GUIDELINES FOR THE OPEN, TRANSPARENT AND MERIT-BASED RECRUITMENT OF RESEARCHERS

Graduiertenakademie
Zentrale Verwaltung, II.1.3
Foreword

By recruiting, promoting and retaining motivated and highly qualified researchers, the University of Tübingen is able to expand and maintain its high-level research and teaching. With nearly 8000 employees, the University is the city's largest employer after the University Hospitals. The University is enhancing its attractiveness as such by further defining its excellent profile in order to compete with other institutions in attracting the best researchers as future employees. The University of Tübingen is committed to the European Charter for Researchers and the Code of Conduct for their recruitment [Charter&Code]. In doing so, it undertakes to contribute to the improvement of working conditions and to the open, transparent and merit-based recruitment of researchers.
The University of Tübingen's mission statement focuses on common European values. Central to this are the freedom of academia and research and the acceptance of social responsibility.

The University takes a clear position on the rights and equal treatment of all people, regardless of their origin, age, gender, social status, religious or sexual orientation. As a top international University, our openness strengthens our worldwide cooperation in research.

In order to ensure and implement these values, the University aligns the recruitment of all researchers with the principles of the Charter & Code, and thus in particular with openness, transparency and performance orientation.

These guidelines are aimed at applicants for academic positions and at all employees who perform tasks in recruitment and personnel management.

In order to ensure that the most suitable candidates are recruited for the University of Tübingen, the basic principles of openness, transparency and performance orientation are to be upheld in all researcher recruitment procedures via the following approaches.

**Openness**

As a rule, vacancies are advertised externally, unless there are reasons inherent in the position that justify an internal advertisement (e.g., duration of a fixed term). In addition, professorships are advertised internationally.

Job advertisements are formulated in such a way that they address all groups of persons equally and do not exclude anyone on the basis of ethnic origin, gender, religious affiliation or worldview, disability, age or sexual identity.

In areas where women are underrepresented, they are proactively targeted in job advertisements. Women are also actively recruited in appointment procedures.
If applications are received from disabled persons, the representative body for disabled persons must be involved in the appointment process. The staff council is also involved in appointment procedures. In the event of equal suitability, disabled applicants are given preferential consideration.

The Gender Equality Representative is involved in all appointment procedures and may also participate in all other hiring procedures.

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**Transparency**

Job advertisements contain detailed information on the requirements, remuneration and scope of the position to be filled.

To simplify and standardize job advertisements, templates and checklists are available. Human Resources is available to provide advice.

In order to further increase transparency in appointment procedures, an online appointment portal will initially be introduced in a pilot phase in 2022.

The selection committees maintain transparent and timely communication with applicants. All applicants who are not considered receive a rejection notice at the end of the application process.

Comprehensive information on the appointment process is also made available in English on the website.

**Merit Orientation**

Required criteria defined in advance are checked and applied equally to all applicants and are not changed later in the procedure. The decisions of the selection committees are documented. The composition of the appointment committees is defined in the University's appointment guidelines.

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Evidence-based and valid methods of personnel selection are used (e.g. structured interviews, work samples, etc.).
Human Resources supports staff selection by providing sample job advertisements and guidelines. The guide to appointment procedures regulates and supports the processes for filling professorships. A checklist for the onboarding process is available online to support HR managers in hiring and integrating new staff.

The staff council must be involved in filling positions. The exception to this is temporary positions for academic staff. Student employees are also represented by the staff council. It is irrelevant whether they are part-time employees covered by collective agreements or student and academic assistants.

In appointment procedures, it is obligatory to involve parties from outside the University in the committees. There is a goal-oriented exchange of information between all parties involved in the selection process.

**Quality Assurance**

**Sources and Basis of the Guide as well as Further Documents**

**Legal Foundations in Particular**

* German Basic Law (GG) [https://www.gesetze-im-internet.de/gg/](https://www.gesetze-im-internet.de/gg/)
* German equal opportunities act (BGleiG) [https://www.gesetze-im-internet.de/bgleig_2015/BJNR064300015.html](https://www.gesetze-im-internet.de/bgleig_2015/BJNR064300015.html)
* General equal treatment act (AGG) [AGG - nichtamtliches Inhaltsverzeichnis (gesetze-im-internet.de)](https://www.gesetze-im-internet.de/)
* BundesdatenschutzgesetzGerman Data Protection Act (BDSG) [BDSG - nichtamtliches Inhaltsverzeichnis (gesetze-im-internet.de)](https://www.gesetze-im-internet.de/)
* Constitution of the state of Baden-Württemberg [https://www.lpb-bw.de/bwverf/bwverf.htm](https://www.lpb-bw.de/bwverf/bwverf.htm)
* state law governing “Beamte” civil servants [Landesrecht BW LBG | Landesbeamtengesetz (LBG)](https://www.landesrecht-bw.de/)
* Landespersonalvertretungsgesetzstate employee representation act [Landesrecht BW LPVG Landespersonalvertretungsgesetz (LPVG) in der Fassung vom 12. März 2015](https://www.landeshochschulgesetz-bw.de/)
* States’ collective agreement [TV-L _ i.d.F. des ÄTV Nr. 12 VT_2020.pdf (tdl-online.de)](https://www.landeshochschulgesetz-bw.de/)
University Regulations

Data privacy
* collection of data – information for employees  https://uni-tuebingen.de/de/128093
* data privacy in job applications https://uni-tuebingen.de/de/132688
* Guidelines for time-limited employment at the University of Tübingen https://uni-tuebingen.de/de/128093
* Handout on the design of employment relationships during the qualification phase https://uni-tuebingen.de/de/128093

Guidelines and regulations
* Guidelines for appointment procedures https://uni-tuebingen.de/de/445
* Basic Regulations https://uni-tuebingen.de/de/443
* Committee handbook https://uni-tuebingen.de/de/443

Work Environment

Personnel development concept https://uni-tuebingen.de/de/227022
* Guidelines for leadership and good management https://uni-tuebingen.de/de/181138
* Gleichstellungsplan平等 and diversity plan (2014-2018_Gleichstellungs-und-Diversityplan.pdf (uni-tuebingen.de))
* Equal opportunities plan https://uni-tuebingen.de/de/63856
* Inclusion agreement https://uni-tuebingen.de/de/22414
* For applicants in appointments procedures: https://uni-tuebingen.de/en/213700

Support in Selecting Stuff

Sample job postings and recruitment information: https://uni-tuebingen.de/de/128670
* Onboarding checklist https://uni-tuebingen.de/de/171879
Imprint

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