

NAT guidelines for search committees regarding permanent academic positions

Recruitment processes play an important role in achieving a higher degree of gender equality and diversity and ensure a continued high quality and professional competence in the academic staff. It is not only a matter of ensuring equality and diversity in the assessment process – to the same extent it is a matter of ensuring a qualified and broad field of applicants with good diversity.

According to AU's action plan for gender equality, diversity and inclusion, the activity "systematised work with search committees" means that all faculties establish guidelines for search committees to be used when recruiting tenure track assistant professors, senior researchers/scientists, and professors. The objective is to ensure a satisfactory number of qualified applicants with high academic quality and gender diversity for permanent academic positions.

Responsibility and support

The head of department is responsible for setting up a search committee when posting permanent academic positions.

The search committee is established on or before releasing the job opening. However, it is recommended to involve the search committee in the formulation of the final job posting. The search committee is supported administratively by the department's secretariat.

Composition

The search committee should consist of at least a chairperson and two common members, all members on minimum the same position level as the position in posting.

Diversity in the search committee is a basic requirement, which can be met in one/more of the following ways:

- At least one of the search committee members is of the underrepresented gender.
- At least one member was relatively recently recruited from another university than AU.
- At least one member has a nationality other than Danish.

Motivation and competency

The search committee should know:

- AU's [Action plan for gender equality, diversity and inclusion](#)
- AU's [Norms for recruitment of academic staff to permanent positions](#)
- and possibly the department's own diversity strategy

The department is recommended to have a pixi edition of the action plan.

Experience gathering

As part of the annual follow-up regarding AU's action plan for gender equality, diversity and inclusion, the departments' experiences with search committees are gathered. The annual follow-up takes place in January or February as a thematic discussion between the faculty management and NAT's committee for diversity and gender equality.

It is recommended that the search committee uses the check list below. The check list can provide an overview to the head of department regarding the department's use of search committees, including challenges and good advice for future job postings.

Visibility

The search committee points out to potential candidates that AU's International Staff Office offers [relocation service](#) to future academic employees.

Reference is also made to the departments' local onboarding processes. Some departments organise visits so that selected candidates with families get the opportunity beforehand to see the settings (AU, department, city).