



Guidance notes for the assessment of academic positions at Copenhagen Business School

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1. Purpose of the Assessment Committee

The purpose of the Assessment Committee is to evaluate applicants for advertised academic positions. The applicants must be assessed on the basis of the requirements listed in the vacancy announcement and on the basis of the general demands that exist in connection with the individual type of academic position.

The committee must ensure an impartial, qualified, non-prioritised assessment of the applicant's academic qualifications in relation to the position, including a description of the applicant's academic qualifications in the fields of research, teaching, communication, etc.

It is not the role of the committee to prioritise the applicants and determine who would be best qualified for the position. Each applicant should be assessed separately, and an overall conclusion, which juxtaposes all applicants, must be completed. This is done in order to provide CBS' president and the dean with the appropriate tools to appoint the best qualified applicant, as the president or the dean cannot be assumed to be experts within the research area in question.

At the request of the president or the dean, the committee may, however, assign indicative priorities to academically qualified applicants.

2. Qualification requirements

Research assistant:

- Employment as research assistant presupposes a master's degree or similar academic qualifications.

Assistant professor/Postdoc

- Employment as assistant professor/Postdoc presupposes academic qualifications equivalent to a PhD or similar scientific qualifications.

Associate professor

- The qualification level for an associate professor must be similar to the level that is obtained by being employed as assistant professor, but it might also be obtained in a different manner.
- Besides assessing the applicant's research-related qualifications, it is presumed that the committee also independently assesses whether the forwarded documentation of educational qualifications demonstrates sufficiently the level of skill required for fulfilling the vacancy, and consequently be included in the overall conclusion.

Professor

- To qualify for a position as professor, the applicant must have completed a high degree of original academic production at an international level and documentation of progress within the subject area.
- Furthermore, emphasis should be put on assessing the applicant's ability of research management, and possibly other management functions, e.g. in relation to CBS' external collaborations.
- Besides assessing the applicant's research-related qualifications, it is presumed that the committee also independently assesses whether the forwarded documentation of educational qualifications sufficiently demonstrates the level of skill required for filling the vacancy and consequently be included in the overall conclusion.

Professors with special responsibilities

The qualification level for professors with special responsibilities is similar to those of the regular professor. However, there must be a further assessment of:

- The applicant's potential to further contribute to developing the academic field.
- The applicant's ability to manage the particular functional assignment or assignments that are associated with the specific position.

3. Confidentiality and conflict of interest

Work relating to the assessment is confidential. Members of the committee may only discuss the assessment with other members of the assessment committee.

Pursuant to the Public Administration Act, there is a duty to disclose any conflict of interest or suspicion of conflict of interest, i.e. conditions which could give rise to doubts whether an assessment committee member is able to give the matter impartial treatment. A conflict of interest can occur by being a party to the case, or in connection with family matters (including cohabitation relations), affiliation to private companies with special interest in the outcome of the assessment, contribution to decisions in the case by other bodies, or by any other relation that may raise doubts about impartiality, such as animosity or close friendship. Failure to comply with the rules on conflict of interest in personnel matters may lead to the invalidation of the assessment. If a member is in doubt about his or her eligibility in relation to membership of the assessment committee, or if he or she has knowledge of any conflict of interest of a committee member, he or she must contact the chairman of the assessment committee or HR Services.

4. Duties of the chairman and the assessment committee members

The chairman of the assessment committee is responsible for ensuring the:

- availability of documentation of the applicant's academic qualifications for the position for which the committee is to submit its assessment;
- observance of deadlines;
- application of any extension of deadlines;
- preparation of the assessment;
- expedient clarification of any queries to the work of the committee.

The chairman has an obligation to provide information to the members of the committee. The chairman may request secretarial assistance from the head of department.

The members of the committee must familiarise themselves with all available material, so that all applicants are being assessed by all committee members. The committee may, however, agree on a division of labour following which the individual members prepare a draft on specific applicants.

In case of disagreement on the wording of the assessment, the proposals for a trial lecture or the inclusion of material not submitted in support of an application, a decision will be made by the committee by simple majority, unless otherwise expressly stated. If the committee has been asked to assign indicative priorities to the applicants that are academically qualified, the recommendation may be unanimous, or there may be a recommendation from a majority and a minority, respectively. Any disagreement among the members of the committee should be clearly stated in the individual assessment in each separate case.

5. The assessment

The assessment must include the committee's assessment of the applicant's academic qualifications in the areas of research, teaching and communication and also relate to potential further academic qualifications relevant for filling the vacancy. An assessment of each applicant's academic and professional qualifications comprises:

- a presentation of relevant sections of the CV;
- an assessment of scientific qualifications;
- an assessment of qualifications in teaching and communication;
- an assessment of other relevant qualifications;
- a concluding overall evaluation of the applicant's academic qualifications.

The assessment must be written in an appropriate objective manner and it must be clearly stated whether the applicant is qualified or not. The assessment must be written in English, in case of foreign applicants (at a minimum the actual assessment regarding the person in question as well as any general sections must be in English).

6. Handling the assessment in PeopleXS

Once the assessment work can commence, each member of the committee receives an e-mail. The e-mail contains a link to each applicant. The link opens a form in which the applicant has filled in personal details and attached documents; the attachments can be opened and read. It is the responsibility of the chairman to write the assessment in this form and at the same time state whether the applicant is qualified or not. Only the chairman can write in the form. To be able to see the chairman's written assessment the other members must use the link after the chairman has written the assessment.

7. The next step in the recruitment process

All assessment reports must be approved by the office of the Dean of Research at CBS. Upon approval HR Services will send the individual report to the individual applicant. The applicants have 8 days to object to their assessments. After this deadline the selection process can continue.

In case an objection has been made, the chairman of the committee is contacted and must draw up an answer to the applicant's objection (if necessary write a new assessment) on behalf of the committee. Once the objection has been approved and an answer sent to the applicant in question, the selection process can continue.

8. Assessment fee and registration in Abacus

After the assessment reports have been sent to applicants and the deadline for objections has expired, HR Services will settle the remuneration for the assessment. The assessment work is rewarded in accordance with the agreement between the Ministry of Finance and the Danish Confederation of Professional Associations regarding remuneration to members of academic assessment committees at higher education institutions under the Ministry of Education of 22 June 1993.

Members employed by CBS will have hours registered in Abacus.

External members of the assessment committee will receive an e-mail from HR Services and must submit banking details in order to receive payment for the assessment work.

9. Deadline

Pursuant to the Ministerial Order no. 284 of 25 April 2008 on the Appointment of Academic Staff at Universities, a decision must be reached of whom to offer employment no later than six months after the deadline for applications has expired. It is therefore essential that the assessment committee observes the deadline for the assessment reports as defined by the hiring department.

10. Set of rules

- Ministerial Order no. 284 of 25 April 2008 on the Appointment of Academic Staff at Universities.
- Job Structure for Academic Staff at Universities 2007