

Necessary Steps of the individual Evaluation at BOKU

Professorships acc. to § 99 (3):

About 1,5 years before the fixed-term contract expires the Evaluation procedure of a professorship acc. to § 99(3) gets launched by the Quality Management Unit.

1. Official launch of the evaluation procedure by the Quality Management Unit about 1,5 years before the increasing period of the collective agreement ends.
2. The Quality Management Unit transmits the report concerning teaching data to the candidates.
3. The Quality Management Unit conducts a student survey in regard of the quality of teaching and learning and the supervision of theses of the candidate.
4. Optional: Expert advice on how to prepare the teaching portfolio by DI Alexandra Strauss-Siebert (Lehrentwicklung- development of teaching and learning).
5. The Candidates have to update the FIS data (research information system).
6. The Candidates will receive a report of the research data by DI Horst Mayr (FoS).
7. The Candidate has to prepare the Self-Evaluation report based on the standardized extracted data from the fields of teaching and learning and research and has to submit the report to the Quality Management Unit.
8. The Quality Management Unit will provide feedback on the Self-Evaluation report.
9. If necessary the candidate has to revise the report and has to submit the final version to the Quality Management Unit.
10. The Quality Management Unit will request two external international expert opinions on the performance of the candidate.
11. The Candidate will create appropriate measures for the upcoming period in accordance to the immediate superior (also taking the expert opinions into consideration) and will submit the final version (including signatures) to the Quality Management Unit.
12. The Quality Management Unit provides a summary and submits it to the Rectorate including relevant documents.
13. The Rectorate decides whether the evaluation turns out positive or negative. If the evaluation is positive the collective agreement will be increased and the candidate receives a permanent professorship.
14. When appointing a chair acc. to §99 a personal meeting with the rector follows.
15. The Human Resource Department and the Quality Management Unit will be informed about the outcome of the evaluation.