

Appendix to the Tenure Track Statutes of Marburg University (Procedural Guidelines)

Note: The following English translation is intended solely to assist reader understanding and is not legally binding. Please see the original German text for the official version.

I. Tenure Track Documentation

The Tenure Track Documentation consists of records detailing the progress of the probationary period and the tenure candidate's Tenure Track Evaluation. It must be treated as confidential and is maintained by each respective Dean's Office and centrally by Administration Unit I / Structural Development and Research. The Tenure Track Documentation may only be viewed by authorized individuals for the proper fulfillment of their duties in accordance with the Tenure Track Procedure.

The Tenure Track Documentation includes the following documents at minimum:

- Performance Agreement upon starting employment and, if applicable, any revisions to the Agreement during the probationary period
- Names of the mentors
- Minutes from the Dean regarding the two Performance Reviews
- Self-Evaluation Reports from the Interim and Final Evaluations
- Statements by the mentor(s) regarding the Evaluations (if submitted)
- Reports and recommendations by the Departmental Tenure Track Committee
- Expert opinions accompanied by disclosures of bias
- Statement by the Central Tenure Track Committee
- Statements by the tenure candidate
- Statements by the President
- If applicable, information about parental leave or other leaves of absence

II. Sample Minutes for the Performance Reviews

Name of the tenure candidate

Date of the Performance Review

Attendance (Dean, Tenure Track Professor, Expert Representative, Mentors, and, if applicable, any additional individuals involved in the Tenure Track Procedure, e.g. from research centers)

Name of the minutes taker

- Current status of the goals outlined in the Performance Agreement
- If applicable, any necessary revisions to the Performance Agreement
- Other topics (e.g., work state of affairs)
- Additional for the second Review in the fifth year: guidance and advice regarding the Tenure Track Evaluation

If necessary, the details of the Review can be further specified, such as the candidate's expectations of the department and the university, as well as recommendations from department representatives and mentors.

Please note:

The minutes must be submitted by the Dean's Office to the President and Administration Unit I / Structural Development and Research immediately after they are prepared, both for informational purposes and, if necessary, for further coordination.

III. Example of the Structure of Self-Evaluation Reports for the Interim and Tenure Track Evaluations

(in accordance with §§ 8 and 9 of the Statutes for the Evaluation and Quality Assurance of the Tenure Track Procedure)

- The Self-Evaluation Reports describe the current status of the goals outlined in the Performance Agreement made at the start of employment and, if applicable, any adjustments that were undertaken.
- The Reports must be submitted as a single PDF document and should be no longer than 10 pages, excluding sample publications and course evaluations.
- Additional attachments may be included as needed.

The Self-Evaluation Reports follow the structure of the development areas outlined in the Performance Agreement:

I. Research and Knowledge Transfer

II. Teaching

III. Support for Early Career Researcher/Postdocs

IV. Academic Self-Governance, Other Academic Activities

For the final Evaluation in the 5th or 6th year of employment, a Research and Teaching Plan covering the first five years following the transition to a tenured professorship must be submitted.

1. Report on Research and Knowledge Transfer Activities During the Reporting Period

Summary of research activities, *e.g. based on the following documents:*

- List of publications, highlighting monographs as well as the candidate's contributions to publications in peer-reviewed journals and conference papers
- Up to three sample publications
- List of presentations at national and international events, including information on invitations to present
- Overview of external funding secured, especially through competitive grants (EU, DFG, BMFTR, foundations, etc.)
- Participation in interdisciplinary collaborative research: serving as a principal investigator (PI) in coordinated research projects (e.g., SFBs, GRKs, EU and BMFTR collaborative projects)
- Involvement in the strategy initiatives of Marburg University and the department, in internal university research collaborations and centers, as well as in research collaborations at the regional, national, and international levels
- Overview of national and international awards, guest professorships, fellowships, and honors

- Collaborations with non-university partners, political consulting, public lectures for non-academic audiences, expert interviews in the media; the filing, granting, and commercialization of patents or the founding of relevant companies

2. Report on Teaching Activities During the Reporting Period

Summary of teaching experience to date, *e.g. based on the following documents:*

- Overview of courses taught, including details on the design of various types of courses (lectures, seminars, practicals etc.) and at different levels (Bachelor's, Master's, State Examination, doctoral), as well as on the development or introduction of new course content, didactic teaching concepts, and teaching formats
- Overview of course content, teaching methods, and examples of diversity-sensitive teaching
- Evaluations from at least three courses, all being different types of courses
- List of theses supervised as first or second supervisor (Bachelor's/Master's, State Examination)
- Overview of teaching awards and other honors received
- Opening teaching programs to international students, as evidenced by, among other things, teaching courses in foreign languages, as well as promoting internationalization and intercultural understanding (including for outgoing students) through participation in Erasmus+ and other international partnerships
- Participation in didactic training courses
- Authoring of textbooks or publications on new teaching methods and concepts
- Participation in international events on teaching methods and educational research
- Support for exceptionally talented students (e.g. as an advisor)

3. Report on Early Career Researcher/Postdoc Support Activities During the Reporting Period

Summary of support services provided, *e.g. based on:*

- List of doctoral dissertations supervised as first or second supervisor
- Description of mentoring activities
- Support for postdocs from Germany and abroad
- Description of activities or participation in the Marburg University Research Academy

4. Report on Participation in Academic Self-Governance and Other Academic Activities

Summary of activities, *e.g. in the following areas:*

- Participation in academic self-governance (e.g., commissions, committees)
- A special commitment in supporting international students, etc.
- Involvement in the university's internationalization strategy (e.g., guest professors, scholarships (AvH, DAAD))
- Serving as the department's women and equal opportunities officer, support for activities aimed at advancing gender equality
- Holding positions in foundations and organizations dedicated to supporting science (most notably AvH, DAAD) and in research funding agencies (most notably DFG, The German Science and Humanities Council, EU)

- Participation in national or international commissions or committees, serving as an expert reviewer, editing peer-reviewed academic journals, and membership in scientific academies or committees for scientific advisory and funding

Participation in professional and personal development programs, e.g., for management training and university teaching skills