

## Candidate Dossier for Tenure Evaluations of Assistant Professors

For initiating the Tenure Evaluation the Assistant Professor submits his or her Candidate Dossier.  
The dossier comprises:

### 1) Personal details

Name  
Address  
Phone (work/mobile)  
E-mail

### 2) Education and further academic training and employment

In chronological order after completing school-leaving examination:

- Period, course, university, completion of course, academic degree obtained
- For doctorate: period, topic of thesis and name of advisor
- Period, name of employer and immediate superior, job description / area of work

### 3) Research & Development

- Research statement
- DFG subject area (Fächerschlüssel)
- Chronological list of publications arranged by (i) peer-reviewed original work, (ii) review articles, (iii) books and chapters of books, (iv) other publications (proceedings etc.), indicating all authors, title, journal, date and impact factor of the journal  
Publications that have not yet appeared are to be identified as “submitted” or “accepted, in press”
- 3 selected reprints and a short statement with a max. of 1,000 characters of the significant contribution these publications have made to the advancement of the academic discipline
- List of external funds raised in competitive processes (EU, DFG, BMBF, AiF, industry trusts, etc.) incl. time period, source of funding, amount of funding, name of project, and list of co-applicants  
Funds that have not yet been approved are to be identified as “applied for”
- Chronological list of supervision of doctoral students incl. period, names of students, names of supervisors, title of thesis, mark and their subsequent position or professional career path
- Chronological list of contributions to conferences
- List of invitations to speak at international conferences (key note/plenary lectures)
- Compilation of instances of academic cooperation, arranged by “national” and “international”

- Further elements, if applicable:
  - Chronological list of supervision of postdocs incl. time period, names of postdocs and their subsequent position or professional career path
  - Information on courses (or consultations) attended in which leadership skills were addressed (faculty@tum, etc.)
  - Information on training events attended at TUM or externally that addressed the challenges faced by university professors
  - Information about other TUM offers you have accessed during your tenure phase
  - Information on grants, prizes, awards, honors indicating year, name, and name of awarding organization / institution
  - List of memberships in academic societies and/or on editorial boards of scientific journals, indicating membership status, i.e., Senior Member, Fellow, etc.
  - Information on patent applications, patents granted and commercialization of patents (incl. patent number, title, year, names of inventors) and/or initiation of technology transfer projects/spin-offs

#### **4) Academic Teaching**

- Teaching statement
- Overview of teaching activities prior to TUM
- Chronological list of all teaching activities at TUM, indicating the course number, the type (lectures, seminars, practical courses, etc.), the level of qualification (BSc, MSc, PhD), the number of hours per week, the % share
- Module descriptions of courses carried out under the individual responsibility (possibly, commented or by teaching concepts added)
- Chronological list of supervised term papers, BSc and MSc theses, incl. period, names of students, names of supervisors, title of the work
- Student evaluations of all teaching activities, incl. the bundled presentation of results
- Further elements, if applicable:
  - Information on the development/introduction of new teaching content and teaching concepts/formats
  - Information on (inter)national prizes or awards for quality of teaching
  - Information on the participation in further training measures/cross-disciplinary events (proLehre workshops and seminars, TUM Center for Study and Teaching events, Tenure Track Academy Workshops, etc.)
  - Information on further activities in the field of academic teaching and learning, e.g. authoring of textbooks/monographs, the organization of or involvement in international conferences on teaching methods and education research

#### **5) Academic Engagement**

If applicable, information on

- Chairing of or participation in university committees or boards; active involvement in university management; active promotion of gender equality and diversity and support of minorities; special commitment to needs of international students, etc.; practical and academic

contribution to the development strategy of departments, Integrative Research Centers, central institutes, and TUM as a whole; active support for TUM's internationalization policy: visiting professorships, grants, support in the establishment of overseas offices and off-site campuses; active role in expanding TUM's network of regional industry partnerships.

- Involvement in TUM Research Opportunities Week; integration of TUM University Foundation Fellows or Humboldt grant recipients; involvement in further training measures at the TUM Graduate School; involvement in academies such as TUM:Junge Akademie and TUM Ferienakademie; active involvement in school partnerships, school research centers, summer schools, Girls Days, etc.
- Responsible engagement with foundations involved in the promotion of science and with research funding institutions; chairing of or involvement in (inter)national committees or boards; work as a reviewer; editing of peer-reviewed scientific journals (editor-in-chief); membership on editorial / advisory boards of peer-reviewed scientific journals; membership in scientific academies or on academic consulting / research funding boards; responsible engagement with high-profile expert committees or with relevant professional organizations / associations; contributions to policy making / membership of policy advisory bodies

## 6) Excluded reviewers

- If desired, names of individuals the Assistant Professor would like to be **excluded** from selection as a reviewer, giving clear reasons for this (max. 2).

The dossier must be compiled in English in the order and form specified above and submitted as three electronic files (pdf):

- I. Personal details, Education and further academic training and employment, Academic Engagement, Excluded reviewers (section 1, 2, 5, 6) **max. 10 MB!**
- II. Research & Development (section 3) **max. 10 MB!**
- III. Academic Teaching (section 4) **max. 10 MB!**

Please also submit a Word document with your publication list that can be shared with the University Library to verify the compliance of the reviewers.

Please send the Candidate Dossier by E-mail to your personal point of contact in the TUM Faculty Recruitment Staff (Berufungsstab).

## 7) Further Remarks

If you have further comments or information you would like to share on your tenure track phase, you can summarize them here on max. 10 lines.