

**To: Intranet**

Confidential: No

**From: The Secretariat**

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**Re.: Indicative guidelines for the academic assessment of Researchers and Postdocs at GEUS**

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These guidelines apply to academic assessments of candidates for positions as Researchers and Postdocs at GEUS advertised in accordance with the Circular on the Job Structure for Academic Staff at the Geological Survey of Denmark and Greenland (GEUS, 2010).

## **A. Researcher or Postdoc**

### **Qualification requirements in accordance with the Circular on the Job Structure for Academic Staff at the Geological Survey of Denmark and Greenland.**

The academic assessment committee must determine whether each candidate is qualified at a research level corresponding to the level of Assistant Professor/Lecturer at the higher education institutions.

Appointment as a Researcher/Postdoc requires qualifications at PhD level, including relevance within the specific subject area.

Candidates who are doing a PhD must hand in their PhD before the application deadline. This is to make sure the Evaluation Committee get the full insight to the material the PhD consist of.

Candidates can generally be divided into three groups:

1. Candidates who have obtained their PhD degree.

The assessment committee must determine whether candidates have the relevant academic qualifications in relation to the position advertised.

2. Candidates who have submitted their PhD thesis before the application deadline, but have not yet defended it and had it approved.

The assessment committee must make an academic assessment on the basis of the PhD thesis and/or other research material and determine if it is at a sufficient level and in general

assess the candidate as candidates in Group 1. Candidates who are assessed solely on the basis of their PhD thesis must have their thesis approved at the University before their appointment as a Postdoc/Researcher.

3. Candidates who do not hold a PhD degree (Do not apply for candidates from group 2, meaning candidates who have submitted but not defended the PhD). The assessment committee must consider whether the candidate has otherwise documented research qualifications at PhD level and which are relevant in relation to the job vacancy.

### **B. Procedure for the academic assessment committee**

An academic assessment committee must be formed as soon as possible after the job vacancy has been advertised.

After the application deadline, the assessment committee are sent for consultation with the candidates.

After the consultation deadline, the assessment committee has access to the HR manager recruitment system from which they have access to the applications and job advertisement.

There shall also be a deadline for the committee to make its academic assessment. The deadline is set by the chairman of the appointment committee (which as a rule is the department head).

The assessment committee must assess who of the candidates is considered qualified for the position based partly on the qualifications required and the duties listed in the job advertisement, and partly on the basis of the above required qualifications. The assessment committee must make a written account of whether candidates meet the research requirements, as well as the sector specific and dissemination qualifications and on that basis they shall prepare an academic assessment of the candidates.

The assessment committee can distinguish between *non-qualified and qualified*. The assessment committee must use the corresponding prepared templates in Danish and English.

If consensus cannot be reached, it is the majority assessment that is upheld. Any minority declarations should be stated in the assessment.

The academic assessment is subject to the rules on consultative procedure and is therefore sent to the candidate concerned for their remarks. The assessment is confidential and the assessment committee has a duty of confidentiality.

The candidates who are assessed as academically qualified go to GEUS' appointment committee. The appointment committee evaluates the candidates and decides which candidates are to be called for an interview. The appointment committee evaluates the candidates' overall qualifications, including personal qualifications, in relation to the position profile and the department's needs.

Please refer to GEUS' formal procedures for filling job vacancies.

### Appendix 1

## **Postdoc/Researcher**

### **Formal requirements in accordance with the job advertisement.**

The application must include a CV, a list of publications with a separate indication of publications in ISI Web of Science, any copies of individual publications of particular relevance to the position and any contact information for referees (max. 2). PhD diploma and a summary of the PhD or other material that can document qualifications at researcher level.

Submitted PhD theses that have not yet been defended can be sent with the application and will be included in the assessment. The PhD thesis must be approved by the University before appointment.