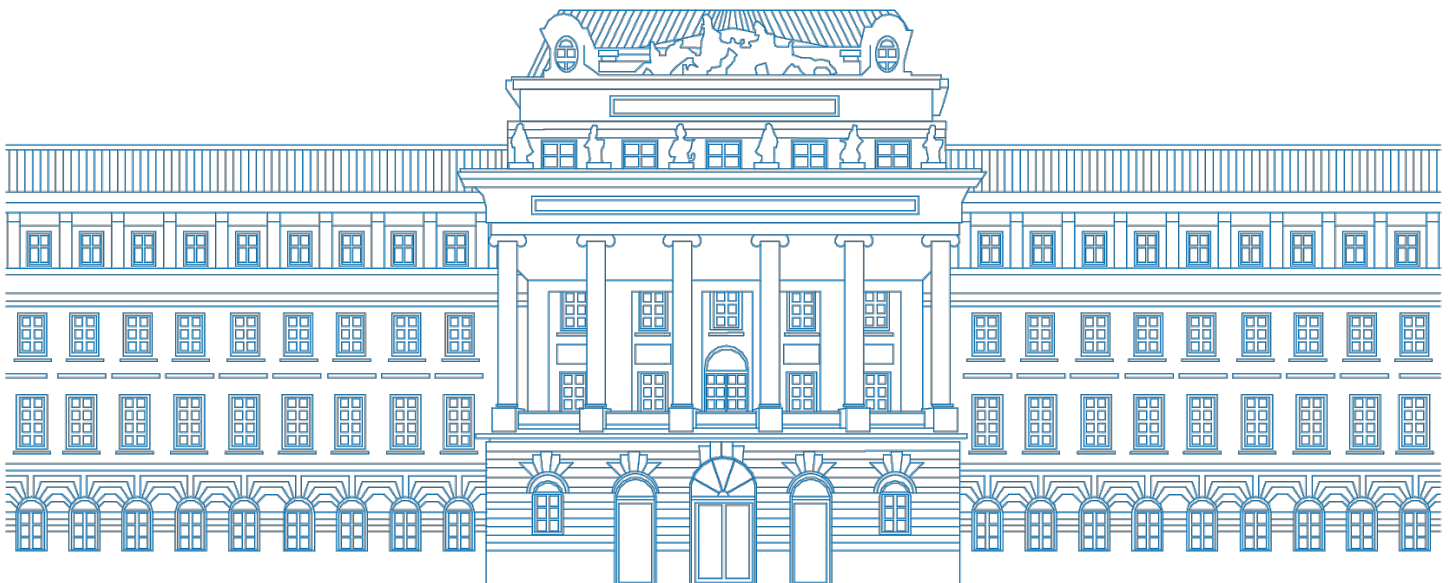




TECHNISCHE
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Explanations to Appointment Procedures



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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 amend or replace the German version.

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Information Point

Questions that arise regarding the sections of the statutes on bias and appointment procedures should be directed to the appointment service (content-related) or the responsible clerk (legal) at the TU Wien.

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

1.1 Initiation of an appointment procedure

1) Applications regarding the initiation of an appointment procedure contain the following points:

- a) draft of a call for applications
- b) strategic classification of the professorship in research and teaching
- c) resources provided by the faculty (staff, space)
- d) proposals for the exploratory committee
- e) the proposed module for assessing leadership and social skills (including gender skills)

2) Information about the initiation of the appointment procedure

The information about the initiation of the appointment procedure to the Senate includes the draft of the call for applications.

3) The exploratory committee

The exploratory committee fulfils the following tasks as part of the appointment procedure:

- a) confirmation/denial of the topicality and future viability of the call area
- b) creation of a list of interesting people
- c) confirmation of the text of the call for applications or, if necessary, notes on correction/clarification

The exploratory committee can be made up of international members. Furthermore, the aim is to nominate at least one female member to the exploratory committee. If this is not possible, an operational exploratory committee can still be set up.

At the end of its work, the exploratory committee presents the Rector with a final report, which not only provides an overview of possible candidates but also the sources on which this list is based. The Rector informs the Committee on Equal Treatment (Arbeitskreis für Gleichbehandlungsfragen – AKG) about the result.

The information from the exploratory committee is intended to support the work of the appointment committee in the search for further suitable candidates by way of presentation of a final report, which must be sent not only to the Rector but also to the appointment committee.

1.2 Call for applications

1) Text of the call for application

The call for applications is made using the templates provided. Templates can be found under “Internal Documents” at <https://www.tuwien.at/professorships>. Applications deviating from this will not be processed.

The extent of employment must be specified in the call for applications.

The call for applications must contain a clear statement concerning the application deadline.

The call for applications must contain an appropriately formulated indication that the leadership and social skills (including gender skills) necessary for the position to be filled will be checked in the course of the appointment procedure.

2) Minimum requirements

The minimum requirement of “completed doctoral or PhD studies” is intended to ensure that the person appointed has the ability to carry out independent scientific work. If a different procedure can be derived from the requirements profile, this must be justified when the text of the call for applications is written.

1.3 Assessors

To support the search for assessors, all available information resources (databases, etc.) should be used, in particular to locate female assessors.

When nominating the assessors, care must be taken to ensure that appropriate replacement assessors are nominated at the beginning of the process for the event of bias.

The assessors are appointed considering the section of the statutes “Biases – Criteria for taking bias into account in appointment and habilitation procedures”, as far as this is possible at the time of appointment. The assessors must be informed by the chair of the appointment committee about TU Wien's bias regulations when commissioned and they must acknowledge that they have been informed. A corresponding form can be found under “Internal Documents” at <http://www.tuwien.at/professorships>.

1.4 Appointment committee

1.4.1 Composition

The principle of equality must be considered when appointing the appointment committee. The corresponding regulations of the AKG to fulfil the relevant legal requirements must be applied.

When sending members to the appointment committee, all groups of people must ensure that there are a sufficient number of nominations for replacement members. The following minimum numbers apply:

- a) group of university professors: two substitute members
- b) group of university lecturers, scientific and artistic employees in research, art and teaching: one substitute member
- c) group of students: one substitute member

The posting of student representatives is based on the guidelines for sending committee members of the Students' Union (Hochschülerinnen- und Hochschülerschaft an der TU Wien – HTU).

1.4.2 Appointment officer

The corresponding regulation in point 1.4.4. of the section of the statutes “Appointment Procedures” complies with the legal requirements of the UG. There is currently no appointment officer at TU Wien.

1.5 Procedure of the appointment committee

1.5.1 Constituent meeting

The constituent meeting serves to elect the chair of the appointment committee. In addition, during the constituent meeting, the relevant central areas of TU Wien, coordinated by the appointment service and in consultation with the dean, will discuss the matters of

- a) the orientation of the professorship,
- b) measures regarding the testing of leadership and social skills (including gender skills),
- c) basic relevant university policy goals and activities, as well as
- d) relevant information from the rules of procedure for collegial bodies.

This report may also be made using any technical means of communication.

If possible, the constituent meeting should not take place between July 1st and September 30th of the year (lecture-free period in the summer semester).

The meeting to review the applicant situation must take place separately to the constituent meeting.

1.5.2 Survey of leadership and social skills (including gender skills)

The leadership and social skills (including gender skills) of the candidates must be assessed in the appointment procedure as part of the hearings, whereby the personal rights of the applicants must not be violated. For this purpose, at least one of the following modules must be selected:

Module 1 “Query by the Appointment Committee”:

In this module, the members of the appointment committee question the hearing candidates themselves in a structured fashion regarding their leadership and social skills (including gender skills). The result will be attached to the minutes with the help of a template (this will be uploaded under “Internal Documents” on <https://www.tuwien.at/professorships> in autumn 2021) and with a narrative presentation. In order to make the work of the appointment committees easier, a reference work with relevant questions relating to the leadership and social skills to be tested (including gender skills) will be made available by the beginning of 2022 and will be uploaded under “Internal Documents” on <https://www.tuwien.at/professorships>.

Module 2 “Support of the appointment committee through external advice”:

In this module, an external consultant accompanies the members of the appointment committee as part of the hearing in a structured survey of leadership and social skills (including gender skills), for example with the help of case studies. The result will be attached to the minutes with the help of a template (this will be uploaded under “Internal Documents” on <https://www.tuwien.at/professorships> in autumn 2021) and with a narrative presentation.

Module 3 “Potential analysis of applicants through external advice”:

This module includes a structured potential analysis (e.g. captain test) of each hearing candidate about their leadership and social skills, which is accompanied by an external assessor. A report on the results of this analysis, prepared by the chosen external assessor, is sent to the appointment committee and must be enclosed with the minutes (the external assessor is also available to the appointment committee for a short feedback session). In this module, gender competence must be assessed by the appointment committee itself as part of the hearing.

These modules for assessing leadership and social skills (including gender skills, if applicable) will be subject to an evaluation after appropriate collection of experience and a time to be agreed upon between the Senate Chair and the Rector and, if necessary, further developed.

1.5.3 Inclusion of scientists or artists who did not apply

Both the appointment committee and the Rector can also suggest candidates who, if they agree, will subsequently be included in the appointment procedure. These candidates must also be subjected to the assessment process, which means

suggestions for additional candidates are only possible until the applications have been submitted to the assessors. The Rector decides on the candidates they propose within 14 days of the complete submission of the list of names of all applicants together with the application documents and communicates this decision to the appointment committee, which invites these candidates to take part in the process.

1.5.4 Obvious reasons for exclusion

Within one month of the end of the application period, the appointment committee must check whether the existing applications meet the criteria of the call for applications and eliminate in advance those for which this is obviously not the case. Obvious reasons for exclusion include, for example:

- a) incomplete documents
- b) admission requirements according to the profile of the call for applications are not met
- c) insufficient academic maturity or experience in teaching
- d) candidate's expertise is too removed from the stated content of the call for applications

1.5.5 Deadlines

If the application deadline is slightly exceeded (max. 3 working days), the appointment committee can decide to include the relevant application(s) in the appointment procedure. This decision must be justified in the minutes.

1.6 Preparation of the reports

In principle, three external reports are required. In order to maintain the commission's ability to work and to meet the requirement formulated in the Universitätsgesetz (UG, Austrian Universities Act) to prepare an appointment proposal within seven months of the end of the application period, the committee can decide whether it would like to continue working with two reports or offer the one assessor that is in default an extension of the deadline.

1.7 Hearings

The hearing consists of the appointment presentation and the interview. The appointment presentation consists of two parts, a "trial lecture" lasting 20-30 minutes and a scientific lecture lasting a maximum of 45 minutes. The student representatives develop a proposal for the topic of the "trial lecture". The appointment presentation must be made accessible to TU Wien's internal public. It is recommended that the appointment presentations be held as part of subject-specific colloquia in order to meet the legal requirement of presentation in an "appropriate setting" and at the same time protect the personal rights of the applicants in the process.

In order to maintain equal opportunities for applicants, the hearings for all applicants must be held either physically or virtually, with physical presence being preferred.

1.8 Creation of the appointment proposal

According to Section 98 Paragraph 7 UG, the appointment committee prepares "... a justified appointment proposal that must contain the three..." most suitable candidates. A proposal with fewer than three candidates must be specifically justified. A proposal with more than three candidates or only one candidate is not permitted.

In this context, particular attention must be paid to the justification. It must make the commission's decision understandable to the Rector, both regarding the proposal itself and the proposed ranking.

When the appointment proposal and all documents are sent to the dean, the work of the appointment committee is completed and the selection and negotiation process begins. During the course of this process, various reasons (e.g. unsuccessful processing of the appointment proposal, termination of the process due to strategic reorientation in the faculty, very

heterogeneous appointment proposal) can lead to an unsuccessful termination of the process. In such a case, the discussion process about filling the position begins again. Depending on the cause of the failure, a new call for applications in accordance with Section 98 UG or a bridging position in the form of a temporary professorship (Section 99 Paragraph 1) or a career position will be issued directly or with a time delay. The dedication in the development plan as a prerequisite for a new advertisement remains unaffected even when interim solutions are implemented, so that a new advertisement can take place at any time in accordance with Section 98 UG.

Appointment Procedure according to § 99 Paragraph 4 of the Universitätsgesetz (UG, Austrian Universities Act)

2.1 Initiation of an appointment procedure

2.1.1 Proposals regarding the initiation of an appointment procedure contain the following points:

- a) draft of a call for applications
- b) strategic classification of the professorship in research and teaching
- c) resources provided by the faculty (staff, space)

2.1.2 Information about the initiation of the appointment procedure

The information about the initiation of the appointment procedure to the Senate includes the advertisement text.

2.2 Target group

2.3 Call for applications

2.3.1 Text of the call for applications

The call for applications is made using the templates provided. Templates can be found in the internal area of <https://www.tuwien.at/professorships>. Proposals deviating from this will not be processed.

2.3.2 Minimum requirements

The minimum requirement of “completed doctoral or PhD studies” is intended to ensure that the person being appointed has at least the ability to carry out independent scientific work. If a different procedure can be derived from the requirements profile, this must be justified when the text of the call for applications text is written.

The announcement is made in the Mitteilungsblatt (university gazette).

2.4 Appointment Committee

The principle of equality must be considered when appointing the appointment committee. The corresponding regulations of the AKG to fulfil the relevant legal requirements must be applied.

When sending members to the appointment committee, all groups of people must ensure that there are a sufficient number of nominations for replacement members. The following minimum numbers apply:

- a) group of university professors: two substitute members
- b) group of university lecturers, scientific and artistic employees in research, art and teaching: one substitute member
- c) group of students: one substitute member

The posting of student representatives is based on the guidelines for sending committee members of the Students' Union (Hochschülerinnen- und Hochschülerschaft an der TU Wien – HTU).

2.5 Procedure of the appointment committee

2.6 Assessors

To support the search for assessors, all available information resources (databases, etc.) should be used, in particular to locate female assessors.

Due to the different situation in the disciplines, Section 2.6 of the statutes section on the appointment procedure is limited to “at least two external... assessors”. When nominating the assessors, care must be taken to ensure that appropriate replacement assessors are nominated at the beginning of the process in the event of bias.

The assessors are appointed considering the section of the statutes “Criteria for the exclusion of bias”, as far as this is possible at the time of appointment. The assessors must be informed by the chair of the appointment committee about TU Wien's bias regulations when commissioned and they must acknowledge their knowledge. A corresponding form can be found in the internal area of <https://www.tuwien.at/professorships>.

2.7 Preparation of the reports

2.7.1 Obvious reasons for exclusion

Within one month of the end of the application period, the appointment committee must check whether the existing applications meet the criteria of the call for applications and eliminate in advance those for which this is obviously not the case. Obvious reasons for exclusion include, for example:

- a) incomplete documents
- b) admission requirements according to the profile of the call for applications are not met
- c) insufficient academic maturity or experience in teaching

d) candidate's expertise is too removed from the stated content of the call for applications

2.7.2 Reports

In connection with Section 99 (4) procedures, particular attention should be paid to the comparative assessment. There is no need for a comparative assessment if there is only one application.

2.8 Creation of the appointment proposal

On the basis of the reports received, the appointment committee prepares a justified appointment proposal, which can also consist of just one candidate.

When the appointment proposal and all documents are sent to the dean, the work of the appointment committee is completed and the selection and negotiation process begins. During the course of this process, various reasons can lead to the procedure being ended unsuccessfully. In such a case, the discussion process about filling the position begins again. However, the dedication in the development plan as a prerequisite for a new tender remains, so that a new advertisement can take place at any time in accordance with Section 99 Paragraph 4 UG.

2.9 Appointment decision

For procedures in accordance with Section 99 Paragraph 4, the UG requires a statement from the university professors in the subject area and the AKG before the Rector makes a decision. This is done by obtaining a statement from the group of professors of the relevant institute or institutes and the AKG.

2.10 Committee on Equal Treatment / Arbitration Commission

The step specified in Section 98 procedure: "The selection decision of the Rector must be announced to the Committee on Equal Treatment (Arbeitskreis für Gleichbehandlungsfragen – AKG) before the appointment negotiations begin," is no longer applicable due to the requirements in accordance with Section 2.9.

Appointment procedure according to § 99A UG

This appointment procedure is intended to strengthen the international competitiveness of Austrian universities by creating the opportunity to proactively recruit outstanding academic personalities. For this purpose, the lean and efficient procedure set out in the statutes was developed to enable TU Wien to attract interesting personalities with charisma from research and teaching to TU Wien.

These personalities should work in a research area that is in keeping with those of TU Wien, but which is complementary to existing research areas. The research area of this personality must fit into the research fields of the TU Wien.

We are looking for personalities who come from abroad (Section 99a is **not an** instrument for defending against appointments!).

The professorship is funded entirely from central funds via the Rectorate.