

Template for use in job interviews for associate professorships and professorships at the Faculty of Business and Social Sciences, University of Southern Denmark

The following template can be used as a guideline for conducting job interviews for associate professorships and professorships. The template has been created to ensure quality and transparency in the hiring process, in order to clarify the professional expectations the candidates are expected to meet.

Composition of the appointments committee for associate professorships and professorships

All departments must set up an appointments committee when filling positions at associate professor and professor level.

Appointments committee – associate professorships:

- *Head of Department (chair)*
- *Relevant Head of Studies*
- *Head of research unit or relevant person at associate professor level or higher*
- *Others whose participation the Head of Department considers to be relevant for the specific appointment*

The Head of Department sets up the appointments committee and submits a reasoned recommendation to the Dean, who then makes a decision about the appointment.

Appointments committee – professorships:

- *Dean (chair)*
- *2 representatives at professor level appointed by the Academic Council among its own members or from the relevant academic field*
- *Head of Department*
- *Relevant Head of Studies*
- *Head of the relevant research unit or relevant person at associate professor level or higher*
- *Others whose participation is found to be relevant by the Head of Department for the specific appointment*

The representative of the Academic Council – chosen from among its own members or from the relevant academic field – is appointed for a period which follows the council's period of office (i.e., 4 years) and is appointed in direct continuation of the constitution of the council. One representative is appointed for each of the following academic fields: business economics, economics, law and political science.

General information

The time frame for the interview is about two hours. The candidate is asked to prepare the presentations listed below as well as to be prepared for an informal discussion about each topic.

Likewise, the candidate is expected to have attended:

- a lecture given by a colleague and
- a TA session

with the purpose of providing feedback to both the colleague and the TA. At the interview the candidate will be asked to describe the feedback given and to explain what he/she has learned from the situation.

For appointments to professor the candidate is also expected to have acted as supervisor of a younger colleague and to have attended a number of lectures given by the younger colleague.

Presentations which the candidate will be asked to prepare for the interview

1. A presentation of the candidate's teaching portfolio and a list of courses the candidate has taught and/or helped to develop (level as well as content). The presentation should include the candidate's experience as a supervisor.
2. A presentation of the candidate's general approach to teaching.
3. A presentation and discussion of a master's or bachelor's course developed by the candidate, with special emphasis on coherence among *learning objectives, planned learning activities during the course* and *testing*, and their derived effects on motivation and learning.
4. A presentation of the candidate's research agenda.
5. A presentation of the candidate's experience with external fundraising and administration.

Outline of the interview:

Field	Possible questions
Education	<ul style="list-style-type: none"> • What experience did you gain from observing your colleague's teaching and providing feedback? • How can you contribute to improving the pedagogical practice at the department? • In your opinion, in what ways can the quality of teaching be improved at the Faculty? • Which principles do you follow in your teaching, and in what ways do you actively incorporate them in your lectures, cf. the principles about activating teaching and active learning?
Research	<ul style="list-style-type: none"> • What is your experience with research management, and what can we expect from you in this field? • Have you considered which research topics you will address in the future? • Can you give examples of international collaborations that you have participated in? What were the results?
Research dissemination	<ul style="list-style-type: none"> • How have you communicated your research to the surrounding society, and how do you plan to do so in the future? • Can you give examples of your collaboration with the surrounding society, for example with public and private institutions, businesses, etc.? What effects have been achieved?
External funding	<ul style="list-style-type: none"> • What is your experience with external research funding and the administration of these funds? • What are your plans and considerations with respect to attracting external funding, both nationally and internationally?
General	<ul style="list-style-type: none"> • How can you contribute to the overall development of the department?

The above table is intended as a guideline and can be supplemented by other points which the appointments committee considers to be relevant.