports.
- 2) The chair of the appointment committee sends to the Dean the appointment proposal with all submission documents from the proposed candidates, as well as all minutes, reports (on all candidates) and other correspondence. The Dean sends the Rector the committee's appointment proposal, a statement on it, the minutes and, if necessary, a final report from the committee.

2.9 Casting decision

The Rector makes the decision on the position to be filled based on the appointment proposal from the appointment committee and after hearing the university professors in the subject area and the working group for equal treatment issues.

2.10 Committee on Equal Treatment / Arbitration Commission

- 1) The Committee on Equal Treatment (Arbeitskreis für Gleichbehandlungsfragen – AKG) must be invited to all meetings of the appointment committee and can send up to two members in accordance with the women's advancement plan (Frauenförderungsplan – FFP). They take part in an advisory capacity. The AKG has the right to inspect all documents, in particular the application documents and the reports, and to reproduce them in accordance with § 42 Paragraph 4 UG, considering the data protection regulations.
- 2) The powers, rights and obligations of the Committee on Equal Treatment (Arbeitskreis für Gleichbehandlungsfragen – AKG) and the Arbitration Commission are regulated in § 42 Paragraphs 4 to 9, 43 and 98 Paragraphs 9 and 10 UG as well as in the Articles of Association "Committee on Equal Treatment".

2.11 Works Council

The Rector informs the works council about the acceptance of the appointment proposal and the selection decision.

2.12 Notification of the Senate

The Rector informs the Senate about the acceptance of the appointment proposal and obtains a statement from the Senate before assigning the candidate to an organizational unit of TU Wien.

3 Appointment Procedure according to § 99a UG

3.1 Requirements for the procedure

The prerequisites for initiating appointment procedures in accordance with § 99a UG are the determination of a maximum of 5% of the positions for university professors in accordance with § 98 UG without specialist dedication and the approval of the Rectorate to actively recruit academically and artistically outstanding personalities.

3.2 Initial suggestion

- 1) Every full, extraordinary and/or associated university professor is entitled to suggest to the Dean a candidate they consider suitable (initial suggestion).
- 2) The Dean agrees with the full, extraordinary and/or associated university professor of the subject area to which the position at TU Wien is to be assigned and determines whether the initial proposal should be pursued further. This requires the consent of the majority of the full, extraordinary and associated university professors of the technical area necessary.
- 3) In any case, the Dean informs the Rector about an initial proposal and its voting results.

3.3 Initiation of the procedure

- 1) If the full, extraordinary and/or associate university professors of the subject area to which the position is to be assigned and the Dean decide to further pursue the proposal regarding a candidate, an application must be drafted stating:
 - a) the name of the candidate,
 - b) the candidate's area of expertise,
 - c) five potential assessors,
 - d) a justification that the candidate is a scientifically outstanding personality whose research has links to the research priorities of TU Wien.
- 2) Applications regarding the initiation of an appointment procedure in accordance with § 99a UG must be addressed to the Rector by the responsible dean.
- 3) In the event of a positive majority decision, the Rector instructs in accordance with Section 3.2. Paragraph 2 and after the application has been submitted in accordance with Section 3.3. Paragraph 1 at least two external assessors within one month to assess the suitability and qualifications of the candidate with regard to their research and teaching activities.
- 4) A deadline of a maximum of one month must be set for the preparation of the reports.
- 5) After at least two reports have been submitted, the Rector decides whether to initiate the appointment procedure.
- 6) The Rector informs the Dean about the initiation or termination of the appointment procedure.
- 7) After being informed about the initiation of the appointment procedure, the Dean selects the "Professors of the Subject Area", which consists of 3 or 5 full, extraordinary and/or associate university professors of the related subject area, of which full university professors must form the majority.

3.4 Advisory committee

- 1) The Rector informs the Chair of the Senate, the Chair of the Committee on Equal Treatment (Arbeitskreis für Gleichbehandlungsfragen – AKG), the responsible Chair of the Faculty Council and the Chair of the Austrian Students' Union at TU Wien about the initiation of the appointment procedure, providing the name of the candidate, their field of expertise, a justification for the initiation of the procedure, and the date of the candidate's planned guest lecture and the subsequent in-depth discussion with the candidate.
- 2) The advisory committee consists of:
 - a) the 3 or 5 full, extraordinary and/or associate university professors of the related area in accordance with Section 3.3. Paragraph 7,
 - b) a representative of the Senate to be nominated by the Senate Chair,
 - c) a representative of the AKG to be nominated by the AKG,
 - d) a person to be nominated by the responsible faculty council,

- e) a student representative to be nominated by the responsible student representative at TU Wien,
 - f) the Dean and
 - g) the Dean of Studies.
- 3) The section of the statutes “Biases – Criteria for taking bias into account in appointment and habilitation procedures” applies to the members of the advisory committee.
- 4) The advisory committee must be composed in accordance with § 20a UG (gender-equitable composition of collegiate bodies) and under consideration of § 42 Paragraph 8a UG.

3.5 Hearing

- 1) The Rector invites the candidate to a guest lecture and an in-depth discussion under consideration of the available documents and reports.
- 2) The organisational responsibility for conducting the guest lecture lies with the Dean and for the in-depth discussion with the Rector.
- 3) The guest lecture is open to the university and is intended to test the candidate's scientific excellence, didactic suitability and necessary leadership and social skills (including gender skills). The topic of the scientific/artistic lecture can be freely chosen.
- 4) The in-depth discussion takes place exclusively with the Rector and the advisory committee. During this time, the candidate's options for a possible move to TU Wien are discussed.
- 5) The people represented on the advisory board can submit a statement to the Rector within 8 working days of the in-depth discussion.
- 6) The results of the specialist lecture and the in-depth discussion must be summarized and documented by the Rector.

3.6 Use of technical means of communication

- 1) Guest lectures and in-depth discussions must generally be held with the applicant physically present.
- 2) If the physical presence of the candidate in the guest lecture and in-depth discussion is not possible (e.g. for health reasons) or not feasible (e.g. due to force majeure), the guest lecture and/or the in-depth discussion must be carried out using technical means of communication, provided that the following requirements are met:
 - a) The candidate and the Rector/advisory committee must be able to hear each other
 - b) The candidate must be visible to the Rector and the advisory committee
 - c) Data transmission must be carried out confidentially via secure channels
 - d) The manner in which the guest lecture and the in-depth discussion with the candidate are carried out, as well as the decision made, must be recorded in the minutes.
- 3) If the guest lecture and the in-depth discussion are held with the connected candidate using technical means of communication, the candidate is deemed to be present.

3.7 Casting decision

Considering the statements and reports received in a timely manner, the Rector will, at their own discretion, begin the appointment hearing or discontinue the procedure if they are of the opinion that the candidate is not a sufficiently suitable candidate.

3.8 Permanent extension of the employment contract

- 1) If an employment contract with a candidate is initially limited to five years, a permanent extension of the employment contract is only permitted after a qualification test has been carried out.
- 2) The content of the qualification examination is the quality of scientific/scientific-artistic/artistic achievements, teaching achievements and other activities over the last four years.
- 3) The application for a permanent extension can be submitted by the candidate after the fourth year and must contain a report on the achievements of the last four years in research and teaching, including the promotion of young scientists. In this case, the process of permanently extending the employment contract will be initiated by the Rector.
- 4) The Rector informs the Senate Chair, the Dean, the Dean of Studies, the Chair of the Committee on Equal Treatment (Arbeitskreis für Gleichbehandlungsfragen – AKG), the responsible faculty chair, the Chair of the Austrian Students' Union at TU Wien, as well as the full, extraordinary and/or associated university professors of the related area in accordance with 3.3.(7) about the initiation of the permanent extension procedure.
- 5) The Rector commissions at least three external assessors to assess the suitability and qualifications of the candidate with regard to the quality of the scientific/scientific-artistic/artistic achievements. The Dean works with the professors of the subject area in accordance with 3.3.(7) to suggest five assessors, from which the Rector must choose at least two assessors.
- 6) The results of the teaching evaluation must also be considered.
- 7) A deadline of one month must be set for the preparation of the reports.
- 8) If three reports are available, the candidate will be invited by the Rector to a hearing for the qualification examination in the presence of the advisory committee.
- 9) The hearing for the qualification examination is not public. The people represented on the advisory committee can submit a statement to the Rector within 8 working days of the hearing, whereby these statements must generally be positive or negative.
- 10) The Rector decides at his own discretion whether the employment relationship is extended permanently. If there is no permanent extension, the fixed-term employment relationship ends due to the expiration of time.
- 11) A permanent extension of the appointment by the Rector is only permitted if the overall qualification test is positive.

3.9 Permanent employment relationship

- 1) In objectively justified cases, a permanent employment relationship can be concluded with the candidate immediately.
- 2) If the majority vote is positive and the proposal in accordance with point 3.3.(1) has been submitted, the Rector commissions at least two external assessors to assess the suitability and qualifications of the candidate with regard to their research and teaching activities.
- 3) Deviating from point 3.3.(1d) the Dean must, together with the full, extraordinary and associate university professors of the subject area to which the position at TU Wien is to be assigned show that the Dean and the majority of the full, extraordinary and associated university professors of the related area support permanent employment, in addition to the justification that the candidate is an outstanding scientific personality whose research has links to the research priorities of TU Wien.
- 4) Deviating from point 3.3.(3), the Rector commissions at least three external assessors to assess the suitability and qualifications of the candidate with regard to their teaching and research activities.
- 5) Deviating from point 3.3.(5), at least three reports must be available.
- 6) The Rector makes the decision about the position to be permanently filled on based on the appointment proposal from the appointment committee and after hearing the university professors in the subject area and the Committee on Equal Treatment (Arbeitskreis für Gleichbehandlungsfragen – AKG). If the Rector decides against a permanent employment, the employment can be temporary.

3.10 Committee on Equal Treatment/ Arbitration Commission

- 1) The Committee on Equal Treatment (Arbeitskreis für Gleichbehandlungsfragen – AKG) must be invited to all meetings of the appointment committee and the advisory committee and can send up to two members in accordance with the women's advancement plan (Frauenförderungsplan – FFP). They take part in an advisory capacity. The AKG has the right to inspect all documents, in particular the application documents and the reports, and to reproduce them in accordance with § 42 Paragraph 4 UG, considering the data protection regulations.
- 2) The powers and rights of the Committee on Equal Treatment and the Arbitration Commission are regulated in § 42 Paragraphs 4 to 9, 43 and 98 Paragraphs 9 and 10 UG as well as in the statutes "Committee on Equal Treatment (Arbeitskreis für Gleichbehandlungsfragen – AKG)".

3.11 Works Council

The Rector informs the works council about the acceptance of the appointment proposal and the selection decision.

3.12 Notification of the Senate

The Rector informs the Senate about the successful completion of the appointment negotiations and obtains a statement from the Senate before assigning the candidate to an organizational unit of TU Wien.

4 Entry into force

This part of the statutes comes into force for all appointment committees appointed from October 18, 2021 on the day following the announcement in the Mitteilungsblatt.