Guidelines of the Presidential Board on the implementation of tenure-track procedures

1. Preliminary remarks
These guidelines contain additional information on the Regulations for appointing tenured professorships within a tenure-track procedure at the Carl von Ossietzky University Oldenburg (hereinafter referred to as the Tenure-Track Regulations).

2. Notes on appointing tenure-track positions (see Section 2 of the Tenure-Track Regulations)
The calls for applications must clearly state the developmental character of the professorship in contrast to a tenured professorship.
Calls for applications must be submitted internationally in English and German. Exceptions to this rule must be requested from the Presidential Board with the application for approval of the professorship and the call for applications.

3. Evaluation criteria for tenure-track evaluation and interim evaluation for junior professorships with a tenure track (see Section 3 of the Tenure-Track Regulations)
Tenure-track evaluations are based on evaluation criteria in the six areas set out below. The evaluation criteria must already be included in the profile paper for the approval of the professorship and can be supplemented or specified by position-specific criteria in justified cases (see Section 2 (7) of the Tenure-Track Regulations). They will be communicated to the tenure-track professor at the latest upon appointment. The criteria form the basis for the interim evaluation as well as for the evaluation within the framework of the tenure-track evaluation by the evaluation committee and the Tenure Board.

The criteria in the six areas listed below are therefore intentionally comprehensive to fulfil this purpose. In general, the evaluation focuses on significant achievements in research and teaching performance. Assessing the nature of outstanding achievements is subject-specific and must be confirmed by external evaluation (e.g. by peer review procedures, publication visibility, external evaluation in third-party funding procedures, etc.).

The candidate must prove that they are suitable for the tenure-track professorship in terms of excellent performance based on the evaluation criteria. The tenure-track professor must therefore justify any criteria which have not been fulfilled. Due to the different entry requirements, the criteria for junior professorships or W2 professorships with a tenure track have to be considered differently. This may need to be stated in the profile paper.

In order to advise the tenure-track professor in all matters relating to evaluation and to support their career development as a whole, the faculties must appoint a suitable mentor. The mentoring relationship is subject to strict confidentiality on both sides (mentor-mentee). It is not affected by rank. Therefore, the mentor cannot be a member of the evaluation committee or the Tenure Board at the same time.
**Evaluation criteria (sorted by topic)**

**Research:**
Sustainable research activities and their impact, especially in:

- Publications: This includes, for example, monographs, journal articles, editorships, editions, etc.
- Lectures: participation in conferences with own contributions (lecture, poster presentation, moderation), guest lectures or similar.
- Acquisition of third-party funding:
  - (Submitted) application for individual funding to the DFG or to a similar institution with a quality review by an external scientific body
  - Application for a joint project including an individual project with a similar scope
- Prizes/awards

**Teaching:**
- Successful teaching record, especially in tutoring/supervising students:
  - Betreuung und Begutachtung von Bachelor- und Masterarbeiten (Erstgutachten/Zweitgutachten)
  - Participation in training courses for lecturers
- Positive student feedback on teaching proven by regular participation in teaching evaluations (the faculty is responsible for carrying out regular teaching evaluations)
- Prizes/awards

**Administration:**
- Sufficient involvement in administrative affairs, such as:
  - Consistent participation in academic administration (e.g. committees, development of degree programmes)
  - Membership in governing committees of the institute/department or the School (e.g. Institute Council, School Council, Academic Committee)

**Promotion of early career researcher(s):**
- Support of doctoral students and postdoctoral researchers demonstrated by, for example:
  - As the first supervisor of a doctoral project approved by the doctorate committee
  - Involvement in doctoral procedures

**Leadership, ability to work in a team and interpersonal skills:**
- Demonstrated through participation in qualification programmes, mentoring programmes, coaching programmes etc.

**Outstanding innovative contributions:**
- University development (e.g. contribution to the establishment of a new degree programme or collaboration)
- Research transfer: Transfer of research (regional, national, schools)
- Internationalization: verifiable international contacts, e.g. through stays abroad, supervision of guest researchers and doctoral candidates or the like.
4. Performance of interim evaluation for junior professorships with a tenure track and interim report for W2 professorships with a tenure track (see Section 4a (1) and 4b (1) of the Tenure-Track Regulations)

The interim evaluation is conducted in accordance with the current 'Guidelines of the Presidential Board for the interim evaluation of junior professors'.

The interim report for W2 professorships referred to in the Tenure-Track Regulations must be prepared in accordance with the self-assessment template for the tenure-track evaluation (see item 5).

5. Candidate's self-assessment (see Section 7a (1) of the Tenure-Track Regulations)

For the tenure-track evaluation, the candidate prepares a self-assessment (in German or English) which is submitted to the evaluation committee and the Tenure Board of the University. The self-assessment consists of three parts:

- CV
- Personal statement
- Supporting documentation

In the personal statement (max. 6 pages), the tenure-track professor describes past activities and plans for the future. Candidates are expected to relate their activities to the evaluation criteria. In the personal statement, the candidate has the opportunity to describe and evaluate their main research areas, research collaborations and other research activities, to outline their role in teaching and to describe their teaching concept. If the faculty has defined further evaluation criteria in the professorship profile paper, this must also be considered in the self-assessment. Potential obstacles to the fulfilment of the evaluation criteria should also be identified. The candidate must also provide reasons for not meeting any specified performance criteria.

The personal statement is supplemented by supporting documentation (max. 8 pages) which sets out supporting evidence for the personal statement in a table, and includes a compilation of further material/items the candidate deems relevant to supporting the evaluation (see appendix 1).

6. Role of the evaluation committee and the Tenure Board (Sections 5-7 of the Tenure-Track Regulations)

- Evaluation committee

Pursuant to Section 5 (5) of the Tenure-Track Regulations, the procedural regulations for appointment and selection committees set out in the regulations for appointment of professors at the university also apply to the evaluation committee. Regulations dealing with conflict of interest must also be observed (see current Recommendations of the Presidential Board at the University of Oldenburg for avoiding conflicts of interest in appointment procedures).

The evaluation committee submits a reasoned proposal on the outcome of the tenure-track procedure in the form of a written report. The report includes a description and assessment of the fulfilment of the evaluation criteria, an assessment of the further development of the professorship and the subject with regard to the evaluation criteria and a recommendation as to whether the candidate should be appointed to a tenured professorship. The report should be structured as follows:

1. Framework of the evaluation (procedure, description of the self-assessment)
2. Evaluation criteria and weighting
3. Presentation and evaluation of research


4. Presentation and evaluation of teaching (taking into account the statement of the Dean of Studies)
5. Participation in administrative affairs
6. Fulfilment of further evaluation criteria and their weighting
7. Evaluation of overall performance

- **Tenure Board**
The Tenure Board shall establish rules of procedure for the conduct of its meetings. The assessment of the candidate's research performance is carried out within the framework of a report. The report includes a description and assessment of the research achievement, an assessment of the further development of the professorship and the subject with regard to the evaluation criteria and a recommendation as to whether the candidate should be appointed to a tenured professorship.

7. **Dean of Studies' report (see Section 7a (2) of the Tenure-Track Regulations)**
The Dean of Studies submits a short statement based on the self-assessment (teaching criteria) and the teaching evaluation results and provides a recommendation to the evaluation committee (see appendix 2). Recommendations for evaluation questions:

- How do you evaluate the teaching activities of the candidate with regard to teaching, the range of subjects covered and the contents?
- How do you evaluate the candidate's ability to support early career researcher(s)?
- What recommendations can you make for the future teaching concepts?

8. **External evaluations (see Section 7b (1) of the Tenure-Track Regulations)**
The chairperson of the Tenure Board or their deputy shall obtain two or three external evaluations on the activities and results of the candidate's research. The evaluation committee may propose four to five reviewers via the Dean. The structured evaluations of external reviewers with an international reputation make a significant contribution to the evaluation decision on research performance. The following questions should be answered with reference to the evaluation criteria:

- What contribution does the candidate make to research in the relevant subject area?
- To what extent do the research results contribute to the research profile of the subject/faculty?
- How do you rate the candidate's performance in national and international comparison?
- What aspects of candidate's research demonstrate scientific excellence to qualify them for a tenured W2/W3 professorship?

The reviewers must be provided with the evaluation questions, candidate's self assessment and the evaluation criteria.

The attached form can be used for feedback from the external reviewer to the candidate. Feedback to the candidate is provided by the Tenure Board.

9. **Proposed structure for the Faculty's report (see Section 8 (1) of the Tenure-Track Regulations)**
The recommendation of the faculty should be based on the proposal of the evaluation committee and the statement of the Tenure Board. In order to make the recommendations of the faculties as uniform and comparable as possible, they should be structured as follows:

1. Summary (main findings, recommendations) and conclusion
2. Report of the evaluation committee including minutes of the meetings
3. Statement of the Tenure Board
4. Resolution of the Faculty Council to grant or reject tenure track

If there is disagreement between the proposal of the evaluation committee and the statement of the Tenure Board, the Faculty Council must decide on the basis of detailed consultation and give comprehensive reasons for its decision.

10. Overview of the procedure

<table>
<thead>
<tr>
<th>Stage</th>
<th>Responsible</th>
<th>Time left before contract end</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for the initiation of the evaluation procedure and submission of self-assessment</td>
<td>Candidate / Candidate and Dean's Office</td>
<td>13 months</td>
</tr>
<tr>
<td>Election of the TT evaluation committee to initiate the tenure-track procedure</td>
<td>Faculty Council</td>
<td>13 months</td>
</tr>
<tr>
<td>The School applies to the Presidential Board to initiate the tenure-track evaluation and to establish a consensus regarding the evaluation committee.</td>
<td>Dean</td>
<td>12 months¹</td>
</tr>
<tr>
<td>Evaluation committee stage (at least 2 meetings): Evaluation of the self-assessment report, evaluation of Dean of Studies' report, invitation to the university lecture of the candidate and its evaluation, invitation/evaluation of the trial lecture; hearing and discussion, preparation of a proposal for the outcome of the TT procedure.</td>
<td>Evaluation committee</td>
<td>11 months</td>
</tr>
<tr>
<td>The Tenure Board evaluates the research performance of the TT candidate: Agreement on reviewers and consideration of the Dean's proposals (possible silence procedure), obtaining 2-3 external evaluations (possible deadline), review of external evaluations, drafting a statement on the outcome of the TT procedure.</td>
<td>Tenure Board</td>
<td></td>
</tr>
<tr>
<td>Faculty statement based on the statement of the Tenure Board and the proposal of the evaluation committee.</td>
<td>Faculty Council</td>
<td>7 months</td>
</tr>
</tbody>
</table>

¹ Pursuant to Section 4a (2), the procedure shall be initiated one year before the end of the fixed-term professorship. This is the latest possible deadline. The procedure can be initiated at an earlier time. Even then, a swift implementation of the procedure should be ensured in accordance with the specified schedule.
<table>
<thead>
<tr>
<th>Stage</th>
<th>Responsible</th>
<th>Time left before contract end</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forwarding of the complete proposal to the Presidential Board</td>
<td>Dean</td>
<td>7 months</td>
</tr>
<tr>
<td>Statement of the Senate and Equal Opportunities Officer</td>
<td>Senate and Equal Opportunities Officer</td>
<td>6 months</td>
</tr>
<tr>
<td>Decision of the Presidential Board</td>
<td>Presidential Board</td>
<td>6 months</td>
</tr>
<tr>
<td>If the outcome is positive: Report of the Presidential Board submitted to MWK</td>
<td>Presidential Board</td>
<td>6 months</td>
</tr>
<tr>
<td>Decision of the MWK to fill the professorship without a call for applications</td>
<td>MWK</td>
<td>5 months</td>
</tr>
<tr>
<td>Appointment of the candidate to a tenured professorship</td>
<td>Presidential Board</td>
<td>As soon as possible</td>
</tr>
</tbody>
</table>
Appendix 1: Template for documentation supporting the self-assessment

A. Research:
- List of publications (indicating 5 key words) in the reporting period (distinguishing between peer-reviewed publications and others)
- List of scientific presentations during the reporting period
- Editorships for scientific journals, series, etc.
- Review activities
- Applications for third-party funding and third-party funding raised in the reporting period (list)
- Awards and prizes within the self-assessment period
- Memberships of scientific committees
- Other relevant activities

B. Teaching:
- List of courses held
- List of supervised theses
- Involvement in examinations
- International activities (supervision of exchange students, international doctoral candidates, courses in English or other foreign languages, etc.)
- Involvement in interdisciplinary teaching projects at the University
- Proof of participation in regular internal teaching evaluations and, if applicable, external evaluation of teaching or degree programmes.

C. Academic administration
- Short description of role in academic administration and list of personal contributions

D. Promotion of early career researcher(s):
- Supervision of doctorates
- Further activities supporting early career researchers

E. Personal development
- Evidence of participation in qualification programmes, mentoring programmes etc.
- Participation in university teaching courses

F. Outstanding innovative contributions, for example:
- University development (for example, contribution to the establishment of a new degree programme or international collaboration)
- Transfer activities (knowledge and technology transfer, patents, licenses) or applied collaboration and/or
- Internationalization: verifiable international contacts, for example through stays abroad, supervision of guest researchers and doctoral candidates
Appendix: Rückmeldung der externen Gutachterin/des externen Gutachters an die Kandidatin/den Kandidaten / Referee feedback for the candidate

Name der Kandidatin/des Kandidaten/Candidate’s name:

Gesamtfazit – Empfehlung / Result – Recommendation

☐ uneingeschränkte Empfehlung/unconditional recommendation
☐ eingeschränkte Empfehlung/conditional recommendation
☐ Ablehnung/rejection

Weitergabe des anonymisierten Gesamtgutachtens an die Kandidatin/ den Kandidaten
Full report in anonymous form will be given to the candidate

☐ einverstanden/I agree
☐ nicht einverstanden/I do not agree

oder/or

Feedback für die Kandidatin/den Kandidaten / Feedback for the candidate