

Purpose of assessment of part-time academic staff

The task of the assessment committee is to assess applicants for advertised part-time academic positions.

Applicants must be assessed based on the requirements listed in the vacancy advertisement and based on the general requirements of the individual type of part-time academic position (see below).

The assessment committee must ensure an unbiased, qualified assessment of the applicant's academic qualifications in relation to the position with a description of the applicant's academic qualifications in teaching and dissemination etc. It is not the task of the assessment committee to list the candidates best qualified for the position.

The assessment committee will give one overall assessment of max. five lines per applicant. If the assessment committee is composed of more than one member, the members will thus have to coordinate the text between themselves.

The assessment text must be entered into HR Manager.

Required qualifications

Instructor:

- must have passed the first two years of a relevant bachelor programme or corresponding level.
- other students may be hired if the assessment committee finds that the applicant has the academic qualifications required for the position.
- must be qualified to manage tasks that supplement teaching at assistant professor, associate professor, professor level or corresponding level.

Teaching assistant:

- must hold academic qualifications at master's degree level. If this, as an exception is not achieved with a master's degree at a recognized university in Denmark or abroad, then it must be explained how the candidate's qualifications are at master's degree level.
- must be qualified to independently manage basic teaching tasks or teaching that supplements the teaching done at assistant professor, associate professor, or professor level.

Part-time lecturer

- must hold academic qualifications at master's degree level. If this, as an exception is not achieved with a master's degree at a recognized university in Denmark or abroad, then it must be explained how the candidate's qualifications are at master's degree level.
- Must have high-level professional qualifications, either
 - relevant practical experience at a high level which has not been gained through academic employment with a university, or
 - employment in an academic principal position with another university (e.g. as assistant professor/researcher, associate professor/senior researcher, or professor/professor with special responsibilities).
- Must have teaching qualifications, which must be included in the assessment.
- must be qualified to independently plan and execute courses, including giving lectures and conducting examinations and other evaluations.
- A part-time lecturer who is employed on the merits of his or her relevant practical experience must possess in-depth, up-to-date knowledge of the possible applications of the subject/academic discipline. This knowledge is/has been acquired through employment within the subject/academic discipline.