

## General Information on Appointment Procedures at Leibniz Universität Hannover

Our records show that you have applied for a professorship at Leibniz Universität Hannover. We would like to thank you for your interest in working at our university and to provide you with some brief information, for your reference, on how our appointment procedure works.

Appointment procedures follow a regulated, several-step process. They involve many people and many bodies and organizations within the university.

After the expiration of the application deadline, the appointment commission meets to analyze the applications that have been submitted. In one or two rounds of selections, the commission chooses a number of people for more detailed consideration. These people are then invited to an interview.

The interview may take a different form in each appointment procedure, depending on the specific appointment commission. In most cases, the invitations ask applicants to give an academic presentation, because we would like to get to know your academic successes in more detail. Each interview also includes a confidential talk with the appointment commission, during which we would like to discuss your expectations with regard to research and teaching activities with you.

If you are invited to an interview, the dean or chairperson of the appointment commission will be happy to explain the requirements to you in detail.

After the interview has been held, the appointment commission narrows the group of applicants under consideration, typically to three people, and then obtains comparative expert opinions on these candidates from outside sources. If the appointment commission includes three external university instructors, the commission is not required to obtain expert opinions. In this case, the commission may prepare an appointment proposal directly following the interview.

Then the Faculty Council and Senate of Leibniz Universität Hannover together either decide on the appointment proposal or make a formal statement of their position on the proposal and submit it to the executive board of LUH, which decides on the proposal by mutual accord with the executive board of the Niedersächsische Technische Hochschule. Now the appointment can be granted.

The equal opportunity policy practiced by Leibniz Universität Hannover in its appointment procedures is one of our university's outstanding quality features. For questions on this subject, please feel free to contact our central Equal Opportunity Officer, Ms. Helga Gotzmann, at [helga.gotzmann@gsb.uni-hannover.de](mailto:helga.gotzmann@gsb.uni-hannover.de).

For further details, please see Section 26 of the Niedersächsisches Hochschulgesetz (Higher Education Act for the State of Lower Saxony) and Section 9 of the Gesetz zur Errichtung der Niedersächsischen Technischen Hochschule und zur Änderung des Niedersächsischen Hochschulgesetzes (Act on the Establishment of the Niedersächsische Technische Hochschule and the Amendment of the Higher Education Act for the State of Lower Saxony).

For questions on current appointment procedures regarding the professorship for which you have applied, please feel free to contact the faculty or school in question. The confirmation letter you received with this information sheet contains the name of the appropriate contact person. For general information on the process, you can also contact the appointment matters clerk, Ms. Claudia Schulpin, at [claudia.schulpin@zuv.uni-hannover.de](mailto:claudia.schulpin@zuv.uni-hannover.de).