The § 98 and § 99(4) appointment process

With these **types of appointment processes, professors are appointed to the TU Wien** in a participatory manner between the faculties, the Senate and the Rectorate with the support of the expertise of external experts. This takes time and therefore an **appointment process takes about a year** from the time of the application deadline.

The **APPOINTMENT COMMITTEES** represent a central factor in each of these appointment procedures and are appointed by the Senate of the TU Wien. They are the de facto the selection body for the proposed position and consist of representatives of the TU Wien from the group of university professors, academic staff and students. The respective dean (he/she is responsible for managing one of the eight faculties of TU Wien) and the dean of studies participate as informants, as well as representatives of the Working Group for Equal Treatment (AKG) in an advisory capacity.

The activities of the **APPOINTMENT COMMITTEES** extend to around 6–7 months (at least three meetings in addition to the constitutive meeting), in the case of abbreviated procedures over around 3–4 months (at least two meetings in addition to the constitutive meeting) and begin in phase 2, the announcement phase after the application deadline.

PHASE-1	The **preparation** of an announcement consists of the initiation of the procedure due to a proposal and the release of the announcement (in the case of § 98 BV, after the initiation, an exploratory committee checks the viability of the announcement; only then the Rectorate releases the announcement. In the case of § 99(4) BV, the initiation and approval of the announcement take place in one step).
PHASE-2	The **announcement** itself and the subsequent **constitutive and further meeting(s) to review the application situation** of the respective **appointment committee**. *The duration of this phase is about 2–3 months from the start of the announcement.*
PHASE-3	**Obtaining expert opinions** (obtaining external expertise) and the **subsequent meeting of the respective appointment committee** when the expert opinions are available in order to create an initial list of the most promising applicants. The § 99(4) announcements end here with a list of the most suitable applicants with an appointment proposal. *The duration of this phase is about 2–3 months.*
PHASE-4	Conduction **Hearings** (only for § 98 professorships) with the most promising applicants (depending on the applicant situation, these are usually around 5-6 people) and the subsequent meeting(s) of the respective appointment committee to draw up a shortlist as an **appointment proposal** with the three most suitable applicants. *The duration of this phase is up to 2–3 months.*
PHASE-5	Final **appointment negotiations** with the rector

You can track the current **STATUS of the 5 phases (preparation-announcement-obtaining expert opinions-hearings and appointment proposal-appointment negotiations) of an appointment procedure** under "**ongoing appointment procedures**".

The basic five PHASES of an APPOINTMENT PROCEDURE explained again in more detail:

Phase 1: Preparation

The starting signal for every announcement for a professorship begins with the **INTRODUCTION of the procedure through an application from the faculty (dean)**, which contains a first draft of the announcement text and further basic information on the professorship. After the proposal has been checked, the Rectorate decides on the introduction itself and, depending on the procedure, leads to the following further steps:

In the case of **shortened procedures, e.g. according to §99(4),** the consent to the initiation of the procedure and the approval of the text of the announcement by the Rectorate means that the advertisement can start (see phase 2).

In the case of **§ 98 procedures**, the initiation of the proceedings results in the establishment of an **EXPLORING COMMITTEE**. With its help, the situation of applicants for the upcoming call for applications should be analyzed or "sounded out" and a list of potential candidates for the professorship mentioned should be drawn up. In addition, the topicality and future viability of the planned announcement area should be checked. At the end of its activity – no later than two months after its appointment – the exploratory committee sends the Rectorate a **final report** including a revised advertisement text. This ends the exploratory phase.

Phase 2: The Call for Applications

Everything about the Call for applications

The call for applications for the new professorship is initiated by the Rector's Office, taking into account the results of the search committee (§ 98 professorships). It is in coordination with the Dean responsible and published in the TUW University Gazette as well as on the TUW Careers Portal. In addition, § 98 professorships must be publicly advertised nationally and internationally. The **text of the call for applications** contains all the information about subject to be filled (there are German and English templates for § 98 or 99(4) professorships [under: internal documents] or they are stored in TISS). The call for applications for § 98 procedures is open for around 6–8 weeks, for § 99(4) procedures it is open for (at least) 3 weeks.

IMPORTANT NOTICE: It is recommended, that all different measures according to the Richtlinie zum Entfall der Wiederholung der Ausschreibung (pdf) [only in German] of the Committee on Equal Treatment start with the preparations of the call. These measures should follow the suggestions of the Formblatt des AKG für Professuren (pdf) [only in German].

Everything about the initial sittings of the appointments committee

After the deadline of the call for applications, the respective **APPOINTMENTS COMMITTEE** sets to work and holds its **inaugural sitting** to elect the **chair of the appointments committee**. The aim of the first subsequent sitting – the sitting to review the application situation – is to look through all applications and create a schedule for their work. Applications which **do not fulfill the requirements** of the call (for formal reasons) will be withdrawn. As a result a list of those candidates will be compiled, which should be evaluated by external experts.

IMPORTANT NOTICE: According to the law, the meeting to review the application situation should take place **within one month after the end of the application period**!

Everything about the experts opinions

In principle, a **deadline of 1 month** is given for the experts to prepare the reports.

In the §98 procedure, the necessary **EXPERTS** who are certified in accordance with international standards are appointed by the university professors of the Senate on the recommendation of the university professors of the relevant faculty, whereby the experts must be external (i.e. NOT employed at the TU Wien). In the §99(4) procedure, the appointment of experts is different. Here the appointment committee suggests potential experts to the rector and the rector selects at least two external experts from this list.

Important differences between the appointment procedures:

§ 98 Appointment procedure	**§ 99(4) Appointment procedure**
Call for Application: University Gazette/TUW Career Portal AND internationally.	Call for Application: only University Gazette/TUW Career Portal
Application period: around 6–8 weeks	Application Period: at least 3 weeks
AKG guideline on the elimination of the repetition of the Call for Application	AKG guideline on the elimination of the repetition of the Call for Application: **not necessary**

The Rector will be informed about the application situation immediately after the application deadline. In addition, the list of formally suitable applicants – before they are submitted to external experts – is checked by the Rector.	The appointment committee informs the rector about the application situation.
The external experts were appointed by the Senate.	The appointment committee recommends 4–5 potential external reviewers to the rector.

Phase 3: Gathering Expert Opinions

Obtaining expert opinions and the sitting to review the expert opinions

The aim of the next phase of the appointments process is to draw up a further **condenced list of applicants, who seem best suited based on their academic and didactic qualification**. The view from the outside represents an independent and important input and is discussed in the meeting that takes place after the expert opinion has been obtained. At the end of this phase the members of the appointment committee will identify the subset of applicants who will be personally invited to the **hearings for § 98 professorship** (the "longlist").

IMPORTANT NOTICE: The **appointments procedure ends here for § 99(4) professorships**, as the list of applicants that has been drawn up with the help of external experts is the same as the shortlist.

Selection of experts

The **EXPERTS** required according to international standards are appointed by the university professors of the Senate on the proposal of the university professors of the relevant faculty in the **§98 procedure**, it is mandatory that the reviewers must be external (i.e. NOT employed at TU Wien). In the **§99 (4) procedure**, the appointment of the experts is different. The appointment committee proposes potential experts to the rector and the rector selects at least two experts from this list.

Phase 4: Hearings

Holding of hearings, final sitting of the appointments committee to draw up a shortlist (three-person proposal)

Being invited to hearings is the **first step towards an appointment** and is already an honor for the applicants. Usually - depending on the original number of applicants – **5–6 people** are invited. As we give applicants enough time to prepare for the hearings, this phase lasts around 2–3 months.

IMPORTANT NOTICE: **All female applicants** who meet the formal application criteria must be invited to the hearings. In cases that deserve special consideration (e.g. an unusually large number of female applicants), the number of female applicants to be invited can be reduced with the written consent of the Committee on Equal Treatment.

After the hearings, the appointments committee prepares a **reasoned proposal ("three-person proposal" or "shortlist")** as the last step in its work in its last joint meeting, which is sent to the dean of the respective faculty.

ATTENTION: According to the law, the proposal should be made within 7 months after the end of the application period.

Hearings

The **HEARINGS** consist of **applicant lectures** and subsequent **interviews** and should be held in person (this should enable the applicant to get to know the TU Wien and his/her new colleagues):

- The **applicant lectures** are university public and consist of **two parts**; firstly, a **demonstration lesson** on a given topic in order to demonstrate the didactic skills (students are especially involved in this) and secondly, an **academic lecture** on a topic chosen by the applicants themselves.

- During the subsequent non-public **interviews**, administrative and faculty-related questions are discussed and the applicant is given the opportunity to present his/her motivation and goals in more detail.

Phase 5: Appointment Negotiations

If finally the appointment negotiations have been successful and an employment contract has been signed, the new professor can start working (see also “New Professors”). For new professors at TU Wien, there have been a number of welcome activities since 2020 (see also "Welcome Center").