

**Appointment Procedure Regulations
for Professors and Assistant Professors of the University of Münster (WWU)
of 14 April 2021**

- Part A -

The Senate of the University of Münster has issued the following regulations in accordance with § 38 (4) sentence 1 of the Higher Education Act of the Federal State of North Rhine-Westphalia (*Hochschulgesetz, HG*):

**§ 1
Allocating Posts**

- (1) Professorial and assistant professorial posts are allocated by the Rectorate to the faculties upon their request. The post allocation requests must comply with the structural and development plans which have been agreed upon by the faculties and the Rectorate. Deviations from these plans must be justified on a case-by-case basis. W1, W2 and W3 posts are allocated following their review and recommendation by a committee appointed by the Rectorate for this purpose.
- (2) Prior to issuing a call for applications for the professorial post, a finding phase can take place on the basis of the strategic developmental goals and the gender equality quota of the faculty (see § 14).

**§ 2
Advertising Posts**

- (1) Professorial and assistant professorial posts (*Juniorprofessuren*) are advertised publicly and internationally by the Rectorate at the recommendation of the respective faculty.
- (2) The text of the advertisement must contain all essential criteria applicable to the selection of the applicants. Specifically, it must include the following information:
 - the type and scope of responsibilities assigned to the professorship or assistant professorship
 - term limitations, if applicable
 - required profile of potential candidates
 - prospective date of appointment
 - application deadline
 - prospective salary bracket
- (3) In exceptional cases a professorial post need not be advertised provided the matter meets the conditions put forth in § 38 (1) HG NRW.

**§ 3
Composition of the Appointments Committee**

- (1) The faculty board creates an appointments committee to prepare an appointment recommendation. The committee is comprised of five full-time representatives from the group of professors, two academic staff members and two students; the members of the

appointments committee are elected separately by their corresponding group. Members from other faculties and professors from other universities may be seated on the appointments committee. The number of members may be raised to 19 if necessary. However, the number of members from other groups may neither equal that of the professorial members, nor number fewer than two less. The number of students and academic staff may not deviate from each other by more than one. No more than one member from the group of professors may be untenured.

- (2) If the professorship or assistant professorship under consideration is an integral part of a central academic facility or other cross-faculty unit, a representative of this unit should also be a member of the appointments committee in accordance with § 3 (1).
- (3) Two deputies per member group should be elected to the appointments committee as stand-ins; gender parity should, if possible, be ensured. The deputies should participate in the meetings of the appointments committee. When standing in for absent members, deputies are allowed to participate in taking decisions on the appointment recommendation only if they have attended the committee meetings which were relevant for the decision-making process.
- (4) The Equal Opportunity Officer of the University of Münster and the equal opportunity officer of the respective faculty are members of the appointments committee in an advisory function.
- (5) The Rectorate may, for certain groups or individual cases, stipulate that members from the group of professors on the appointments committee, as provided in § 3 (1), must be members of other faculties or universities. The resulting costs of such external appointments must be borne by the corresponding faculty, provided these are not covered by the central budget.
- (6) As a rule, half of the members of the appointments committee and individual status groups must be women, and if this is not the case, exceptions may only be made in individual, appropriately substantiated cases. If the committee has an uneven number of members, gender parity can be achieved by rounding down to the next lowest number.
If gender parity in accordance with sentence 1 cannot be achieved for all status groups despite intensive efforts, it is sufficient for compliance with the gender parity mandate if the number of women members in the group of professors meets the rounded share of women professors of the corresponding faculty or subject group, and gender parity is met with regard to the other groups in accordance with sentence 1. The intensive efforts to achieve gender parity as provided in § 11b (4) sentence 1 HG must be officially documented by the faculty board and explicitly stated in the final report of the appointments committee. This regularly occurs when all women members of the group of professors are given the possibility of announcing their candidacy but choose to decline.
For subjects in which no women professors are represented, it is permitted to select women professors from related disciplines at the University of Münster or other universities. If this does not happen, the reasons for the omission must be officially documented.
- (7) A professor with permanent civil-servant status or in a permanent employment situation is to be selected chairperson of the appointments committee.
- (8) The appointments committee can invite further members, also from other faculties or external institutions, to sit on the committee in an advisory capacity.
If the matter concerns the appointment of an endowed professorship, the faculty board may invite a representative of the donor/foundation to sit on the appointments committee in an advisory capacity.

- (9) As a rule, committee membership should not be extended to any person who is or will be in a relationship of dependence to the appointed professor, especially as an employee of the professorship in question. The same applies to persons who work for one of the professors who are full members of the appointments committee.
The faculty board can decide either before or after the selection decision that the participation of members indicated in sentences 1 and 2 is necessary on account of their expertise with regard to the position in question, and that a neutral decision can be expected.
- (10) The faculty board can decide that a member from the group of non-academic staff may sit on the appointments committee in an advisory capacity.

§ 4

Bias of Individual Members on the Appointments Committee

- (1) An absolute reason for bias exists if a member of the appointments committee has applied for the position himself/herself or is a relative as defined in § 20 (5) of the Administrative Procedures Act for North Rhine-Westphalia (*Verwaltungsverfahrensgesetz für das Land Nordrhein-Westfalen*, VwVfG NRW) of one of the candidates.
- (2) A potential reason for bias exists if there is reasonable concern that the member of the appointments committee will fail to arrive at a neutral decision. This can, in particular, be the case in the following situations:
- a. a close personal relationship, e.g. in the sense of personal friendship, or a relationship of animosity due to past conflict exists between a member of the appointments committee and the candidate;
 - b. a member of the appointments committee and a candidate have engaged in close academic collaboration within the past three years, e.g. through joint projects or joint publications with co-authorship;
 - c. the member of the appointments committee wrote an assessment for a postgraduate thesis of the candidate's (after the master's phase) or was involved in evaluating the candidate in the context of an assistant professorship within the past three years;
 - d. the member of the appointments committee was in a work-related dependency or supervisory relationship to the candidate within the previous six years;
 - e. the candidate played a significant role in the appointment of the committee member, or the committee member played a significant role in the appointment of the candidate within the last three years;
 - f. the member stands to gain personal financial benefit by the appointment decision.
- (3) If a member of the appointments committee learns that a potential reason for bias exists toward one or more candidates, he or she must immediately inform the chairperson of the circumstances including the reasons why bias or potential bias may result. This information is then shared with the appointments committee for further deliberation. If the matter of bias concerns the chairperson himself/herself, the task passes to the deputy chairperson, and if no deputy is appointed, the task passes to the most senior member in the group of professors.

- (4) In the cases described in § 4a (2), the appointments committee must vote by simple majority whether the case of bias, or cause for concern thereof, is severe enough to force the biased committee member to resign and be replaced by his/her deputy. If no deputy exists, the appointments committee informs the faculty board of the matter, which then conducts a re-election.
- (5) Should the appointments committee come to the conclusion with respect to the cases described in § 4a (2) that the bias, or cause for concern thereof, is not severe enough to require the resignation of the biased member, it can instruct the biased member to recuse himself/herself from all discussions and decisions pertaining to the respective candidate. This course of action is particularly suitable if it appears likely that the application of the respective candidate will not be considered in the later deliberations of the appointment procedure.

§ 5

Recommendation Procedure of the Appointments Committee

- (1) The task of the appointments committee is to conduct a gender-equitable and transparent appointment procedure in such a way that the best possible candidate is selected for appointment. The appointments committee can therefore invite suitable candidates to apply for the position at any time after the procedure has commenced and even after the application deadline has passed.
- (2) The appointments committee determines at its constitutive session, which normally takes place prior to or immediately after the position is advertised, whether it is necessary to actively search for and approach potential candidates with respect to ensuring equal opportunity (see § 14). To this end, the results of a finding phase as indicated in § 1 can be taken into consideration. The appointments committee can nominate a responsible person (or persons) from the group of voting members to search for and approach highly qualified academics. The essential considerations and results must be placed on file.
- (3) Members of the appointments committee are permitted to participate in meetings and take decisions via electronic video or audio transmission.
- (4) The submitted applications are forwarded to the chairperson of the appointments committee. They may only be viewed by the Dean, the members of the appointments committee, the Equal Opportunity Officer, the Representative of the Severely Disabled and the appointments advisor. The criteria specified in the advertisement together with the formal hiring requirements serve as the basis for the selection decision. The appointments committee is not permitted to consider additional criteria defined later during the procedure, i.e. after the advertisement is published.
- (5) The appointments committee invites the shortlisted candidates to a personal interview. As a rule, all female candidates who meet the formal requirements and special demands specified in the advertisement are to be offered an interview. Otherwise, the relevant provisions of the State Equal Opportunity Act (LGG NRW) apply to areas in which women are underrepresented.
- (6) The candidate's teaching qualification is assessed by having him/her hold a lecture, or in exceptional and substantiated cases, presenting the results of a teaching evaluation. The reason for the exception must be placed on file. Any class or lecture given by a candidate as part of the selection procedure may be attended by all University members.

- (7) If an application is submitted by a severely disabled candidate, the Representative of the Severely Disabled must be involved in the deliberations at every stage of the procedure. In consultation with the WWU Human Resources Department, an invitation to an interview may only be waived if the candidate clearly does not meet the requirements stated in the advertisement and this fact is confirmed by the Representative of the Severely Disabled.
- (8) The chairperson of the appointments committee must inform the other members of the committee ahead of the vote on the appointment recommendation of their right to conduct a dissenting vote.

§ 6 Special Voting Circumstances

- (1) Decisions regarding the ranking and approval of the proposed professorial and assistant professorial appointment list require not only the majority of the appointments committee, but also the majority of the professorial voting members of the appointments committee.
- (2) If a resolution fails to pass after the second round of voting, the decision may pass with a simple majority of voting members from the group of professors on the appointments committee.
- (3) If the appointment recommendation is approved by the majority of those who belong to the group of professors, the majority of the appointments committee is entitled to submit its own recommendation for consideration.
- (4) If there is doubt as to whether the decision meets the conditions of § 6 (1) sentence 1, the Rectorate must decide on the matter.

§ 7 Appointment Recommendation

- (1) The appointment recommendation should contain three proposed candidates in order of recommendation with sufficient justification for their nomination, especially with regard to the prospective teaching and research responsibilities.
Appointment recommendations with fewer than three nominations are permissible if no three candidates can be found who meet the requirements in their entirety.
Two comparative assessments by external professors of all the candidates must be included with the appointment recommendation of the appointments committee. If no professor can be found to provide a comparative assessment, then at least two external assessments must be included for each of the proposed candidates. The appointments committee must review and discuss the assessments prior to arriving at a decision.
It is not permitted to request assessments from members of the appointments committee.
- (2) For recommendations of assistant professors without tenure track, the appointments committee should – in consultation with the respective dean’s office – also explain how it proposes to assess the appointee’s suitability for the position by means of the interim evaluation. The faculty board can implement general measures in this regard. The criteria provided in § 3 (3) in Part B of the Appointment Procedure Regulations should be considered when drafting the interim evaluation. The recommendation of the appointments committee should be taken into consideration when drafting the appointment agreement.

- (3) The faculty board's appointment recommendation must be accompanied by a statement from the principal Equal Opportunity Officer and a student vote. If no student vote is submitted within one week following the faculty board's decision, it is assumed that the departmental student body abstains. If the prospective (assistant) professorial appointee is to be involved in a central academic institute or other cross-faculty unit, a statement by the head of this unit must be included in the recommendation.
- (4) Assistant professors of the University of Münster can, as a rule, only be considered for professorial appointments if they secured employment at another university following their doctorate or worked in academia outside of the University of Münster for a period of at least two years. Research associates and non-professorial staff of the University of Münster as defined by § 78 (3) HG may only be considered for such appointments in exceptional, substantiated cases, and only when the conditions in sentence 1 are met, unless the dictate of choosing the best candidate as put forth in Art. 33 (2) of the Basic Law necessitates appointment.
- (5) Deviating statutory provisions on the appointment of professors at the Faculty of Music remain unaffected.

§ 8

Decision-Making Process of the Faculty Board

- (1) The faculty board makes its decision on the basis of the appointment recommendation provided by the appointments committee. If the conditions indicated in § 12 (4) HG NRW exist, the Dean is permitted to make decisions in place of the faculty board. The reasons for the need of expediency must be placed on file and explained at the next faculty board meeting.
- (2) All professors who belong to the faculty concerned are entitled to participate in the deliberations on the appointment proposals for professorships but are not entitled to vote. The same applies to deliberations on the appointment proposals for assistant professorships.
- (3) The faculty board may only consider and decide upon the recommendation provided by the appointments committee. The faculty board does have the possibility, however, to reject the recommendation outright and request a new recommendation from the appointments committee. The faculty board's decision on the recommendation requires not only the approval of the majority of the faculty board, but also the majority of the voting members from the group of university professors.
- (4) The faculty board's decision regarding the recommendation for the professorial or assistant professorial appointment requires the approval of the majority of the professors of the faculty.

§ 9

Participation of the Rectorate

The appointment recommendation submitted by the faculty board is presented to the Rectorate for review and, upon positive assessment, is then forwarded to the Senate for approval. In the case of assistant professorships without tenure track, the Senate is informed after the offer of appointment has been issued.

§ 10

Participation of the Senate

- (1) Appointment recommendations for professorships are submitted to the Senate for final approval in accordance with Art. 8 (7) of the WWU Constitution. This is not the case with regard to appointment recommendations for assistant professorships without tenure track.
- (2) If the Rector and Senate chairperson agree that a matter is particularly urgent, the chairperson, in agreement with the spokespersons of the member groups of the Senate, can decide on the matter. As a rule, a case is “especially urgent” only if the responsible dean has announced the recommendation to the Senate up to and including the last session prior to the date sought for the chairperson’s decision. The chairperson notifies the members of the Senate at the next session about the decision taken. With the invitation to the next session, the members of the Senate are informed of the key documents used in arriving at the decision.
- (3) Should the Senate refuse to follow the faculty board’s recommendation, the Senate instructs the Rectorate to request that the faculty board reconsider the recommendation.

§ 11

Duration of the Procedure

Appointment procedures must be commenced in a timely manner and carried out quickly enough so that the process can be concluded within one year after the vacant professorship or assistant professorship was advertised.

§ 12

Appointments Advisor

- (1) The Rectorate can designate one or more appointments advisors.
- (2) The appointments advisor serves as an ombudsperson who is primarily tasked with advising on procedural and interpretational matters related to the appointment process.
- (3) The appointments advisor can attend meetings of the appointments committee in an advisory capacity upon the request of a member of the appointments committee, the dean’s office of the respective faculty or the Rectorate.
- (4) In individual, substantiated cases or for certain case groups, the Rectorate can invest the appointments advisor with additional powers. Specifically, it can designate the appointments advisor as the chairperson of an appointments committee. In this case, the appointments advisor must be a tenured professor.

§ 13

Special Rules for Appointments in the Faculty of Medicine

- (1) For professorial appointments in the Faculty of Medicine which also concern patient care at the University Hospital Münster (UKM), the information given in the advertised position as indicated in § 1 (2) should include any additional tasks which the candidate will be required to carry out at the UKM. It is permitted to forego advertising a position if the relevant conditions put forth in § 38 (2) HG exist.

- (2) Before the appointments committee takes any decisions on the recommendation for professorial appointments in the Faculty of Medicine which would concern patient care at the University Hospital, the committee should seek consensus in accordance with § 31 (1) HG by involving the Medical Director of the UKM in its deliberations.
The appointments committee forwards a shortlist of names of the recommended candidates along with their application documents to the Medical Director of the UKM. Upon his/her request, the committee invites the Medical Director to a meeting to discuss the candidates.
- (3) The committee then informs the UKM board of directors in writing to submit the following written statements within a mutual agreed upon deadline:
 - a) statement as to whether there is justifiable cause to doubt a candidate's ability to meet the required tasks at the UKM from the perspective of patient care,
 - b) if such doubt exists as indicated in 3(a), facts should be provided which substantiate the assessment,
 - c) if no such doubt exists as indicated in 3(a), a statement confirming the UKM board's agreement with the recommendations in accordance with § 31 (1) HG.
Should the UKM board of directors submit confirmation of agreement as indicated in 3(c), the appointments committee proceeds with reviewing all the candidates as put forth in (2). Should the UKM board of directors fail to submit a statement of consent or objection within the agreed upon deadline as put forth in sentence 1, consent is assumed; sentence 2 applies. In substantiated cases, the deadline can be extended upon agreement.
- (4) In accordance with (3), the committee forwards any submitted written objections to the suitability of a candidate to the Dean's Office of the Faculty of Medicine. If the Dean's Office confirms that the objection is justified, the respective candidate is removed from further consideration.
- (5) If the Dean's Office does not find the objection justified, the appointments committee continues the appointment review process in accordance with (2) if the UKM board of directors does not call upon the arbitration committee to resolve the matter (in accordance with § 16 (2) UKM Regulations) within two weeks of learning of the Dean's Office's decision.
- (6) If further candidates are subsequently considered for appointment, their assessment may only proceed after sections (2) to (5) are applied.
- (7) All statements submitted by the UKM as put forth in (3) are to remain in the appointment procedure files.
- (8) The appointments committee takes the clinical experience of the candidates into consideration insofar as it serves to inform whether the candidates would be qualified to carry out the tasks with respect to teaching and research required by the professorship.
- (9) Appointment recommendations for professors and assistant professors of the Faculty of Medicine require the approval of the faculty board. If the faculty board does not approve a recommendation by the appointments committee, it can reject the entire recommendation and request a new recommendation from the appointments committee.

- (10) The Dean's Office of the Faculty of Medicine approves the appointment recommendation based on the proposal submitted by the appointments committee and its approval by the faculty board. § 5 (3) applies accordingly.
- (11) The decision by the Dean's Office on the appointment of the professorship or assistant professorship in the Faculty of Medicine requires the approval of the majority of the professors at the Faculty of Medicine.
- (12) In all Senate consultations on appointment matters, the responsible UKM Human Resources staff are entitled to be present. They serve to answer any questions Senate committee members may have concerning the appointment recommendations at the Faculty of Medicine.

§ 14

Specifications in accordance with § 37a (4) HG

- (1) Every five years the gender equality ratio is reassessed and determined in mutual agreement by the Rectorate and the Dean, in consultation with the Equal Opportunity Officer, and in compliance with the principles of the cascade model.
- (2) In accordance with § 37a (4) HG, the following subject groups have been constituted at the University of Münster:
 1. Protestant Theology (FB 01)
 2. Catholic Theology (FB 02)
 3. Law (FB 03)
 4. Business and Economics (FB 04)
 5. Medicine (FB 05)
 6. Educational and Social Science (FB 06)
 7. Sport and Exercise Sciences (FB 07)
 8. Psychology (FB 07)
 9. History and Philosophy (FB 08)
 10. Philology (FB 09)
 11. Mathematics and Computer Science (FB 10)
 12. Physics (FB 11)
 13. Chemistry (FB 12)
 14. Pharmacy (FB 12)
 15. Biology (FB 13)
 16. Geosciences (FB 14)
 17. Music (FB 15)

Part B: Tenure Track Procedure

With the introduction of a structured tenure-track option, the University of Münster (WWU) has created another attractive career perspective for excellent academics from Germany and abroad and anchored the tenure-track career path at the University. The purpose is to grant academics scientific independence and the right to manage staff and funding at a relatively early stage in their careers.

In Part B of the Appointment Procedure Regulations, the modalities of the appointment and evaluation process are provided to ensure transparency, understandability and reliability.

§ 1

Scope

- (1) Part B of these Appointment Procedure Regulations applies to the appointment procedures for assistant professors (*Juniorprofessuren*) with tenure track as well as the procedure and requirements for determining suitability for the W2/W3 professorial appointment (interim and final evaluation).
- (2) Part A of these Appointment Procedure Regulations is to be applied on the condition that Part B does not contain any deviating provisions.

§ 2

Tenure Board

- (1) The Rectorate creates a tenure board to oversee the tenure track procedure. The tenure board is responsible for guaranteeing transparent, fair and independent proceedings, and thereby ensuring a high standard of performance.
- (2) In agreement with the deans of the faculties 1 to 14, the Rectorate appoints one member per faculty to the tenure board. The members of the tenure board must belong to the group of professors and should possess extensive experience in research, teaching and self-administration. The tenure board is advised by a Vice-Rectorate; the Vice-Rector participates in tenure board meetings in an advisory function.
- (3) The tenure board elects a chair consisting of the chairperson and at least one deputy from their number. The chair is responsible for scheduling the required meetings of the tenure board and for chairing the meetings.
- (4) The members are appointed for a four-year term. Re-appointment is possible.
- (5) The provisions on gender parity in committees apply accordingly.
- (6) The central Equal Opportunity Officer of the University of Münster must be invited to the tenure board meetings as an ordinary member.
- (7) The members of the tenure board must abstain from voting on decisions regarding performance requirements (§ 3 (4)) and interim and final evaluations (§§ 5, 6) which concern professorships in their own faculty.

§ 3

Appointment Procedure with Tenure Track

- (1) As a rule, a vacant position for an assistant professorship with tenure track is advertised publicly and internationally and is then filled pursuant to the provisions of the regular appointment procedures outlined in Part A of these regulations.
- (2) When a tenure track is granted, it must be tied to performance requirements in order to provide the appointee a basis of orientation regarding the expectations and standards of both the interim and final evaluation.
- (3) When defining performance requirements for interim and/or final evaluation, in particular the following criteria should be considered:

A: Research

1. **Publications:** a requirement can be specified by stating the type of publications as well as a required number and/or quality-defining parameters (e.g. journal review, peer-review, open science, monograph published by a renowned publisher).
2. **Third-party funding:** requirements can be defined by the extent of acquired funding and/or specified funding programmes (e.g. competitive programmes, research alliances).
3. **Projects and programmes:** the implementation of longer-term research programmes or partnerships can be required, or if applicable, defined by their quality, scope and/or internationality.

B. Teaching

1. Specification of required teaching duties with respect to, e.g., teaching forms, subject areas, disciplinary scope, (innovative) teaching formats
2. Implementation, development and/or management of teaching and study programmes, specified according to their quality and/or internationality, or third-party funding generated for their benefit, or for establishing a teaching and study group, if applicable
3. Results of the teaching evaluation
4. Certificates in university teaching methodology

C. Other possible criteria

1. Promotion of junior researchers
2. Prizes/distinctions
3. Realisation of academic conferences
4. Knowledge transfer
5. Membership and participation in academic, institutional committees
6. Patents

The list of requirements for the interim evaluation should include criteria from all three areas and represent as broad a spectrum as possible. Justification must be given if the tenure board does not specify criteria from all three areas.

The requirements for the final evaluation must quantitatively and/or qualitatively exceed those specified for the interim evaluation.

- (4) The performance requirements are discussed with the appointee in appointment negotiations and are subsequently set by the Rectorate at the recommendation of the respective dean following consultation with the chair of the tenure board. The chair of the

tenure board ensures compliance with cross-disciplinary quality standards with special consideration given to subject-specific requirements. In preparation for the negotiations, the appointee is asked to submit a research and teaching concept, which can serve as a basis for defining the performance requirements. The performance requirements agreed upon in the appointment negotiations become a part of the written appointment agreement. The fixed performance requirements – supplemented, if applicable, with a statement by the faculty on the background, specific subject-related characteristics, terms, etc. and on non-relevant/non-selected criteria listed in (3) – are forwarded to the tenure board for review. The chair of the tenure board should be involved in formulating the performance requirements in a timely manner.

§ 4

Mentoring

- (1) The faculty has, in agreement with the assistant professor, an obligation to offer mentoring to the assistant professor. Within the first three months of the appointment, the faculty, in agreement with the assistant professor, appoints a mentor from the group of university professors, who may belong to another faculty of the WWU or a different university altogether.
- (2) The mentor's role is to advise the assistant professor in matters of teaching, administration, academic development, establishing a working group and networking therein, especially with respect to achieving the fixed performance requirements (§ 3 Part B of the Appointment Procedure Regulations).
The mentor and mentee hold regular meetings which are subject to the principle of confidentiality. The mentor is not responsible for assessing performance, does not exercise a supervisory function and is not permitted to participate in interim or final evaluations.
- (3) The faculties may issue further regulations on continued assistance for assistant professors.

§ 5

Interim Evaluation

- (1) The purpose of the interim evaluation is to create a prognosis of the suitability for tenure of the assistant professor upon the end of his/her term.
- (2) The faculty board creates a committee of at least five members (seat allocation 3:1:1) to oversee the procedure of the interim evaluation at the start of the third year of the assistant professorship. The provisions on gender parity in committees apply accordingly. More than half of the committee overseeing the interim evaluation must be comprised of members who were not members of the appointments committee as provided in § 3 Part B of these Appointment Procedure Regulations. Any deviation to this rule requires the approval of the tenure board.
- (3) The faculty Equal Opportunity Officer of the University of Münster must be invited to attend the committee meetings as an ordinary member.
- (4) The appointments committee also invites the tenure board to send one of its members to attend each committee meeting in an advisory function. At the committee's final meeting, a

member of the tenure board, to whom the candidate's self-evaluation and submitted assessments have been previously provided, should attend in an advisory function.

The member of the tenure board should be of a different discipline and may not belong to the faculty which is conducting the interim evaluation.

- (5) For the interim evaluation, the committee reviews a self-evaluation submitted by the assistant professor, the results of the teaching evaluation and two external assessments which should especially address the candidate's potential suitability for tenure (see § 5 (1)). The self-evaluation and the fixed performance requirements of the interim and final evaluation are to be made available to the assessors. The assessors should preferably not be identical to the assessors involved in the appointment procedure as put forth in § 3 Part B of these Appointment Procedure Regulations. Any deviation to this rule requires the approval of the tenure board.
- (6) The self-evaluation should provide information on all fields of activity for which the assistant professorship is responsible, e.g.:
- publications in the reporting period
 - research topics
 - collaborations (internal and external, national and international)
 - third-party funding applications submitted during the reporting period
 - third-party funding acquired during the reporting period
 - prizes and distinctions received during the reporting period
 - supervised doctoral projects
 - integration in existing degree programmes
 - list of the courses given
 - course content and didactics/methodology
 - counselling and supervision of students
 - involvement in examinations
 - supervision of bachelor's/master's theses
 - attendance of programmes on university teaching methodology/continuing education measures
 - results of the course evaluations and, if applicable, statement on the results of the teaching evaluation
 - participation in academic committees
 - knowledge-transfer activities
 - commitment to diversity, gender equality and inclusion
 - development of digital formats in teaching and research
 - organisation of academic/scientific conferences
 - promotion of interdisciplinary collaboration
 - promotion of internationalisation
 - patents

The self-evaluation should refer to both the research and teaching concept (Part B § 3 (4)) and the fixed performance requirements.

The committee may request that the assistant professor provides further documentation to supplement the self-evaluation.

- (7) As part of the interim evaluation procedure, the assistant professor must either hold a subject-related lecture and/or conduct a teaching session with subsequent discussion. The committee may decide that the presentation and discussion are open to all members of the University.
- (8) When reaching a prognosis as described in § 5 (1), the committee must consider in particular the performance requirements put forth in the appointment agreement, the mandatory self-evaluation, the assessments and the subject-related lecture/teaching session with subsequent discussion; should the assistant professor fail to meet the performance requirements in part or whole for reasons he/she is not responsible, this fact must be given due consideration in the committee's decision.
- (9) If there is doubt concerning the suitability for tenure of the assistant professor, the committee asks the tenure board to assign one of its members the task of reviewing the reasons for doubt. Following this review, the member of the tenure board reports his/her findings to the committee. The committee is to consider these findings in arriving at its decision.
- (10) The committee submits the interim evaluation along with its recommendation to the faculty board at least two months before the first phase of the assistant professorship concludes. The faculty board presents a recommendation to the Rectorate, which then makes its final decision. The Rectorate informs the tenure board of its decision.
- (11) If the interim evaluation procedure comes to a positive conclusion, the committee chairperson informs the appointee of the evaluation results in a personal meeting and, if applicable, offers recommendations for further action in the second phase of the assistant professorship.

§ 6

Final evaluation

- (1) The purpose of the final evaluation is to provide a conclusive assessment of the suitability for tenure of the assistant professor upon the end of his/her term.
- (2) The faculty to which the assistant professor belongs is responsible for initiating the final evaluation process. The final evaluation is conducted as part of the appointment process based on Part A of the Appointment Procedure Regulations. At the end of the appointee's fifth year of service, the faculty board creates an appointments committee based on the provisions outlined in Part A of these Appointment Procedure Regulations. No more than half of the members of each group in the appointments committee may be identical to those on the appointments committee as put forth in Part B § 3; any deviation from this provision requires the approval of the tenure board. The position will not be advertised.
- (3) The tenure board appoints an additional member to sit on the appointments committee in an advisory function. This member should belong to a different department and may not belong to the faculty responsible for conducting the final evaluation.

- (4) The central Equal Opportunity Officer of the University of Münster is invited to attend the committee meetings as an ordinary member.
- (5) The final evaluation requires that the assistant professor submit a current self-evaluation (see § 5 (6)). The fundamental criterion for determining whether the requirements for an appointment to a W2/W3 professorship have been fulfilled is the achievement of the performance requirements put forth in the appointment agreement. If the performance requirements have not been met in part or whole for reasons the assistant professor is not responsible for, this fact should be considered accordingly in the final decision.
- (6) The assessment of the candidate must be undertaken by at least two external and internationally distinguished professors. To this end, the assessors are provided with the self-evaluation and the performance requirements agreed upon. If possible, the assessors should not be identical to the assessors from the appointment procedure as put forth in Part B § 3 and the interim evaluation procedure as put forth in Part B § 5. Any deviation from this provision requires the approval of the tenure board.
- (7) The appointments committee submits its appointment recommendation to the faculty board and the tenure board at the same time. The appointment recommendation should be submitted at least six months before the assistant professorship ends. The tenure board adds its assessment of the recommendation provided by the appointments committee and forwards it to the Rectorate.
- (8) For the further procedural steps, the provisions in Part A of the Appointment Procedure Regulations as well as the Statutes of the University of Münster and the Higher Education Act of North-Rhine Westphalia (HG) apply.
- (9) Early decisions on tenure are contingent upon successful conclusion of the interim evaluation procedure and require an offer of at least an equivalent appointment by another university, or extraordinary achievements demonstrated as part of the assistant professorship at the University of Münster.

Early decisions on tenure before the conclusion of the interim evaluation procedure are only permitted in especially justified cases. Such decisions require the offer of at least an equivalent appointment by another university and extraordinary achievements demonstrated as part of the assistant professorship at the University of Münster.

§ 7

Relevant Application to Other Procedures

The provisions of Part B of these Appointment Procedure Regulations apply accordingly also to other tenure-track appointments to W2/W3 professorships. So-called “programme professorships” (externally funded professorships which guarantee tenure upon positive external evaluation) are exempt from the (additional internal) specification of performance requirements as put forth in § 3 Part B of the Appointment Procedure Regulations.