

# Applying for Professor Positions

Application, Interview, Negotiations

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## Phase 1: Application

- carefully consider job conditions: place, group, requirements, ...
  - ↔ possibly contact local colleagues for detailed infos
- hand-in application documents: CV, research & teaching statements, ...
  - ↔ address the actual advertisement, requested formats, documents

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### Wir erwarten von unseren Professorinnen und Professoren:

- Engagement und Initiative durch hohe Präsenz an der Hochschule und intensive Betreuung der Studierenden (damit verbunden die Bereitschaft zur Wohnsitznahme im Raum Gießen)
- Kontinuierliche Weiterbildung in Fachwissenschaft und Hochschuldidaktik
- Beteiligung an internationalen Aktivitäten der Hochschule
- Übernahme von Verantwortung im Rahmen der akademischen Selbstverwaltung
- Befähigung und Neigung zur Forschung und Einwerbung von Drittmitteln
- Lehrveranstaltungen an allen Hochschulstudienorten (bei entsprechendem Bedarf) auch in verwandten Studiengängen.
- hohe Präsenz der Lehrenden an der Hochschule

### Wir bieten unseren Professorinnen und Professoren:

- Einarbeitung durch Teilnahme an hochschuldidaktischer Grundschulung
- Leistungsorientiertes Entgelt
- Arbeiten in angenehmer und kollegialer Atmosphäre
- Mitarbeit in den Kompetenzzentren mit fächerübergreifender praxisbezogener Forschung
- Möglichkeit zu Tätigkeiten in der Weiterbildung

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### Which documents do I need to submit with my application?

Applicants for all professorship vacancies at TUM are required to submit the following documents in English:

- Résumé, certificates, credentials
- List of publications
- Three selected publications with a summary (max. 1,000 characters) of their impact on your research profile
- **Presentation of research strategy**
- List of courses taught
- **Descriptive statement on teaching strategy and philosophy**
- **Details of third-party funding**
- Names and addresses of three references

<http://www.tum.de/en/about-tum/working-at-tum/faculty-recruiting/>

## Phase 2: Interview I

- symposium style or individual appointments ( $\mathcal{O}(5 - 10)$  candidates)
- scientific presentation: broad audience, student representatives, ...
- possibly a short test lecture on given subject
- meeting with the selection committee: interview style
  - ↪ research perspectives, synergies with local groups, collaborations
  - ↪ envisaged group size, funding instruments, equipment
  - ↪ teaching philosophy, separate meeting with student representatives
  - ↪ aspects of diversity, mentoring, conflict resolution, outreach
  - ↪ dual-career aspects
- referees get contacted, individual and/or comparative reports
- search committee compiles ranked list of candidates

hopefully leads to a call, invitation to negotiations

## Phase 3: Negotiations

- consult colleagues in the faculty/institute
- contact the faculty dean, pre-negotiations
  - ↪ basic layout of given position, e.g. personnel, budget funds, offices
- compile your list of requests/wishes
  - ↪ personnel, facilities, equipment, start-up funds
  - ↪ personal salary top-ups
- actual negotiations with university (vice) president
  - ↪ agreement on objectives, performance standards for research, academic teaching and engagement

hopefully leading to an offer you want to accept

## gather help from your colleagues and professionals

- selection and appointment procedures regulated by (federal) laws
  - ↳ implement transparency, fairness and equal opportunity
  - ↳ for details contact local colleagues
- Deutscher Hochschulverband ([www.dhv.de](http://www.dhv.de))
  - ↳ offers dedicated seminars

[www.dhvseminare.de/bewerbungstraining\\_fuer\\_berufungsverfahren](http://www.dhvseminare.de/bewerbungstraining_fuer_berufungsverfahren)

**DEUTSCHER  
HOCHSCHUL  
VERBAND**

Köpfe die Wissen schaffen

- get your application documents proof-read
- do talk/lecture rehearsals, prepare for obvious questions
- be informed about department, degree programs, initiatives, ...