

Guidelines on recruitment procedures for academic staff

These guidelines are intended to help newly appointed professors, in particular, comply with the relevant legal regulations to be observed when filling academic staff positions in order to ensure that the appointment procedure is legally sound.

Job advertisements

In general, there is an obligation to advertise vacant positions. We recommend that you clearly define the relevant tasks and requirements of the job. Please use the [job advertisement templates](#) to create your job advertisement and then send the text to the Human Resources department, Division 4.4, via the official channels, i.e. via the Dean of the faculty. The Human Resources department will then publish the job advertisement. If you have any questions regarding the procedure for job advertisements, please contact the responsible staff members in [Division 4.4](#).

Important note:

The academic staff council is involved in the advertisement of jobs.

Exceptions to the general obligation to advertise a vacant position must be discussed in good time with the [academic staff council](#), the [Equal Opportunities Officer](#) and the [representative body for disabled persons](#). This obligation can be waived only with their approval.

Selection process

After the application deadline, the selection process is conducted within the faculty.

Where no applications have been received from disabled persons, the representative body for disabled persons and staff representatives must be notified. Where applications have been received from people with disabilities, the [representative body for disabled persons](#) must be informed immediately and these applications discussed with a representative. The representative body for disabled persons has the right to inspect those parts of the application documents that are relevant to the decision. So that the representative body for disabled persons can provide a reasoned opinion, it must also be informed, where necessary, about the suitability of the non-disabled applicants. With regard to the selection process, it is also important to note that all disabled applicants who meet the criteria specified in the advertisement are suitable and must be invited to an interview. This means that disabled persons must be invited to an interview, unless they appear to be obviously unsuitable for the role. This obvious unsuitability must be documented.

Throughout the selection process (e.g. inspection of application documents, interviews), it must be ensured that the [academic staff council](#), the [Equal Opportunities Officer](#) and the [representative body for disabled persons](#) are involved in good time.

Appointment

At the end the selection process, a [request for appointment](#) for the vacancy in question must be submitted to the [Human Resources department, Division 4.2](#), via the official channels. This request must be submitted to Division 4.2 at least 6 weeks before the desired starting date. It must be accompanied by the application documents of the person to be appointed, as well as the requisite approval of the Equal Opportunities Officer and, where applicable, the representative body for disabled persons. Where the appointment procedure has taken place without advertisement of the job in question, the relevant approval of the academic staff council, Equal Opportunities Officer and representative body for disabled persons must be submitted.

[The responsible staff members in Division 4.2](#) will request the remaining documents required for the appointment to verify that the applicant in question meets the relevant requirements for employment. If the applicant meets the requirements for employment, the personnel action will be submitted to the academic staff council and, where applicable, to the representative body for disabled persons, with the request for approval. Once they have been approved for appointment, the applicant will be informed by the responsible staff members in Division 4.2 and asked to sign the prepared employment contract in the Human Resources department at the latest one work day **before starting their job**. The professor who requested the appointment will be informed about the completed personnel action.

When the request for appointment is prepared, all other applicants must be informed of the outcome of the procedure and their application documents returned to them.

If you have any questions, please contact the HR representative in Division 4.2.

Further information is available on Paderborn University's website via the following link:
www.uni-paderborn.de -> [Central University Administration](#) -> [Department 4](#) -> [Division 4.2](#)

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