W1 professorship acquisition phase – Junior Professorship and Tenure Track Professorship

Support

Heidelberg University attaches great importance to a culture of recruitment and welcome. Therefore, in addition to matters directly related to the professorship, the candidate's life situation beyond this is also considered and support is offered where necessary. Department 5.4 Appointment Service, W-Scale Remuneration is very happy to advise and support the persons involved in the appointment process. Please contact the head of Department 5.4, Ms. Dollmann, Tel. +49 6221 54 12540, dollmann@zuv.uni-heidelberg.de.

Appointment of Professorship

Once the shortlist has been approved, the appointment will be given to the first-placed candidate. The letter of appointment also sets out the evaluation criteria for the subsequent suitability assessment and, where applicable, the tenure review. The candidate is also asked to submit a research proposal and an indication of their salary expectations.

Along with the letter of appointment, the evaluation criteria for the subsequent aptitude and, where applicable, tenure evaluation as well as the statutes of Heidelberg University on the evaluation of junior professorships and tenure-track professorships, are usually sent. The evaluation criteria have been previously determined by the appointment committee. The criteria set out therein, including third-party funding, publications or administration, are weighted in accordance with the faculty's guidelines and serve as a guide for candidates during the W1 phase. You can also find more information on this on the following page: https://www.uni-heidelberg.de/de/forschung/nachwuchsfoerderung/karrierewege-nach-der-promotion/tenure-track-professur-und-juniorprofessur.

Applicants who are not on the shortlist will receive a letter from the faculty and, if applicable, the submitted application documents back by post at this time.

Support of candidates

Following the letter of Appointment, Department 5.4 will offer a first meeting to get to know each other and clarify initial questions. Other support services offered by Heidelberg University will also be presented.

Research Proposal

The proposal for the research project requested in the letter of appointment should provide an outline of the planned activities over the duration of the junior professorship.

The resources required by Junior Professors (personnel, equipment, infrastructure) are provided by the respective institutes. There will be no negotiations with the Rectorate at this stage.

Salary offer

After the information on personal remuneration requested in the letter of appointment have been received, the Kanzler of Heidelberg University will submit a salary offer in consultation with the Rectorate Committee.

Acceptance of Appointment

Once the appointment holder has received the full offer, a decision on the appointment is usually expected within two weeks. The letter of acceptance should be sent in the form of a short letter –

addressed to the Rector using the postal address of the appointment service (contact person) and marked "Confidential" – bearing a handwritten signature, by post (preferably by e-mail in advance).

Rejection of Appointment

The letter declining the appointment should be drafted and sent in the same way as the letter accepting the appointment.

The further procedure for the professorship to be filled will then be coordinated by the Appointment Service with the Dean of the Faculty.

Further steps after accepting the Appointment– Assignment Process

After the acceptance the administrative support will be handled by Department 5.1 Personnel Matters for Civil Servants. This department will prepare the assignment process and are also remain responsible for the professors in future. To ensure that the assignment process can be handled without delay and the desired starting date can be ensured, it is recommended that you apply for any documents that need to be obtained from other authorities or institutions (including a certificate of good conduct, a medical report and, where applicable, a visa) as soon as possible, as it can sometimes take several weeks for these to arrive.

Implementation of the evaluation

At the end of the junior professorship, an aptitude assessment is carried out to determine the candidate's suitability as a university lecturer. In the case of a tenure-track professorship, in addition to the aptitude evaluation (general qualification as a university lecturer), a tenure evaluation is carried out to determine eligibility for appointment to a W3 position (full professor) at Heidelberg University as part of a abbreviated appointment procedure.

Detailed information can be found in the Statutes of Heidelberg University on the Evaluation of Junior Professorships and Tenure-Track Professorships. Statutes of Junior Professors: https://backend.uni-heidelberg.de/de/dokumente/evaluationssatzung-juniorprofessur-24092025/download

Tenure-Track – Transition to the W3 Professorship

When moving to the W3 position, am abbreviated appointment procedure takes place first, followed by formal offer of appointment as well as equipment and salary negotiations. This phase is again supervised by Department 5.4 Appointment Service. Further information on the appointment to a W3 professorship can be found on the homepage of Department 5.4 Appointment Service and W-Remuneration and in the Appointment Guide of Heidelberg University. (Homepage of Department 5.4: https://www.uni-heidelberg.de/de/einrichtungen/universitaetsverwaltung/dezernat-5-personal/berufungsservice-w-besoldung , Appointment Guide: https://www.zuv.uni-heidelberg.de/md/zentral/universitaet/beschaeftigte/service/personal/geschuetzt/berufungsleitfaden_2021-06.pdf)

Responsibilities – Overview –

Department 5.4 – Support of the appointment holders from call placement to call acceptance, ongoing support on personal relationships and other personal issues (DC, family) during the W1 term
Department 5.1 – Establishment/approval of the professorship, administrative support of the appointment, ongoing support of the civil servants
Institute – responsible for the equipment of the W1 professorships
Faculty (Dean) – Questions about the evaluation criteria, implementation of the aptitude and tenure evaluation