

# Guidelines for Status Meetings

As Part of the Tenure-Track Procedure at the University of Bonn



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## Imprint

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## 1. Goals

The status meeting is an important element in supporting the tenure-track professorship and the faculties for a structured and transparent tenure-track process. The aim of the status meetings is to support TT professors during the probationary phase. The aim of the meetings is therefore to systematically reflect on the work and to identify possible undesirable developments in the fulfillment of the evaluation criteria at an early stage.

In the tenure-track procedure, the status meetings serve as regular feedback between the tenure-track professor (TTP) and the responsible dean.

The status meeting is a structured meeting between the dean and the TTP. The status meeting takes place on a fixed date, requires more time and benefits from good preparation by both parties. Based on the candidate's performance to date and progress in the areas defined by the evaluation criteria (usually research performance, teaching performance, academic engagement, leadership responsibility), the meeting should contribute to reflection and early recognition of any undesirable developments. In addition, the status of the assessment and evaluation criteria defined in accordance with the appointment and tenure-track regulations of the University of Bonn should be discussed. At the end of the meeting, joint goals should be set and agreements reached that serve both the personal development of the TTP and promote the positive outcome of the interim and final evaluations in the tenure track process.

## 2. Participants

Tenure-track professor, dean, mentor, personnel development if applicable

*The dean can also delegate the status meeting to a vice dean or department chairperson. If desired, the mentor of the TTP can also take part in the status meeting. If required, the status meeting can be accompanied by the HR Development.*

## 3. Timing

The status meetings take place annually during the probation phase.

*In addition, an initial meeting is strongly recommended upon taking up the TT professorship in order to discuss, for example, the evaluation criteria specified in the job advertisement and to clarify any open questions at the very beginning of the TT phase.*

*Similarly, a final meeting should be held at the end of the TT phase, which can be helpful for further career development, especially in the event of a negative evaluation.*



## 4. Preparation of the Status Meetings

The annual status meetings should be well prepared in terms of both organization and content in order to ensure the best possible meeting situation for all participants. The status meeting participants should prepare for the topics of the meeting with the help of the handout and bring along any questions that need to be clarified, as well as having reviewed the appointment target agreements in advance.

### Preliminary considerations of the Dean

- Assessment of the current development of the TTP with regard to the evaluation criteria to be achieved and, if applicable, its involvement and integration into the faculty
- Additional tasks, competencies and areas of responsibility
- Prioritization of tasks, responsibilities and areas of responsibility for the coming development year
- Assessment of possible risks and further development potential
- Formulation of possible solutions and development proposals

### Preliminary considerations of the tenure-track professor

- Assessment of task developments and/or shifts (actual/target)
- Reflection on the evaluation criteria with regard to the current status of achievement and future prospects
- Formulate annual goals
- Identify and formulate support, personnel development and further training needs

### Preliminary consideration of the Mentor (if participating)

- Reflection on the circumstances in which the TTP finds itself
- Assessment of the development of the TTP with regard to the requirements for a tenured professorship
- Formulation of possible offers of support

## 5. Conducting the Status Meetings

During the status meeting, the TTP's performance to date should be assessed by themselves and others and milestones for the probationary phase up to the next status meeting should be defined. Depending on the time of the status meeting, the corresponding development phase must be taken into account: for example, integration into the faculty/university is certainly more relevant when the professorship begins. In the course of the probationary phase, topics such as research contributions, success in acquiring third-party funding or teaching activities are likely to come to the fore.

### Introduction

- Coordination of the meeting and the protocol  
(usually moderation = dean; protocol = TTP)
- Determining the objectives of the meeting (taking stock, planning for the coming year, if necessary in the case of a negative review: clarifying causes + support options)

## Review and feedback

- Review of the past year
- Reflection on the agreed evaluation criteria: Self-assessment and external assessment
  - **Research performance**  
(e.g. publications, applications for third-party funding, establishment of networks/research cooperations, promotion of young scientists, conferences, prizes, innovations, transfer activities, etc.) junior researchers, conferences, prizes, innovations, transfer activities, etc.).
  - **Teaching performance**  
(e.g. teaching spectrum, teaching evaluation, teaching materials/didactic competence, supervision of theses, first/second examiner, participation in degree program organization, etc.)
  - **Academic engagement**  
(e.g. committee and commission work, holding offices, expert activities, etc.)
  - **Leadership responsibility**  
(e.g. development/management of own professorship: understanding of leadership, leadership role, team, feedback culture, budget management, further training courses attended, promotion of employees, etc.)

## Further topics and specifics of subject area

- Other topics or subject-specific issues that should be discussed from the perspective of the TTP, the dean's office or the mentor

## Outlook for the coming year

- What goals does the TTP plan to achieve in the coming year?
- What should be pursued with what priority?  
(joint coordination of the prioritization order of the objectives)
- What support does the TTP need or want?  
(specific information on processes at the University of Bonn/faculty, special further training, advice/coaching, access to specific networks,...)
- How and by whom can support be provided?  
(Referral to specific contact persons; agreement on who does what, ...)

## 6. Follow-up of the Status Meetings

In the follow-up phase, an individual time and development plan is drawn up, if necessary in consultation with HR Development, and the meeting is documented in writing, which is prepared by the TTP and sent to all participants after being signed by the dean (or their representative). This should include jointly agreed goals for the period until the next status meeting and, ideally, a planned date for the next meeting.

The protocols are generally not part of the interim or final evaluation, but can be consulted in the event of discrepancies regarding the course of the qualification period. The protocol is stored in compliance with data protection regulations.

- Derivation of an individual time and development plan  
(if necessary together with HR Development)
- Preparation of protocols of the meeting by the TTP,  
Signature by the dean (or representative)
- Sending the protocol to all participants in the meeting
- Agreement on a date for the next status meeting

## 7. Appendix

### Status meeting checklist

#### Preparation

- ☐ Appointment: Date, time?
- ☐ Who takes part? (TTP, dean/representative, mentor, PE)
- ☐ Send invitation
- ☐ Room? Online meeting link?
- ☐ Protocol from previous status meeting?
- ☐ Agreed evaluation criteria?
- ☐ Reflection on questions/issues to be clarified

#### Implementation

##### *Introduction*

- ☐ Who moderates? Who takes notes?
- ☐ Set goals for the meeting

##### *Review and feedback*

- ☐ Review of the past year
- ☐ Reflection on the agreed evaluation criteria (research performance, teaching performance, academic engagement, leadership responsibility)
- ☐ Self-assessment vs. external assessment; target/actual comparison
- ☐ Further topics or subject area specifics

##### *Agreements, goals and outlook*

- ☐ Determine and prioritize next steps and goals
- ☐ Required support (What kind? From whom? Who takes over?)

#### Follow-up

- ☐ Derivation of an individual time and development plan
- ☐ Agreement on a date for the next status meeting
- ☐ Preparation of protocol of the meeting by the TTP,  
Signature by the dean (or representative)
- ☐ Sending the protocol to all participants in the meeting

### Example of time and development plan

See next page

## Status Meeting as part of the Tenure Track Procedure for a tenured Professorship at the University of Bonn

\_\_\_\_\_  
Date of meeting

☐ First meeting

\_\_\_\_\_  
Date of previous meeting

☐ Follow-up meeting

\_\_\_\_\_  
Appointment date TT-Prof

\_\_\_\_\_  
Name of TT professor

\_\_\_\_\_  
Name of dean (or representative)

\_\_\_\_\_  
Name of mentor (if present)

During the meeting, the tenure track professor's achievements to date should be assessed through self-evaluation and external evaluation, and milestones for the probationary period until the next status meeting should be defined.

### At the first meeting ("Initial meeting upon taking up the professorship")

Discussion of the evaluation criteria published in the job advertisement and clarification of any related open questions:

### Summary of the past year/since the last meeting:

## Reflection on the agreed evaluation criteria: self-assessment and external assessment

### 1. Research:

Publications, third-party funding applications, establishment of networks/research collaborations, promotion of early-career researchers, conferences, awards, innovations, transfer activities, etc.

### 2. Teaching

Teaching spectrum, teaching evaluation, teaching materials/didactic competence, supervision of theses, first/second examiner, participation in degree program organization, etc.

### 3. Academic engagement:

Committee and commission work, holding office, activities as a reviewer, etc.

#### 4. Leadership responsibility:

Establishment/management of your own professorship: understanding of leadership, management of team and tasks, feedback culture, budget management, transferable skills trainings, employee development, etc.

#### 5. Additional topics and subject-specific issues

Additional topics (e.g., work-life balance, illness, special challenges) or subject-specific issues that should be discussed from the perspective of the TTP, the dean, or the mentor

#### 6. Outlook

What goals does the TTP plan to achieve in the coming year? What should be pursued and with what priority? What support does the TTP need or want? How and by whom can support be provided?

Next status meeting scheduled for: \_\_\_\_\_

\_\_\_\_\_  
Tenure track professor

\_\_\_\_\_  
Dean (or representative)

Please save this transcript for your records and use the [online form on Confluence to confirm completion of the status meeting](#). If you have any questions, please do not hesitate to contact Human Resources Development: Julia Küchel ([julia.kuechel@uni-bonn.de](mailto:julia.kuechel@uni-bonn.de))

## Example of a time and development plan for a tenure-track professorship

Eval criteria		Initial Meeting	Year 1	Status	Year 2	Status	Year 3	Status	Interim Evaluation	Year 4	Status	Year 5	Status	Year 6	Status	Final Evaluation	Final Meeting
Research performance	Publications																
	Third-party funding applications																
	Development of networks/cooperations																
	Supervision of junior researchers																
	Transfer activities																
	...																
Teaching performance	Teaching spectrum																
	Teaching evaluations																
	Didactic competence																
	Supervision of theses																
	First/second supervisor																
	Participation in study program organization																
Academic engagement	Committee and commission work																
	Holding offices																
	Reviewer activities																
	...																
Leadership responsibility	Establishing your own professorship																
	Team building/development																
	Leadership coaching/training																
	Development of employees																
	...																

**This illustration is an exemplary template for a time and development plan during the qualification phase of the tenure-track professorship and is intended only as a general overview and guide. It can be adapted to your specific subject area and personal needs.**

For the self-report, we recommend adapting it in the sense of a detailed list of your own achievements and commitment so that you do not lose sight of anything over the period of time and can provide a comprehensive insight into your own activities during the qualification phase.

At the beginning of your professorship, we recommend an initial meeting with the dean to discuss the evaluation criteria

**Status** Annual status meeting with the dean to reflect on the qualification phase to date (see TT regulations § 8)

**Interim Evaluation** Interim evaluation in the 3rd year of the qualification phase (see TT regulations § 6)

**Final Evaluation** Final evaluation (at the latest) in the 6th year of the qualification phase (see TT regulations § 6)

**Final Meeting** Final/transition/exit meeting with dean and/or HR development