

Procedure of appointment committees

- **Constituting and first working session:**

- Election of the chairperson and appointment of the secretary.
- Disclosing of any close relationships to the applicants.
- Discussion of the candidates. Decision, which applications shall be reviewed. Only such applications are not to be reviewed, that are clearly not suitable. Assessment according to the advertisement text.
- (Discussion of the reviewers, eg about close relationships to the applicants.)

- **Second working session:**

- Discussion of the reviews.
- Decision, which candidates will be invited to lecture.
- Decisions regarding the organisation of the lectures and hearings: Dates, process, topics, location, room organisation, contact person for visitations of the institute, maybe lunch.

The appointment lectures each consist of a teaching lecture, a scientific lecture and a discussion with the audience. For the teaching lecture, all applicants are given the same topic, and it should be of practical use for the student part of the audience. The topics of the scientific lectures shall be chosen by the applicants themselves.

Note: If the committee decides in the first working session, that all candidates to be reviewed shall also be invited to the lectures and hearings, then this intermediate meeting will be omitted, and the decisions regarding the organisation of the lectures and hearings have to be made in the first working session.

- **Public lectures:** Moderation by the committee chair.

- **Internal hearings:** The candidates must be assured that no protocol will be written during the hearings, any notes are only informal. Furthermore they must be given the opportunity to ask questions (about the advertised position, about BOKU, about Vienna location etc).

- **Third working session:**

- Concluding assessment of the lecturers. The most important aspects are the qualifications in research and teaching and management.
- (Presentation by the personnel consulting service.)
- Preparation of the appointment proposal: Based on the reviews, lectures and hearings, the three most suitable applicants are to be included in the appointment proposal, and if possible, they shall be ranked. If fewer than three applicants are included in the proposal, this must be specifically justified.

- **Closing:**

- Committee chair informs the rector in advance about the appointment proposal.
- Preparation of the final report.