

The English version is merely for the purpose of information.
The legally binding text is the original German version.

University of Freiburg

Statutes and Quality Assurance Concept for Junior Professorships with and without Tenure Track



On the basis of Sections 8 (5) Clause 1 and 19 (1) Clause 2 No. 10 of the State Higher Education Act of Baden-Württemberg (*Landeshochschulgesetz, LHG*) in the version from 1 January 2005 (*Gesetzblatt*, p. 1), most recently amended by Article 2 of the Act from 23 February 2016 (*Gesetzblatt*, p. 108, 118), the Senate of the University of Freiburg passed the following Statutes during its session on 29 March 2017.

The quality assurance concept underlying these regulations was agreed upon with the Ministry of Science in accordance with Section 48 (1) Clause 4 of the LHG.

Table of Contents

PART 1 General Provisions and Committees	2
Section 1 Aims and Committees	2
Section 2 Scope	2
Section 3 Evaluation Criteria and Standards	2
Section 4 Mentoring	3
Section 5 Faculty Evaluation Committees	3
Section 6 Permanent Tenure Committee.....	3
Section 7 Gender Equality Standards, Fixed-Term Appointments	4
Section 8 Evaluation Procedures.....	4
Section 9 Conflicts of Interest	5
PART 2 Procedures for Junior Professorships with Tenure Track.....	5
Section 10 Advertisement of the Junior Professorship with Tenure Track	5
Section 11 Procedure for the Interim Evaluation	6
Section 12 Feedback and Status Meeting	6
Section 13 Tenure Evaluation Procedure	6
Section 14 External Offers	7
Section 15 Simplified Appointment Procedure.....	8
PART 3 Procedure for Junior Professorships without Tenure Track	8
Section 16 Procedure for the Interim Evaluation	8
Section 17 Procedure for the Final Evaluation.....	8
Section 18 Issuance of a Certificate	9
PART 4 Entry into Force.....	9
Section 19 Entry into Force.....	9
Appendix 1.....	10
Appendix 2.....	11

PART 1 General Provisions and Committees

Section 1 Aims and Committees

- (1) The aim of establishing junior professorships is to further the qualitative and strategic development of the University of Freiburg.
- (2) The aim of the evaluation procedures regulated in these Statutes is to assure the quality of junior professorships and at the same time guarantee fair academic career paths, particularly through the elaboration of a reliable tenure track.
- (3) The following evaluation committees are responsible for junior professorships with tenure track:
 1. at the central level, the Permanent Tenure Committee, as described under Section 6, and
 2. at the faculty level, the Committee for the Interim Evaluation, as described under Section 5 (2), and the Tenure Evaluation Committee, as described under Section 5 (3).
- (4) The evaluation committees responsible for junior professorships without tenure track are, at the faculty level, the Committee for the Interim Evaluation and the Committee for the Final Evaluation, as described under Section 5 (2).

Section 2 Scope

These Statutes apply to junior professorships for which the holder has been given the prospect of later taking over a professorship (Section 48 [1] Clause 4 LHG), i.e., junior professorships with tenure track, as well as to junior professorships without tenure track (Section 51 [7] Clause 3 LHG). It regulates the course of procedures from the advertisement of the junior professorship up to the holder's final evaluation or, in the case of junior professorships with tenure track, up to the point at which the holder takes over a W3 professorship. The tenure-track commitment is not bound to a reserved tenured post.

Section 3 Evaluation Criteria and Standards

- (1) The topics of the evaluations conducted during a junior professorship are research, teaching, human resources management skills, and activity in academic self-government; priority should be given to the holder's responsibilities in research and teaching. The criteria for the individual areas of evaluation are listed in **Appendix 1** of these Statutes.
- (2) As a prerequisite for taking over a W3 professorship within the context of a tenure procedure, the holder must exhibit above-average performance in fulfilling the responsibilities associated with the junior professorship. The faculty determines whether a national or an international standard of comparison should be used, taking into appropriate account academic age and the current qualification phase.
- (3) The faculty may, in agreement with the Rectorate, adapt the list of criteria laid down in Appendix 1 to reflect the field of the particular junior professorship. The faculty determines which field-specific standards and criteria apply for evaluations of the junior professorship and how they are weighted. In particular, this involves determining which qualifications are mandatory for the field in question. These qualifications should not be exclusively quantitative in nature. The faculty equal opportunity representative must be given the chance to submit a formal statement of advice on this matter. The field-specific standards are submitted to the Rectorate along with the faculty's application to receive approval for the position and for the adapted list of criteria.

- (4) The early career researcher is notified in writing by the rector as to the standards for evaluating his or her performance and the procedure upon request, or at the latest when he or she is appointed to a junior professorship at the university.

Section 4 Mentoring

- (1) The junior professor is accompanied by two mentors. The faculty names one mentor from among the professors of the faculty with the application to receive approval for the position. The junior professor suggests a second mentor from among the professors of the faculty, subject to approval by the faculty.
- (2) The mentors have the task of advising the junior professor during the entire term of the junior professorship in the areas of responsibility described under Section 3 (1) and supporting him or her accordingly in career development. In doing so, they should make use their knowledge and their experience with university procedures and structures to make recommendations for the course of the junior professorship and point out areas in which they see room for improvement.
- (3) The mentors conduct an advising session with the junior professor at least once a year. Advising sessions are mandatory at the beginning of the junior professorship and shortly after the status meeting described under Section 12 (2).

Section 5 Faculty Evaluation Committees

- (1) The faculty evaluation committees are responsible for assessing the junior professor in evaluation procedures conducted in accordance with these Statutes with regard to research performance, teaching, human resources management skills, and activity in academic self-government.
- (2) The faculty evaluation committees responsible for conducting interim evaluations as described under Sections 11 and 16 or the final evaluation as described under Section 17 are set up by the Faculty Board (*Dekanat*) in consultation with the Faculty Council (*Fakultätsrat*) and the Rectorate. A committee consists of the dean or the vice dean as well as at least four and no more than six of the faculty's full-time professors. The committee is chaired by the dean or a vice dean.
- (3) The evaluation committee responsible for conducting the tenure evaluation for junior professorships with tenure track is set up by the Rectorate without delay on a recommendation by the Faculty Council. The composition of the tenure evaluation committee corresponds to that of an appointment committee as described under Section 48 (3) of the LHG. At least three members should have already sat on the committee responsible for conducting the interim evaluation. The committee is chaired by the dean or, in the dean's absence, by a vice dean.
- (4) The mentors may only sit on an evaluation committee as ex officio members.

Section 6 Permanent Tenure Committee

- (1) The Rectorate sets up a Permanent Tenure Committee in consultation with the Senate. It is set up on a permanent basis and has the task of assuring the quality of the tenure evaluation. Besides submitting a formal statement of advice in the tenure procedures, it advises the Rectorate at its request.
- (2) The Permanent Tenure Committee is composed of eight, preferably retired, internationally recognized University of Freiburg researchers and four additional internationally recognized external researchers. At least one member must be from a foreign university or an internationally recognized foreign research institute. The committee must include at least four women. The humanities and

the social sciences should be represented in the committee in the same measure as the life, natural and engineering sciences. The committee elects a chair and a deputy chair from among its members. The members are appointed by the Rectorate for a term of three years. Reappointments are permitted.

- (3) The vice president for research participates in the sessions of the Permanent Tenure Committee in an advisory capacity without voting rights. This is also true of the dean or a vice dean of the faculty responsible for the junior professorship being evaluated, insofar as the junior professorship in question is being treated.

Section 7

Gender Equality Standards, Fixed-Term Appointments

- (1) As a means of ensuring a gender-equitable selection procedure, the Selection Committee (Section 51 [6] LHG) conducts a proactive search for female candidates who are eligible for the nomination list. The committee must provide evidence of having conducted this search. Nomination lists without documentation of a proactive search for suitable female candidates will be returned by the Rectorate. In addition, the systems of financial incentives for gender-equitable appointment procedures described in the guidelines for conducting appointment procedures apply.
- (2) Junior professors are appointed as civil servants for a fixed term of up to six years. The university generally appoints the junior professors for an initial four years with the possibility for an extension to a total of six years following a successful interim evaluation.

Section 8

Evaluation Procedures

- (1) The general rules of procedure described in the following subsections apply to all evaluation procedures regulated under these Statutes, with the exception of the regulations described under Sections 11, 13, 17.
- (2) The Faculty Board opens evaluation procedures by asking the junior professor to submit a self-report in accordance with the guidelines described under **Appendix 2** by a fixed deadline. The Faculty Board prescribes the language in which the self-report is to be written.
- (3) Upon receiving the self-report, one of the two mentors drafts a formal statement of advice on the report. The Evaluation Committee determines which mentor is to draft the statement in consultation with the junior professor.
- (4) To assess the junior professor's research performance, the Evaluation Committee obtains two external expert reports as described under Section 11 or Section 16 for interim evaluations. If the junior professor completed his or her doctorate or habilitation at the University of Freiburg, a further external expert report is necessary. For the tenure evaluation or for the final evaluation, the Evaluation Committee obtains at least three and no more than five expert reports. At least two of these reports must be written by external referees for the final evaluation, and all of them must be written by external referees for the tenure evaluation. The junior professor may recommend three external referees. The Evaluation Committee selects one of these referees. The referees should come from different academic institutions and should hold a W3 professorship or a comparable position. For the tenure evaluation, the selection of referees is made by mutual written agreement with the Permanent Tenure Committee.
- (5) The referees receive the self-report prepared by the junior professor as a basis for their assessment. The referees base their assessment of the junior professor's research performance on the evaluation criteria and standards described in Appendix 1 as well as the field-specific requirements of the faculty described under Section 3 (3).
- (6) To assess the junior professor's teaching, the Evaluation Committee asks the junior professor to hold a lecture open to university members during the interim evaluation. This lecture may be replaced by a lecture open to university members within the context of a course. To evaluate the jun-

ior professor's research and teaching, the Evaluation Committee asks the junior professor to hold a further lecture open to university members during the tenure evaluation or the final evaluation. The topics of the lectures must be arranged with the relevant Evaluation Committee.

- (7) The academic dean submits a formal statement of advice on the junior professor's teaching.
- (8) On the basis of the self-report submitted by the junior professor described under Subsection (2), the formal statement of advice described under Subsection (3), the respective lecture described under Subsection (6), the formal statement of advice on teaching described under Subsection (7), and the external expert reports described under Subsection (4), the Evaluation Committee drafts a written report providing an assessment of the junior professor's work with the help of the standards described in Section 3 and an opinion on his or her further academic development. If the Evaluation Committee's written report diverges from the expert reports in exceptional cases, the report must include a detailed explanation of this discrepancy.

Section 9 Conflicts of Interest

- (1) Notwithstanding Sections 20 and 21 of the State Administrative Procedure Law (*Landesverwaltungsverfahrensgesetzes – LVwVfG*), the regulations described in the following apply to all evaluation procedures.
- (2) Persons who have served as superior or supervisor to the junior professor within the past six years are regarded as biased. The person concerned may participate in an evaluation procedure exclusively as a mentor and draft a formal statement of advice as described under Section 8 (3). Activity as a mentor alone does not constitute grounds for fearing a conflict of interest.
- (3) In particular, the appearance of a conflict of interest may be given:
 1. in the case of persons who served as a referee of the junior professor's doctoral thesis or habilitation thesis
 2. in the case of persons who have worked closely with the junior professor in an academic context in the past three years, for example joint research projects, joint publications, joint patent applications, or the formation of joint research networks.
- (4) The committee members or external referees must notify the chair of the committee immediately in writing if they identify possible reasons for an exclusion pursuant to § 20 of the LVwVfG or for fearing a conflict of interest. The committee decides whether the person should be excluded from the procedure. The decision must be noted in the Committee's report.
- (5) The provisions concerning conflicts of interest are made known to all committee members and the referees in writing.

PART 2 Procedures for Junior Professorships with Tenure Track

Section 10 Advertisement of the Junior Professorship with Tenure Track

The junior professorship is advertised in compliance with the legal requirements and with a reference to the planned tenure-track commitment.

Section 11

Procedure for the Interim Evaluation

- (1) The Faculty Board opens the procedure for the interim evaluation no later than three years after the junior professor's appointment on a fixed-term basis. Any periods of leaves of absence or releases are left out of account.
- (2) By way of derogation from Subsection (1), the junior professor may also request to have the procedure for the interim evaluation opened earlier, but no earlier than two years and six months after the junior professor's appointment on a fixed-term basis, especially for the purpose of documenting the junior professor's current state of achievements for applications to external professorships. The request must be addressed to the relevant faculty.
- (3) The Evaluation Committee's report on the outcome of the interim evaluation as described under Section 8 (8) must include recommendations for the junior professor's future work in view of the tenure evaluation and point out any risks for a successful tenure procedure. The report includes a recommendation to the Faculty Board on whether the junior professor's employment should be extended.
- (4) On the basis of the report by the Evaluation Committee and the underlying documents, the Faculty Board decides no later than six months before the end of the junior professor's fixed-term employment as a civil servant whether to recommend that the Rectorate extend the employment. The Faculty Board explains its decision in writing and submits it to the Rectorate immediately along with the Evaluation Committee's report. If a junior professor of the Faculty of Medicine also assumes duties at the University Medical Center, the Faculty Board's recommendation must be approved by the Medical Center Board of Directors. If the recommendation diverges from that of the Evaluation Committee or if the Medical Center Board of Directors does not approve the Faculty Board's recommendation, this discrepancy must be explained in detail.
- (5) If the Faculty Board proposes a positive decision, the junior professor's employment should be extended by the rector to a total of six years. The junior professor receives written certification of the positive interim evaluation along with the certificate of appointment (*Ernennungsurkunde*) confirming the extension of his or her employment as a civil servant.
- (6) If the Faculty Board's suggestion is negative, the junior professor receives notification from the rector that his or her employment as a civil servant will not be extended to six years. By way of explanation, reference may be made to the faculty's proposed decision, which should be enclosed with the notification. With the junior professor's consent, the employment as a civil servant may be extended by the Rectorate for up to one year at the suggestion of the faculty.

Section 12

Feedback and Status Meeting

- (1) A copy of the Evaluation Committee's report is issued to the junior professor along with the certificate of appointment (*Ernennungsurkunde*) confirming that his or her employment as a civil servant has been extended.
- (2) On the basis of the Evaluation Committee's report, the dean holds a status meeting with the junior professor on all areas of responsibility described under Section 3 (1) with the participation of the mentors.
- (3) The Rectorate receives written confirmation that the status meeting has been held.

Section 13

Tenure Evaluation Procedure

- (1) In the case of a positive interim evaluation, the Faculty Board opens the tenure procedure no later than 16 months before the end of the junior professor's sixth year of service. Any periods of leaves of absence or releases are left out of account. The junior professor may elect to refuse to have the

procedure opened or to abandon an already opened procedure at any time, in which case the procedure is not opened or the already opened procedure is terminated, respectively. The junior professor is not entitled to a final evaluation as described under Section 17 in this case.

- (2) The Evaluation Committee's report, as described under Section 8 (8), includes a recommendation as to whether the junior professor should be granted or refused tenure. The report may include recommendations to the junior professor concerning the future course of his or her career. If the report contradicts results of the interim evaluation, it must contain a full explanation of the discrepancies. Committee members may hand in a dissenting opinion, which must be enclosed with the Evaluation Committee's report.
- (3) The Evaluation Committee's report and the underlying documents are sent immediately to the Permanent Tenure Committee by the Faculty Board. Within a month, the Permanent Tenure Committee submits a formal statement of advice to the Rectorate on the report and on the Evaluation Committee's recommendation as to whether the junior professor should be granted tenure. The Permanent Tenure Committee may send the report back to the Evaluation Committee to deliberate on it again within this one-month period, stating its reasons for doing so; in this case, the Permanent Tenure Committee should submit its formal statement of advice within a month after receiving the newly deliberated report. If the Permanent Tenure Committee's advice diverges from the Evaluation Committee's recommendation as to whether the junior professor should be granted tenure, the statement must include a detailed explanation of this discrepancy.
- (4) On the basis of the Evaluation Committee's report, the underlying documents, and the Permanent Tenure Committee's formal statement of advice, the Faculty Council decides immediately whether to grant or refuse tenure. If a junior professor of the Faculty of Medicine also assumes duties at the University Medical Center, the Faculty Council's decision must also be approved by the Medical Center Board of Directors. If the Evaluation Committee or the Permanent Tenure Committee recommend that tenure be refused, the Faculty Board gives the junior professor a chance, before a decision is made by the Faculty Council, to submit a written statement on the relevant facts for the decision, with knowledge of the documents named in Clause 1, within a period of two weeks after receiving the notification. The same applies in the event that the Faculty Council intends, by way of exception, to diverge from a recommendation by both the Evaluation Committee and the Permanent Tenure Committee to grant the junior professor tenure. The Faculty Council's decision must be explained in writing and communicated to the Rectorate immediately, including all documents named in Clause 1. The Faculty Council may refer to the report prepared by the Evaluation Committee or the Permanent Tenure Committee by way of explanation. If the decision by the Faculty Council diverges from the recommendation of the Evaluation Committee or the formal statement of advice of the Permanent Tenure Committee in exceptional cases, or if the Medical Center Board of Directors does not approve the suggestion of the Faculty Council, this discrepancy must be explained in detail.
- (5) The Rectorate confirms the Faculty Council's decision if no legal errors were made. The rector notifies the junior professor of the decision to grant or refuse him or her tenure in writing.
- (6) The dean reports to the Senate on the outcome of the tenure evaluation procedure.

Section 14 External Offers

- (1) If the junior professor is offered an external W3 professorship at an internationally recognized research university or a corresponding position at an internationally recognized research institute less than two years after being appointed, the junior professor may request to have the offer regarded as a positive interim evaluation. The request must be addressed to the responsible faculty. On a recommendation by the Faculty Board, the junior professor's employment should be extended by the rector to a total of six years. If a junior professor of the Faculty of Medicine also assumes duties at the University Medical Center, the Faculty Board's recommendation must be approved by the Medical Center Board of Directors.

- (2) If the junior professor is offered an external professorship as described under Subsection (1) more than two years after being appointed, the tenure procedure may be opened early at his or her request; in well-founded exceptional cases, this is also possible if the junior professor is offered an external professorship less than two years after being appointed. The request must be addressed to the responsible faculty. The Faculty Board decides in agreement with the Rectorate whether the tenure procedure should be opened; the Rectorate may only refuse its approval in well-founded exceptional cases. The Faculty Board notifies the junior professor of the decision in writing.

Section 15 Simplified Appointment Procedure

- (1) Junior professors with tenure track are, in accordance with Section 48 (1) Clause 4 of the LHG, appointed to a corresponding W3 professorship in an appropriately simplified procedure without the position being re-advertised if
 1. the original advertisement of the position mentioned the prospect of later taking over the W3 professorship and
 2. the junior professor meets the particular standards identified in the advertisement as well as the criteria regarding suitability, ability, and professional performance prescribed therein.The simplified appointment procedure is opened by the Faculty Board at the same time as the tenure evaluation procedure.
- (2) In the simplified appointment procedure, the Tenure Evaluation Committee also serves as the Appointment Committee.
- (3) The Appointment Committee bases its decision on the expert reports and formal statements of advice submitted in the Tenure Evaluation Procedure and forms single-candidate list in accordance with the result of the tenure evaluation procedure.
- (4) The Faculty Council is bound to its decision of whether to approve the candidate in the tenure procedure.
- (5) After the Faculty Council has made its decision on the appointment proposal, the rector offers a professorship in agreement with the State Ministry of Science and holds appointment negotiations with the candidate. After the candidate has accepted the offer, the tenure and appointment procedure is concluded. The appointment to the W3 professorship must be completed before the end of the junior professor's extended fixed-term employment.

PART 3 Procedure for Junior Professorships without Tenure Track

Section 16 Procedure for the Interim Evaluation

For the procedure for the interim evaluation of junior professors without tenure track, the provisions described under Sections 11 and 12 and Section 14 (1) apply accordingly.

Section 17 Procedure for the Final Evaluation

- (1) In the case of a positive interim evaluation, the Faculty Board opens the procedure for the final evaluation no later than eight months before the end of the junior professor's sixth year of service. Any periods of leaves of absence or releases are left out of account. The junior professor may elect to refuse to have the procedure opened or to abandon an already opened procedure at any time, in

which case the procedure is not opened or the already opened procedure is terminated, respectively.

- (2) The final evaluation is not conducted early. If the junior professor is offered an external W3 professorship or a corresponding professorship at an internationally recognized research university or a corresponding position at an internationally recognized research institute after the interim evaluation has been conducted, he or she may request to have the offer regarded as a positive final evaluation upon the end of his or her employment. The request must be addressed to the responsible faculty. The Faculty Board notifies the junior professor and the Rectorate of its decision in writing.
- (3) The Evaluation Committee's report, as described under Section 8 (8), must be certified by the Faculty Board. The Faculty Board certifies the Evaluation Committee's report if it does not contain any legal errors. This should take place before the end of the junior professor's extended fixed-term employment. The Faculty Board notifies the junior professor of the outcome of the final evaluation in writing. The Faculty Board may enclose the Evaluation Committee's report or an abridged version thereof by way of explanation. The Faculty Board reports to the Rectorate on the outcome of the final evaluation.

Section 18 Issuance of a Certificate

The junior professor receives a certificate documenting the successful evaluation of performance for determining his or her suitability and ability to serve as a university teacher. He or she is thus considered to have demonstrated the additional required academic achievements in research and teaching for appointment to a professorship as described under Section 47 (1) in conjunction with (2) Clause 1 of the LHG. The certificate includes the name of the subject or field for which the achievements have been recognized. It must be signed by the rector and by the dean of the faculty to which the junior professor belongs and stamped with the University seal.

PART 4 Entry into Force

Section 19 Entry into Force

These Statutes take effect on the day after their announcement in *Amtliche Bekanntmachungen der Albert-Ludwigs-Universität Freiburg*. They apply to early career researchers appointed to a junior professorship after these Statutes enter into force.

Freiburg, 25 April 2017

Prof. Dr. Dr. h.c. Hans-Jochen Schiewer
Rector

Appendix 1

of the University of Freiburg Statutes and Quality Assurance Concept for Junior Professorships with and without Tenure Track

List of Criteria for Evaluating Junior Professorships

A. Research:

1. Research foci and projects
 - a. Contribution to research in the relevant field
 - b. Originality of the research approach
 - c. Willingness and ability to conduct interdisciplinary research
 - d. Significance of the research in international comparison
2. Publications: monographs, book chapters, articles in peer-reviewed journals, conference papers (peer review)
 - a. Plausibility, methodological soundness, and innovative nature of the research project or contribution to the development of the research field
 - b. Citations of the publications and impact factors of the journals
 - c. Reception and evaluation of the research publications
3. Activities as an editor or reviewer for scientific journals and other publications
4. Scientific talks and awards
5. Authorship of expert reports commissioned by science organisations or the like
6. Any appearances on candidate lists for professorships
7. Scientific collaborations with other university and non-university research institutions, international collaborations, joint publications, scientific conferences
8. Third-party funding (amount, institution)
9. Transfer activities (business and industry, public administration, politics) or cooperation with professional practice
10. Support of early career researchers (successful supervision of doctoral candidates and postdoctoral researchers, quality of the graduates' subsequent positions or professional careers)

B. Teaching:

1. Subject knowledge (theoretical foundations, subject-specific teaching skills)
2. Range of teaching activities
3. Teaching skills (communication, presentation of knowledge, teaching materials, etc.)
4. Use of multimedia and development of student media competence
5. Evaluation of teaching by students
6. Teaching awards
7. Supervision of degree theses and activity as an examiner
8. Advising skills
9. Internationality

C. Leadership skills:

1. Further training and qualification programs completed (at and outside of the university)
2. Documentation of leadership experience (research group leadership, results of any surveys of group members by the Faculty Board)

D. Academic self-government:

1. Involvement in departmental and university committee work
2. Activities on behalf of science organisations or professional associations

Appendix 2

of the University of Freiburg Statutes and Quality Assurance Concept for Junior Professorships with and without Tenure Track

The Junior Professor's Self-Report

The junior professor's self-report consists of a personal statement and documentation. The personal statement describes the activities of the preceding years during the junior professorship. It should elaborate on the following four areas: research, teaching, leadership skills, and academic self-government. The personal statement affords the junior professor the opportunity to outline his or her research foci, indicating their relative importance. In this context of critical self-evaluation, the junior professor should not report on successes alone but should also describe problems and his or her approaches to solving them. The personal statement should not exceed ten pages in length.

The documentation to be submitted by the junior professor, consisting essentially of an organized factual listing not exceeding 15 pages in length, should cover the following topics:

A. Research:

1. Listing and brief explanation of principal research topics
2. Working and research group: members and alumni
3. Publications: a complete list of monographs, book chapters, and articles in scientific journals with special mention of peer-reviewed articles, conference papers (peer review) (indication of the impact factors and the number of citations, as well as the Hirsch index and the names of all co-authors, if applicable)
4. Activities as an editor or reviewer for scientific journals and other publications (including the names of all co-editors, if applicable)
5. Scientific talks and awards
6. Authorship of expert reports commissioned by science organisations or the like
7. Any appearances on candidate lists for professorships
8. Scientific collaborations and interdisciplinary cooperation at the university, nationally, and internationally
9. Third-party funding secured during the period covered by the report
10. Transfer activities (business and industry, public administration, politics) or cooperation with professional practice
11. Support of early career researchers: supervision of doctoral candidates and postdoctoral researchers (name and topic of doctoral thesis or research projects, current status of projects in progress, any already completed doctoral theses, and subsequent positions of graduates)

B. Teaching:

1. Brief description of integration in degree programs
2. Names of courses taught and brief description of content
3. Explanation of teaching formats, approaches and methods applied, use of new media
4. Teaching awards
5. Supervision of degree theses and activity as an examiner
6. Advising and supervision of students
7. Internationality (supervision of exchange students and foreign doctoral candidates, involvement in international university partnerships, courses in English or other foreign languages, etc.)

C. Leadership skills:

1. Further training and qualification programs completed (at and outside of the university)
2. Documentation of leadership experience (research group leadership, results of any surveys of group members by the Faculty Board)

D. Academic self-government:

1. Involvement in departmental and university committee work
2. Activities on behalf of research or professional associations

In addition to the self-report, the junior professor must submit a curriculum vitae and his or her three most important publications from during the junior professorship.

The junior professor's research performance is also documented on the university's research database. Every junior professor is obligated to keep his or her own research data up to date.