

Guidelines for appointments at Friedrich-Alexander-Universität Erlangen-Nürnberg

Appointment procedures for professors under particular consideration of aspects of gender and diversity

Preamble

FAU is aware of the special responsibility the right to make appointments entails for universities, and strives to fill positions swiftly with researchers of an excellent caliber. Appointing professors is the central instrument available to FAU for tailoring its profile and establishing research focus areas. Newly appointed professors have a decisive role to play in determining and shaping the future of FAU.

FAU offers an excellent academic and collegial environment. It prides itself on its open and welcoming culture, reflected for example in the FAU Welcome Center and the University's involvement in the Dual Career Netzwerk Nordbayern (DCNN), which helps attract outstanding scientists and scholars to the University.

The FAU Guidelines for appointments serve to ensure the quality of our appointment procedures. The aim of these guidelines is to create transparency concerning the procedure itself as well as to clarify the rights and opportunities of all parties involved in the appointment procedure. The guidelines adhere to legal requirements for appointment procedures. They describe the procedure to be followed for appointments to W1, W2 and W3 professorships (assistant professorship, associate professorship and full professorship) and implement the FAU quality standards. This ensures that the same procedure is followed throughout the University when appointing new professors.

In particular, the guidelines serve to integrate gender and diversity aspects consistently and systematically in appointment procedures. Efforts should be made to increase the percentage of women in academia when drawing up the appointment proposal. [The target agreements for increasing the percentage of female researchers](#) in the individual faculties also formulate suitable measures and targets for increasing the percentage of female professors which the respective appointment committees have to observe. FAU stands for diversity and is a cosmopolitan university characterized by the diversity of its members. This ought to be taken into account during the appointment process.

The appointment procedure at FAU is conducted via a web-based application portal (<https://berufungen.fau.de>). The various steps in the appointment procedure outlined in these guidelines are included there.

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1. Legal regulations

The appointment procedure for professors is governed predominantly by Section 30 and Section 66 Bavarian Higher Education Innovation Act (BayHIG) and the implementation notes from the Bavarian State Ministry of Science and the Arts.

Additional legal provisions apply to Chairs guaranteed on the basis of the concordat with the Holy See or the contract with the Protestant-Lutheran church. Special provisions applicable to the procedure for appointing professors in theology, religious education and teaching religious education at schools at FAU are also stipulated in Section 66 (9) BayHIG. These provisions also apply if the School of Theology makes appointment proposals for Chairs at the universities of Bayreuth, Bamberg and Würzburg linked by contract to the Church (see also the letters from the Bavarian State Ministry of Education dated March 13, 1979 and April 29, 1980).

ASIDE: Legal status of the School of Theology in appointment procedures

According to legal provisions, the School of Theology at the Faculty of Humanities, Social Sciences, and Theology fulfills the duties of a faculty during its appointment procedures. Members of the Faculty of Humanities, Social Sciences, and Theology who are not members of the School of Theology can therefore participate in the appointment procedure as non-faculty appointment committee members. However, this does not apply in the other direction; in other words members of the School of Theology cannot participate as non-faculty members in appointment procedures at the Faculty of Humanities, Social Sciences, and Theology.

Reference is also made to:

- The Constitution of Friedrich-Alexander-Universität Erlangen-Nürnberg (GrO FAU)
- Regulations governing structures, procedures and quality standards in the evaluation of professors at Friedrich-Alexander-Universität Erlangen-Nürnberg (TT Regulations)
- Framework Act for Higher Education (Hochschulrahmengesetz, HRG)
- Implementing decree on the Bavarian Higher Education Innovation Act (AVBayHIG) dated February 13, 2023 (GVBl. p. 66, BayRS 2030-2-21-WK), amended by the ordinance dated July 28, 2023 (GVBl. p. 520) (previously Teaching Regulations (Lehrverpflichtungsverordnung, LUFV))
- Bavarian Public Servants Act (Bayerisches Beamtenengesetz, BayBG)
- Bavarian Administrative Procedures Act (Bayerisches Verwaltungsverfahrensgesetz, BayVwVfG)
- German Social Security Code IX (SGB IX)

2. Special provisions for professorships

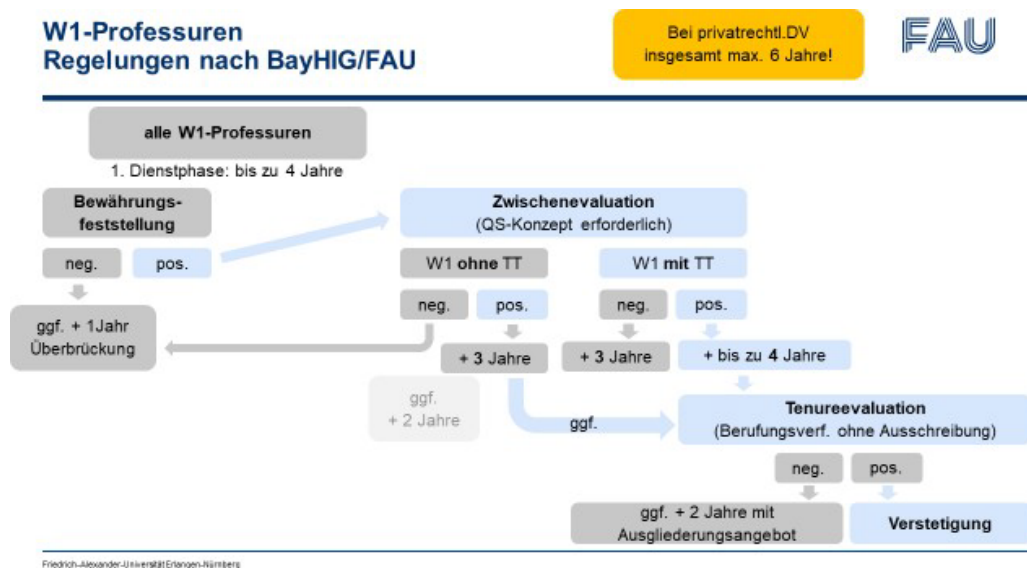
2.1. W1 Professorship

Section 63 BayHIG

2.1.1. General information about W1 professorships

A W1 or assistant professorship is a position consisting of two phases. As a rule, professors are employed on a fixed-term public service contract, but may in exceptional cases be employed on a fixed-term employment contract instead. W1 professors are primarily employed as academics in the sciences or the arts and are university lecturers. Their freedom to conduct independent research and teaching stems from this definition of their position. They are entitled to award doctoral degrees and set examinations but they are not entitled to assess postdoctoral research (habilitations). W1 professors are not permitted to write evaluations for appointment procedures or other W1 professors.

If the professor has met expectations as a university lecturer, a positive interim evaluation confirms that they have passed the initial probationary phase of the professorship. It is based on an assessment of the professor's achievements to date and forms the basis for extending the public service or employment contract for the second phase of the W1 professorship. In addition to determining the candidate's suitability, the interim evaluation demonstrates the future potential, suitability for tenure and marketability of the W1 professor. The steps to be taken to implement and ensure quality standards are governed in the latest version of the [TT Regulations](#). If the professor does not receive a positive interim evaluation, a transitory period of up to one year may be offered, provided the W1 professor agrees.



Comment S-Ber: The TT Regulations serve as a quality assurance tool as stated in Section 63(4)(1) BayHIG, linking the evaluation of the probational period and the interim evaluation.

2.1.2. Special provisions relating to W1 professorships

2.1.2.1. Qualification period for meeting prerequisites for employment (Section 63 (1) (5-7) BayHIG) The period between the end of the doctoral degree (date on the doctoral degree certificate) and the deadline for applications should be no longer than 4 years, or no longer than 7 years for doctoral degrees in medicine and clinical psychology. This period can be extended due to periods spent caring for children or family members.

2.1.2.2. W1 internal appointments

Please refer to Section 2.4 Internal appointments below

2.1.2.3. Mentorship

Information sheet on mentorship (in German and English)<https://www.verwaltung.zuv.fau.de/glossary/mentorat/>

2.1.2.4. Target agreement

Sample target agreements
<https://www.verwaltung.zuv.fau.de/glossary/zielvereinbarung/>

2.1.2.5. W1 professorship with tenure track

The University can offer a W1 professorship in conjunction with a tenure track (see TT Regulations). A positive interim evaluation and successful completion of the probationary period form the basis for extending the public service contract for the second W1 phase. The tenure evaluation is held as a simplified appointment procedure and determines whether the professor will progress to a W2 or W3 professorship.

The tenure evaluation which leads to the professor being appointed to a permanent W2 or W3 position is governed by the TT Regulations and can only be initiated after a positive evaluation and successful completion of the probationary period. In order for the tenure evaluation to be successful, the following two criteria must be met:

- The W1 professor has proven to be a successful university lecturer and has received a positive interim evaluation.
- During the tenure procedure, the tenure committee (equivalent to the appointment committee or tenure board) has determined that the requirements for waiving a call for applications have been met (the professor has demonstrated particular excellence or outstanding performance).

2.2. Fixed-term professorship

Section 58 (2)(3) BayHIG

As a rule, W2 and W3 professors are appointed to a permanent position as a public servant with tenure. They may, however, also be appointed on a fixed-term public service contract for a period of up to six years. A renewed appointment or an extension beyond this period of time is not permitted. A fixed-term public servant position cannot be changed to a permanent position until at least three years have passed. A permanent public servant position can only be offered before these three years have passed by means of an appointment procedure (appointment without call for applications/competitive procedure, see Section 58 (2) and Section 66 (7)(1) BayHIG). The call for applications must state if the position is on a fixed term employment or public service contract, and if so which timescale it is for. The rules apply accordingly if the professor is employed on the basis of a private-law employment contract.

Reasons must be given if the professor is to be appointed on a fixed-term public service contract. Possible reasons may be:

- Employing people who are not already employed at an institute of higher education on a temporary basis at an institute of higher education.
- Completing special tasks for a limited period, e.g. in research, to cover a temporary or changing requirement for teaching, in the interests of knowledge transfer.
- Temporary endowed professorships
- Temporary third-party projects, e.g. research projects, elite degree programs
- Appointment to a position in a clinical institution, in particular as a senior physician (Oberarzt), if there are special reasons for making the appointment on a fixed-term public service contract (e.g. imminent change to management, intended change in focus of patient care)
- As a temporary solution if no suitable candidates applied for the position.

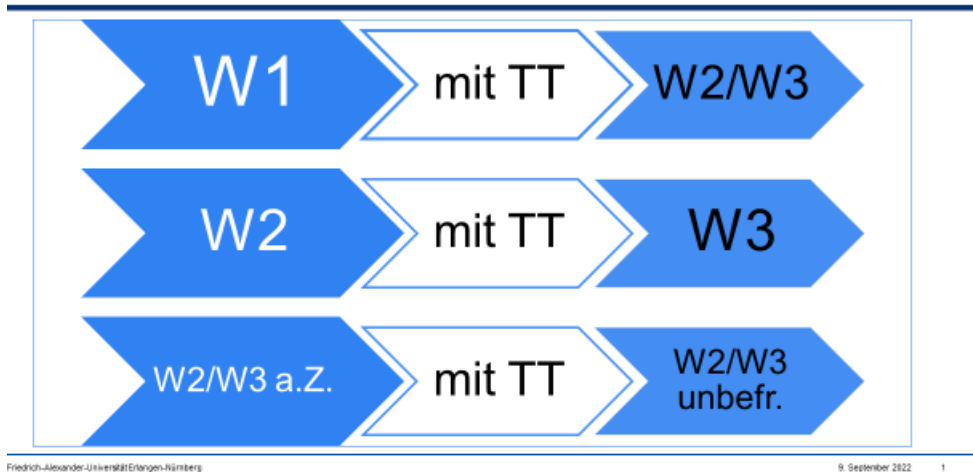
2.3. Tenure track professorships

A prerequisite for a tenure track position is that a sustainable position is designated at the latest at the time a call for applications is requested and that the tenure track is specifically mentioned in the text of the call for applications.

FAU can publish the following calls for applications for tenure track professorships:

- W1 professorship with tenure track to W2 or W3
- W2 professorship with tenure track to W3
- W2 or W3 professorships with tenure track to the same pay grade

If tenure track is offered for a W3 professorship, the future equipment budget for the professorship must be considered in the appointment procedure.



Tenure procedures are governed in the [TT Regulations](#).

2.4. Appointments with extramural funding

This refers, for instance, to appointments funded by foundations, extramural institutions, or DFG funding (in particular Heisenberg funding).

In order to ensure the principle of always choosing the best person for the position, competitive calls for applications are issued for these professorships as well. The candidate at the top of the list (list ranking no. 1) is offered the appointment under the proviso that they acquire the funding.

The dean must be consulted before making plans to acquire funding that includes funding for a professorship. The planned professorship must be in line with the strategy in the relevant subject area and the key research priorities at FAU. If plans include a permanent or tenure track professorship, the long-term sustainability of the position must be clarified before the call for applications is issued.

2.5. Internal appointments

An internal appointment is when someone already employed at the university is appointed to a different position within the university. The date the shortlist is drawn up is decisive for deciding whether or not an appointment is classed as an internal appointment.

Appointment proposals including the names of internal members must be based on the premise that they meet the requirements of the selection of the best possible candidates (Section 33(2) German Basic Law (GG))

In principle, the following formal cumulative requirements should also be met in order for the Executive Board to consider an internal appointment:

- An additional external member must be included in the appointment committee (see Section 3.2.8).

- At least four external reviews are required, and at least two of them ought to be international. Reasons must be given for a decision to waive the requirement for international reviews.
- The candidate must have gained at least two years external scientific or academic experience since completing their doctoral degree (e.g. abroad, in industry/private economy/cultural institutions, or a professorship at another university)
- The candidate must be stated by name in the market analysis.

Detailed and credible reasons must be given for any decision to waive these general requirements in any individual case.

The initial appointment of professorships with tenure track (W1/W3/W3) is as a rule only available to external candidates, then the later tenure evaluation does not count as an internal appointment. Otherwise, the rules stated above apply. This applies accordingly in the case of appointment procedures for previous heads of junior research groups as well as procedures for making fixed term professorships without tenure track permanent.

2.6. Early filling of positions

It is possible to fill a position before it is vacant, in other words for two professors to hold the same professorship for a fixed period of time, provided financing has been secured and teaching duties are met. Filling a position before it is vacant also has an impact on capacity utilization. It means that the former professor cannot extend their period of service.

3. The appointment procedure up until the Executive Board decides on the appointment proposal

3.1. General information on appointment procedures / Preparing for an appointment procedure / Principle of confidentiality

The following refers to competitive W1/2/3 appointment procedures under ideal circumstances. Special rules applicable to these appointment procedures are explained in the relevant section. Information on further options is available from S-Ber.

The work of the appointment committee remains exclusively within the university. All data and information connected to the appointment procedure is strictly confidential and may not be forwarded to any external parties, in other words anyone who is not on the appointment committee. All individuals involved in preparing and dealing with the appointment proposal are obliged to treat all personal data confidentially and to make an effort to fill the position as swiftly as possible.

3.1.1. Staff planning

At least three years before the professorship is expected to become vacant, Strategic

Planning consults the Executive Board and the faculty about the future of the professorship. Positions that become vacant are not automatically filled again, any decision to do so must always be justified.

The procedure for finding a replacement professor must be initiated in good time, at least one and a half years (two years for medical positions) before a foreseeable vacancy. An application for filling a position has to be submitted as soon as possible in the event that a professorship unexpectedly becomes vacant or a new professorship is created.

The Board of Directors of Universitätsklinikum Erlangen must be consulted whenever professorships linked to the university hospital are affected.

3.1.2. Obligatory participation and attendance

Participating in the administration of the University is part of the duties of a professorship, see Section 26 (1) 2–5, Section 59 (1)(4) No. 6 Bavarian Higher Education Innovation Act (BayHIG).

Explicit reference is made to the members' obligation to attend and vote pursuant to Section 30 (3) of the FAU Constitution. The obligation to attend also applies to reporting officers.

3.1.3. Gender and diversity aspects in the appointment procedure

The targets set out for increasing the percentage of women in research pursuant to Section 23 BayHIG apply when drawing up the appointment proposal.

The appointment committee is obliged to work independently and impartially and to observe gender and diversity aspects at FAU. Members of the appointment committee should be made aware of the importance of assessing individuals without prejudice by explicitly raising the topic and covering equality aspects in appointment procedures on the basis of the flyer "[Quality assurance in appointment procedures under particular consideration of aspects of gender and diversity](#)" issued by the Office of Equality and Diversity. All members of the appointment committee must confirm via the Application Portal that they have read and understood the flyer.

The officers for equal opportunities for women in science and the arts involved in the appointment procedure ensure that gender equality is taken into account during the procedure, cooperate with the chairperson of the relevant appointment committee and raise and discuss any topics that arise during all aspects of the procedure.

3.2. Appointment committee – General information

Section 66 BayHIG, Section 20, 21 Bay VwVfG

Information sheet on sources of errors in the appointment committee
<https://www.verwaltung.zuv.fau.de/glossary/berufungsausschuss/>

Unless stipulated otherwise, the procedural regulations stipulated in Section 30 of the FAU Constitution apply.

3.2.1. Establishing the appointment committee

In consultation with the Executive Board, the Faculty Council appoints the members of the appointment committee, following legal requirements and including people with the necessary specialist subject knowledge. A Faculty Council resolution and the approval of the Executive Board are also required when designating one of the members as chairperson of the committee as well as if any additional members join the committee or any changes are required later on in the procedure.

Flyer: "Quality assurance in appointment procedures" <https://www.verwaltung.zuv.fau.de/glossary/Auswahlverfahren/>

3.2.2. Record-keeping in the appointment committee

The minutes of the meetings must be made available to all members of the appointment committee and approved at the latest by the beginning of the next appointment committee meeting. The last meeting minutes are subsequently confirmed via a circulation procedure.

The minutes of the meetings must give a clear and detailed explanation of which candidates are to remain in the procedure and which not.

In particular, the minutes must include statements on

- All changes to the members of the appointment committee
- An attendance list showing whether a quorum was reached (ideally also listing the names of those who did not attend)
- Any potential conflicts of interest and how this will be dealt with
- How to deal with applications from disabled candidates
- Votes cast.

In addition, the minutes must include the reasons behind the agreed appointment proposal. In particular, they must indicate:

- The criteria used to select candidates at the beginning of the procedure
- Proof that these criteria were taken as the basis when determining the ranking of candidates on the final shortlist
- The substantive and subject-related counter-arguments justifying the committee's decision to deviate from the reviewers' proposals, if this is the case
- The valid reasons for rejecting individual candidates at each stage of the procedure.

3.2.3. Suspicion of partiality / partiality

All members of the appointment committee are obliged to keep checking for any possible partiality on their part throughout the procedure. The individual rules for checking and dealing with conflicts of interest are stipulated

in the information sheet "[Dealing with conflicts of interest during appointment procedures](#)".

3.2.4. Delegation of votes

Votes may not be delegated in the appointment committee. If representatives of research staff, student representatives or officers for equal opportunities for women in science and the arts are not able to attend, their votes are automatically transferred to their elected deputy.

3.2.5. Voting in the appointment committee / quorum

The committee shall have a quorum in accordance with Section 66 (4) Bavarian Higher Education Innovation Act, and requires a double majority of professors for each vote concerning specific individuals (i.e. when selecting candidates, when selecting candidates for evaluation and when drawing up the shortlist). An appointment committee has a quorum if the majority of all members eligible to vote and at the same time the required majority of members who are professors are present (see also *Geis, OdW 2020, 23,24*) Abstentions count as votes which have not been cast.

Votes on all personnel matters are cast anonymously in the appointment committee unless the members unanimously agree an **open** public vote (this option should also be voted for in secrecy where possible). This must be documented in the meeting minutes. Secret ballots are cast in writing, and ballots are kept in case they are required for future reference. The same shall apply accordingly to any votes cast digitally (see below). Aside: Telephone/video conferences

Written votes/statements submitted by members of the appointment committee who do not attend the meeting in person never count as a vote cast in the appointment committee.

In order to be legally valid, voting on the shortlist of candidates should follow the following order:

- Individual votes on list ranking per person
- List drawn up in accordance with results
- Final vote on the entire list as it is to be submitted to the Senate.

ASIDE: Telephone/video conferences

In certain cases it may be necessary to include individual members of the appointment committee in the meeting by video link. Votes are cast electronically with a suitable tool, further information is available from Appointments and Appointment Procedures (S-Ber).

Checklist video conference

<https://www.verwaltung.zuv.fau.de/glossary/videokonferenz/>

3.2.6. Members of the appointment committee

Section 66 (4) BayHIG

Cross-faculty appointment committee

<https://www.verwaltung.zuv.fau.de/glossary/Berufungsausschuss/>

3.2.7. Size of the appointment committee

The appointment committee consists of a minimum of seven and (according to a resolution passed by the Executive Board on May 3, 2017) a maximum of fifteen members with voting rights, with the majority of members being full-time professors (W1, W2, W3). Reasons must be given justifying the decision to exceed the maximum number of members in any individual instance.

3.2.8. Voting members of the appointment committee

The voting members of the appointment committee include:

- Full-time professors with the subject expertise needed to assess the candidate's performance. When choosing professors, an interdisciplinary focus and collaboration at a faculty and cross-faculty level should be taken into consideration.
- At least one full-time professor from another faculty at FAU.
- At least one external professor (W2, W3) from the subject area. In order to avoid conflicts of interest and possibly rendering the appointment committee incapable of action, it is recommended to appoint at least two external members to the appointment committee.
- At least two female full-time professors who are eligible to vote, any exceptions must be sufficiently justified.
- The faculty officer for equal opportunities for women in science and the arts
- One representative of research staff
- One student representative.

One deputy has to be elected for the representative of the research staff, one for the student representative and one for the officer for equal opportunities for women in science and the arts. These deputies can each exercise the right to vote if the original member cannot attend.

If a professor is also a secondary member of the faculty issuing the call for applications, this does not necessarily mean that a professor who would otherwise be considered a non-faculty committee member cannot still be considered a non-faculty member. This must be decided on a case-by-case basis. The team at Appointments and Appointment Procedures (S-Ber) is happy to help if you have any questions.

The following should also be involved:

- Dean of Studies (advisory role)

- If applicable, a representative as stipulated in contracts with the Church (entitled to vote)
- If applicable, the disability liaison officer (advisory role)
- If applicable, the Medical director of Universitätsklinikum Erlangen or deputy (advisory role) if the professorship entails tasks at the clinic
- If applicable, an additional external professor (entitled to vote) if applications have been submitted by internal FAU candidates (internal appointment), thereby ensuring that at least two external appointment committee members are included

The regulations for the [preservation of impartiality in appointment procedures](#) also stipulate which groups of individuals are excluded from membership of the appointment committee or from taking on the role of chairperson.

3.2.9. Proportion of women in appointment committees

At FAU, at least two full-time female professors with voting rights (in addition to the officers for equal opportunities for women in science and the arts) should be appointed to the appointment committee. Appointment committees with more than 20 members should have at least three full-time female professors with voting rights (e.g. cross-faculty appointments), reasons must be given for any decision to waive this requirement.

In faculties with a low percentage of women, female professors who play a key role in appointment committees may apply for teaching support or a reduction of teaching hours. If there are not enough female professors acting as voting members of the appointment committee, external female professors in the subject should be included as voting members of the appointment committee.

As long as female candidates are included in the procedure, the officer for equal opportunities for women in science and the arts or his/her deputy must attend meetings in person. (A case-by-case assessment is required if the representative is unable to attend)

The officer for equal opportunities for women in science and the arts should also attend meetings even if there are only male candidates in the procedure, as issues that require the officer's attention are not only limited to issues related to women. This also involves drafting calls for applications and defining the selection criteria (e.g. gender competence). This cannot be voluntarily renounced by the officer for equal opportunities for women in science and the arts or the employer.

3.2.10. Appointments of didactics professors

When appointing didactics professors, care should be taken to ensure that the appointment committee includes an adequate number of professors from the specialist area. In subjects of relevance to teaching degrees, a specialist in teaching the relevant subject should be included, as well as the director of the Center for Teacher Education (ZfL).

3.2.11. Reporting officers

Section 66 (2) BayHIG

The Executive Board appoints a reporting officer for each appointment procedure who reports back to the Executive Board and the Senate. Reporting officers must not belong to the faculty with the vacancy to be filled. A case-by-case assessment is required if the reporting officer is a secondary member of the faculty issuing the call for applications.

Reporting officers have a significant role regarding quality assurance in appointment procedures. They ensure that formal criteria are observed, the procedure is transparent and that gender and diversity aspects are complied with, ensuring equal opportunities for all. All data and information the reporting officers receive in conjunction with the appointment procedure must be handled strictly confidentially. Reporting officers cooperate with the chairperson of the appointment committee and discuss any topics which may arise during all phases of the procedure.

They are responsible for reporting back on the proper execution of the appointment procedure during discussions on the shortlist in the Senate and/or the Executive Board. They are obliged to attend the meetings of the appointment committee (see Section 3.1.2 above). They must be allowed to inspect the documents recording the procedure. The deans and the chairpersons of appointment committees are responsible for ensuring that reporting officers are invited to inspect the minutes of appointment committee meetings and attend appointment committee meetings. They must be allowed to inspect the proposed shortlist and all relevant documents in good time before the Senate meeting. They should also be able to read the applications submitted by those candidates who have not made the shortlist. As a rule, all these documents are automatically available for them to view via the FAU Application Portal.

3.3. Request for call for applications

Section 66 (3) BayHIG

If a new professorship is created or a vacancy arises for a current professorship, the faculty files a request for a call for applications with the Executive Board after convening an appointment committee (see Section 3.2 Appointment committee above). The application is made via the FAU Application Portal and comprises the following documents:

The request for a call for applications must include at least the following information:

- Formal application from the faculty to the President with
 - Date of the Faculty Council resolution (or Faculty Council resolutions in the case of cross-faculty procedures)
 - Type of appointment: replacement or newly established professorship, details of who currently holds the position (name, leaving date)
 - (Planned) name of professorship with intended pay grade
 - Information on where the professorship will be located (faculty/department/institute/clinic)

- Number of planned position (Planstellennummer) and details of financing for the professorship (and further confirmations/agreements if applicable)
- Reasons have to be given if the call for applications is for a fixed-term professorship
- Summary sheet (for competitive procedures; form)
- Overview of potential pool of candidates: results of market analysis listing numbers and names of potential candidates (form)
- Job description (form)
- Quantified confirmation of budget (form); this is then taken as the binding basis for the Executive Board's subsequent appointment offer.
- Detailed justification for the professorship in writing, denomination, subject area, if applicable with reference to faculty's developmental plan or a copy of the part of the text referring to the professorship in question.
- Call for applications (see 3.3.1 Call for applications; use of templates)
- Members of the appointment committee (to be) approved by the Executive Board
- In the event of appointments shared with external institutions (joint professorship): an endowed professorship contract or cooperation agreement must at least have been negotiated, or better signed.
- For professorships within Kapitel 15 20 (Universitätsklinikum Erlangen): Approval of Board of Directors of Universitätsklinikum Erlangen

ASIDE: Open rank calls for applications

For calls for applications that do not refer to a specific pay grade (open rank), it must be clear from the criteria listed in the call for applications which pay grade is being offered. The pay grade must be well justified for each candidate on the list and cannot be part of the appointment negotiations in particular.

3.3.1. Wording of calls for applications

The Faculty Council decides on the text of the call for applications and submits it to the Executive Board for a resolution to be passed. (see Section 3.6 Request for call for applications) The members of the appointment committee must be shown the entire text of the call for applications for the professorship for which there is a vacancy to enable them to fulfill their duties.

When drawing up the call for applications, please use the German and English templates approved by the Executive Board. The templates are binding and include references to gender and diversity aspects, equal opportunities for disabled candidates and legal requirements for appointment.

Templates (German/English)

<https://www.verwaltung.zuv.fau.de/glossary/ausschreibungstext/>

As a rule, vacancies for professorships should be advertised internationally. S-Ber forwards the German text to the Language Service giving the name of the point of contact in the faculty who is available to clarify any subject-related questions. The Language

Service translates the text into English and agrees on the English text with the faculty. Both the German and the agreed English text must be available before a resolution can be passed by the Executive Board.

The required qualifications and agreed selection criteria must be stated clearly in the call for applications.

The deadline for applications is not a final deadline, in other words there is no legal reason why applications submitted after the deadline has expired should not be considered. Aspects of equal treatment must also be taken into consideration. The main focus is always on finding the best possible candidate.

The faculty officer for equal opportunities for women in science and the arts should be consulted when planning which positions are to be filled and involved in drafting the call for applications. The call for applications should address women qualified for the position and encourage them to apply.

S-Ber informs the Bavarian State Ministry of Science and the Arts (StMWK) about the planned call for applications. The deadlines for providing the required information agreed with the Ministry apply.

3.3.2. Publication of calls for applications

S-Ber arranges for the German and English versions of the call for applications to be published in the media preferred by the faculty, with the University Administration covering costs for publishing in two media selected by S-Ber (not in the case of positions covered by Kapitel 1520). Any other publications have to be paid for by, alternatively, the faculty, the department or the chair. Generally, in the case of printed versions, a shortened version of the call for applications consisting of the subject-related part is published, including a link to the FAU website. The entire text is then available via this link for the duration of the call for applications. Calls for applications should be published for at least two weeks, but we would recommend publishing them for four weeks.

3.4. Waiver of the need for a call for applications (simplified procedure)

Section 66 (7) BayHIG

Professorships are usually advertised using international public calls for applications. In the following exceptional circumstances, it is legally possible to avoid issuing a call for applications.

- a) If a professor on a fixed-term public service or employment contract is to be offered a permanent public service or employment contract for the same professorship.
- b) If a W1 professor is to be appointed to a W2/W3 professorship on a permanent public service or employment contract. In addition to the professor receiving a positive interim evaluation and successfully completing the probationary period, this exceptional case must be justified, for example through excellent performance, awards or high-ranking external offers of appointments.
- c) If there is one individual who is particularly well qualified for the professorship and it is in the university's interests to offer the professorship to this person in order to strengthen the university and shape its profile (*direct appointment*). A candidate's particular suitability for the position can be demonstrated, for example, by excellent research performance (e.g. outstanding publications, high amounts of

competitive third-party funds), prestigious awards (e.g. ERC Advanced Grant, AvH professorship, Leibniz Prize), and/or high-ranking external offers of appointments, each in addition to fulfilling FAU's criteria for high potential. Excellent young researchers who rank among the best in their peer group and who can only be attracted to FAU using a fast-track appointments procedure can also be directly appointed. Once again, candidates are required to provide proof of excellent research performance (e.g. outstanding publications, high amounts of competitive third-party funds), and/or prestigious awards (e.g. ERC Starting Grant, Heinz Maier Leibniz Prize, Bertha Benz Prize).

The faculty must organize evaluations from at least two external reviewers, one of whom is based outside Germany, in order to prove that the person in question is particularly well qualified for the position. If evaluations from third parties (e.g. extramural research institutions or funding providers) are already available, the provisions stipulated in Section 3.6.2 will apply.

3.4.1. Identifying candidates for direct appointments

Prior to a waiver of the requirement for a call for applications according to c), the university can carry out a recruitment procedure to identify suitable candidates under its own responsibility. This recruitment procedure is used above all to identify candidates for appointments with strategic and structural importance, and is subject to separate rules.

A comprehensive market analysis must be carried out before the procedure. The following formats can be used for the recruitment procedure:

- Candidate recruitment committee
- Candidate recruitment symposium
- External headhunting
- External selection procedure, e.g. high-ranking endowed professorship selected in a competitive procedure, high-ranking joint appointment

The result of the recruitment procedure can involve one or more candidates who can subsequently be directly appointed.

3.4.2. Application for waiver of the call for applications (simplified appointment procedure)

The application for a waiver of the call for applications is made via the FAU Application Portal. The application comprises the following documents:

- Formal application from the faculty to the President with
 - Date of the Faculty Council resolution (or Faculty Council resolutions in the case of cross-faculty procedures)
 - Type of appointment: replacement or newly established professorship, details of who currently holds the position (name, leaving date)
 - (Planned) name of professorship with intended pay grade

- Information on where the professorship will be located (faculty/department/institute/clinic)
- Number of planned position (Planstellennummer) and details of financing for the professorship (and further confirmations/agreements if applicable)
- Summary sheet (for direct appointments; form)
- Evaluation (at least 2, 1 from outside Germany, special rules apply for internal appointments, see Section 2.6)
- Written appraisal (taking the submitted evaluation into account)
- Job description (form)
- Quantified confirmation of budget (form); this is then taken as the binding basis for the Executive Board's subsequent appointment offer.
- In the event of appointments shared with external institutions (joint professorship): an endowed professorship contract or cooperation agreement must at least have been negotiated, or better signed.
- For professorships within Kapitel 15 20 (Universitätsklinikum Erlangen): Approval of Board of Directors of Universitätsklinikum Erlangen

3.5. Appointments of excellence

Section 66 (8) BayHIG

In exceptional cases, the president can make a decision about an appointment alone (with the involvement of the relevant dean), without an appointment procedure pursuant to Section 66 (5) BayHIG and without a call for applications. An appointment of excellence can only be considered if at least three detailed external evaluations prove the excellent performance of the researcher to be appointed in research and teaching and in accordance with PERO (strategic fields of action of FAU). The requirements correspond to those for direct appointments (see Section 3.4.c), in addition the candidate's performance must be outstanding in international comparisons (e.g. with internationally renowned academic prizes, appointments to Ivy League universities) and the urgency of the matter has to be stated explicitly and in detail.

The deans responsible inform the relevant Faculty Councils about the planned appointment and submit the evaluations to them.

The Faculty Councils involved then have ten working days after a deadline has been set by the dean to object to the appointment by means of an unanimous resolution supported by a majority of the members who are professors, thereby terminating the expedited appointment procedure. S-Ber informs the Bavarian State Ministry of Science and the Arts (StMWK) about the planned appointment of excellence within the same deadline.

The Executive Board makes a decision about the appointment based on the submitted evaluations and the proof of the candidate's excellent performance.

3.6. Selection process in appointment committees

FAU has drawn up a guide for selecting academic staff using a modular selection process. This gives appointment committees an instrument they can use to make a structured and

transparent selection.

Guide for selecting academic staff

<https://www.verwaltung.zuv.fau.de/glossary/personalauswahl-in-der-wissenschaft/>

3.6.1. Selection criteria

The selection criteria stipulated in the call for applications and their weighting as well as any other relevant selection criteria (e.g. interdisciplinary expertise, PERO) must be determined and set down in writing by the appointment committee together with the officer for equal opportunities for women in science and the arts *before* viewing the applications and may not be amended at a later date. All appointment procedures are obliged to check competencies in the area of equality and diversity.

3.6.2. Evaluations

Section 66 (5) BayHIG

Information on evaluations in appointment procedures

<https://www.verwaltung.zuv.fau.de/glossary/Gutachten/>

All efforts taken to find suitable reviewers must be documented and included in the appointment committee's final report. At least two external evaluations are required, including at least one international evaluation. The external members of the appointment committee can also write evaluations, but this should not be encouraged.

The evaluations should always compare the candidates. In the case of lists with a single candidate or procedures without a call for applications, reviewers are requested to compare the candidate's academic performance with people at the same stage in their academic career specializing in the same subject (peer group).

Evaluations from third parties (e.g. extramural research institutions or funding providers), and anonymous evaluations in particular, should not be taken as the sole basis for assessing candidates for professorships.

The following should be taken into account when selecting reviewers:

- Reviewers should usually be professors (not W1) in the subject
- Reviewers should be selected in line with [DFG guidelines for avoiding conflicts of interest](#)
- Reviewers should be well-versed in gender and diversity aspects, as these have to be included in the evaluations.

The reviewers should be given clear instructions as to what to cover in their evaluation; this should ideally be carried out by using specific questions (structure) in line with PERO. The candidates' achievements in the field and in teaching must be covered sufficiently,

as well as giving the reasons why the candidate is personally well suited for the position. The evaluations must compare candidates and sum up whether the candidates meet the required profile of the professorship as stipulated in the call for applications. The reviewers must be informed how gender and diversity aspects are implemented at FAU.

The officer for equal opportunities for women in science and the arts has the right to organize other evaluations if gender aspects are not covered sufficiently in the evaluations which have already been submitted.

Care should be taken not to give any information whatsoever about which order candidates are expected to be included on the shortlist when asking for an evaluation.

3.6.3. Statements

The Dean of Studies should make a statement on the candidate's expertise and experience in teaching. The student representatives in the Faculty Council may also choose to make a similar statement. The officer for equal opportunities for women in science and the arts must make a statement giving their official opinion on the list which has been drawn up. For professorships at Universitätsklinikum Erlangen, the medical director must make a statement and the disability liaison officer must make a statement if there are any candidates with disabilities. The observations and assessments they make in their statements are valuable in helping the Senate and Executive Board come to their decision.

3.6.4. Proactive recruitment

Guidelines on recruiting female professors

<https://www.verwaltung.zuv.fau.de/glossary/Headhunting/>

Proactive recruitment is a key method for recruiting female professors which is promoted by FAU in its internal target agreements on supporting and advancing women in academia. Recruitment measures should be based on the Guidelines on recruiting female professors provided by the Office of Equality and Diversity and must be documented clearly and transparently for the Executive Board and the Senate.

Applications for funding to cover the cost of recruitment activities may be submitted to the Chancellor. The responsibility for recruitment lies with the chairperson of the appointment committee in consultation with the Dean. The chairperson of the appointment committee actively approaches female researchers and encourages them to apply.

In addition, the Executive Board recommends proactive, international recruitment for all appointment procedures. Activities in this respect are documented on the basis of the market analysis.

Market analysis form

<https://www.verwaltung.zuv.fau.de/glossary/Headhunting/>

3.6.5. Applications from people with disabilities

Section 164 (1) (10), Section 165 (3) (4), Section 178 SGB (German Social Code) IX

If it becomes apparent from the applications which have been submitted that people with disabilities have applied for a professorship or if they have been suggested by the Federal Employment Agency or an integration service commissioned by the Agency or if candidates are known to be disabled on the basis of any other information, they must always be invited to interview or to hold a trial lecture. The only time an invitation is not necessary is if the candidate obviously does not have the expertise required for the position and this has been agreed in writing with the disability liaison officer. If it is doubtful that the candidate has the suitable expertise, the candidate must still be invited to give a trial lecture unless their suitability for the position can be obviously ruled out.

In order to comply with participation rights, the disability liaison officer must be invited to attend advisory committee meetings in an advisory capacity and attend these meetings where possible for as long as candidates with disabilities are included in the procedure.

The disability liaison officer's rights to participate do not apply with respect to one or more candidates if one or more disabled candidates have expressly rejected the involvement of the disability liaison officer. This waiver must be given in writing in order to act as proof.

3.6.6. Trial lectures/interviews

When inviting candidates to give a trial lecture or demonstration class or to attend an interview, care must be taken to ensure that all candidates are treated equally under comparable conditions. If candidates are invited to give a lecture which anyone from the university can attend, the candidate must give their consent before their name is published in order to ensure applications are treated confidentially.

Online or hybrid formats are possible under certain conditions, please see the information sheet about [video conferences](#) (see aside above in Section 3.2.5).

When meeting for the first time, the appointment committee should encourage an appreciative and respectful atmosphere. Any catering costs incurred for interviews can be reimbursed by submitting an informal request for reimbursement to the Chancellor within the framework of the hospitality guidelines.

At FAU, we expect all candidates to demonstrate that they have the necessary academic and teaching skills required for the position by giving a trial lecture and holding a trial lesson (see the document "[Personalauswahl in der Wissenschaft – Modell FAU](#)" (only available in German) for more details.

The faculties have a certain degree of freedom in determining the scope and format of

the trial lecture and lesson. The appointment committee is responsible for deciding on the weighting of the criteria and it must be documented in the minutes. Evidence that the requirement has been met must be submitted to the Senate together with the appointment proposal.

3.7. Appointment proposal

After the trial lectures and obtaining external comparative evaluations, the appointment committee draws up an appointment proposal on the basis of the candidates who have applied for the position. The appointment proposal must give a summary of the formal procedure and the process of selecting candidates, and is then submitted (via the Application Portal and P2) to the Senate for discussion, before it is forwarded to the Executive Board and a resolution is passed.

The appointment proposal should include three but at most five names in the order decided by the appointment committee, stating the candidates' current professional status. In the case of professors, their current pay grade should also be stated as well as their correspondence language if applicable. The appointment proposal may also include names of people who have not applied, provided they agree.

If the final shortlist contains fewer than three candidates, reasons must be given showing that each of the following circumstances apply:

- The market analysis resulted in a small but excellent pool of candidates
- A second call for applications would probably not have been any more successful
- The candidates proposed on the list fully meet all requirements of the position advertised in the call for applications
- The other applicants clearly do not meet requirements.

If these requirements are not met, a second call for applications has to be issued.

The transparency of the procedure is increased thanks to the compulsory [checklist on the stages and results of the appointment procedure](#). This checklist should be attached to the appointment proposal and should be signed by the following individuals:

- Chairperson of the appointment committee
- Officer for equal opportunities for women in science and the arts
- Reporting officer.

Detailed reasons have to be given justifying the decision to include members of FAU in the appointment proposal as otherwise they cannot be considered for appointment (see Section 2.4 Internal appointments).

Reasons must be given justifying the ranking of the suggested candidates. The criteria

used to select candidates and determine their order on the shortlist have to be stated.

The appointment proposal must also include the following information relating to applications:

- If no women have applied, reasons should be given explaining why this is the case
- If no women have been included in the appointment proposal, reasons should be given explaining why this is the case.

An indication that the candidate may only be considered in further consultation with the faculty on appointment lists (*Sperrvermerk*) is not included on the appointment proposal for the Senate and the Executive Board, as deviations can only be made from the order of the list in consultation with the faculty.

The appointment proposal must also state whether anyone with disabilities has applied for the professorship. If so, the following additional information must be included:

- Compliance with participation rights of disability liaison officer
- Evidence that disabled candidates have been invited to give a trial lecture or reasons showing that the candidate clearly did not have the required expertise for the position and was therefore not invited to give a trial lecture.

The appointment proposal must be based on the evaluations the appointment committee has received from external university professors in the relevant subject. Sufficient reasons must be given for any deviations from the evaluations.

The outcome of the trial lectures and any previous teaching evaluations should be taken into consideration when judging whether candidates are suited to teach the subject.

Information gathered concerning candidates' interdisciplinary skills on the basis of the [guide for selecting academic staff](#) should be taken into consideration when deciding whether candidates have a suitable personality for the position. This should also include how they deal with administrative staff.

In addition, the following also applies for the submission of appointment proposals for W2 and W3 professorships:

- For W3, an application should be made for the professor to be appointed as a member of the management committee or the director of the relevant academic institution in accordance with the FAU resolution.
- For W2, a statement should be made clarifying whether or not the appointed professor is to be appointed as a member of the management committee of the relevant academic institution.

The additional academic achievements must also be included. If proof of the required additional academic achievements for W2 and W3 professorships cannot be provided on the basis of a habilitation, W1 professorship or a role as head of junior research group, evidence that the candidate has gained experience equivalent to a habilitation, possibly also in an extramural context, must be stated explicitly. A habilitation which has not been completed does not count per se as an achievement considered equivalent to a habilitation.

3.8. Appendices to appointment proposal

The following application documents submitted by the candidates are to be attached to the appointment proposal:

- Complete and detailed CV with specific dates detailing the candidate's education, employment and academic career to date (generally in the Application Portal)
- List of publications (generally in the Application Portal)
- Form: Academic curriculum (is created automatically by Application Portal)
- Copies of final academic record and certificates (generally in the Application Portal)
- Copy of passport or ID card (not required for Bavarian public servants)
- Erklärung zur Bundeszentralregisterauskunft bzw. zum Führungszeugnis (Declaration of entries in the Central Register of Criminal Offences)
- Fragebogen zur Prüfung der Verfassungstreue (Questionnaire to check loyalty to the constitution)(not required for Bavarian public servants)
- Questionnaire on affiliation to the Scientology organization

The following documents/confirmations must also be attached:

- Confirmation that the composition of the appointment committee complied with regulations at all times for the duration of the appointment procedure and all changes to the members of the appointment committee were made correctly and documented in the minutes.
- Results of voting in the appointment committee, possibly copy of voting protocols indicating whether voting was secret or **open**.
- Evaluations from external university professors
- Statement from the faculty officer for equal opportunities for women in science and the arts This statement should cover whether the faculty officer for equal opportunities for women in science and the arts felt adequately involved in the procedure and whether equal opportunities were taken sufficiently into account
- Statement of Dean of Studies
- Statement of student representative on the teaching abilities of the suggested candidates If no statement is submitted in spite of having been explicitly requested to do so, confirmation should be attached that the students' representatives were requested to submit a statement with reference to the expectations of the Bavarian State Ministry of Science and the Arts but chose not

to do so

- Statement from the medical director at the Faculty of Medicine if the professorship involves duties at Universitätsklinikum Erlangen (Kap 15 20)
- Statement from disability liaison officer if applicable
- Dissenting opinions of other professors, if applicable
- Checklist on stages and results of the appointment procedure on gender and diversity aspects
- Reasons for an internal appointment, if applicable

3.9. Dissenting opinions

Section 66 (5)(7) BayHIG

The individual voting members of the appointment committee and the professors from the affected faculty (including secondary members) can submit a dissenting opinion which must be attached to the appointment proposal. They are entitled to inspect the appointment list with all the relevant documents for at least one week before it is discussed in the Senate. All those who are entitled to inspect the documents should be informed in good time.

When defining the right to submit a dissenting opinion, care should be taken to differentiate between W1 professors and all other professors. Unlike the other professors, W1 professors are only entitled to submit a dissenting opinion if they are a voting member of the appointment committee for the procedure in question.

Retired professors are not entitled to submit a dissenting opinion.

3.10. Statement of Senate/Decision by Executive Board/Planned appointment

Section 66 (5)(8) and Section 6 BayHIG

After a statement from the Faculty Council (letter from the Dean), P2 checks that the appointment proposal and all the relevant documents are formally correct, complete and meet requirements for the appointment, and then forwards it to the Senate and the Executive Board together with the resolution proposal.

The Senate draws up a statement on the appointment proposal once the chairperson of the appointment committee or their deputy and the reporting officer have reported back on the procedure.

The officer for equal opportunities for women in science and the arts is entitled to address and make proposals to the Executive Board. Before the Executive Board makes a final decision, the officer for equal opportunities for women in science and the arts has the opportunity to mention any concerns he or she may have regarding equal opportunities. After due consideration of the statement issued by the Senate, the Executive Board passes a resolution concerning the appointment proposal. The Executive Board is not obliged to follow the Senate's vote.

The President decides which candidate to appoint while disregarding the rankings of the appointment proposal. The appointment proposal can be returned to the faculty.

If any deviations are to be made from the proposed ranking or if the appointment

proposal is to be returned for any other reasons, a statement from the faculty is requested. The Dean informs the chairperson of the appointment committee, as well as the women's representative if female candidates are affected.

If appointments are made on the basis of the contract with the Church (BayELVK), the consent of the Protestant Church of Bavaria must be sought (*nihil obstat*). For didactics subjects, the Ministry must be involved if the candidate cannot prove to have worked for at least three years at a school or equivalent educational institution.

The President shall offer the appointment to the candidate at the top of the list. The other candidates on the list are notified accordingly by the President.

4. Appointment negotiations

4.1. General

The Executive Board shall take care to ensure that women are not disadvantaged when implementing the laws governing remuneration, in particular in view of budgets and performance-based pay (see Section 23 BayHIG). The needs of "dual career couples" should be taken into consideration during appointment negotiations. The Dual Career Netzwerk Nordbayern (DCNN) and the dual career service at FAU are available to assist. All newly appointed professors are given information material about gender and diversity aspects at FAU.

4.2. Personal remuneration

When appointing W3 and W2 professorships, negotiations on personal remuneration are held with the Chancellor, the President and the professor who is to be appointed. During these discussions, the professor who is to be appointed is given an opportunity to outline their plans for their future academic career.

This part of the negotiations is led by P2 (Full-Time Academic Staff).

4.3. Equipment budget

4.3.1. W3 professorships

In the case of W3 professorships, a meeting is held with the President, the Chancellor and the faculty/school/department to negotiate the equipment budget. In the letter inviting them to attend the meeting to negotiate the equipment budget, the prospective W3 professors are requested to submit a concept paper outlining their ideas for teaching and research for the W3 professorship, academic progress and the equipment they will require. The ideas raised in the concept paper by the professor who is to be appointed are checked before negotiating the budget. A statement is requested from the relevant administrative offices as well as from the faculty and department.

After the negotiations on the budget have been completed, the Executive Board passes

a resolution on the negotiated terms in the next possible meeting. The appointment offer which has been passed by resolution is then sent without delay to the chosen professor (by e-mail in advance).

4.3.2. W1 and W2 professorships (without Universitätsklinikum Erlangen/Kap 15 20)

The University provides seed funding for appointments to W1 and W2 professorships. Further information on the equipment budget is available from the Chancellor's Staff (KASTAB).

4.4. Binding nature of appointment offers

A time limit must be placed on appointment offers for professors. The University is generally bound to the offer for a period of five years starting from the date the appointment takes effect.

4.5. Accepting/rejecting an offer of appointment

P2 commences the appointment process as soon as the candidate accepts the appointment offer in writing. Arrangements are made (usually by S-Ber) for rejection letters to be sent in due time to the unsuccessful candidates via the Application Portal. In some cases, rejection letters are sent by post by the faculty after consulting with S-Ber (for example if an appointment procedure is discontinued).

If a candidate rejects the appointment offer, the Executive Board shall inform the faculty before making an offer to the next candidate on the list. The Dean informs the chairperson of the relevant appointment committee.

5. Onboarding

FAU's onboarding program [FAUonboarding](#) helps new professors get off to the best possible start and makes it easier for them to settle into their busy and demanding jobs at the University. The program is offered over and above the activities the faculties offer to newly appointed professors and is aimed at giving a bigger picture of the various services and facilities available at FAU for research, teaching, human resources, administration, PR and knowledge transfer.

6. Further important topics

Discontinuing the procedure and issuing a new call for applications (with suggested wording) <https://www.verwaltung.zuv.fau.de/glossary/abbruch-eines-berufungsverfahren-neuausschreibung/>

Rejections in appointment procedures

Description of the system to be followed for rejections as well as sample texts for rejection letters which have to be created manually, for example if the appointment procedure is discontinued:

<https://www.verwaltung.zuv.fau.de/glossary/absagesystematik/>

Please contact Appointments and Appointment Procedures (S-Ber) if you have any questions.

Further information is available on our website:

<https://www.verwaltung.zuv.fau.de/strategie-und-planung/berufungen/>

and in the online appointments handbook:

<https://www.verwaltung.zuv.fau.de/strategie-und-planung/berufungen/berufungshandbuch/>