



PostDoc Center Adlershof



### **3-Day Workshop Series:**

**Ready to apply? When are you ready and how to do the faculty recruitment at German Universities - training for the selection process of professors (Berufungsverfahren)**

**[Dr. Martin Schwarzkopf](#)**

#### **Content:**

In this workshop series, you will acquire knowledge about the essential requirements necessary for applying to different types of professorships in Germany. We will delve into the individual stages of the selection process for professors in Germany, Austria, and Switzerland, also known as "Berufungsverfahren". You will receive comprehensive information on the written application and the hearing components, providing you with a detailed understanding of the entire process.

#### **Day 1: When can I apply? How is recruitment of professors done? First steps of written application**

27 October 2023, 09:30-16:30 h

Online-Workshop

#### **Learning objectives:**

- What is the German way to select professors for universities? What is the legal background for these processes?
- What are required achievements, e.g. publications, Third-party-funding, networks etc.?
- What is the difference between Juniorprofessor, Tenure-Track-Professorships, and W2 and W3-professorships?
- When am I ready to apply for each of them?
- How should I read and interpret job offers for professorships?
- What are the usual parts of the written application? How could I structure it?

## **Day 2: Written application in detail**

06.12.2023, 09:30-16:30 h

Venue: HU-Kabinett

**Learning objectives:** Exercises and information about how to write:

- Cover letter
- CV
- Teaching statement
- Research statement
- And everything else

If you have prepared already a written application or parts of it for (Junior)-Professorship you are invited to bring it with you to the course and receive feedback by the other participants and by the lecturer.

## **Day 3: The hearing – oral part of recruitment**

23.01.2024, 09:30-16:30 h

Venue: HU-Kabinett

**Learning objectives:**

- How do I prepare the presentation? What are the special difficulties if the audience is composed of professors, students and PostDocs?
- How should I act in the discussion with the committee? And what do they ask me?
- How to prepare the teaching test?
- How can I deal with difficult situations?
- Outlook: if they take me: how to prepare the negotiations concerning working conditions and salary?

We will practice the discussion and the presentation and anything that is most relevant for the group. Some participants will have the opportunity to practice one of these two parts in the role "applicant". All others will be "member of the committee".

**Workshop language:** English

**Venue:** Online and Humboldt-Kabinett, Department of Computer Science, Rudower Chaussee 25, 12489 Berlin, 1st floor (between Haus 3+4)

The event is aimed at Postdocs with the career path „Professorship“, max. 12 participants.

**Please register by mail until 01 October:**

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