

Qualification regulation

the

Faculty of Psychotherapy Science of the Sigmund Freud Private University

Resolution passed by the Senate on 12.03.2021.

Principles

§ 1

Associate professors have to go through a qualification procedure at the faculty. The procedure is carried out in accordance with the SFU statutes. The design of the qualification procedure, in particular the design of the qualification agreements and criteria, is to be carried out by the faculties. On this basis, the Faculty of Psychotherapy Science has adopted and enacted the following qualification regulations.

§ 2

In the case of newly created tenure-track positions, a public announcement of these positions is necessary. In addition, existing positions held by employees of the Faculty of Psychotherapy Science with a doctorate can be upgraded to tenure-track positions by resolution of the rectorate upon application of the dean. The dean's application must be justified in terms of the subject matter, i.e. the position and importance of the department in which a qualification procedure is being sought for research and teaching at the Faculty of Psychotherapy Science, and must be presented in detail.

The requirements and procedure for conferring this title are governed by the University Statutes.

Requirements

§ 3

(1) The following requirements must be met for admission to the qualification phase:

- the successful completion of a relevant doctorate or PhD programme;
- Publications in the subject area relevant to the qualification procedure, which demonstrate the applicant's scientific qualification and integration into the scientific community;
- sound previous experience in university teaching in the subject area concerned by the qualification procedure;
- Previous experience in the supervision of students' scientific theses;

- (2) Upon admission to the Qualification Phase, the title of Assistant Professor will be conferred, unless the individual has previously been conferred that title.

§ 4

- (1) In the case of the budgetary establishment of a new qualification position, which is connected with the award of the title of Assistant Professor, a public advertisement is to be carried out by the faculty.
- a) In the call for applications, the faculty specifies, in which subject areas the assistant professor must have relevant qualifications within the meaning of § 3;
 - b) To initiate the application procedure, the advertisement must be submitted to the Senate for approval. The senate then commissions the faculty to carry out the procedure. The application procedure begins with the publication of the advertisement.
 - c) The applications are to be reviewed by the dean and ranked according to suitability. If there are a sufficient number of applications, at least the three first-ranked applicants are to be invited to a faculty public hearing, otherwise all applicants are to be invited. The dean can also invite more than three applicants to the hearing.
 - d) After the public hearing, the dean decides which applicant will be admitted to the qualification phase.
 - e) The senate must be informed of the dean's decision and is responsible for confirming the decision.
 - f) The decision of *the Dean* Dean may be appealed to the Senate.
 - g) The appeal by the unsuccessful candidate has no suspensive effect.
 - h) The senate can confirm the decision of the dean or overturn the decision. The senate must hear the unsuccessful applicant and the faculty appropriately during the procedure.
 - i) Persons who feel disadvantaged as a result of non-compliance with the standards of equality and the advancement of women in accordance with the Federal Equal Treatment Act, Federal Law Gazette No. 100/1993, as well as the UG 2002, §§ 41 f, may appeal to the working group on equal treatment issues, without prejudice to appealing to the senate (lit. f).
- (2) In the event of a position held by a doctoral staff member being upgraded to a tenure-track position, the dean must submit an appropriately justified application to the rectorate via the senate, which must examine and confirm the technical justification of the application.

- a) The dean's application must include:
 - a justification for the increase of the existing post in the field concerned;
 - a detailed scientific curriculum vitae of the candidate, in which the requirements for the application for a qualification position are proven to be given;
- b) The senate must be informed of the rectorate's decision and, in the event that the qualification position is established on a budgetary basis, the senate shall instruct the dean to conclude a qualification agreement with the applicant in question concerning the de- fined department.
- c) No appeals are permitted against the decision of the rectorate.

Qualification agreement

§ 5

- (1) The dean concludes a qualification agreement with the applicant on behalf of the faculty.
- (2) In the qualification agreement specified tasks and qualification goals are concretized and a schedule with criteria for the achievement of certain results is defined.

§ 6

- (1) The qualification agreement has qualification goals in relation to the
 - scientific research or involvement in the scientific community,
 - university teaching;
 - the supervision of bachelor's and master's theses;
 - the acquisition of third-party funds;
 - the assumption of leadership of a research group;
 - administrative tasks concerning the supervision of students;
 - Third-mission activities toinclude.
- (2) In the field of scientific research, the publication of research work which (i) is suitable for beneficial participation in the scientific discourse in the relevant subject area, (ii) is carried out in a methodologically flawless manner and thus (iii) demonstrates scientific mastery of the subject area in question shall be provided for as a qualification objective.

Qualification phase

§ 7

The qualification phase begins with the signing of the qualification agreement by the dean.

§ 8

As a rule, the qualification phase lasts four to six years, notwithstanding the provisions of § 19 and 20, and ends at the earliest when it is established that the qualification objectives have been achieved. The specific duration of the qualification phase is determined in the qualification agreement, taking into account the Assistant Professor's performance to date with regard to the qualification criteria.

§ 9

The Assistant Professor is a member of the Mittelbau-Kurie.

Evaluation during the qualification phase

§ 10

- (1) During the qualification phase, an interim evaluation is carried out every two years on the basis of the qualification criteria.
- (2) The interim evaluation is carried out by the dean. The dean can also hand over the interim evaluation to a member of the professorial board of the Faculty of Psychotherapy Science. In any case, an evaluation report is to be written and submitted by the dean to the assistant professor and the faculty conference. The evaluation report may be linked to the imposition of conditions (§ 11) and measures (§ 12).

Conditions and demolition

§ 11

The dean can impose conditions within the framework of the interim evaluation (§ 10) if the qualification goals are not met with regard to the milestones specified in the qualification agreement or if deficits become apparent in the area of scientific research and academic teaching. The fulfilment of such conditions is to be reviewed within the framework of the regular evaluation.

§ 12

- (1) If the qualification goals are not achieved, the dean can recommend to the faculty conference in the course of the regular evaluation that the qualification procedure be discontinued.

...to break out. Such a recommendation can only be made in particularly serious cases.

- (2) The dean must justify his or her own recommendation in accordance with paragraph 1.
- (3) The recommendation is to be submitted to the Faculty Conference together with the reasons. The Faculty Conference may grant an extension (§ 19) or decide to terminate the qualification procedure. The Faculty Conference is obliged, if possible, to apply possible mitigating measures instead of terminating the qualification procedure, such as imposing a condition (§ 11) or an extension (§ 19).
- (4) The decision of the Faculty Conference may be appealed to the Senate. The Senate can confirm the decision of the Faculty Conference or overturn the decision. The senate has to hear the appellant and the faculty appropriately in the proceedings.
- (5) The Assistant Professor may terminate the qualification procedure at any time without giving reasons.

Final evaluation and completion of the qualification phase

§ 13

- (1) At the end of the agreed duration of the qualification phase, the dean prepares a preliminary final report, unless an extension (§ 19) is granted. The preliminary final report is to be submitted to the assistant professor, the faculty conference and the senate.
- (2) If the preliminary final report establishes that the qualification goals have been met, the Senate commissions the Dean to appoint two external experts, i.e. persons who are not members of the Faculty of Psychotherapy, to prepare an expert report. The appointment of the external reviewers requires the approval of the Senate.
- (3) The subject of the appraisals is the question of whether the qualification objectives have been met.
- (4) If one of the expert opinions is negative and one of the expert opinions is positive, the dean must commission another external, professionally suitable person to prepare an overall expert opinion on behalf of the senate. The appointment of this third expert requires the approval of the senate.
- (5) If the preliminary final report of the dean determines that the qualification goals have not been met and no extension (§ 19) is granted, the preliminary final report must be submitted to the Faculty Conference. The Faculty Conference may pronounce an extension (§ 19) or decide to terminate the qualification procedure. In the event of an extension being pronounced by the Faculty Conference, § 19 shall be applied mutatis mutandis.

§ 14

The decision of the Faculty Conference may be appealed to the Senate. The Senate can confirm the decision of the Faculty Conference or overturn the decision. The senate has to hear the appellant and the faculty appropriately in the proceedings.

§ 15

- (1) The dean must forward the external reports to the faculty conference.
- (2) If two positive evaluations are available or if the overall evaluation (§ 13, Para. 4) is positive, the Faculty Conference decides to recommend the appointment of the Assistant Professor as Associate Professor. The decision of the Faculty Conference is to be submitted to the Senate for approval. The appointment as associate professor is made by the Rectorate at the request of the Senate. The title of Assistant Professor may be retained until the appointment as Associate Professor. The title of Associate Professor is linked to the possibility of applying for the position of a* University Professor or a University Professor.
- (3) The Associate Professor is a member of the Professorial Board of Trustees.

§ 16

If both evaluations are negative or if there is a negative overall evaluation (§ 13 Para. 4), the Faculty Conference decides to end the qualification phase.

§ 17

The decision of the Faculty Conference can be appealed to the Senate. The subject of the appeal to the senate can include the evaluation by the external experts. The Senate can confirm the decision of the Faculty Conference or overturn the decision. The Senate must give the appellant and the faculty an appropriate hearing in the proceedings. The Senate may hear the external experts in proceedings concerning external expert opinions.

Senate oversight

§ 18

The senate shall supervise the implementation of the qualification procedure. Upon request, the senate shall be informed of the status of the procedure and be granted access to documents.

Extension

§ 19

- (1) The Faculty Conference may decide, on the occasion of a regular evaluation or on the occasion of an end-of-term evaluation, to extend the qualification phase to a maximum of three additional years .
- (2) An extension of the qualification phase can be decided upon at the request of the assistant professor, or if the faculty conference comes to the conclusion on the occasion of a regular evaluation or on the occasion of an end evaluation that the qualification goals cannot be met within the agreed duration of the qualification phase.
- (3) The provisions on appeals to the senate and the working party on equal opportunities in section 4 shall apply mutatis mutandis to renewal decisions.

Interrupt

§ 20

- (1) The assistant professor may apply to the faculty conference for an interruption of the qualification phase.
- (2) The application shall be granted if the assistant professor proves that he/she is prevented from fulfilling the qualification agreement for a longer but temporary period of time due to important reasons such as pregnancy, care obligations or illness. If these reasons do not exist, it is not up to the Faculty Conference to pass a resolution in accordance with § 19.
- (3) During an interruption no evaluation takes place. All deadlines are suspended by the interruption.
- (4) The duration of the interruption is to be determined by the faculty conference. A prolongation of the interruption is possible if the application is submitted in time and if the student is still prevented from attending.
- (5) The provisions on appeals to the senate and the working party on equal opportunities in section 4 shall apply *mutatis mutandis* to decisions concerning interruptions.