

## Regulations Governing the Appointment of Professors

at the University of Bonn (Appointment Regulations)

dated July 24, 2023

*Please note: This translation is provided solely for informational purposes. Only the German original – published in the official announcements of the University of Bonn (“Amtliche Bekanntmachungen”) – is legally binding:*

*Ordnung für die Besetzung von Professuren an der Rheinischen Friedrich-Wilhelms-Universität Bonn (Berufungsordnung) vom 24. Juli 2023; Amtliche Bekanntmachungen, 53. Jahrgang, Nr. 36, 1. August 2023, Herausgeber: Der Rektor der Rheinischen Friedrich-Wilhelms-Universität Bonn, Regina-Pacis-Weg 3, 53113 Bonn*

**Requirement to give notice of deficiencies:**

Pursuant to § 12 paragraph 5 of the Higher Education Act of North Rhine-Westphalia (*Hochschulgesetz NRW*, HG NRW), claims over breach of procedural or formal requirements under the Higher Education Act or regulations of or other autonomous legal acts by the University of Bonn can no longer be asserted if one year has passed since the date of their announcement, unless:

1. The regulations were not properly announced.
2. The Rectorate previously objected to the resolution by the body adopting the regulations.
3. The University was previously notified of the formal or procedural deficiency, indicating the legal provision that was violated and the facts leading to the deficiency.

**Regulations Governing  
the Appointment of Professors  
at the University of Bonn  
(Appointment Regulations)**

**dated July 24, 2023**

The Senate of the University of Bonn has issued the regulations set forth in the following, in line with § 2 paragraph 4 sentence 1, § 22 paragraph 1 sentence 1 no. 3 and § 38 paragraph 4 sentence 1 of the Higher Education Act of North Rhine-Westphalia (*Hochschulgesetz NRW*, HG NRW) dated September 16, 2014 (Legal and Regulatory Gazette of North Rhine-Westphalia, GV NRW p. 547), last amended by Article 1 of the Act on Membership of University Hospitals in the State Employers' Association of June 30, 2022 (GV NRW p. 780b).

## **§ 1**

### **Scope of application**

These regulations apply to all appointment procedures conducted on the basis of an appointment application per § 2 filed after the effective date of these regulations. If the appointment application for an appointment procedure was filed prior to the effective date of these regulations, the procedure is to be conducted in accordance with the appointment regulations dated November 28, 2018 as amended in the Third Amending Regulations to the Appointment Regulations dated March 24, 2022 (official announcements of the University of Bonn, year 52, no. 23 dated March 29, 2022), through to its conclusion.

## **§ 2**

### **Appointment applications**

(1) An appointment procedure is initiated when a faculty files an application with the Rectorate for approval to fill a specific, open professorship position (appointment application). The specific nature and function of the professorship within the faculty's general personnel planning must be outlined in the appointment application, with particular reference to the University Development Plan and to existing and planned resources. The gender equality officer of the faculty is to be involved in the procedure. § 80 paragraph 2 sentence 2 of the HG applies. Simultaneously with the appointment application, the Rectorate is notified of the composition of the appointment committee constituted by the faculty council, in line with § 11b HG. The Rectorate may instruct the faculty to implement changes to the composition of the appointment committee.

(2) The appointment application includes the text of the job advertisement drafted by the faculty and approved by the faculty council and a list of the binding, weighted criteria to be applied throughout the entire procedure for applicant selection, which is in line with the text of the job advertisement. The decision on what text to utilize in the job advertisement is subject to § 19 paragraph 1 of the NRW State Gender Equality Act (*Landesgleichstellungsgesetz NRW*, LGG NRW). The Rectorate may instruct the faculty to make changes to the text of the job advertisement and the stated selection criteria. A timely decision is required on any appointment application submitted.

(3) The application must be filed promptly so as to allow the faculty's appointment proposal to the Rector per § 12 of these regulations to be submitted within the statutory deadlines per § 38 paragraph 2 HG in conjunction with § 37 paragraph 1 sentence 3 HG. When a position will be opening up due to retirement, the corresponding application must be filed two years or more in advance of the individual in question reaching retirement age.

## **§ 3**

### **Appointment committee**

(1) The faculty in question forms an appointment committee for the appointment procedure. The faculty council determines the composition of the committee in accordance with § 4 of these regulations.

(2) The appointment committee prepares an appointment proposal. This proposal outlines specifics regarding how potentially suitable candidates are to be identified and approached, the process of applicant short-listing, reviewer selection and how the selection process is to be organized and carried out.

(3) With the exception of the presentations per § 10 paragraph 1, the appointment committee holds closed-door meetings, and the committee's work is confidential. The chairperson must bind the members of the appointment committee to uphold confidentiality. This requires compliance with § 25 of these regulations, and the confidentiality agreement must give advisory that the application documents may exclusively be used in connection with the appointment procedure, and may not be forwarded or disclosed for other purposes. Sentences 2–3 apply accordingly regarding the reviewers appointed as per § 11.

(4) Minutes are kept of appointment committee meetings, which must document the primary outcomes of the meeting and the reasons for decisions made. Reasons for excluding applications from consideration must be documented as well.

#### **§ 4**

#### **Composition of the appointment committee**

(1) The appointment committee must be comprised by at least one member each respectively representing the interest groups per § 11 paragraph 1 sentence 1 nos. 1, 2 and 4 HG. The faculty council additionally appoints one or more non-voting members representing the interest group "technical and administrative staff". The appointment committee must have at least one voting external member plus his/her appointed deputy. For groups consisting of only one member per faculty council decision, a deputy is elected who is a voting member when acting as deputy and is otherwise permitted to attend meetings as non-voting member. Sentence 4 applies accordingly if there is only one external member with voting rights on the committee being represented by the deputy.

(2) External experts can also be appointed as non-voting members of the appointment committee. If the appointment committee is formed to fill an open tenure track professorship, at least one voting member of the faculty's corresponding tenure track committee who represents the professorial staff interest group must be named to the appointment committee.

(3) Voting-entitled professorial staff on the appointment committee must have a voting majority.

(4) The faculty council elects the committee members separately by interest group. In this process, § 11b HG must be observed and the reasons for any exceptions/deviations must be documented in accordance with § 11b paragraph 1 sentence 6 and paragraph 4 HG. The provisions per § 80 paragraph 3 HG must be complied with. Experts per paragraph 2 sentence 1 are appointed by the faculty council.

(5) The dean has formal responsibility for chairing the appointment committee, but may delegate this responsibility. In such case the faculty council appoints a chair and deputy chair from among the appointment committee members who are professors at the University of Bonn. The person serving as chair has no voting rights.

(6) Professors who depart the University, leaving an open position, are barred from sitting on the appointment committee formed to fill that position. If the process of filling a position needs to be accelerated on an exceptional basis for valid reasons, the departing position holder may function as an advisory member of the appointment committee if he/she still has at least five years left in his/her term of employment. On an exceptional basis and for valid reasons to be documented in the minutes, the departing position holder may be requested to attend individual committee meetings or address individual agenda items in an advisory capacity.

(7) If a committee member retires or departs the University during the term of formation of the committee, his/her committee membership automatically ends therewith. The departed member is replaced by a member elected by the faculty council if the departure leaves any interest group unrepresented on the committee, if parity representation is no longer given, if the committee thereby suffers a lack of expertise, or if professorial staff no longer hold a voting majority as interest group on the committee. In filling such positions becoming open, § 11b HG must be observed. A by-election may also be held if the requirements per sentence 2 are not met. The Rectorate must be notified of any new members elected to the appointment committee. § 4 paragraph 4 and § 2 paragraph 1 sentence 6 apply.

(8) The University Gender Equality Commissioner or the gender equality officer of the respective faculty acting as deputy of the former, as well as a representative of the Office of Disability Resources as applicable, are responsible for attending appointment committee meetings in an advisory role, with entitlement to speak and lodge petitions. These individuals are to be summoned to meetings and kept informed just as any other committee member.

(9) The appointment committee has a quorum when 50% or more of voting members are present at a given meeting as well as the chair or deputy chair, and voting-entitled professors furthermore hold a majority. The external member or his/her deputy should be present at the meeting. The chair ascertains whether the committee has a quorum at the start of each meeting and records the status accordingly in the minutes.

## **§ 5**

### **Resolution voting, meeting formats, resolution types**

(1) Committee resolutions are passed/adopted by a majority of votes cast. A voting tie on a motioned voting item means the resolution in question fails/is denied.

(2) The appointment committee may hold meetings with its members physically present together (“face-to-face”), not physically present together as a virtual (online) meeting with electronic communication, or in a manner combining the two formats (hybrid meeting).

(3) The video conferencing technology used for online and hybrid meetings must be provided by University IT and approved by the University of Bonn, without exception. The meetings are not recorded.

(4) The chair may approve a special committee member request to participate via videoconferencing technology per paragraph 3 if the meeting room meets the technical prerequisites for individual members to participate digitally in the meeting proceedings and resolution voting.

(5) Appointment committee resolutions may be adopted via electronic communications. In resolution voting in online or hybrid meetings via video conferencing technology, voting is conducted by show of hands or using an online voting tool approved by the University of Bonn. Any secret ballot voting in an online or hybrid meeting must be conducted using an online voting tool approved by the University of Bonn, without exception.

(6) The same quorum rules apply for online and hybrid meetings as for face-to-face-only meetings.

(7) The results of resolution voting must be documented in face-to-face, online and hybrid meetings alike.

(8) The chair decides whether a committee meeting is to be held face-to-face, online or in hybrid form. The chair also decides whether resolution voting is to be conducted by face-to-face procedure or via electronic communications.

(9) Meetings should be scheduled at family-friendly times when possible.

## § 6

### Appointments officer

- (1) The Rector appoints an appointments officer upon issuing approval for an appointment application to proceed.
- (2) The appointments officer functions as an advisory member of the appointment committee, attending all committee meetings, and is entitled to review any documents pertinent to the procedure. The Rectorate names a deputy to attend a committee meeting when the appointments officer has an unpostponable scheduling conflict or is otherwise truly unable to attend; the appointments officer must inform the Rectorate immediately in such cases.
- (3) The role of the appointments officer is to ensure that the committee's decision is aligned with the strategic objectives of the University and ensures fulfillment of the selection criteria per § 2 paragraph 2. The appointments officer is additionally responsible for ensuring that the job application procedure is in fact conducted on a competitive basis, that there is procedural transparency and that suitable policies for communications with applicants are in place. The appointments officer reports to the Rectorate using the form provided by Administration, and furthermore reports immediately any particularities of note or observed irregularities.

## § 7

### The job advertisement

- (1) Open positions to be filled at the request of the respective faculty are publicly advertised by the Rectorate — internationally in most cases. Many job advertisements should be composed usually both in German and English, reflecting the duties and work requirements associated with the professorship position in question. The copy text of the job advertisement to be approved by the Rectorate must in particular outline the nature and scope of the duties associated with the position, in alignment with the University Development Plan. The ad copy text must furthermore state:
  - The requirements applicants must meet, particularly through their research and teaching qualification in accordance with § 36 HG and § 2 paragraph 2 of these regulations
  - The pay grade for the position and its organizational classification within the university
  - The employment start date
  - Information on the required documents applicants must submit
  - To whose attention applications are to be sent
  - The application deadline
  - The advisories required under the State Gender Equality Act (*Landesgleichstellungsgesetz, LGG NRW*) and Book IX of the Social Code
- (2) The Rectorate may in exceptional cases refrain from advertising a position in the cases specified per § 38 paragraph 1 HG, if and as proposed by the faculty in question (extraordinary appointment procedure). The University Gender Equality Commissioner must be informed and consulted in advance in such case. The University Council furthermore has to approve any case per § 38 paragraph 1 sentence 3 no. 3 HG where an open position is not to be advertised.
- (3) The application committee may decide by resolution that applications received after the application deadline can still be considered. Such a resolution must be recorded in the minutes.
- (4) For appointments of professors to the Faculty of Medicine who have patient care duties, § 14 paragraph 3 must be observed accordingly.

## § 8

### Selection, conflicts of interest

- (1) The applications received are reviewed and suitable applicants chosen based on the pre-defined, weighted selection criteria per § 2 paragraph 2, to which the committee chair makes reference at the start of the selection process. It must be recorded in the meetings minutes that such reference was made. The decision as to which applicants are suitable is subject to § 19 paragraph 1 LGG NRW. Furthermore, § 9 paragraph 1 LGG NRW applies as minimum requirement.
- (2) If a field-specific, international job board/recruitment portal is utilized for a W1 professorship appointment, interviews may be conducted with the short-listed applicants remaining after a pre-selection round conducted from the applications received through the job board/recruitment portal. These interviews are conducted exclusively in order to evaluate the pre-selection made based on the submitted documentation and determine whether the applications are to be considered further. Interviews must be conducted exclusively by members of the appointment committee, and must be attended by at least two appointment committee members. The appointment committee members who conduct interviews report to the appointment committee accordingly on the interview results.
- (3) Any individual with a conflict of interest regarding the selection and voting on applicants is barred from involvement, and must leave the meeting for the duration of the selection and voting processes. In such case selection and voting may be conducted by the respective deputy if a deputy has been appointed who is free of any conflicts of interest. If no deputy has been appointed or the deputy has a conflict of interest himself, leading to a situation in which either not all interest groups are represented on the committee, parity representation is no longer given, professors as interest group no longer hold a majority, or there is no longer an external committee member, a new deputy must be appointed until such time as the committee member conflict of interest no longer plays a role. The Rectorate must be notified of the appointment of the deputy to the appointment committee. § 4 paragraph 4 and § 2 paragraph 1 sentence 6 apply.
- (4) §§ 20 and 21 of the Administrative Procedure Act for the State of North Rhine-Westphalia (*Verwaltungsverfahrensgesetz NRW, VwVfG NRW*) apply in determining whether a conflict of interest is in evidence, taking into account the corresponding recommendations by the German Research Foundation (DFG) and the Conflicts of Interest policy document issued by the Rectorate.
- (5) All appointment committee members are required to notify the appointment committee without delay of any circumstances that could call into question their impartiality or non-bias.
- (6) If an applicant with regard to whom a committee member has a conflict of interest is not shortlisted, so that the applicant concerned is not invited to interview, the committee member formerly in a conflict of interest returns to active membership of the appointment committee, in which case any acting deputy per paragraph 3 sentence 3 departs as active committee member. If, however, conflict of interest continues to exist, the committee member in question exits the committee and is succeeded by his/her deputy. If there is no deputy, a new committee member shall only be elected in the cases per paragraph 3 sentence 3. The Rectorate must be notified of any new members elected to the appointment committee. § 4 paragraph 4 and § 2 paragraph 1 sentence 6 apply.
- (7) A member who has been excluded may not attend appointment committee meetings as a guest.
- (8) Committee decisions on whether a conflict of interest is in evidence must be recorded in the minutes, stating the reasons for the decision made.



## **§ 9**

### **Equal opportunity, gender equality**

(1) The University of Bonn is striving to increase female representation in the professorate as a matter of policy, in line with the equal opportunity requirement per paragraph 2. Female applicants are to be actively recruited where female academics are underrepresented, who may in particular be approached by phone call, email or personal interaction. At the initial appointment committee meeting held before taking receipt of applications, the appointments officer from the Rectorate or the appointment committee chair reports regarding the objective of increasing female representation among the professorate on the basis of the adopted gender equality quotas and applicable gender equality planning. The appointment committee endeavors to achieve the adopted equality quotas, documenting such efforts accordingly.

(2) To meet the gender equality objectives, the faculties determine the gender equality quota per § 37a paragraph 1 HG separately for specific academic clusters, in coordination with the University Gender Equality Commissioner. The faculties may form academic clusters out of individual departments on either the individual institute level or on the level of individual departments represented within an academic cluster, as applicable. Central research units are assigned to the faculty cluster that they are most closely associated with by virtue of their respective research content. The academic clusters are to be formed in such manner as to avoid undermining the gender equality objective.

(3) The statistical population per § 37a paragraph 1 HG to which the gender equality quota is to apply is determined in coordination with the deans and with the involvement of the University Gender Equality Commissioner, taking the differing qualification backgrounds in the individual academic disciplines into particular consideration.

(4) The Rectorate adopts the gender equality quotas for the academic clusters by resolution, generally for a three-year period, in agreement with the deans and with the involvement of the University Gender Equality Commissioner. The resolution is to be published in the Gazette section of the Official Announcements of the University of Bonn.

## **§ 10**

### **Self-introductory presentation**

(1) Suitable applicants per § 7 are to hold a self-introductory public presentation before the quorate appointment committee. The decision on which applicants to invite to hold such is subject to § 9 paragraph 1 and § 19 paragraph 1 LGG NRW. Students should be included among other members of the public attending the presentation. The purpose of this presentation is to enable the committee to gauge the candidate's teaching and research credentials. The presentation must include time for audience questions/comments/interaction with the candidate. Separate presentations may be required to facilitate gauging candidates' teaching and research credentials respectively.

(2) In justified exceptional cases as decided by the appointment committee, to be documented accordingly in the meeting minutes, it may be required that all presentations be conducted utilizing video conferencing technology approved by the University, in which case § 5 applies accordingly.

(3) These lectures are to be announced by signage or other appropriate means of university communications to inform the public.

(4) Following the lecture/s the applicant is to speak before the appointment committee in a non-public session.

## § 11

### Assessment reviews

(1) At least two comparative assessment reviews must be obtained for candidates under consideration, in accordance with § 10; § 21 paragraph 2 remains unaffected. The decision on whether to involve candidates in the assessment review process is subject to § 19 paragraph 1 LGG NRW. The reviewers must prepare their assessment reviews with respect to the selection criteria per § 2 paragraph 2, of which they are informed upon being engaged as reviewer. Reviewers are not instructed or required to review the candidates in any particular order or sequence. *Habilitation* equivalency must be determined for candidates who do not hold a *Habilitation*; reviewers who are unfamiliar with *Habilitation* as a German academic qualification are to be given a corresponding information sheet provided by the University; the above is not applicable to assistant professor appointments.

(2) The appointment committee engages individuals as reviewer who are appropriately qualified, at least two of whom must be professors from other institutions. Reviewers should be internationally prominent, where applicable in view of the academic field concerned with the professorship. Reviewers of international prominence are to be involved, from a foreign university if possible, as appropriate in view of the academic field concerned with the professorship, or as required by the organization endowing a given professorship/chair. The reviewers engaged should ideally reflect gender diversity to ensure corresponding diversity of perspectives. Individuals subject to a conflict of interest or who are a member of the appointment committee cannot be engaged as reviewer; § 8 paragraph 4 applies accordingly. Upon commencing a review procedure, the reviewer must declare in writing having no potential conflicts of interest with regard to the respective candidates, or otherwise disclose any potential conflicts of interest to the appointment committee without delay.

(3) The assessment reviews are to be prepared in a timely manner.

## § 12

### Appointment proposals

(1) The appointment committee is to prepare a justified appointment proposal on the basis of the results of the selection procedure. The decision on what order to list the candidates in is subject to § 19 paragraph 1 LGG NRW. The appointment proposal document is to contain three individual proposals in order of preference and a written statement by the University Gender Equality Commissioner (or gender equality officer of the respective faculty as applicable) regarding the course of the procedure. The justifying reasons must be outlined for any appointment proposal deviating from sentence 3. The reviewer assessments are to be attached to the appointment proposal document. If the appointment proposal does not include a female, the committee's efforts to recruit female academics must be specifically outlined, stating the reasons for such non-inclusion.

(2) The appointment proposal is to be submitted to the faculty council for decision. Faculty council members are to be given opportunity to read the documents referred to in paragraph 1. The faculty members representing the professorship as interest group are entitled to non-voting participation in the faculty council decision-making process, in accordance with § 28 paragraph 5 HG.

(3) If the faculty council does not approve the appointment proposal advanced by the appointment committee, the council may return the rejected proposal to the appointment committee for further consideration on a one-time basis. The faculty council may deviate from the given sequence in its decision-making, or send a proposal to the Rectorate that the procedure be canceled and the position re-advertised. A procedure may only be canceled for valid objective reasons. The reasons for the faculty council's decision in a given procedure are to be outlined. Deviation from the given sequence and cancellation of a procedure are subject to § 19 paragraph 1 LGG NRW.

### **§ 13**

#### **Involvement of the Senate**

The Senate expresses its opinion on the appointment proposal by way of a vote. The Rector must specify the reasons in writing in the event the appointment does not accord with the Senate's vote.

### **§ 14**

#### **Granting of the appointment**

(1) The Rector decides which candidate/s if any are to be appointed, or whether to request a different proposal from the faculty, generally within one month of receipt of the appointment proposal with the decisions of the appointment committee and faculty council attached, outlining their reasons, as well as the reviewer assessments and a written opinion on the course of the procedure by the University Gender Equality Commissioner (or gender equality officer of the respective faculty as applicable), and following receipt of the opinion of the Senate and, as applicable, the opinion of the Committee for Special Appointments. The Rector officially makes the appointment. The Rector may only deviate from the sequence set forth in the appointment proposal in justified cases. The Rector may obtain additional reviewer assessments for the decisions to be made per sentences 1 and 3. § 14 paragraph 7 of the University Constitution remains unaffected.

(2) The approval of the respective church must be obtained via the Ministry prior to any professorial appointment to the faculties of Catholic or Protestant Theology, in line with § 80 paragraph 2 sentence 1 HG.

(3) Appointment procedure decisions for the Faculty of Medicine are made in coordination with the University Hospital if the appointment concerns public health and the provision of healthcare services. In accordance with § 31 paragraph 1 sentence 3 HG, a proposal may only be rejected given justified doubts as to the suitability of the proposed candidate for the position of responsibility to be assumed at the University Hospital.

(4) An appointment can be made without a proposal from the faculty if the faculty has not submitted an appointment proposal within eight months of the creation, assignment or opening of a position, or within three months of a position becoming open due to reaching the age limit, if the faculty fails to respond to a request to submit a new appointment proposal within six months, or if the new proposal submitted does not name suitably qualified individuals who meet the requirements for the position. The faculty and the University Gender Equality Commissioner must be consulted in advance if the Rector intends to deviate from the sequence defined in the appointment proposal, or make an appointment without a faculty proposal.

(5) Upon conclusion of an appointment procedure and acceptance of the corresponding appointment offer, the dean is to notify the candidates passed over without delay of the upcoming appointment of the individual chosen. The dean may delegate responsibility for the notification letter in writing. This notification letter must state a legal advisory providing for at least two weeks' time to file for a temporary injunction. Candidates may be informed of the general status of an ongoing appointment procedure.

(6) An appointment procedure is concluded when either the chosen candidate is appointed, no candidates on the appointment list accept an offer or the procedure is canceled.

## § 15

### Joint appointments

(1) Joint appointments together with national or international non-university research organizations and alliances and with universities (partner institutes) are permitted under corresponding cooperation agreements. If the advertised position involves assuming a director role at a non-university research institute as per § 77 paragraph 6 sentence 1 HG, a joint appointment procedure is to be conducted. The parties may decide regarding details by mutual agreement, subject to conformity with these appointment regulations and with § 39b HG. Joint appointments may be without advertising of the position, in line with § 38 paragraph 1 HG.

(2) Two respective appointment committees are formed for joint appointments; these committees primarily hold joint meetings. The committee formed by the University of Bonn is governed by these appointment regulations, while the committee formed by the partner institution is governed by its own applicable regulations. Individuals affiliated with the University are prohibited from sitting on both committees as a voting member. The two institutions are to coordinate the copy text for the job advertisement. The text of the job advertisement must state that a joint appointment is concerned. Job applications are to be sent to the University of Bonn, or to both the University of Bonn and the partner institution. Upon elapse of the application deadline the applications received and all attached documents are to be forwarded to the two committees for development of a joint appointment proposal. The appointment proposal is then subject to approval by the responsible committees of the partner institution.

(3) The collaboration agreements per paragraph 1 may provide for the formation of a joint appointment committee. The composition of this joint appointment committee must conform with § 4 paragraph 1 of these regulations and § 11b HG. The number of committee members is determined by the faculty council. The committee must be constituted 50% of faculty members and 50% of members of the partner institution, with equal voting rights. Individuals associated with both the University of Bonn and the partner institution may only represent one of the two institutions as a member of the joint appointment committee. The partner institution furthermore may only propose students of the University of Bonn as student body representatives. § 4 paragraph 5 applies *mutatis mutandis* regarding the committee chair. The joint appointment committee must be constituted so that the majority of voting members are professors. Paragraph 2 furthermore applies accordingly.

## § 16

### Parallel appointments to part-time professorship positions

(1) To promote strategic cooperation with domestic and foreign universities, fixed-term part-time parallel professorships at the University of Bonn and a domestic or international university may be offered under corresponding partnership agreements, to be filled by a candidate selected jointly by both universities.

(2) Two respective appointment committees are formed for parallel appointments; these committees primarily hold joint meetings. The committee formed by the University of Bonn is governed by these appointment regulations, while the committee formed by the partner university is governed by its own applicable regulations. Individuals affiliated with the University are prohibited from sitting on both committees as a voting member. The two universities are to coordinate on the copy text for the job advertisement. The copy text of the job advertisement must state that parallel appointments are concerned. Job applications are to be sent to the University of Bonn, or to both the University of Bonn and the partner university. Upon elapse of the application deadline the applications received and all attached documents are to be forwarded to the two committees for development of a joint appointment proposal. The appointment proposal is then subject to approval by the responsible committees of the partner university. § 15 paragraph 3 sentences 1–8 apply accordingly.

## **§ 17**

### **Extraordinary appointment procedures**

Any appointment procedure conducted without advertising the position as per § 38 paragraph 1 sentence 3 nos. 1–5 HG NRW constitutes an extraordinary appointment procedure. The provisions of these appointment regulations apply accordingly. In special cases, the Rectorate and the unit submitting the appointment application may decide on separately documented grounds to waive the assessment reviews per § 11 and/or the self-introductory presentation per § 10, subject to the application of § 19 paragraph 1 LGG NRW.

## **§ 18**

### **Tenure track professorships**

(1) Tenure track procedures may be conducted in accordance with § 38a HG. Higher education laws provide for possibilities for individuals from non-traditional backgrounds to become tenure track professors. Documented qualifications earned and achievements that meet the applicable evaluation criteria for the tenure track professorship are to be considered and recognized. Any applicable requirements for tenure track professorships funded under state or federal programs must be taken into account.

(2) The tenure track is a procedure designed for the retention of academics of the highest caliber. Upon receiving favorable interim and final evaluations, a tenure track professor becomes a tenured professor, meaning that he/she then has a non-expiring contract of permanent employment. Qualifications and achievements that are unrelated/irrelevant to the clearly defined criteria are not to be considered for purposes of evaluation. Regarding specifics pertinent to interim and final evaluations see the Regulations Governing Interim and Final Evaluations of Tenure Track Professors at the University of Bonn (Tenure Track Regulations). Tenure track professorships come with appropriate resources. Tenure track professors have autonomous responsibility for fulfilling their research and teaching responsibilities.

## **§ 19**

### **General tenure track procedures**

(1) A request must be filed with the Rectorate for approval of a tenure track professorship position, providing documentation of an available tenure track position. The University tenure track committee, to be formed per § 4 of the Tenure Track Regulations, must be notified thereof as well as the University Gender Equality Commissioner. The tenure track professorship has to be approved by the Rectorate.

(2) The requesting organizational unit is responsible for providing secure permanent financing for the respective tenure track professorship in the event that its holder is approved after the final evaluation.

(3) The tenure track professorship position must be advertised internationally, as a rule. The respective criteria for the interim and final evaluations must be disclosed to applicants simultaneously with release of the job advertisement. The job advertisement contains the express advisory that tenured employment at the end of the tenure track is not contingent upon position availability. Tenure track professorships are required to be fixed-term appointments initially; the job advertisement must state this accordingly.

(4) Applicants for an advertised tenure track professorship may be internal employees of the University, or external and unaffiliated. § 37 paragraph 2 HG must be complied with for internal job applications.

(5) § 11 paragraph 2 applies accordingly regarding evaluations.

(6) The responsible faculty council formally adopts a list of potential individuals to fill a tenure track professorship position as proposed by the appointment committee, in line with § 12 paragraphs 2 and 3.

## **§ 20**

### **Evaluations, quality assurance**

(1) The evaluation per § 38a paragraph 3 HG NRW required to receive tenure, either under a permanent employment contract or as a lifetime civil servant, is to be conducted in accordance with the University of Bonn Tenure Track Regulations, as amended. Evaluations and the appointment procedure per § 38a paragraph 3 sentence 3 HG NRW take place as a single procedure.

(2) The University of Bonn has implemented a quality assurance concept in accordance with § 38a paragraph 7 HG designed to ensure optimal candidate selection and equal opportunity in line with the principles of a public procurement tender. The essential quality assurance element is a transparent evaluation process, consisting of an interim evaluation and a final evaluation, designed to gauge academic performance in line with the highest standards. A central University tenure track committee has been formed to ensure adherence with and ongoing enhancement of quality standards applicable for all faculties. See the Tenure Track Regulations for further details.

## **§ 21**

### **Internal appointments**

(1) Internal appointments are only allowed under the conditions per § 37 paragraph 2 HG. The dean or the chair of the Committee for Special Appointments (§ 22) initiates and files for an internal appointment if the internal applicant is deemed likely to be included in the faculty's appointment proposal after completion of the self-introductory presentation per § 10.

(2) Three comparative assessment reviews must be obtained from reviewers of international prominence from outside institutions, at least one of whom must be from a foreign university. If assessment by professors of a foreign university is not practicable given the academic profile of the professorship position to be filled, the corresponding requirement may be waived, documenting the reasons for such waiver in the committee meeting minutes. The Committee for Special Appointments decides on the individuals to be engaged as reviewer. The appointment committee may nominate individuals to serve as reviewer. Internal appointments are only permitted if the internal applicant proves to be the most suitable candidate in view of the comparative assessment reviews obtained considering the other candidates.

(3) The permissibility of an internal appointment is decided by the Rectorate.

## **§ 22**

### **Committee for Special Appointments**

(1) A standing central Committee for Special Appointments is formed devoted to handling tenure track professorships, in-house appointments and cases per § 38 paragraph 1 sentence 3 nos. 1 and 4 HG. This body serves as the University tenure track committee for tenure track professorships, conducting the interim and final evaluations in accordance with the Tenure Track Regulations; § 11b HG applies. The Committee is convened by the Rectorate in consultation with the deans, and chaired by the Vice Rector for Research and Early-Career Researchers. All faculties of the University should be represented on the Committee. The Vice Rector for Teaching, Learning and University Development is a member of the Committee in an advisory capacity. As an advisory member, the University Gender Equality Commissioner is entitled to attend, file motions and speak at meetings of the Committee for Special Appointments. The Commissioner is to be summoned to meetings and kept informed, just as any other Committee member.

- (2) A member of a faculty tenure track committee cannot simultaneously be a member of the Committee for Special Appointments.
- (3) The provisions per § 5 apply accordingly to meetings of this Committee, and to procedures falling within the scope of § 1 sentence 2.
- (4) The Committee is responsible for ensuring compliance with University-wide procedural and quality standards. In the cases per paragraph 1 sentence 1 the faculties forward their selection decisions and appointment proposals with all relevant documents and attachments to the Committee via the responsible section of University administration. The Committee then meets in a timely manner to discuss these and make a recommendation.

### **§ 23**

#### **Assistant professorships**

- (1) These appointment regulations apply *mutatis mutandis* to assistant professorship positions.
- (2) Assistant professors undergo an interim evaluation in their third year as part of the tenure track, in accordance with the Tenure Track Regulations. The Rectorate is to be notified of the result of this evaluation and be sent the corresponding documents. The purpose of the interim evaluation is to determine whether the assistant professor has met the performance expectations for teaching on the university level. § 39 paragraph 5 sentences 2 and 3 remain unaffected.

### **§ 24**

#### **Associate professorships**

These appointment regulations apply *mutatis mutandis* regarding the filling of associate professorship (*Hochschuldozent*) positions as per § 35 paragraph 4 HG.

### **§ 25**

#### **Central appointment procedures**

- (1) These appointment regulations apply *mutatis mutandis* for the filling of professorship positions which are connected with the Bonn Center for Teacher Education (BZL) or are not connected with any faculty. These regulations furthermore apply *mutatis mutandis* for the filling of professorship positions connected with a Cluster of Excellence or a Transdisciplinary Research Area (TRA). The Bonn Center for Teacher Education (BZL) or the institution associated with the professorship files the appointment application and the proposal to not advertise a given position.
- (2) The Rectorate forms and constitutes the respective appointment committee, including chair and deputy chair, taking into account the relevant statutes adopted by the Rectorate and the proposals of the BZL or institution associated with the professorship, and conducts the appointment procedures with the involvement of the relevant faculties. The proposals, in accordance with the relevant statutes governing the composition of the appointment committee, should contain proposals for all of the interest groups per § 11 paragraph 1 sentence 1 nos. 1–4 HG.
- (3) The Rectorate decides on appointment proposals advanced by the appointment committee. § 12 paragraph 3 applies accordingly. The Rector sends out the rejection letters per § 14 paragraph 5; this task may be delegated.

**§ 26**  
**Data protection**

Application documents and personal data collected in the course of the procedure are confidential and subject to the data protection laws of the state of North Rhine-Westphalia and the European Union General Data Protection Regulation (EU) 2016/679. These documents may only be made accessible to third parties as necessary for the fulfillment of their responsibilities and as permitted under data protection laws. Applicants' application data must be erased upon appointment with final legal effect of the new position holder.

**§ 27**  
**Concluding provisions**

- (1) These regulations do not affect agreements in place between the Protestant and Catholic Churches and the state of North Rhine-Westphalia governing the filling of professorship positions.
- (2) These regulations shall enter into force on the day following the date of their publication in the Official Announcements of the University of Bonn.

R. Hüttemann

Chair of the Senate  
of the University of Bonn  
Prof. Dr. Rainer Hüttemann

Prepared on the basis of the University of Bonn Senate resolution of July 13, 2023.

Bonn, July 24, 2023

On behalf of the Rector

K. Sandmann

Vice Rector for Teaching, Learning and University Development  
at the University of Bonn  
Prof. Dr. Klaus Sandman