

Guidelines for drawing up assessments when appointing academic staff at the University of Copenhagen

These guidelines apply to assessments for academic posts filled with or without vacancy announcement at the University of Copenhagen. Individual faculties may have drawn up additional guidelines related to the recruitment process and its content.

1. Purpose

The purpose is to guarantee an independent and informed assessment of whether applicants possess the academic qualifications in research, teaching, communication, etc. stipulated in the job structure and the job advertisement.

The assessment committee evaluates whether or not the individual candidate is qualified for the job. The conclusions must be individually justified and not form an order of preference among the applicants.

2. The work of the assessment committee

The chair contacts the other members of the committee to determine how the assessment will be conducted. Physical meetings are not compulsory. This work can be coordinated by e-mail.

The chair is responsible for addressing any issues concerning eligibility and conflicts of interest, and for answering any questions concerning the work of the committee, as soon as possible. See ineligibility criteria ([Link](#)).

The work of the committee must only be carried out by committee members. However, management may appoint a secretary to the committee.

All committee members must maintain strict confidentiality throughout the process. The names of applicants must not be disclosed, either during or after the recruitment process. To help guarantee applicant confidentiality, it is recommended that information concerning the number of appli-

cants be kept confidential when there are fewer than five. The University must not publish the assessments.

The recruitment process must be completed within the specified period of time. If, in exceptional circumstances, the deadline for submitting a recommendation cannot be met, the chair must immediately submit a request for an extension, and justify this request to the person who initiated the committee's work. Management will then decide whether to accept the request.

The chair and/or other committee members must not communicate directly with the applicants. If the committee requires additional information, e.g. co-author declarations, detailed lists of publications, etc., then the applicant(s) must be contacted via the faculty/department secretariat. Similarly, any contact by applicants must be via the faculty/department secretariat.

The assessment is submitted as a collective statement, for which all of the committee members bear equal responsibility. All members of the committee must familiarise themselves with the material submitted by the applicants. The committee may assign the task of preparing the draft assessments to its members. In the final assessment, the committee must ensure that all of the individual assessments are presented in the same way.

Should fundamental disagreement about the assessment of an individual candidate arise, the committee is empowered to produce separate assessments.

Management is responsible for supervising the legality of the whole process. Once this has been done, individual assessments are sent to each applicant. Draft assessments that management deems unsatisfactory and/or formally incorrect are considered as internal working material and are exempt from freedom of information requests.

Applicants have five days to comment on the assessment. Any comments are sent to the chair, who is responsible for ensuring that the committee considers the matter as soon as possible. The applicant concerned is then informed of the outcome of this review. Until this has happened, the assessment is considered incomplete and no appointment can be made. Interviews with other applicants may, however, be initiated before the consultation process is completed.

Any later formal complaint to the Rector about the committee's assessment will not impede the rest of the recruitment process.

3. Requirements for applications and materials for assessment

The applicant is responsible for ensuring that the application contains the necessary documents, e.g. list of publications, evidence of teaching qualifications or similar, in order to provide a com-

prehensive basis for the assessment. Failure to comply may lead to a rejection on administrative grounds before the assessment begins.

The faculty/department secretariat may also choose to request supplementary documentation prior to the assessment. However, there is no specific rule requiring that an individual applicant be given the opportunity to submit additional material.

Applicants are assessed on the material submitted, and on the form in which it is submitted, at the application deadline. If an applicant publishes significant research or receives an academic degree after the application deadline, and draws attention to this, the committee is empowered to decide whether this information can be included in the assessment. If the assessment committee agrees to the applicant's request, then all other applicants must be offered the same opportunity to submit additional material within the specified time limit.

4. Guidelines for the structure of assessments

Assessments are conducted on the basis of the job description published in the vacancy announcement. The assessment committee is not allowed to add qualification requirements to the assessment criteria.

All applications submitted to the assessment committee must undergo an academic assessment. Each applicant must be assessed individually and without reference to the other applicants. The assessment must be sufficiently detailed and clear for the reader to be able to follow the logic from basic premises to conclusion. The language used must be neutral.

The assessment is conducted on the basis of the [UCPH template for assessments](#).

If the assessment committee agrees that particular applicants clearly do not possess the requisite qualifications, then it is sufficient to briefly indicate the qualifications they lack. This will be the case, for example, if the applicant does not have the educational background specified in the vacancy announcement.

An assessment is conducted of each applicant, with particular emphasis on the competences and experience that qualify the individual concerned for the post.

The assessment of each applicant includes the following:

- Presentation of relevant extracts from the curriculum vitae
- Assessment of research qualifications
- Assessment of teaching qualifications
- Assessment of communications qualifications

- Assessment of other qualification requirements (as stipulated in the specific vacancy announcement)
- Overall assessment of the applicant.

Re.: presentation of relevant extracts from curriculum vitae.

As far as possible, the applicant's name, date of birth, nationality and academic exams and degrees should be extracted from the PxS recruitment system. Additional information is only repeated in cases where the assessment committee chooses to pay particular attention to this information for assessment purposes.

Re.: assessment of academic qualifications

Applicants' research qualifications are assessed on the basis of the submitted material and bibliometric data.

The assessment committee conducts an overall assessment of the academic qualifications. Separate assessments for each individual publication are not necessary.

The committee may use bibliometric data submitted by the applicant or obtain its own.

The assessment may incorporate evaluations based on enclosed references, as well as expert assessments of the applicant's academic works. The maximum number of references is stipulated in the vacancy announcement.

An overall assessment of the applicant's academic qualifications is drawn up in accordance with the requirements of the advertised post.

Re.: assessment of teaching qualifications

The assessment of applicants for posts at associate-professor and professor level that involve teaching duties will be based on the applicant's documentation of teaching qualifications (description of teaching experience) and reflection on their own pedagogic work, its objectives, methods and implementation.

An overall assessment of the applicant's teaching qualifications is drawn up in accordance with the requirements of the advertised post. The assessment must comply with [the instructions in the Guidelines for teaching portfolios](#) when filling academic positions at the University of Copenhagen.

Re.: other qualifications

The assessment must also include any other qualification requirements specified in the job advertisement, e.g. management experience or experience in attracting external research funding.

Re.: overall assessment of the individual applicant

The assessment committee must decide whether the individual applicant is qualified or not qualified, as per the requirements stipulated in the job advertisement, and explain and justify its decision. The overall evaluation must not conclude that the applicant is qualified for a specific job category in general. The assessment may choose to use positive adjectives such as “qualified” or “highly qualified” in their conclusions about individual applicants. The reference must, however, be to the job advertisement and not the other candidates. The committee may also, after careful consideration, choose to expand upon its assessment of a non-qualified applicant with terms such as “not yet qualified” or “not qualified on the basis of research to date”.

If the Committee is unable to reach agreement, the assessment must clearly state which members consider the applicant to be qualified and which do not, and each member must justify his or her opinion.

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