

Guide to the appointment procedure at HBK Braunschweig

Shortlisting

The appointment committee reviews the application documents and selects the applicants who meet the statutory eligibility criteria and the requirements set out in the advertisement for the vacancy to be invited to interview. The shortlisted candidates (usually six) are invited to interview by email.

Interviews

The candidates hold a university lecture in their academic discipline or give a presentation of their work, with a subsequent short discussion. They are usually asked to teach a trial seminar in the presence of the appointment committee as part of the appointment process. Each candidate is then interviewed individually by the appointment committee.

External reviews

Following the interviews, the appointment committee selects usually three candidates from the shortlist to be reviewed by external experts in the relevant discipline.

Ranking list

Based on the external reviews, the appointments committee draws up a ranking list of the candidates. This ranking list must be approved by the Senate and the Steering Committee before it is submitted to the Lower Saxony Ministry for Science and Culture (MWK).

Decision by the Ministry

If the list is approved by the MWK, the candidate ranked first on the list will be offered the vacant professorship.

Discussions

The HBK enters into discussions with the candidate on the terms and conditions of the appointment and makes an offer to the candidate.

Formal acceptance of appointment

Once the candidate has accepted the offer, they are formally appointed to the professorship at the HBK. The appointment procedure ends with the formal appointment.