

Navigation leaflet

Supporting collaboration within the assessment committee

Job family	Academic	Technical/administrative D-VIP staff	D-TAP
Business role	FAK-HR Coordinator	Not relevant	SDU HR Hourly Salary Team Not relevant

The assessment committee's collaboration on the assessment is not supported in ORC, as it is not a collaboration platform.

Collaboration on assessment can take place in **Teams**, **NextCloud** or **OneDrive**, which are supported by [SDU IT](#). It is up to the individual faculty to decide which collaboration platform to use and to ensure that data is processed in accordance with the GDPR.

This navigation leaflet provides a suggestion on how you can support the assessment board's collaboration:

1. Select and create a platform for collaboration on assessments
2. Print candidate applications as PDF in ORC. (See 3.1.1)
3. Download candidate attachments in ORC. (See 3.1.1)
4. Share assessment materials with assessment committees.
5. Send the assessment form to the assessment manager in ORC. See 3.4.2
6. Complete the assessment form (chairperson) in ORC (see 3.4.3)
7. Send an email regarding payment of fees to external assessors – see template below.

If there is only one assessor, there is no need to support collaboration outside the ORC. Instead, you can use the same process as when a chairperson is assigned to the requisition and completes the assessment.

<p>Create folder for collaboration on assessments</p>	<ul style="list-style-type: none"> • Name the folder with the file number + job posting title (making it easy to search for the folder in case you need to transfer the case) • Create subfolders for each candidate <ul style="list-style-type: none"> ○ Structure application materials into one folder per candidate. For each candidate folder: ○ Name of candidate – Candidate no.
<p>Upload assessment material</p>	<ul style="list-style-type: none"> • Job advertisement • The assessment form can be accessed via the recruitment portal. • Candidate application and CV – download via print function (see 3.1.1) • Candidate's appendices (see 3.1.1)

<p>Share assessment material with assessment committee.</p>	<p>Since the assessment committee is not necessarily set up in ORC, the template below can be used to inform about access to assessment material.</p>
<p>Template for assessment committee</p>	<p>Dear [Name],</p> <p>We are pleased that you have agreed to be considered for the position (name on requisition).</p> <p>The Dean of (insert faculty) has appointed the following expert committee to assess the applicants for the above-mentioned position:</p> <p>Chairperson: (Name, title, department) Committee members (Name, title, department)</p> <p>The chairperson of the assessment committee coordinates the committee's work and summarises the assessment.</p> <p>The committee is tasked with ensuring an impartial, reasoned, qualified, non-prioritised written assessment of the applicants' academic qualifications in relation to the position. The assessment shall form the basis for whether the applicant is assessed as qualified or not qualified.</p> <p>Deadline for the committee's work The deadline for the committee's work is (date).</p> <p>Assessment form and application material For use in the committee's work:</p> <ul style="list-style-type: none"> • Job postings, applications and attachments for the position can be found here (insert share link). Application materials are organised in one folder per applicant recommended for assessment. • Assessment forms can be downloaded from SDU's recruitment portal. <p>Your assessment of each candidate can be uploaded/shared with the assessment committee in the corresponding candidate folder, where you can collaborate on the assessment.</p> <p>The committee is asked to read the Guidelines for Assessment Committees, including the section on disqualification, before you start the assessment work. It is expected that the assessment is written in English if the job posting is in English.</p> <p>Please maintain complete discretion when working on the committee.</p> <p>General information about assessments - The recruitment portal – including guidance for assessment committees.</p> <p>Information on the assessment of teaching qualifications</p> <ul style="list-style-type: none"> • View the University of Southern Denmark's guidelines for assessing teaching portfolios (link) • View the University of Southern Denmark's Pedagogical Competence Profile (link) <p>The chairperson is asked to send a message to the undersigned and copy the other committee members when the expert committee work has been finalised.</p>

	<p>Once I have received the final assessments from the chairperson, I will get back to the external assessors regarding payment for the work.</p> <p>Thank you in advance for your efforts.</p> <p>Please treat applicants' names and all application materials confidentially.</p>
<p>Skabelon til bedømmelseshonorar DA</p>	<p><u>Emne:</u> Bedømmelseshonorar relateret til (Indsæt stillingsnavn og rekvisitionsid)</p> <p><u>Indhold:</u> Kære (Indsæt navn)</p> <p>Tak for at du har deltaget i bedømmelsesudvalget i forbindelse med de (indsæt antal ansøgere) ansøgere til stillingen (Indsæt stillingsnavn og rekvisitionsid)</p> <p>Som eksternt medlem af bedømmelsesudvalget, får du udbetalt honorar for deltagelse i bedømmelsesudvalget.</p> <p>For at vi kan udbetale honoraret, skal du udfylde, underskrive og returnere skemaet 'Blanket til udbetaling af bedømmelseshonorar' på siden: https://sdunet.dk/da/servicesider/hr/ansaettelsesforhold/loen/honorarer</p> <p>Skemaet skal sendes til mig, hvorefter lønkontoret udbetaler dit honorar.</p> <p>Vi takker dig endnu engang for dit arbejde i bedømmelsesudvalget.</p>
<p>Template for assessment committee EN</p>	<p><u>Subject:</u> Assessment fee related to (Indsæt stillingsnavn og rekvisitionsid).</p> <p><u>Content:</u> Dear (Indsæt navn),</p> <p>Thank you for participating in the assessment committee for the (insert number of applicants) applicants for the position (Indsæt stillingsnavn og rekvisitionsid).</p> <p>As an external member of the assessment committee, you will receive a fee for participation in the assessment committee. In order for us to pay the fee, you must complete, sign and return the form 'Assessment fee' on this page: https://sdunet.dk/da/servicesider/hr/ansaettelsesforhold/loen/honorarer</p> <p>Please send the form to me, after which the payroll office will pay your fee.</p> <p>We thank you once again for your work in the assessment committee.</p>
<p>Send fee form to payroll office</p>	<p>Fee forms received by external assessors should be completed with additional information – the 'to be completed by the department' section and emailed to loen@sdu.dk</p>