

**Heidelberg University Statute
on the Evaluation of Junior Professorships and Tenure-Track Professorships**

Translated from German, which is the official version

At its meeting on 8 July 2021 the Senate of Heidelberg University adopted the following Heidelberg University Statute on the Evaluation of Junior Professorships and Tenure-Track Professorships pursuant to §§19(1)10 and 51 b (1) and (2) LHG (Baden-Württemberg Higher Education Act). The Baden-Württemberg Ministry of Science, Research and the Arts granted its approval in a letter of 25 October 2021.

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Section 1: General provisions

§ 1 Purpose of the statute

This statute sets out the procedures and preconditions for assessing the aptitude and qualifications of junior professors for becoming full professors in accordance with §51(7) LHG (Baden-Württemberg Higher Education Act) and the further preconditions for conducting a simplified, non-advertised appointment procedure to take on tenure-track professors in accordance with §48(1) 4th sentence LHG.

§ 2 Definition of terms

- (1) 'Tenure-track professorships', as used here, means junior professorships pursuant to §51b LGH. Tenure-track professors are regularly employed for the duration of six years as temporary civil servants or on a private-law contract; deviations from this fixed term are admissible as long as they appear appropriate at the time of the appointment in view of the level of qualification of the person concerned.
- (2) 'Aptitude evaluation', as used here, means the evaluation conducted in preparation for a decision on the aptitude and qualifications for a full professorship in accordance with §51(7) 2nd sentence LHG.
- (3) 'Tenure evaluation', as used here, means the evaluation that prepares for the appointment of a tenure-track professor as a full professor in a higher grade with a simplified appointment procedure and without advertising the post (§48(1) 4th sentence LHG).
- (4) 'Conciliar evaluation', as used here, means a process of information and consultation intended to advise junior professors and tenure-track professors on possible obstacles to a successful result of the aptitude evaluation and possibly also of the tenure evaluation.

§ 3 Procedural standards and transparency

- (1) If it proves necessary to exclude a person participating in the evaluation on grounds of bias, this shall take place in accordance with the guide to questions of conflicts of interest in appointment procedures at Heidelberg University.

(2) Advertising and filling posts as junior professors must be done in the light of the provisions and programmes set out in the current guide to appointment procedures and also of the gender equality policies of Heidelberg University.

(3) Advertisements to fill a junior professorship or tenure-track professorship shall make appropriate reference to the provisions of this statute.

(4) When deciding on the proposed appointment, the appointment committee shall determine subject-specific criteria for the later evaluation (cf. Annex 1). In the case of junior professorships without tenure track, the criteria relate to the aptitude evaluation; in the case of tenure-track professorships, they relate to the aptitude and tenure evaluation. The person appointed will be informed in writing of the evaluation criteria in the context of an appointment agreement. If the need arises to adapt the criteria during the Conciliar Evaluation, this will require consultation with the respective institute and faculty and, in the case of tenure-track professorships, additionally with the Rectorate. The evaluation criteria for the respective evaluation procedure must be made accessible to the committee members in an appropriate manner.

§ 4 Responsibilities

Unless this statute provides otherwise, the following responsibilities shall apply:

1. For the conciliar evaluation the Dean's Office of the relevant Faculty shall form a Conciliar Committee consisting of at least three full professors. The Dean of Studies should be one of the committee members. At least one member must be from a discipline very close to that of the person to be evaluated. To ensure this is the case, the Dean's Office may also appoint an external professor to the committee.

2. The bodies responsible for carrying out the aptitude evaluation, and assessing the aptitude and qualifications for becoming a full professor in accordance with §51(7) LHG, are the commissions and committees formed in the Faculties for dealing with habilitations; they shall serve in this capacity unless the Faculty's rules for habilitation or evaluation provide otherwise.

3. For the tenure evaluation the Rectorate shall establish a Tenure Committee in cooperation with the relevant Faculty. This committee must include the Dean of Studies and should include the members of the Conciliar Committee. Moreover, §48(3) LHG shall apply *mutatis mutandis* to the staffing of this committee. The Tenure Committee shall be chaired by a member of the Rectorate or the Dean's Office of the relevant Faculty.

4. The Senate shall establish a Tenure Board. It shall consist of six professorial members from the pool of Senate quality development officers for early-stage researchers, as well as one or two external members from the heiQUALITY advisory board. The Board shall include at least three women. The members shall elect a chair and a deputy chair from their number. The Senate shall appoint the members for a three-year term of office. Re-appointment is possible. A member of the Rectorate whose area of responsibility covers support for young researchers shall attend the meetings of the Tenure Board as an advisor, as shall the Equal Opportunities Commissioner.

The Tenure Board is expected to make proposals on how to continually improve procedure on the basis of its experience. To that end, it will meet once a year with all the members of the pool of Senate quality development officers for early-stage researchers. Furthermore, the Tenure Board, acting on behalf of the Senate, has the mandate of checking that proper procedure is followed in the context of the tenure evaluation. One professorial member from the pool of Senate quality development officers for early-stage researchers shall be delegated to the Tenure Committee as an advisor and rapporteur to the Senate. After the Tenure Committee has formed its opinion, the Senate rapporteur shall report to the Senate on the due order of the procedure. In cases of doubt, a meeting of the Tenure Board may be called.

Section 2: Conciliar evaluation

§ 5 Purpose of the conciliar evaluation

The purpose of conciliar evaluation is to advise junior professors at an early stage about possible obstacles to a successful aptitude evaluation. In the case of tenure-track professors, the conciliar evaluation shall also cover the question of a later successful tenure evaluation.

§ 6 Initiating and terminating the procedure

(1) The conciliar evaluation shall be initiated by the application of the junior professor or tenure-track professor to the relevant Faculty. The application may be made up to 30 months after taking up the professorship. In conformity with §22 of this statute, the time of the evaluation can be postponed to take account of child care or care-dependent relatives.

(2) If, during the conciliar evaluation, the junior professor or tenure-track professor applies for an aptitude evaluation or applies to take the habilitation examination, including at another university, the evaluation shall be terminated by decision of the Conciliar Committee. In the case of tenure-track professors, the evaluation may be limited to the question of a later successful tenure evaluation and suspended pending the successful completion of the aptitude evaluation or habilitation – provided there is enough time left after the conciliar evaluation until the tenure evaluation for them to respond effectively to the results of the conciliar evaluation.

§ 7 Objects, means and method of the conciliar evaluation

(1) The conciliar evaluation focuses on the prospects of the junior professor or tenure-track professor of obtaining a successful evaluation of aptitude at the end of the service contract under §8 ff. of this statute. In the case of a tenure-track professorship, the prospects of a successful tenure evaluation in accordance with §§12 ff. below must also be examined. The Faculty Councils shall adopt detailed rules of procedure about the means required and the method of the conciliar evaluation.

(2) On completion of the conciliar evaluation, the Conciliar Committee shall make a written report. Stating comprehensible reasons, this report should clearly indicate how the Committee rates the current prospects of the junior professor or tenure-track professor of receiving a successful aptitude evaluation and, as the case may be, also tenure evaluation. In order to

guarantee freedom of research and teaching, the Committee must make clear that its recommendations may not, and should not, be regarded as binding requirements or expectations.

(3) The Conciliar Committee's report must be sent to the junior professor or tenure-track professor and the Dean's Office in the relevant Faculty.

Section 3: Aptitude evaluation and assessment

§ 8 Purpose and objects of the aptitude evaluation

The purpose of the aptitude evaluation is to assess the aptitude and qualifications for a position as full professor within the meaning of §51(7) 2nd sentence LHG. This means, in particular, reviewing their aptitude and qualifications for independent research of the kind expected of professors, reviewing their pedagogical aptitude for academic teaching and likewise their ability, in a lecture, to clearly, competently and critically present a research-related question and their findings, and then to discuss it at a scholarly level with a specialist audience. Credit should be given for performance in the field of support for early-stage researchers and academic self-government but these activities are generally regarded as secondary.

§ 9 Initiating the procedure and obstacles to admissibility

(1) The aptitude evaluation shall be initiated by written application from the junior professor or tenure-track professor to the Faculty. The application may not be made until two years of employment have passed and must be filed at the latest 12 months before the end of the service contract.

(2) The junior professor must append the following to the application:

1. a personal report pursuant to Annex 2 of this statute
2. a statement that he or she has not yet applied for admission to the habilitation examination or submitted a habilitation thesis (Habilschrift) to Heidelberg University or another university entitled to grant habilitations,
3. proposed topics for an academic lecture in keeping with the Faculty rules for habilitation or evaluation,
4. a list of subjects, beyond those specified in the job description of junior professor, in which the junior professor wishes to be qualified for a full professorship.

(3) The application shall be deemed inadmissible if the junior professor or tenure-track professor has applied for admission to the habilitation examination at Heidelberg University, or another university entitled to grant habilitations, or has submitted a Habilschrift for the same subjects. If these preconditions arise only after submission of the application, the application shall be deemed inadmissible. As soon as it is foreseeable that these preconditions may arise during the aptitude evaluation, the junior professor or tenure-track professor must immediately inform the

Faculty, in order to enable the Aptitude Assessment Committee to suspend the procedure, if necessary.

(4) In the event that a junior professor or tenure-track professor leaves Heidelberg University prematurely, a procedure that has already been initiated can be terminated at the wish of this person.

§ 10 Means and method of aptitude evaluation

(1) The aptitude and qualifications of the junior professor or tenure-track professor to perform independent research shall be assessed mainly on the basis of publications and, as appropriate, other completed research manuscripts submitted for publication, which he or she has produced in addition to academic papers written in connection with doctoral work, taking into account the subject-specific criteria named in annex 1 of this statute and defined through the appointment agreement. After the junior professor makes the application, the Aptitude Assessment Committee shall designate reviewers in keeping with the provisions of the habilitation or evaluation rules applicable in the Faculty. These experts must make their opinions available at the latest six months after their designation. Along with the personal report, the expert opinions will be made available to each member of the Aptitude Assessment Committee for a period of at least four weeks. This may also take place electronically. After this period has elapsed the Committee, on the basis of a thorough discussion of the junior professor's or tenure-track professor's academic papers and the expert opinions on them, shall take a decision on their aptitude and qualifications to perform the kind of independent research expected of full professors.

(2) The aptitude of the junior professor or tenure-track professor to teach academic subjects shall be assessed according to their subject-related lectures and seminars, taking account of the subject-related criteria named in annex 1 of this statute and defined through the appointment agreement. The Dean of Studies shall make a written report on the basis of the documents submitted and, where appropriate, trial classes or visitations. The report must be made available to the members of the Aptitude Assessment Committee along with the documents named in (1) above. This can also take place electronically. After discussing the report, the Committee will take a decision on the pedagogical aptitude of the junior professor or tenure-track professor for university teaching.

(3) The Aptitude Assessment Committee will determine the ability of the junior professor or tenure-track professor to comprehensibly, competently and critically present a research-related question and the replies found to it, and to discuss it with a specialist audience; the Committee will base its assessment on a presentation given in accordance with the rules provided in the habilitation or evaluation rules of the relevant Faculty.

(4) If the aptitude and qualifications of the junior professor or tenure-track professor are affirmed in accordance with (1) to (3) above, the committee will determine their aptitude and qualifications for a full professorship in accordance with §51(7) LHG. The decision must name the subjects to which the assessment relates. The Aptitude Assessment Committee is not bound by the job description of the junior professorship.

(5) If the Aptitude Assessment Committee comes to the conclusion that the aptitude and qualifications for a full professorship cannot be established because not all the decisions named under paragraphs (1) to (3) have led to an affirmative decision, it will inform the junior professor or tenure-track professor in writing, stating full reasons.

§ 11 Recording and announcing the assessment decision

The decision in accordance with §10(4) of this statute must be recorded in a document to be prepared and signed by the Rector and the Dean and handed to the junior professor or tenure-track professor. Furthermore, the decision shall be communicated in a manner corresponding to the announcement of successful habilitations.

Section 4: Tenure evaluation

§ 12 Purpose and subjects of the tenure evaluation

The tenure evaluation prepares for the decision on initiating a non-advertised, simplified appointment procedure for tenure-track professors in accordance with §48(1) 4th sentence LHG. In order to preserve the principle of selecting the best qualified candidate, it enables an assessment of whether the specialist achievements of tenure-track professors – going beyond their fundamental aptitude and qualifications for becoming full professors – also satisfy the university's special requirements with respect to filling a certain professorial post. Besides markedly above-average achievements in research and teaching, these requirements also involve the supervision of young researchers, participating in academic self-government and competence in staff management.

§ 13 Initiating the procedure and obstacles to admissibility

(1) Tenure evaluation is initiated by a written application by the tenure-track professor to the relevant Faculty. The application may be submitted at the earliest 14 months before the end of the service contract and must be submitted at the latest 12 months before the end of this period.

(2) The application shall be deemed inadmissible if an aptitude evaluation held earlier (§17 below) has not led to a positive decision in accordance with §10 (4 and 5) above.

(3) Further, the application shall be deemed inadmissible if there has not been a 'status consultation' beforehand. This consultation aims to assist tenure-track professors to appraise their prospects at the Faculty, weigh up their individual career opportunities and thus be better able to plan their future academic pathway. The consultation shall be conducted by the Dean of the Faculty responsible and another professor, if possible from a similar academic field.

- (4) The following must be appended to the application to undergo tenure evaluation:
1. a personal report pursuant to Annex 2 of this statute,
 2. a confirmation that the status consultation has been held under (3) above,
 3. in the case of isolated tenure evaluation (§15 (2) of this statute) a copy of the certified result according to §11 of this statute or a certified copy of the habilitation document of a university with the right to award habilitations,
 4. in the case of isolated tenure evaluation (§15 (2) of this statute) a proposed topic for an academic presentation with a discussion.

Further documents may be appended to the application, such as the results of teaching evaluations, teaching materials or the report of the Conciliar Committee.

§ 14 Means and method of tenure evaluation

(1) At the latest 14 months before the expiry of the contract of a tenure-track professor, the Rectorate shall establish a Tenure Committee in accordance with §4(3) of this statute, unless the tenure-track professor has already stated in writing that no application for a tenure evaluation will be made.

(2) Immediately after receiving the application for tenure evaluation, the chair of the Tenure Committee shall provide all committee members with the documents submitted under §13(4) of this statute. Likewise the subject-specific criteria named in annex 1 of this statute and defined in the appointment agreement must be made available to the committee members in an appropriate way. This can also take place electronically.

(3) Immediately after receiving the application for tenure evaluation, the Tenure Committee shall appoint three external reviewers, in order to assess the research performance and potential of the tenure-track professor. In principle, two of them shall come from abroad. The reviewers shall be given the personal report pursuant to annex 2 of this statute. In an extensively substantiated written assessment, which clearly shows the grounds for their decision, they shall set out whether the research performance and potential of the tenure-track professor should be assessed as below average, average, above average or outstanding, in comparison with academics of the same age and level of development in the discipline. The subject-specific criteria named in annex 1 of this statute and defined in the appointment agreement must be considered during the process.

The expert opinion shall be completed at the latest three months after it is requested and made available without delay to the members of the Tenure Committee. That can also take place electronically. If the tenure-track professor has completed a habilitation before the tenure evaluation takes place, and therefore no aptitude evaluation takes place in accordance with §§8 ff of this statute, the opinions obtained from the habilitation procedure must also be taken into account.

(4) In order to assess the tenure-track professor's teaching performance, the Dean of Studies shall make a written report on the basis of the documents submitted, as well as other officially obtained information about their teaching activity. The subject-specific criteria named in annex 1 of this statute and defined in the appointment agreement must be considered during the process.

The relevant academic committee (*Studienkommission*) must discuss the report before passing it on to the Tenure Committee and append the result of its deliberation to the report. The report shall be available to the members of the Tenure Committee at the latest three months after the application was filed. It is sufficient to send it electronically.

(5) In order to assess the performance of the tenure-track professor in supporting young researchers, the Dean shall write a report on the basis of the documents submitted and the information officially available to the Dean's Office. The report should be made available to members of the Tenure Committee at the latest three months after the application was filed. It is sufficient to send it electronically.

(6) In order to assess the performance of the tenure-track professor in academic self-government, as well as to judge their competence in staff management, the Dean shall write a report on the basis of the documents submitted and the information officially available to the Dean's Office. The report should be made available to the members of the Tenure Committee at the latest three months after the application for was filed. It is sufficient to send it electronically.

(7) The Faculties may supplement, specify and weight the assessment objects and criteria named in (3) to (6) by their own rules of procedure. Such rules of procedure must be adopted by the Faculty Council and require the approval of the Rectorate. They must be published and communicated in the same way as this statute.

(8) Once all the expert opinions, reports and assessments are available, they must be discussed in detail and assessed by the whole of the Tenure Committee within a period of at most two months. In the context of these discussions, the Tenure Committee shall set a date as early as possible for a 'strategy conversation' with the tenure-track professor. This shall focus on the latter's plans and ideas for future research projects, teaching approach and strategy for fostering young researchers. It shall also refer to an academic lecture to be given by the tenure-track professor to a university audience, followed by a discussion. If the aptitude and tenure evaluations are carried out jointly by the Tenure Committee (see §15 1st sentence below) §10(3) shall apply when it comes to deciding the topic of the lecture.

(9) Following the strategy conversation, the Tenure Committee shall discuss whether the academic performance of the tenure-track professor, going beyond their basic aptitude and qualifications for a full professorship, are up to the university's specific requirements for the professorship to be filled. In doing so, it shall also consider the documents accompanying the candidate's application and, in particular, the expert opinions, reports and assessments submitted. If the Tenure Committee comes to a positive assessment it shall decide to recommend the tenure-track professor for a non-advertised appointment with simplified appointment procedure. Otherwise it shall decide not to propose the tenure-track professor for appointment by such a procedure. The assessment of the Tenure Committee is to be submitted at the latest six months before the expiry of the tenure-track professor's term of service.

Section 5: Joint procedures for tenure-track professorships

§ 15 Principle of jointly implementing the aptitude and tenure evaluations

In the case of tenure-track professorships, the aptitude and tenure evaluations shall, in principle, be conducted jointly by the Tenure Committee; in this case, §9(3) of this statute shall not apply. If the aptitude evaluation has been held earlier (§17 below) or if it is not necessary because of the tenure-track professor's successful habilitation, the tenure evaluation will be carried out separately.

§ 16 Procedure for jointly implementing the aptitude and tenure evaluations

If the aptitude and tenure evaluations are conducted jointly, a further reviewer must be appointed in accordance with §10(1) of this statute, in addition to the reviewers to be appointed in accordance with §14(3). In this case, all opinions, reports and assessments must comment both on the fundamental aptitude of the tenure-track professor for a full professorship and on the particular requirements in accordance with §12 of this statute. For the procedure, §14 shall apply *mutatis mutandis*. After the final deliberation of the Tenure Committee, it must take a decision initially in keeping with §10(4 and 5) above on the fundamental aptitude of the tenure-track professor for a full professorship. If this decision is positive, the committee must then, in accordance with §14(9), take a decision on the proposal for a non-advertised appointment in simplified procedure.

§ 17 Early aptitude evaluation

At the request of a tenure-track professor, the Rectorate may arrange for the aptitude evaluation to be held earlier if the tenure-track professor has a justified interest in this.

Section 6: Further procedure after conclusion of the tenure evaluation

§ 18 Involvement of the Faculty Council, Rectorate and Senate

(1) After the Tenure Committee has reached its opinion pursuant to §14(9), the Senate rapporteur shall report in writing on the orderly character of the procedure.

(2) The decision of the Tenure Committee in accordance with §14(9) of this statute, along with the report of the Senate rapporteur, must be communicated to the Faculty Council of the relevant Faculty, the Rectorate and the Senate for consideration. If one of these bodies has serious doubts about the substantive correctness of the decision of the Tenure Committee, it shall refer the decision back to the latter for renewed discussion and decision; in this case, the Tenure Board shall be informed. Otherwise it shall decide to approve the decision of the Tenure Committee.

(3) If, in accordance with (2) above, the Tenure Committee is requested to reconsider its decision, this renewed decision must, in turn, be communicated to the Faculty Council of the relevant Faculty, to the Rectorate and the Senate. If the Tenure Committee again proposes to appoint the tenure-track professor without advertisement in simplified procedure, the Faculty Council, Rectorate and Senate shall decide on whether they approve the proposal of the Tenure

Committee. If the Tenure Committee this time decides not to appoint the tenure-track professor without an advertisement, no further decision needs to be made.

§ 19 Preconditions for non-advertised appointment with simplified procedure

(1) The Rector shall appoint the tenure-track professor to the professorship without advertisement in accordance with §48(2) LHG, if this corresponds to the proposal of the Tenure Committee and if this proposal has found the approval of the Faculty Council of the relevant Faculty, the Rectorate and the Senate.

(2) The Rector shall make the appointment in keeping with the proposal of the Tenure Committee even if this proposal – after renewed decision-making in accordance with §18 of this statute – has not met with the approval of the Faculty Council, Rectorate or Senate. That shall not apply, however, if the Faculty Council, Rectorate and Senate have refused the approval due to serious doubt about the substantive correctness of the decision of the Tenure Committee and the relevant decisions of the Rectorate were unanimous, and those of the Faculty Council and Senate were adopted by a three-quarter (qualified) majority and a unanimous vote by those professors who were not members of the Tenure Committee.

(3) If – with the approval of the Faculty Council, Rectorate and Senate or after a renewed decision in accordance with §18 of this statute – the Tenure Committee decides not to appoint the tenure-track professor without advertisement in a simplified procedure, the Rectorate shall take a decision to this effect. This decision must be communicated in writing to the tenure-track professor without delay. The same shall apply in the case of (2) 2nd sentence above.

Section 7: Sundry provisions

§ 20 Acceleration of procedure

For a tenure-track professor who can show evidence of having received an external offer of a tenured professorship or of outstanding achievements (e.g. acquiring an ERC grant), the Rectorate may – on request of the responsible Faculty and with the agreement of the tenure-track professor – order that the aptitude and tenure evaluation be carried out earlier.

§ 21 Extension in the event of non-appointment

If a tenure-track professor is not appointed to the professorship because their aptitude and qualifications as a full professor could not be established (§10(5) of this statute), the legal basis of the tenure-track professorship may be extended by one year in accordance with §51(7) 4th sentence LHG. The same applies if the Rectorate decides not to appoint a tenure-track professor to the professorship without an advertisement and with the simplified appointment procedure in accordance with §19(3) of this statute.

§ 22 Extension for child care and dependent care

The term of service of junior professors or tenure-track professors may be extended in accordance with the “Statute to extend a civil service contract of junior professors, junior lecturers and

academic staff to take account of child-care and dependent-care”, if the extension is necessary to reach the qualification goal of aptitude evaluation or tenure evaluation.

§ 23 Taking effect

This statute shall take effect on the day after its publication as a communication of the Rector.

Junior professors who were first appointed for a term of up to four years pursuant to §51(7) LHG have the option of requesting that the aptitude evaluation be held in accordance with §§8-11 Statute of Heidelberg University on the Evaluation of Junior Professorships and Tenure-Track Professorships of 29 April 2019.

Heidelberg, 10.11.2021

(signed) Prof. Dr. Dr. h.c. Bernhard Eitel

Rector

Annex 1: Overview of Evaluation Criteria

The framework for the aptitude evaluation is set by the areas of achievement named in §8 of this statute. The areas of achievement for the tenure evaluation are named in §12 of this statute and, as appropriate and provided in §14(7), the definitions and weighting are named in the rules of procedure of the respective faculty.

A. Research Performance and Potential

1. Quality and quantity of the publications
2. Independence, originality, innovativeness and well-founded methodology of prior and planned research
3. National and international visibility and significance of prior and planned research
4. Development of the tenure-track professor's research fields and approaches since obtaining their doctorate
5. Acquisition of third-party funding

B. Teaching

1. Independence, academic foundations and quality of the teaching skills demonstrated in the classes conducted
2. Disciplinary breadth, depth and formats of the classes conducted
3. Any innovations demonstrated in the field of teaching
4. Advisory and supervisory activity (also related to theses and dissertations)
5. Teaching in other languages and invitations to give lectures outside the university, particularly internationally

C. Support for early-stage researchers

1. As supervisor / second referee of dissertation

D. Academic Self-Government and Personnel Management

1. Membership of committees, offices, taking on special assignments for the university and its institutions
2. Competence in personnel management
3. Further qualifications gained on the candidate's own initiative

Annex 2: Structure of the Personal Report

Includes lists of the following:

- a. an up to 5-page description of completed, current and planned research projects
- b. all publications, including, as appropriate, ready-for-publication scholarly manuscripts
- c. all lectures given to date as well as planning for future teaching (taking account of the results of prior teaching evaluations)
- d. academic talks and presentations given so far as well as current invitations (listing the event in each case)
- e. completed, current and applied-for third-party funded projects
- f. current and planned academic collaborations (internal, external, national, international)
- g. conferences that were personally organised, or co-organised
- h. memberships and functions in professional associations and of activities in extra-university educational organisations, governmental organisations or similar institutions
- i. academic prizes and awards (including prizes for teaching) and, where appropriate, also patents or similar
- j. activities for the purpose of knowledge transfer
- k. expert opinions provided outside of regular examination grading
- l. participation in completed and current doctoral processes, naming the respective function (first or second referee), the respective topic and, if known, the result
- m. personally supervised theses (Bachelor's, Master's and comparable projects in other study courses) stating the topic, the state of progress (current or completed) and, if known, the result,
- n. involvement in examinations (type and number of examinations, respective function in the examination process)
- o. special activities and offerings in the field of teaching (e.g. holding classes in other languages, accepting guest professorships, developing new teaching formats, advisory and supervisory programmes etc.)
- p. participation in academic self-government (membership of committees, offices, special assignments for the university and its institutions)
- q. proof of having completed courses in university teaching methods (optional)
- r. proof of having completed training courses in personnel management (optional)