

# **Guideline for the Appropriate Use of Designations in the University Sector UAS-Professor “FH-Professorin” or “FH-Professor”**

Version 1.1 dated 09. Nov.2020

**Guideline for the Appropriate Use of Designations in the University Sector**  
**UAS-Professor– „FH-Professorin“ bzw. „FH-Professor“**

**Table of Contents**

Preamble.....3  
AUS Professor (FH-Professorin bzw. FH-Professor) .....3  
    § 1. General.....3  
    § 2. Criteria .....3  
    § 3. Overall Process of Awarding the UAS Professorship (FH-Professor) .....4  
    § 4. Applicaton .....6  
    § 5. Composition of the Commission .....6  
    § 6. Non-public Meeting of the Commission .....7  
    § 7. Titel of Function .....8  
    § 8. Entry into Force .....9

## **Preamble**

According to § 10 (8) of the University of Applied Sciences Act (FHG), as amended, the maintainer, in consultation with the Kollegium (University of applied sciences academic board) and in accordance with the guidelines set out in the statute, may allow the appropriate use of terms related to university education for individuals working at the University of Applied Sciences, as defined in the Universities Act (UG). This present directive establishes the criteria for granting the corresponding functional titles and applies to the entire University of Applied Sciences JOANNEUM.

## **UAS-Professor (FH-Professorin or FH-Professor)**

### **§ 1. General**

The awarding of the functional titles "University of Applied Sciences Professor" or "University of Applied Sciences Lecturer" represents a special recognition for those employees of FH JOANNEUM who have demonstrated exceptional qualifications through their dedication to various areas of teaching and research. The conferment of these functional titles aims to showcase the teaching and practical experience, as well as the research and development competencies, of the respective employees and FH JOANNEUM to the public. The awarding process is based on the fulfillment of formal, quantitative, and qualitative criteria, as described in more detail below, and is decided by the maintainer in consultation with the Kollegium (University of applied sciences board) upon the recommendation of the commission.

### **§ 2. Criteria**

The following criteria serve as the prerequisites for applying for the awarding of the functional title of "University of Applied Sciences Professor" or "University of Applied Sciences Lecturer" to the Kollegium (University of applied sciences board):

#### Formal criteria (exhaustive enumeration):

- Employment with FH JOANNEUM at the time of application. Additionally, during the past three years, there must be evidence of an average employment of at least 20 hours per week at FH JOANNEUM. Equivalent to ongoing employment is a position held at FH JOANNEUM for the required period and scope based on an assignment contract with the State of Styria or the federal government.
- At least 20 independently taught and evaluated semester hours of subject-specific courses at tertiary or equivalent educational institutions, both domestically and internationally.
- A doctorate or equivalent scientific and/or artistic qualification.
- Evidence of relevant practical experience: At least five years, with at least three years outside of a tertiary educational institution.
- Completed advanced training in higher education didactics (HDW) or an equivalent teaching qualification.

### Qualitative criteria (demonstrative enumeration):

- High-quality teaching: Demonstrated through evaluations from students, recognition, and awards (such as Teaching Awards) for excellence in teaching, and the implementation of innovative teaching methods or approaches.
- Research qualifications: Evidence of lecturing, publications, awards, independent execution of research and development projects with demonstrable qualitative and quantitative innovation in the desired field, membership in relevant professional associations, editorial roles, and contributions to the advancement of the study program.
- National/international networking and cooperative relationships

### **§ 3. Overall Process of Awarding the University of Applied Sciences Professorship**

- 1) The application for the awarding of a University of Applied Sciences professorship by the applicant must be submitted in accordance with § 4. The applications should be transmitted in electronic form to the Academic Director (Kollegiumsleitung). If the documents exceed the reasonable data size for electronic transmission or are not suitable for electronic submissions, supplementary documents should be submitted in the appropriate format to the assistant of the Academic Director.
- 2) The Academic Director appoints an expert in accordance with § 5 and commissions them to prepare an appropriate report/expert opinion of the scientific and/or artistic qualifications of the applicant in relation to the University of Applied Sciences professorship and the qualification requirements. The preparation of the report should be carried out in accordance with the "Template for the Preparation of Evaluations for University of Applied Sciences Professorships" in the respective version approved by the Kollegium, and it should cover at least the assessment criteria specified therein.

Once the report has been received, it is sent along with the other application documents to the members of the commission. In a circulation resolution, it is determined whether the submitted documents are sufficient for the qualification assessment or if an additional report is required.

If the first report is deemed insufficient or rejected by the commission for deciding, it is possible to commission a second expert for another expert opinion. The applicant is also free to provide an additional report/expert opinion.

Three out of the five voting commission members (the expert and the equal opportunity officer are not eligible to vote) must approve this circulation resolution. If this qualified majority is not achieved, the commission will be convened for a personal meeting.

- 3) Only after the commission has determined that the submitted documents and evaluation(s) are sufficient for a qualification assessment, the Academic Director will convene the commission meeting. If the commission deems the submitted documents as insufficient for a qualification assessment and rejects them, the procedure will end according to § 3,

paragraph 6.

- 4) The commission meeting consists of a part which is open to the general public and a closed part. The applicant will be invited to attend the commission meeting by the Academic Director in a timely manner, but no later than two weeks before the scheduled date.

During the public part of the commission meeting, the applicant is required to present and defend their achievements according to § 2, as well as deliver a subject-relevant lecture appropriate for the respective study program.

- 5) Following the public presentation, the qualification examination for the UAS professorship takes place during the closed part of the commission meeting. The assessment of the scientific and/or artistic qualifications of the applicant is based on the written expert opinion provided by the external expert and conducted by the commission.
- 6) The decision of the commission will be communicated in writing to the applicant by the chairperson of the commission within two weeks after the commission meeting. No justification is required.

If the commission's decision is positive, the applicant is required to deliver a public inaugural lecture at FH JOANNEUM within three months of being notified of the decision outcome<sup>1</sup>. The chairperson of the commission will request the respective department chairperson to collaborate with the applicant in organizing a suitable event. The professorship will be officially conferred by the Head of the Department through the presentation of an appropriate certificate, prepared by the Academic Director and a representative of the institution, during a formal ceremony held as part of this event.

Furthermore, the awarding of the title "FH-Professor" will be published in the next issue of the FH JOANNEUM bulletin (Mitteilungsblatt).

In the case of a negative decision by the commission, the applicant will be notified accordingly.

---

<sup>1</sup> If multiple candidates have received a positive assessment, efforts will be made to schedule a common date for the public inaugural lectures.

## **§ 4. Application**

Individuals aspiring to the title "FH-Professor" can submit a corresponding written application to the Academic Director. This application should be submitted electronically and should include the following documents:

- Curriculum Vitae: Overview of the individual's personal background, education and training, professional development, roles, etc.
- Proof of Teaching Experience: The proof of teaching experience should be quantitative, supported by relevant documentation, and qualitative, including evaluations of teaching activities and/or supervision of diploma, master, and bachelor theses.
- Proof of other criteria according to § 2: The proof should be provided in the form of suitable documents attached to the application.

## **§ 5. Composition of the Commission**

The commission is composed as follows:

- Academic Director (Commission Chair): If the applicant is the Academic Director himself, the Deputy Academic Director will assume the role of Commission Chair. In case the Academic Director is unavailable, the Deputy Academic Director will take over the role of Commission Chair.
- Scientific management. If the Scientific Managing Director is unavailable, the role of Scientific Management Director in the commission will be assumed by the Financial Managing Director.
- Program Director: The head of the program to which the applicant is assigned according to the main cost centre. If the applicant is the program director, this commission seat is transferred to the respective department chairperson. In case the program director is unavailable, the respective department chairperson will assume the role.
- If the applicant is a department chairperson, this commission seat is transferred to a program director from the same department. The selection of this program director will be made by the Commission Chair.
- An instructor or teacher and a substitute (to be nominated by the academic board)
- A student and a substitute (to be nominated by the academic board)
- An (international) external expert without voting rights: This committee member, preferably employed in an educational institution, is to be newly appointed for each individual application in agreement between the Academic Director (or the deputy Academic Director in case the applicant themselves is the Academic Director or the Academic Director is unavailable) and the program director (or the chairperson of the respective department in case the applicant themselves is the program director). The external expert must possess relevant academic expertise in the field of the applicant, but dissertation supervisors and co-authors of the applicant are excluded from nomination. In the event of a lack of consensus in the nomination process, the chairperson has the right to make the final decision.
- The Head of Gender & Diversity or a Coordinator for Equality and Diversity without voting rights.

## **§ 6. Non-public Meeting of the Commission**

- The chairperson of the commission is held by the Academic Director or the deputy Academic Director. They are responsible for ensuring the proper conduct of the procedure and the preparation of a minute's document of the results, which is to be signed by the commission

members as a sign of their agreement. The appointment of a secretary is possible.

- The commission can make decisions when at least four out of the five voting members are present.
- In the non-public session of the commission for assessing applications regarding the necessary qualification requirements, the document "Evaluation Criteria for the Award of an FH-Professorship" in the version determined by the Kollegium is to be applied.
- The decision of the commission to award the FH professorship is made with at least three votes in favour. There is no possibility to object against the decision made by a qualified majority of the commission.
- The decision-making process is generally conducted openly by the voting commission members. However, any voting commission member can request a secret ballot. Each voting commission member has one vote according to § 5.
- In case the application regarding the necessary qualification requirements is rejected by the commission, the applicant is entitled to access the anonymized minutes document. In the event of rejection, a new application can be submitted no earlier than 24 months after the receipt of the rejection notification.
- If the award of the functional title "FH-Professorin" or "FH-Professor" is granted according to § 10 (8) FHG, it can be used and held starting from the official conferral according to § 7. The FH professorship takes effect in terms of employment law from the following month after the official conferral.
- The management and the Department of Personnel and Legal Services will be promptly notified of the outcome of the entire procedure by the chairperson of the commission.
- There is no legal entitlement to the title.
- All members of the commission are subject to permanent and unrestricted confidentiality obligations.

## **§ 7. Title of Function**

The title "FH-Professorin" or "FH-Professor"<sup>2</sup> at FH JOANNEUM is granted to those individuals who have been awarded the title by FH JOANNEUM through the prescribed procedure for reviewing a corresponding application and who are in an active employment relationship with FH JOANNEUM or have been assigned to FH JOANNEUM based on a (service) assignment contract with the state of Styria or the federal government.

The title is granted as a functional title. If someone to whom the title has been awarded ceases to be in an active employment relationship with FH JOANNEUM or if the corresponding assignment based on a (service) assignment contract with the state of Styria or the federal government comes to an end, they are not entitled to continue using the title.

## **§ 8. Entry into Force**

Previously awarded job titles are not affected by the provisions of this directive. The directive in question comes into effect on November 9, 2020.

---

<sup>2</sup> The functional designation can also be "Professorin (FH)" or „Professor (FH)“ or the corresponding customary abbreviations, in accordance with the Corporate Wording Guidelines of FH JOANNEUM.