

# Appointment Regulations

the  
Faculty of Psychotherapy Science of the  
Sigmund Freud Private University

Resolution passed by the Senate on 12.03.2021.

The appointment regulations of the Faculty of Psychotherapy Science govern the appointment procedure of university professors in accordance with provisions set statutes

- . (1) application for the initiation of an appointment procedure shall be submitted in writing by the Dean's Office to the Rectorate of Sigmund Freud University The rectorate shall notify the senate of the initiation of the appointment procedure.
- . (2) The Senate shall appoint an appointment committee with decision-making powers. The appointment committee shall be of the permanent academic staff of Sigmund Freud University according to the following representation key by the respective curia of the competent
  - . a. four representatives of the professorate
  - . b. two representatives of the Mittelbau
    - . The students of the respective faculty, represented by the entirety of the study representatives of the faculty, send two students. These must have completed courses of at least 120 ECTS credits
- . (3) The dean shall be informed in writing of the appointment of the professional committee
- . (4) The constituent meeting of the appointment committee shall be convened by the dean of the relevant faculty and shall be chaired until the election of a chairperson chairperson shall be elected from among the members of the commission meeting, whereby this person may be either a representative of the professoriate or a habilitated representative of the Mittelbau
- . (5) The announcement of the professorship shall be made by the rectorate on the proposal of the faculty body responsible according to the respective faculty regulations The text of the advertisement shall be published at least on the website of Sigmund Freud University and additionally in domestic and/or foreign media, which may also be electronic media.
- . (6) The board of professors of the relevant faculty shall appoint two external reviewers
- . (7) The Board of Professors shall appoint an internal reviewer reviewer shall be selected from among the members of the appointment committee
- . (8) The senate shall be informed about the appointment of the reviewers The senate may object to the appointment of external reviewers, in which case a new appointment must be made.
- . (9) On the basis of the application documents and the text of the call for applications, the reviewers shall make a selection of the most suitable candidates, giving detailed reasons in writing. The Working Group for Equal Treatment Issues shall be involved in the selection.
- . (10) On the basis of the documents submitted and the expert opinions received, the appointment

committee shall draw up a list of the most suitable candidates, who shall be invited by the rector of the private university to a public hearing before the appointmentcommittee; this shall include a presentation by the candidate and a subsequent discussion.

- . (11) On the basis of the expert opinions and taking into account the results of the public presentation, the appointmentcommittee shall draw up a detailed proposal for three candidates. This appointmentproposal shall be submitted to the rectorate without delay.
- . (12) The rector may refer the appointmentproposal back to the appointmentcommittee if it does not contain the most suitable candidates. The rector shall inform the senate accordingly. In the event of a referral back, the appointmentcommittee may draw up a new proposal for three candidates or adopt an appropriately justified decision to persist. In the event that the Rector rejects the decision to persist, the professorship must be re-advertised and a new appointmentprocedure initiated.
- . (13) The rector shall make the selection from the list of candidates drawn up by the appointmentcommittee and shall immediately enter into appointmentnegotiations with the selected person. An employment contract shall be concluded with the selected candidate, with which the candidate shall acquire the title of "university professor" (Univ.-Prof.).
- . (14) In accordance with the procedure laid down in section 99 UG 2002, a temporaryappointmentof a university professorshall also be possible under the following conditions: the post to be filled shall be established on the basis of a budget
  - a. the post to be filled is entered in the budget
  - b. The selection of the candidate is incumbent upon the Rector upon proposal of the responsible Dean
  - c. the budgetary position shall be filled for a maximum of five years; after four years at the latest, rectorate shall initiate an appointmentprocedurewith the provisions of the appointment regulations; the current holder of the position shall expressly invited to apply for
  - d. the ordinary appointmentprocedure must be completed within one year (i.e. no longer than five years after the temporary appointmentof the university professor)
  - e. If the procedure - for whatever reason - is not completed by the end of the fixed term, the holder of the post can be assigned to the interim replacement of this post by the rector until the procedure has been positively concluded.