

## Appointment Procedures at the University of Bonn

### Thank you for applying for a professorship at the University of Bonn!

The application process for a professorate at a German university follows predefined steps that are governed by law<sup>1</sup>.

This sheet provides useful information for candidates who are not familiar with the German higher education system.

For any questions you may have, please contact the appointment management team:

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### How to apply?

Open professorship positions must be publicly advertised. Our **job openings** are publically advertised, internationally in most cases, and can be found on our [website](#) until the application deadline. Job advertisements are often posted on discipline-specific portals as well.

If you are unsure whether you can apply, feel free to reach out to the **contact person** indicated for the respective professorship in the job advertisement. This is usually the dean or department head. If you have general questions, you can also contact the appointment management team.

### Which documents do I need to submit?

Applications are currently accepted via email or our appointment portal. Please refer to the details listed in the respective job advertisement.

#### Application via email

When applying via email, you will usually be required to submit the following documents:

- Cover letter
- Curriculum vitae
- Outline of professional background
- Past teaching activities and research projects
- List of publications (including a specified number of copies of your most relevant publications)
- Certificates and diplomas
- Research and teaching concept
- Additional documents may be requested by the faculty.

#### Applications via the appointment portal

First, you will need to register on the appointment portal. The system will then guide you through the application process. This includes completing forms with obligatory and optional information as

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<sup>1</sup> In North Rhine-Westphalia, the Higher Education Act ([Hochschulgesetz](#), available in Germany only) applies. For information in English, please refer to the English versions of the [Appointment Regulations](#) and the [Tenure Track Regulations](#) of the University of Bonn.

well as an area where you can upload documents (which you would otherwise attach to your email application). You can save your application and continue the process at a later point (before the application deadline).

## Who receives my application and how is it reviewed?

Your documents will be provided to the members of the responsible appointment committee.

The following steps will be completed throughout the selection process:

- 1) The appointment committee reviews all submitted documents. Suitable candidates are selected for a trial lecture. (Selected candidates will be invited.)
- 2) The selected candidates give a public trial lecture, followed by a non-public interview with the appointment committee.
- 3) After the trial lectures, the appointment committee shortlists candidates for further assessment. The documents submitted by shortlisted candidates are reviewed by at least two external reviewers who write comparative assessment reports.

## What happens next?

Based on the results of the entire selection process, the appointment committee makes an appointment proposal, which usually consists of three individual proposals in order of preference. This proposal is submitted to the faculty council, which makes the final decision. The Senate then expresses its opinion on the appointment proposal.

After the Senate has expressed its opinion, the Rector offers the professorship to the selected candidate in writing. This letter includes a deadline by which the appointment negotiations must be completed and the candidate must have made his/her decision. This deadline can be extended on valid grounds.

## What do I do when I am offered a professorship?

Once you receive the offer from the Rector, you should start preparing for the appointment negotiations. For information on how to prepare, please refer to the information sheet attached to the Rector's letter. It also includes information on the onboarding process at the University of Bonn. Appointment negotiations (setup and salary) for W3 professorships and W2 professorships with tenure track to W3 are led by the Rector and Provost.

Appointment negotiations for W1 and W2 professorships are led by the deans. Salary-related letters are sent via post.

## At what point during the process will I be notified?

- 1) Candidates receive a confirmation of receipt after submitting an application.
- 2) Shortlisted candidates will receive an invitation to hold a trial lecture.
- 3) The selected candidate will receive a letter from the Rector offering the professorate.
- 4) After negotiations with the successful candidate are completed, all other candidates will be notified.

When applying via the appointment portal, you can view the current status of the application process at any time.

The entire application process is conducted in accordance with the EU General Data Protection Regulation.