

**Bard College Berlin Appointment Regulations for Professors
(Berufungsordnung)
last amended November 2022**

Procedures for appointing professors at Bard College Berlin should comply with the following guidelines:

1. The need for a particular post, involving specific area/s of expertise, is identified by the university. The University Leadership takes charge of this process in consultation with Bard College Berlin gGmbH.
2. The College Administrative Officer, in coordination with the Dean, publishes the job posting.
3. A search committee is established by the Academic Senate. The committee consists of the Dean, two professors (at least one of them from a relevant discipline), and one additional member from the faculty. One external member may also be included. Students nominate a representative to the appointment committee. A majority of Bard College Berlin professors needs to be secured. Ex officio the Dean is member and chairperson of all search committees. The Dean can transfer the chair to a faculty member. The Dean assembles the committee in coordination with the respective faculty members.
4. The chair is responsible for documenting all incoming applications and for informing the search committee. The chair makes all documents available for perusal by the members of the search committee. It is to be guaranteed that all application data is kept in strict confidence.
5. The search committee reviews the incoming applications and selects candidates for interview and public presentations at the university on the basis of their academic qualifications, quality, and appropriateness of teaching experience, success in third-party fund raising (“Drittmittelinwerbung”), and their experience in international contexts of education and research. Selected candidates need to fulfill the requirements outlined in §100 of the Berliner Hochschulgesetz. The chair invites the selected applicants for interview.
6. Lectures or seminars given by the applicant are open to all members of the university. Each invited applicant gives a presentation followed by a discussion. Afterwards, a closed session with the search committee and/or further individual interviews with members of the search committee, with the Dean and University Leadership and with student representatives take place. Subsequent to all interviews, the search committee consults student representatives. The search committee decides on a list of up to three candidates.
7. For each candidate of the final list, two external reviews need to be collected. Such reviews can focus on each individual candidate or can be comparative. In

case of time pressure such reviews can also be solicited before the candidate's presentation and interview. The chair is responsible for this process.

8. After the collection of the external reviews and following consultation with the Academic Senate the search committee decides upon the final recommendation to be submitted to the Dean.

9. The final decision about employment of the chosen candidate lies with the Dean generally in consultation with the Academic Advisory Board. Candidates proposed by the search committee cannot be rejected by the Academic Advisory Board on grounds related to their academic qualifications for the position. The same applies in cases of application for tenure.

10. Faculty, students, and staff are informed of the outcome of the search.

11. Joint appointments with other institutions are possible.

12. The Berliner Senatsverwaltung must approve the title "Professor".

II. Appointments can take place without explicit advertisement, if

- a certain candidate's contribution to the conception and coordination of new majors and new areas of research is essential and/or
- external competence and expertise is required for the development and implementation of new programs and/or
- the cooperation with other institutions/universities is to be strengthened and/or
- the university wants to win a scholar of exceptional profile and scientific excellence
- a candidate has contributed successfully to the course offerings, public profile and academic standing of the university.

The University Leadership decides whether an appointment satisfies these criteria. If this is the case, the same procedures are followed, but points 2, 4, and 5 are waived.

III. Terms of the Appointment

Rights and duties of professors are defined in the work contracts with Bard College Berlin and in the faculty handbook.