

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.

On 14.05.2024, the Executive Board of Marburg University enacted the following statutes in accordance with higher education legislation of the state of Hessen (§ 43 Abs. 8 Hessisches Hochschulgesetz (HessHG) from 14.12.2021 (GVBl. S. 931) as amended on 28.03.2023 (GVBl. I S 183, 216)):

Statutes for the Professorship Appointment Procedure at Marburg University

Marburg University aims to provide individuals and society with lasting inspiration to shape the world of tomorrow in positive ways. Excellence in research and teaching, academic curiosity and social responsibility, a focus on collaboration, and equality and diversity are among the strategic goals guiding our Professorship Appointment Procedure and culture. In the case of early career stage appointments (*Erstberufungen*) and tenure track professorships, particular attention is paid to academic and innovative potential.

The Procedure set forth in these Statutes is intended to ensure transparency, procedural certainty, and uniform formal quality standards across the university.

§ 1 Coverage and Procedural Terms

- (1) These Statutes govern the procedure for filling professorial positions in accordance with higher education legislation of the state of Hessen (*Hessisches Hochschulgesetz*) and the Constitution (*Grundordnung*) of Marburg University. They apply to all procedures for filling professorial positions (Professorship Appointment Procedures / *Berufungsverfahren*) at Marburg University that take place after these Statutes come into effect.
- (2) Professorship Appointment Procedures shall be governed by the current provisions of the Rules of Procedure for the Governing Bodies of Marburg University (*Geschäftsordnung für die Gremien der Philipps-Universität*), unless otherwise noted in these Statutes.
- (3) For professorship appointments at the School of Medicine, the special provisions outlined in Section 21 shall also apply.

§ 2 Strategic Planning

- (1) The Executive Board determines the scope of responsibilities and the job description for professorships to be advertised. This decision is based on the respective department's Strategy Outline for the professorship in question, followed by a discussion about that strategy between the department and the Executive Board.
- (2) Based on the department and university strategies (Performance Agreements, the *Hochschulpakt*, medium-term development plans, the equality and diversity strategy, etc.), the professorship Strategy Outline illustrates the focus of the proposed professorship and its significance for research (departmental and, where applicable, research center-specific focus areas, as well as university profile areas), degree programs, teaching staff education (when applicable), and the development of knowledge transfer between university and society. Furthermore, an initial list of potential candidates and the planned active recruitment strategy in accordance with Section 4 must be submitted, and an initial estimate of the required resources must be specified.
- (3) An informed discussion based on the submitted Strategy Outline shall be held to facilitate interdisciplinary exchange and to plan the strategic objectives for filling a professorship. This discussion shall be chaired by the President. In addition to the Dean's Office, at least one representative of the department and, based on the recommendation of the Dean's Office and in agreement with the President, at least three representatives from other

departments shall participate. The discussion shall also consider connections to the university's research centers or, where applicable, external, non-university connections. In addition, the member of the Executive Board responsible for the corresponding department participates. If the professorship concerns the education of teaching staff, a member of the Center for Teacher Education (ZfL) must also be included in the discussion. The results of the discussion are incorporated into the further proceedings. In specific cases, the President may, after consultation with the Dean's Office, forgo the discussion.

§ 3 Call for Applications

- (1) Following a resolution by the Departmental Council (*Fachbereichsrat*), the Dean's Office submits a request for the Call for Applications to the Executive Board in accordance with the university's Constitution (§ 16 Abs. 2 Satz 4 GrundO). The request must be accompanied by a proposal for the members of the Professorship Appointment Committee, drafts of the Call itself in both German and English, and an estimate of the anticipated resources required. The Call shall include the results of the discussion outlined in Section 2.3 above, as well as, where applicable, further results of development planning discussions between the Executive Board and the department.
- (2) The university's Gender Equality Officer is notified by Department I of the request to post the Call for Applications and may submit comments on it.
- (3) Professorship positions must be publicly announced. In select justified cases, this requirement may be waived (in accordance with § 69 Abs. 1 i.V.m. § 69 Abs. 2 HessHG) upon consultation with the department and with the approval of the University Council (*Hochschulrat*).
- (4) Professorships are advertised internationally. The Call for Applications is posted on the Marburg University website and in at least one relevant, internationally recognized publication. The Call is issued by the Human Resources Department of Marburg University in consultation with the corresponding Dean's Office. Clinical professorships are an exception here; they are announced by the administration of the University Hospital (*UKGM*).

§ 4 Active Recruitment of Women

- (1) As early as the strategy planning phase, the department identifies outstanding female candidates with proven national and international credentials who appear to be suitable for the professorship in question in order to ensure adequate gender representation. In consultation with the Executive Board, these candidates are made aware of the professorship opening no later than the date it is publicly announced. Throughout the entire process, the Chair of the Professorship Appointment Committee is also encouraged to directly approach potentially suitable female candidates and involve them in the process.
- (2) The active recruitment of women must be documented in the Strategy Outline prior to the Call for Applications and, in accordance with higher education legislation of the state of Hessen (§ 69 Abs. 5 HessHG), in meeting minutes and in the final report of the Professorship Appointment Committee.

§ 5 Professorship Appointment Committees

- (1) The corresponding Dean's Office shall appoint a Professorship Appointment Committee in consultation with the President, in accordance with the university's Constitution (§ 16 Abs. 2 Satz 5 GrundO), and with the participation of the Departmental Council. The Rules of Procedure for the Governing Bodies of Marburg University, as currently in effect, shall apply to the work of Appointment Committees.
- (2) Composition of the Professorship Appointment Committee

- a) Composition of the Professorship Appointment Committee (in accordance with § 69 Abs. 3 HessHG)

A Professorship Appointment Committee consists of nine voting members, including five professors, two academic staff members, and two students. At least one of the professors must be from a different department or university.

- b) Composition upon Involvement of the Center for Teacher Education (in accordance with § 54 Abs. 2 Nr. 4 HessHG)

If the professorship to be filled is involved in the education of teaching staff, the ZfL appoints two voting members to the Appointment Committee: one professor and one academic staff member. The ZfL representatives may be included in the nine voting members outlined above or may be additional members.

- c) Composition upon Involvement of the FCMH's Research Agenda

If the professorship relates to a research focus of the Research Campus of Central Hessen (FCMH), the University of Giessen or the Technische Hochschule Mittelhessen may be represented on the Appointment Committee by one additional voting member and one additional advisory member. The decision regarding this representation is made by the President upon the recommendation of the Dean's Office.

- d) Composition in the Event of Joint Professorships with External Institutions

In the case of appointments planned in collaboration with external, non-university institutions, the appropriate representation of members from those institutions on the Appointment Committee is governed by the corresponding Cooperation Agreement.

- e) Composition of the Professorship Appointment Committee at the School of Medicine

For professorship appointments at the School of Medicine, the Appointment Committee shall include two professors from the Faculty of Medicine at the University of Giessen, one with voting rights and one without. The member with voting rights shall be included as one of the five professors with voting rights outlined in Section 5.2.a. For Appointment Procedures for clinical professorships, a representative of the University Hospital (*UKGM*) must be included (in accordance with § 56 Abs. 4 HessHG).

- (3) The Dean's Office shall appoint the Chair of the Appointment Committee from among the members of the group of professors, and based on the Committee's recommendation.
- (4) The Appointment Committee should, to the extent possible, have gender parity among its voting members. However, at least two female academics must be appointed, at least one of whom must be a professor.
- (5) The central Gender Equality Office serves as an advisory member of every Appointment Committee and has access to all relevant documents and meeting materials.
- (6) If applications are received from individuals with severe disabilities (*Schwerbehinderung*), the appropriate representative must be notified immediately upon receipt of the application materials and is to be involved in the further proceedings in accordance with the relevant legal provisions.
- (7) If the professorship is intended to be a direct successor to an existing professorship in the same field, the predecessor may not serve on the Appointment Committee. If, during the ongoing Appointment Procedure, candidates are offered the opportunity to interact with other university members (e.g. for laboratory tours, informational meetings, etc.), the participation of the predecessor in these meetings requires the approval of the President.
- (8) No alternate members, whether advisory or voting, may be appointed. The central Gender Equality Officer may be represented by the corresponding departmental Gender Equality Officer. However, the Right to Object as outlined in Section 10 rests solely with the central Gender Equality Officer.

- (9) Any changes in the composition of the Appointment Committee during the proceedings require the consent of the President and the University Senate to be informed.
- (10) The Appointment Committee has a quorum if the meeting has been properly convened and at least half of the voting members are present at the meeting.
- (11) A member of the Appointment Committee shall keep minutes of the Committee's meetings. The Committee meets in closed session and operates confidentially. The Chair of the Appointment Committee shall expressly remind the members of the confidential nature of the deliberations and documents and shall record this in the minutes.

§ 6 Bias or Conflict of Interest

- (1) Upon receipt of the applications, the Chair of the Appointment Committee shall examine, in accordance with the Partiality Criteria of Marburg University as currently in effect, whether any member of the Appointment Committee is subject to bias or conflict of interest constituting grounds for immediate recusal or to an appearance of bias that requires further investigation. The review of the appearance of bias or conflict of interest and the decision regarding the retention or recusal of members are the responsibility of the Dean's Office. The results of the investigation must be documented transparently in the minutes of the Appointment Committee.
- (2) The Partiality Criteria shall also apply to the selection of expert reviewers. Prior to the writing of their Review, the experts shall submit a written declaration on bias to Marburg University.

§ 7 Selection Criteria and Procedure Prior to Expert Reviews

- (1) Before reviewing any applications, the Appointment Committee shall establish a set of Selection Criteria that take into account the state's hiring requirements (§ 68 HessHG), the Call for Applications, and the interdisciplinary evaluation criteria of Marburg University. This is intended to prevent any potential unconscious bias in the criteria toward specific applicants. To this end, the Dean shall convene the inaugural meeting of the Appointment Committee as soon as the Call for Applications has been published. The Selection Criteria and their significance are to be recorded in the minutes. The inaugural meeting should also be used by the Committee to review and, if necessary, supplement the list of suitable candidates submitted with the Strategy Outline.
- (2) Based on the Selection Criteria, the Committee reviews all applications and, upon discussion with the administration, invites the most suitable candidates to an interview. This discussion serves to ensure that the Appointment Procedure aligns with the university's overall strategic direction and to clarify any procedural issues that have arisen. The Appointment Committee's assessment of professional suitability remains unaffected by this. The discussion takes place between the President, the Chair of the Appointment Committee, and the Dean's Office. For clinical professorships, the University Hospital's Executive Board and Medical Director must also be involved. Should the strategic perspectives differ significantly during this meeting, a further session of the Appointment Committee must be convened, to which the President, the Dean's Office, and, if applicable, the UKGM Executive Board are also invited.
- (3) Prior to the interviews, invited applicants must submit a preliminary overview that outlines the resources and space required for their research.
- (4) The interview should include a public research presentation and a teaching-related session involving students, both of which are intended to provide an opportunity for discussion with the candidate.
- (5) During the confidential portion of the interview, there is an opportunity to discuss the requirements of the position, its responsibilities, and the candidate's perspectives and expectations. This portion also allows the Appointment Committee to assess the

candidate's social and interpersonal skills. In consultation with the President, it is also possible to incorporate an Assessment Center or other procedures in collaboration with HR consulting firms, provided that the requirements of confidentiality and recusal (as outlined in Section 6) are respected.

- (6) Following the presentations, another meeting as outlined in Paragraph 2 will take place. This meeting serves to clarify any further procedural questions and to discuss any needs of the candidates that go beyond the original requirements to a significant degree in order for solutions to be found early. This ensures that the remainder of the Appointment Procedure can be brought to a swift conclusion.
- (7) After consulting with the President, the administration meetings outlined in Section 7.2 and 7.6 may be waived.
- (8) Additional legal requirements arising from equal opportunity legislation of the state of Hessen (*Hessischen Gleichberechtigungsgesetz (HGIG)*) must be followed during the selection process.

§ 8 Expert Reviews

- (1) For candidates who remain on the shortlist following the interviews, at least two comparative Reviews must be obtained from external experts. If relevant to the academic profile of the professorship, reviewers from abroad must be included. When selecting reviewers, it must be ensured and documented that gender parity was sought. Members of Marburg University may not be appointed as reviewers. The Reviews must be attached to the subsequent Professorship Appointment Recommendation.
- (2) The reviewers are selected based on the recommendation of the Appointment Committee.
- (3) The experts must be widely renowned in their field of research and recognized for their outstanding work. In accordance with Section 6, any cases of suspected bias or conflict of interest are to be avoided. In addition, the experts must consent to having their Expert Reviews cited in public meetings.
- (4) Reviewers must be provided with the Call for Applications, the complete application materials of the candidates to be evaluated, the Selection Criteria outlined in Section 7.1, and the interdisciplinary evaluation criteria of Marburg University. Under no circumstances should the reviewers' tasks be restricted due to them being provided with additional preliminary information. In their evaluation, the reviewers must base their assessment on the Selection Criteria set forth in Section 7.1.
- (5) The Reviews should provide a comparative assessment of all individuals nominated by the Committee for review. In addition to assessing professional qualifications, teaching experience, teaching credentials, and the potential for professional growth, the evaluations should include an assessment of the candidates' suitability for the requirements outlined in the Call for Applications and for the academic profile of the department and university.
- (6) The Expert Reviews must be obtained before the Appointment Committee reaches a decision on the professorship appointment. After consulting with the President, the Expert Reviews may, in certain justified cases, be obtained before candidates are invited for their presentations.

§ 9 Professorship Appointment Recommendation

- (1) Based on the results of the Selection Procedure and the external Expert Reviews, the Appointment Committee shall submit a well-reasoned Recommendation for the appointment. The Expert Reviews shall be attached to the Recommendation.
- (2) In the case of clinical professorships, the University Hospital's prior approval of the Appointment Recommendation must be obtained prior to submission. The University Hospital may object to the President if the candidate is not suitable for performing duties

related to patient care (in accordance with § 56 HessHG). The objection and reasons for objection must be submitted in writing to the President. In the event of an objection, the Ministry shall decide after consulting the Appointment Committee.

- (3) The Appointment Recommendation submitted to the President shall contain three names, in order, with the order being elucidated. Only one person may be named in the first position on the list. There can be a tie for second place if the Appointment Committee cannot identify any difference in qualifications based on the Selection Criteria. A list with only one or two names may be submitted if fewer than three candidates had the required qualifications and fit the strategy agenda. Recommendations containing more than three positions (*3 Listenplätze*) are not permitted.
- (4) In the event that no candidate possessed the required qualifications and strategic fit, a shortlist shall not be compiled. If, in such a case, a second Call for Applications is not expected to yield better results and no other qualified candidate can be found, the Executive Board shall terminate the Procedure at the request of the department.
- (5) Decisions in Appointment Procedures require not only a majority of the entire Committee but also a majority of the professors that are part of the Committee. If a decision is not reached even after a second vote, the professors that are part of the Committee shall make the final decision.
- (6) The members of the Departmental Council shall vote by secret ballot on the Appointment Recommendation of the Appointments Committee (§§ 39 Abs. 2 and 50 Abs. 1 Nr. 6 HessHG).
- (7) The central Gender Equality Officer shall submit a written statement regarding the Appointment Recommendation. If applications from individuals with severe disabilities have been submitted, the Representative for People with Disabilities shall issue their own statement regarding the nomination.

§ 10 Central Gender Equality Officer's Right of Objection

- (1) If the central Gender Equality Officer believes that an Appointment Recommendation violates the state's equal opportunities legislation (*Hessische Gleichberechtigungsgesetz (HGIG)*) or jeopardizes the fulfillment of the Plan for the Advancement of Women and Gender Equality (*Frauenförder- und Gleichstellungsplan*), they may file an objection to the proposed appointment with the President within two weeks of receiving the complete documentation.
- (2) The President shall rule on the objection within three weeks. If the President dismisses the objection, the grounds for such must be stated in writing. In the event of an objection dismissal, the central Gender Equality Officer may request a decision from the University Senate within two weeks.

§ 11 University Senate Participation and Reporting

- (1) The University Senate shall vote on the Appointment Recommendations submitted by the departments.
- (2) The Senate is informed of the composition of the Appointment Committees.
- (3) The Senate shall have access to the complete records of the Appointment Procedure and shall appoint two of its members to report on their behalf. At the Senate meeting during which a department's Appointment Recommendation is presented, the two members shall verbally report on the formal and content-related aspects of the Appointment Procedure.

§ 12 Reaching a Decision (Offer of the Professorship, *Ruferteilung*)

- (1) After the Senate has discussed and issued their opinion, the President shall decide on the appointment. In reaching a decision, the President is not bound by the order specified in the department's Recommendation. If the President intends to deviate from that

Recommendation however, they shall provide a written explanation for the decision to the department and the Senate.

- (2) Prior to any professorship appointment in the field of Protestant Theology, the consent of the corresponding church must be obtained through the Ministry (in accordance with § 121 HessHG).

§ 13 Internal Professorship Appointments

- (1) Applicants who are members of Marburg University are considered internal applicants.
- (2) For internal applicants, the President shall appoint an independent observer from another department to monitor that applicant's entire journey through the Appointment Procedure, no matter the outcome. The independent observer shall participate in the meetings of the Appointment Committee without the right to vote and shall be granted access to all documents. The independent observer shall submit a written report on the proceedings to the President.
- (3) The procedure referred to in Paragraph 2 also applies to individuals who have acquired the academic and pedagogical qualifications necessary for professorship appointment exclusively at Marburg University (referred to as "academic socialization") and who, at the time of their application, have been engaged in academic work outside of Marburg University for less than two years.
- (4) If an applicant that fits the definitions outlined in Paragraphs 1 or 3 is shortlisted for selection, three comparative external Expert Reviews must be obtained. The selection of these experts requires the approval of the President.

§ 14 Tenure Track Professorships

- (1) These Statutes also apply to Appointment Procedures for the recruitment of professors with a development agreement (*Qualifikationsprofessuren*, in accordance with § 70 Abs. 3 HessHG, with or without Tenure Track Option; and *Professuren mit Entwicklungszusage*, in accordance with § 70 Abs. 1 HessHG).
- (2) The evaluation of and granting of tenure to tenure track professors is performed in accordance with the valid version of the Tenure Track Statutes of Marburg University.

§ 15 Limited-Term and Part-Time Professorships

- (1) These regulations also apply to the appointment of professors to limited-term and part-time positions in accordance with § 67 Abs. 8 HessHG.

§ 16 Granting of Tenure for Previously Limited-Term Professorships

- (1) For the evaluation of and granting of tenure to professors with limited-term positions, the Marburg University Statutes on Tenure Conversion (in accordance with § 67 Abs. 6 HessHG) shall apply.

§ 17 Außerplanmäßige Professur

- (1) Upon the recommendation of a department and after consultation with the Senate, the Executive Board may confer the title of "*außerplanmäßige Professorin*" or "*außerplanmäßiger Professor*" on scholars who, following the completion of their doctorate, have demonstrated outstanding achievements in research and teaching for at least six years and have made additional academic contributions (in accordance with §§ 31 and 68 Abs. 2 HessHG). Further details are regulated by the university through the relevant procedural rules.
- (2) *Außerplanmäßige Professorinnen* and *Professoren* are entitled and required to teach at the university. They are not entitled to a workspace or compensation.

§ 18 Honorary Professorships

- (1) Upon the recommendation of a department and after consultation with the Senate, the Executive Board may confer the title of “Honorary Professor” upon individuals who have made outstanding contributions to the application or development of academic knowledge and methods within professional practice. They are granted the academic title of “Professor” (in accordance with § 79 HessHG). Further details are regulated by the university through the relevant procedural rules.
- (2) Honorary Professors are entitled and required to teach at the university. They are not entitled to a workspace or compensation.

§ 19 Special Procedure Waiving the Call for Applications

- (1) In exceptional cases aimed at attracting or retaining internationally renowned scholars, the Executive Board may, with the approval of the University Council, conduct a Special Appointment Procedure (in accordance with § 69 Abs. 7 HessHG).
- (2) A Special Appointment Procedure is initiated by a decision of the Executive Board in consultation with and at the request of the corresponding department.
- (3) The Dean’s Office shall select an Appointment Committee in accordance with Section 5 and submit an Appointment Recommendation to the President. The Departmental Council shall decide on the Appointment Recommendation in accordance with Section 9.6 of these Statutes, and the Senate shall issue an opinion on the matter.
- (4) If a professor at Marburg University receives an offer from another institution for a higher-ranking professorship, the university may, in the event of a legitimate and documented institutional interest in retaining the professor, waive the requirement to announce the higher-ranking professorship, provided this is done in consultation with the Departmental Council and with the approval of the University Council. With the approval of the University Council, the Appointment Procedure may also be waived. To this end, the Executive Board and the corresponding Dean’s Office must first agree that there is a special interest in retaining the professor, that funding for the higher-ranking professorship position is secured, and that the competing offer is equivalent to a higher-ranking offer at Marburg University (especially in the case of offers from international universities). The professor submits a proposal outlining their resource requirements; a development plan for the professorship in the areas of research, teaching, and knowledge transfer; and their goals for furthering the department’s internal target agreements, the university’s profile areas, and the university’s degree programs. The Dean’s Office then submits comments on this proposal.

§ 20 Joint Professorship Appointments

- (1) If a professor is to be appointed to Marburg University in conjunction with an external, non-university research institution, a Joint Appointment Procedure may be conducted following a decision by the Executive Board and the Departmental Council. The details of the Procedure shall be governed by a Cooperation Agreement between the President and the director of the external institution.
- (2) Further details can be found in the current version of the Statutes for Joint Professorship Appointments.

§ 21 Professorship Appointment Procedure at the School of Medicine

- (1) The President may authorize the Dean of the School of Medicine to conduct appointment negotiations and to conclude an appointment agreement in accordance with the applicable statutes of Marburg University.

§ 22 Publication, Implementation

- (1) For Appointment Procedures initiated prior to the publication of these Statutes, the regulations in effect at that time shall generally continue to apply until the conclusion of the Procedure. Upon decision by the Departmental Council, the departments may continue a previously initiated Appointment Procedure in accordance with the provisions of these Statutes.
- (2) These Statutes shall take effect on the day following their publication.

Marburg, 21.05.2024

Signed,

Prof. Dr. Thomas Nauss
President of Marburg University