**Extract of ’Guidance for the Assessment Committee’**

About the assessment:

1. The committee must complete the assessments in accordance with the job advertisement and the scholarly qualification guidelines of the Department or Faculty which determine whether the applicant is qualified or not qualified.
2. The assessment of each applicant must be drawn up according to a particular structure:
	1. Presentation of the applicant (relevant positions, education and study programmes, study visits or other professional activities). If the application material states that the applicant has been on parental leave in his/her academic career, this fact cannot be reflected negatively in the assessment of the applicant’s academic qualifications.
	2. Assessment of scientific qualifications (identification, characterization and evaluation of all submitted publications, and assessments of other scientific qualifications, if any)
		1. Please note that each and every submitted publication must be assessed individually.
		2. Identification: stating title, journal, publisher, year and potential co-authorship. In the event of co-authorship there may be a co-author statement (if requested in the job announcement). The research is included in the assessment depending on the applicant’s contribution to the research and the characteristics of the research.
		3. Characterizing: PhD thesis, Master’s thesis, article, paper, review etc.
		4. A specific assessment of each publication
	3. Assessment of teaching qualifications based on the submitted documentation to fulfill the requirements stated in the job advertisement and the scholarly qualification guidelines of the Department or Faculty.
	4. Assessment of other qualification requirements stated in the job advertisement and the scholarly qualification guidelines of the Department or Faculty.
	5. Concluding evaluation of the applicant, where the committee *specifically* concludes *how* the applicant fulfills the requirements in the scholarly qualification guidelines of the Department or Faculty. The concluding evaluation must clearly state either “qualified” or “not qualified”.
3. The assessment must be composed in a sober and well-balanced linguistic form, which shows that the members of the assessment committee are objective, professional and eloquent in their work.
4. During the drafting of the assessment, the committee must not prioritize among the qualified applicants, e.g. comment on which applicant is best suited for the position or should be appointed. The committee must only assess whether the applicant is qualified or not qualified. This means that the assessment can have two outcomes: either the applicant is ‘qualified’ or ‘not qualified’ (and thus not e.g. ‘highly qualified’).
5. It must clearly be stated in the assessment if there is disagreement in the assessment committee on the qualification of an applicant. In any case, the final assessment must result in one unconditional assessment of whether the applicant is qualified or not qualified.
6. Should the assessment not constitute an adequate basis for decision for the Dean and/or meet the formal requirements for scientific assessments, the assessment will be returned to the committee for supplementation or re-drafting.

Additional information the committee must be aware of:

1. All applicants must be assessed by all members of the committee. The assessment of the applicants must be done jointly by all the members, however drafts can be done by the individual members according to an agreed division of labour and starting with a preliminary discussion in the committee.
2. None of the members of the committee are allowed to communicate directly with the applicants. If the committee should require additional material, e.g. co-author declarations, the chairman of the committee must request the personnel function within the faculty to obtain and distribute the material in question.
3. The members of the assessment committee must themselves be aware of and respond to the question of potential incapacity. The chairman is responsible for ensuring that the committee members are informed of this duty.
4. Only members of the assessment committee can take part in the drafting of the assessment.

*All the above requirements have been taken from the full guidance where all the requirements for the assessment committee is described in full.*