The Recruitment Process – Professorial Appointment Negotiations

Support

The Department Professorship Appointments, W-salary, is happy to advise and support you during the appointment process. Please contact the head of Department 5.4, Heike Dollmann, Phone: +4962215412540, dollmann@zuv.uni-heidelberg.de. Appointments are scheduled by the assistant of Department 5.4, Martina Rohrmann, Phone: +4962215412542, 53-54sekr@zuv.uni-heidelberg.de.

Candidate outreach

Fostering a welcoming environment and recruitment process is of great importance to Heidelberg University. This is why the professorial appointment process includes not only the allocation of equipment, staff as well as the salary associated with the position, but also takes the applicant's personal circumstances into account.

The Rectorate organises the negotiations with the selected candidates in consultation with the faculty and the research institution, taking into account the applicant's situation and the overall appointment procedure.

Supporting the candidates

This stage of the process is particularly delicate, as resources and staff distribution as well as personal matters are discussed. Consequently, the university maintains close contact with the candidates to ensure ongoing communication. This includes the members of the research institute involved, as well as those of the faculty and the Rectorate. This system of closely supporting the candidates has been proven useful in that it positively influences the appointment negotiations and their outcomes.

Appointment of professorship

The professorship is appointed by the rector.
After the appointment of the professorship, the non-shortlisted candidates immediately receive a letter of rejection from the faculty, and submitted application documents are sent back if necessary.

Preliminary meetings

The executive director of the respective institute will contact Department 5.4 once it is possible to determine when the applicant will deliver a concept for the allocation of equipment and staff. This allows for the scheduling of recruitment or appointment negotiations ahead of time.

In a preliminary meeting, the Kanzler, Department 5.4, the executive director of the research institute, and the dean of the faculty consider the applicant's proposal regarding the allocation of equipment and staff for the professorship. Furthermore, the research institute's resources and the planning parameters of the Rectorate are discussed.

At the beginning of the process, the faculty submits the form for the allocation of equipment and staff to the Rectorate. Based on the information provided in the form, the Rectorate may calculate possible financial support for the appointment. In line with the basic rules of budgeting, the research institute's decentralised approach to resource allocation is of great importance.

The candidate's salary expectations are not disclosed. Therefore, the faculty and research institute do not take part in the salary negotiations.

Appointment negotiations

The appointment negotiations are conducted by the rector and the Kanzler. The first part of the negotiating process centres on how equipment and staff are allocated for the professorship. The

dean and the executive director usually also take part in this. During the second part, personal matters pertaining to the candidate are discussed.

Offer

Following the appointment negotiations, it is common for the Kanzler to send an offer to the candidate within a week, addressing any personal matters.

Accepting the appointment

As soon as the candidate agrees to the offer, the Human Resources Division, Department 5.1, can initiate the process for assigning the professorship.

Declining the offer

If the candidate declines the offer, the rector, in consultation with the faculty and research institute, will either contact other candidates from the shortlist or appoint the professorship to one of them. The appointment negotiations will resume once again.

If every candidate on the list has been contacted, if there is a restriction notice on the appointment list that is not lifted, or if the other candidates are unavailable, the position may be listed again after consultation with the Rectorate. Following the issuance of the restriction notice, it is the faculty's obligation to inform the applicants on the short list and to return their application documents when necessary.