



Quick overview

Interim evaluation for junior professors

- ➔ Start of the procedure: Application form is sent by the Dean's Office to JProf and FB spokesperson
 - Proposal of the committee members
 - Deadline for submission (form + current CV) to the Dean's Office by e-mail: 2 weeks

- ➔ Application is checked by the Dean's Office
 - Does the commission proposal comply with the guidelines?

- ➔ Committee must be approved by Faculty Council and Rectorate
 - Necessary for JProf with and without TT

- ➔ The Dean's Office requests the self-report from the JProf
 - Deadline for submission to the Dean's Office by email: 4 weeks

- ➔ Statement from the Dean of Studies is requested

- ➔ Scheduling with the commission and JProf (DFN survey)

- ➔ As soon as a date has been set, the Dean's Office sends out the invitation to the meeting. The JProf will be invited separately and asked to attend approximately 30 minutes after the start of the meeting (questions on the self-evaluation report, research, teaching, etc.).

- ➔ After the meeting, the Dean's Office draws up the final report in which the committee makes a decision regarding the extension of the successfully evaluated person. This will be forwarded to the Faculty Council and, after confirmation, sent to the Rectorate with all the necessary documents. The Rectorate is generally bound by the decision of the committee. If the evaluation is positive, the JProf receives a certificate confirming the extension by 2 years.

- ➔ In order to create transparency and to enable improvements to be made if necessary, the JProf receives written feedback from the Dean's Office on his/her performance to date and any critical areas; the feedback also contains recommendations for personal and academic development.