

Please note that ONLY the German version of these regulations is legally binding. The English translation is provided for informational purposes only.

# Regulations for the interim evaluation of junior professors at the Catholic University of Eichstätt-Ingolstadt

Dated July 28, 2017

On the basis of Article 5 (3)(1) of the Concordat between the Holy See and the Free State of Bavaria dated March 29, 1924 (BayRS 2220-1-K), the Catholic University of Eichstätt-Ingolstadt issues the following statutes:

## **Section 1 General conditions**

<sup>1</sup>The employment status of junior professors is based on Article 15 of the current version of the Bavarian Law on Academic Personnel of Higher Education Institutions (*Bayerisches Hochschulpersonalgesetz – BayHSchPG*) dated May 23, 2006. <sup>2</sup>Junior professors who are in the first phase of their junior professorship are generally employed as temporary public servants (*Beamten auf Zeit*) or as regular employees for a period of three years. <sup>3</sup>With his or her agreement, a junior professor's employment should be extended to a total period of six years after the first phase if he or she has proven his or her ability as a professor. <sup>4</sup>This is to be determined through an evaluation of the junior professor's performance in research and teaching, and on the basis of external reviews. <sup>5</sup>The Presidium makes the decision on whether to extend the employment at the suggestion of the faculty council of the faculty of which the junior professor is a member.

## **Section 2 Schedule**

<sup>1</sup>The interim evaluation is conducted in the third year of a junior professorship. <sup>2</sup>The procedure is initiated no later than twelve months before the end of the first three years of the professorship by issuing a request to the junior professor to submit the self-evaluation report within a suitable amount of time. <sup>3</sup>The faculty's internal procedure should be completed no later than four months before the end of the third year in order to enable the Presidium to make a decision on whether to extend the employment in time. <sup>4</sup>Periods of maternity leave and parental leave and periods spent caring for a close relative are taken into account as far as the law allows in the scheduling of the interim evaluation.

## **Section 3 Evaluation commission**

<sup>1</sup>The faculty council appoints an evaluation commission to prepare the interim evaluation. <sup>2</sup>The evaluation commission generally consists of three professors from relevant subjects. <sup>3</sup>At least one member of the evaluation commission must be a professor at the faculty of which the junior professor is a member. <sup>4</sup>The junior professor's suggestions may be taken into account with regard to the appointment of the members of the evaluation commission. <sup>5</sup>The evaluation commission advises the junior professor, takes on a supportive and protective role, supports the junior professor with organizational questions, and supervises his or her progress in research and teaching. <sup>6</sup>The evaluation commission appoints a chairperson who acts as a direct contact person for the junior professor. <sup>7</sup>The evaluation commission is formed at the start of the junior professor's employment. <sup>8</sup>In the first year the junior professor attends an orientation meeting with the evaluation commission in which the criteria for the interim evaluation are discussed, among other topics.

## **Section 4**

### **Self-evaluation report by the junior professor**

- (1) <sup>1</sup>After being requested to do so by the evaluation commission, the junior professor writes a self-evaluation report.
- (2) <sup>1</sup>In the self-evaluation report the junior professor should describe his or her activities and achievements over the past years and outline his or her plans for the fourth to sixth years. <sup>2</sup>Particular attention should be given to research, teaching, and academic self-administration, as well as the resources available for the junior professorship.
- (3) <sup>1</sup>The following aspects may be included in the self-evaluation report:
  1. Research topics, with special consideration of interdisciplinary topics
  2. An overview of publications and presentations (including conference contributions) during the evaluation period and planned publications (works that have not yet been published must be identified as such)
  3. Parts of major long-term research projects that have already been completed
  4. Applications for third-party funding and successfully acquired third-party funding
  5. Awards and prizes during the evaluation period
  6. An outline of planned research projects for the fourth to sixth years of the junior professorship (topic, position in research, methods, perspectives)
  7. Collaborative research (it must be clear which parts of the work were carried out by the junior professor)
  8. Courses held (including the results of teaching evaluations or a statement from the dean of studies in cases where teaching evaluations are not available) and a description of the teaching concept and how it is implemented in practice
  9. Contribution to existing degree programs
  10. Participation in training programs on teaching methods
  11. Involvement in providing advice for students; supervision of final theses and doctoral theses
  12. Involvement in academic self-administration
  13. Other academic roles (e.g. roles as a reviewer, positions in academic institutions or on academic committees)
  14. Description of the international contribution to research and teaching

<sup>2</sup>A résumé must be attached to the self-evaluation report. <sup>3</sup>Copies of selected relevant publications or excerpts from research projects may be requested.

### **Section 5 Evaluation criteria**

- (1) <sup>1</sup>The junior professor's research activities and the contribution that he or she is making to research in the field are a crucial aspect of the evaluation. <sup>2</sup>In addition, teaching performance is a key area of the evaluation. <sup>3</sup>Involvement in academic self-administration may also be considered in the evaluation. <sup>4</sup>However, junior professors are not expected to show the same level of involvement in academic self-administration as professors with a permanent position.
- (2) <sup>1</sup>The list of criteria below provides a framework for the evaluation and may be expanded or reduced depending on the subject. <sup>2</sup>It should be taken into consideration that the significance of individual criteria and the feasibility of fulfilling them vary greatly depending on the subject, and they should be weighted accordingly. <sup>3</sup>The following criteria, among others, should be used:
  1. In research:
    - a) Quantity and quality of publications
    - b) Breadth and depth of questions, independence of research approach
    - c) Acquisition of third-party funding (amount, institution)
    - d) Potential for development
    - e) Willingness and ability to participate in interdisciplinary research
    - f) Research partnerships
    - g) Doctoral theses supervised

- h) Roles as a reviewer or editor
- 2. In teaching:
  - a) Range of courses
  - b) Advisory skills, final theses supervised
  - c) Results of teaching evaluations
  - d) Quality of teaching concepts, development of new teaching formats
- 3. Involvement in academic self-administration

## **Section 6**

### **Evaluation by external reviewers**

- (1) <sup>1</sup>The faculty council appoints two external reviewers at the suggestion of the evaluation commission who submit a written assessment of the junior professor's performance in research and teaching and a recommendation on whether the junior professorship should be extended. <sup>2</sup>The reviewers should be professors from relevant subjects from different universities. <sup>3</sup>When selecting reviewers it must be ensured that there is no risk of a conflict of interests. <sup>4</sup>The junior professor's suggestions may be taken into account with regard to the appointment of the reviewers.
- (2) The external reviewers are given the junior professor's self-evaluation report and these regulations as the basis for their reviews.

## **Section 7**

### **Report by the evaluation commission**

<sup>1</sup>The evaluation commission creates a written report on the basis of the junior professor's self-evaluation report and the external reviews. <sup>2</sup>The report should make it clear which criteria were used to assess the junior professor's performance, and includes an evaluation of research and teaching and an assessment with regard to the junior professor's expected future academic development. <sup>3</sup>The report ends with a reasoned statement on whether the junior professor has proven his or her ability.

## **Section 8**

### **Faculty council's suggestion and Presidium's decision**

- (1) <sup>1</sup>The faculty council decides on the basis of the available documents (self-evaluation report, external reviews, evaluation commission's report) whether to recommend to the Presidium that the junior professorship should be extended. <sup>2</sup>The decision is documented in writing under specification of the results of the faculty council's vote and the reasons for the vote. <sup>3</sup>The affected junior professor may not be involved in the faculty council's decision; he or she may not be in the room while the item on the agenda related to him or her is discussed. <sup>4</sup>If the faculty council recommends that the junior professorship should not be extended, the result of the vote is considered provisional and the junior professor is informed in writing of the result. <sup>5</sup>In this case, the junior professor must be given the opportunity to make a statement within a period of two weeks. <sup>6</sup>In all cases the junior professor has the right to submit a request to the dean to view the evaluation commission's report. <sup>7</sup>After the junior professor has been granted or has refrained from making use of these rights, the faculty council makes a final decision on its recommendation. <sup>8</sup>The dean forwards the faculty council's recommendation to the Presidium and attaches the relevant documents.
- (2) <sup>1</sup>The Presidium makes the decision on whether to extend the employment on the basis of the faculty council's recommendation and informs the junior professor of the decision in writing. <sup>2</sup>The junior professor receives confirmation of passing the interim evaluation.

## **Section 9**

### **Entry into force**

These regulations enter into force on the date of their publication.