

**Guidelines for Appointment, Extension and Promotion of Faculty**

Approved by the University Council on November 20, 2020

**1. Introduction**

The Guidelines particularize the provisions stipulated in the Constitution of Webster Vienna Private University (WVPU). The university distinguishes among scientific staff and personnel whose tasks are primarily administrative in nature, hereafter referred to as administrative staff. WVPU organizes scientific staff into faculty and scientific support staff whereby the latter support the teaching or research activities of the faculty.

**2. Categories of faculty**

WVPU’s faculty consist of Permanent Faculty and Adjunct Faculty. The university’s permanent faculty ensure the integrity of its degree programs covering its core subject areas and guaranteeing the integration of teaching and research. The university’s roster of adjuncts bring in state-of-the-art practice in their fields of expertise. Permanent faculty are categorized according to the following titles: Full Professor, Associate Professor, Assistant Professor, Visiting Professor, Senior Lecturer, and Lecturer.

*Table 1: Faculty categories*

Permanent Faculty	Status-track/Professors	Full Professor
		Associate Professor
		Assistant Professor
	Non-status-track	Visiting Professor
		Senior Lecturer
		Lecturer
Adjunct Faculty		Adjunct Faculty

**2.1. Permanent faculty**

Permanent faculty are employed individuals who are required to carry a regular teaching and service load, including any mix of student advising, mentorship, and thesis supervision, alongside producing research output in proportion to rank. Each permanent faculty member belongs to a specific academic department and teaches in at least one accredited degree program. They are expected to mentor students, implicitly understand the details about the programs in which they teach, maintain regular office hours, regularly update records of research, and are expected to maintain a scholarly output in line with annual performance agreements reached between them and the chair of their department. All permanent faculty positions begin with an initial contract of limited duration. Upon successful review of performance, individuals holding permanent faculty positions receive open ended contracts. Permanent faculty are categorized into two groups: status-track and non-status-track categories.

Status-track faculty are professors. The term status-track represents the developmental nature of the respective position with assistant professor representing the formal starting point of a permanent academic career, associate professor representing an advanced track record of publications and recognitions, and full professor representing an advanced enough standing to play a leadership role among faculty helping to mentor both assistant and associate professors in advancing their academic careers. Regardless of rank, each individual holding the rank of 'professor' must have a doctoral degree or equivalent professional experience and has gone through the constitutionally appropriate appointment procedure.

The second group includes non-status-track categories of faculty including visiting professors, senior lecturers, and lecturers.

Permanent Faculty of any rank are expected to maintain an appropriate course load according to the needs of the department and university.

### **2.1.1. Professors**

The primary tasks of professors are in research and teaching whereby independent research, collaboration in scholarly/scientific projects, scholarly output, and undergraduate and graduate thesis supervision are considered obligatory. While teaching loads are not fixed per academic year, professors of any rank are expected to maintain an appropriate course load according to the needs of the department. Additional administrative and mentoring tasks are considered part of service records. Teaching loads are one component of a professor's annual performance agreements.

#### **2.1.1.1. Professorial categories**

**Assistant Professor:** The assistant professor position is the starting point in the university's status-track professorial ranking system. As such, assistant professors are expected to generate a combined body of increasingly relevant research output, grant proposals, teaching experience, and service sufficient to seek advancement to the associate level.

**Associate Professor:** Associate professors are expected to perform at a more advanced scholarly level, mentor their assistant level colleagues, generate external funding, take on commensurately higher levels of service and leadership, including applying their experience to promote the research endeavors of students. To merit appointment or promotion, associate professors have in addition to the basic requirements for status-track faculty (doctorate or equivalent experience), post doctorate experience such as e.g. habilitation or equivalent professional experience.

**Full Professor:** In addition to the basic requirements for status-track faculty, full professors require a habilitation or equivalent post-doctoral experience, and a distinguished, long-standing scholarly track record. They are tasked with the responsibility to contribute substantially to the scholarly/scientific development of the discipline, pursue larger, long-term grants and engage assistant and associate professors in setting and meeting their research, teaching and service goals.

### **2.1.2. Non-status-track faculty**

Non-status-track faculty include visiting professors, lecturers, and senior lecturers. Like their status-track colleagues, non-status-track faculty are responsible to teach among other subjects also those considered to be core competencies of their program's subject area. Depending on their experience,

they may be tasked with advising and are expected to generate research output on a limited and specified basis. Unlike their status-track-faculty colleagues, there is no assumption of advancement.

**Visiting Professor:** The visiting professor position is a limited appointment reserved for external scholars who bring additional benefit to the university's faculty and its students. The positions are reserved for advanced scholars with a distinguished, long-standing scholarly track record, or younger scholars engaged in specific research activities relevant to and in cooperation with the university's faculties. Visiting professors must hold a doctoral degree or equivalent professional experience.

**Lecturer and Senior Lecturer:** The lecturer and senior lecturer positions are allocated to accommodate a range of academics from early stage scholars engaged in doctoral or post-doctoral research to individuals dedicated primarily to teaching and have an established track record of teaching excellence to impart their knowledge to students.

### 2.1.3. Adjunct faculty

Adjunct faculty are external lecturers contracted for course instruction on a limited basis for the duration of the course, including all final assessments, and who teach in their specific fields of demonstrated expertise. For the duration of their assignment, adjunct faculty are invited to participate in relevant activities and programs of the respective academic units.

Adjuncts play an important role in all universities and WVPU relies on them to bring up-to-date real-life experience into the classroom. Therefore, their quality and commitment is one of the most essential resources for the success of the university. Depending on the level of the course assignment, adjunct faculty will hold an advanced degree in their field of expertise or equivalent tested experience in real-world situations relevant to the discipline in which they are teaching. Such credentials may include, but are not limited to pertinent certifications, years of advanced work experience, and publications.

## 3. Appointment of faculty

### 3.1. Permanent faculty

The appointment, extension and, where appropriate, promotion of permanent faculty follows fixed procedures as described below.

#### 3.1.1. Professors

Those pertaining to the appointment of professors are set forth in section 5 of WVPU's Constitution:

1. The decision to establish chairs of any rank rests with the Executive Board in consultation with the University Council.
2. The allocation of a chair to be filled for longer than five years shall be specified by the development plan.
3. All open positions shall be advertised on the WVPU website and in publications in Austria and abroad.

##### 3.1.1.1. The selection committee and interview process

All appointments of status-track faculty (professorial) positions follow a process by which an appointed selection committee evaluates candidates on the merits of track record, future potential, and performance in interviews, example lectures to students, and research presentations to faculty.

For appointments of any rank, the Director (or in the case of a full professor, the University Senate) appoints a selection committee consisting of at least the Associate Director, the Head of Human Resources, and the head of the respective academic unit in which the hire is being made.

In cases for ranks above assistant professor, the committee will also have at least one additional faculty member and a student representative.

In the case of chairs for full professor, the selection committee also includes at least one external member with an appropriate rank from another university.

The Associate Director serves as the committee chair and together with the head of the respective academic unit and the Head of Human Resources determines the initial group of candidates under consideration from which the committee members then select for initial interviews.

Initial interviews may be held in person on site or via video conferencing modes where candidates are asked among other subjects to discuss their research agendas and teaching experience. After completing the first round of interviews, the committee then determines a short list of candidates to be invited on site to hold an example course-type lecture/seminar and present their research to a wider audience of faculty and students. Based on their performance and the evaluations of the other committee members, the chair of the selection committee prepares a recommendation and submits it to the Director who makes all final decisions (after consulting with the university's Diversity Manager), and initiates negotiations to hire.

### **3.1.1.2. Full professors**

Given the seniority of the position, the appointment procedure for full professors differ from those of associate or assistant professors. When appointing a full professor, the following procedure applies:

- a) At the Director's initiative, the University Senate establishes a search committee consisting of the Associate Director acting as chair, the Head of Human Resources, two permanent faculty members in the rank of full professor, one faculty member of another university, and one student.
- b) The search committee shall draw up a shortlist, giving reasons for its recommendation, and present them to the Director.
- c) The Director may select a candidate from the shortlist or remit the shortlist to the search committee if it does not include the most suitable candidates.
- d) Upon selecting the candidate, the Director shall notify the Diversity Manager of the decision prior to the initiation of appointment negotiations. The Director must consider any objection raised prior to making the final decision.
- e) The Director shall conduct the appointment negotiations.

### **3.1.1.3. Associate and assistant professors**

When appointing an associate or assistant professor, the following procedure applies:

- a) The academic unit head together with at least one full professor of the unit, or, as the case may be, of a related unit, the Associate Director, and the Head of Human Resources, shall check whether the applications received meet the criteria stipulated in the advertisement, and

assess the aptitude of the applicants for the advertised post of associate or assistant professor. Those applications which clearly do not meet these criteria shall be eliminated.

- b) The department head together with the Associate Director shall draw up a shortlist of the three most suitable candidates for the advertised position based on the opinions received, giving reasons for his/her decision. He/she shall state particular reasons in case that the shortlist contains less than three candidates.
- c) The Director shall select a candidate from the shortlist or remit the shortlist to the department head if it does not include the most suitable candidates.
- d) Upon selecting the candidate, the Director shall notify the Diversity Manager of the decision prior to the initiation of appointment negotiations. The Director must consider any objection raised prior to making the final decision.
- e) The Director shall conduct the appointment negotiations.

### **3.1.2. Non-status track faculty**

The appointment of visiting professors, lecturers, and senior lecturers is made at the discretion of the Director based on the recommendations of the Associate Director and the head of the respective academic unit. As in the case of professorial hires, the establishment and filling of those positions are planned and proposed by the Executive Board in the annual personnel plans.

### **3.1.3. Adjunct faculty**

The appointment of adjunct faculty follows its own procedure, and appointments are limited to the duration of their assignment. Adjunct faculty are appointed to teach courses directly related to their specific expertise and not those identified as core subject areas. WVPU ensures a rigorous selection process and a high standard of its adjunct faculty. Adjunct faculty candidates must have the appropriate academic credentials necessary for teaching at the level of the course assignment.

Recruitment of new adjunct faculty is based on a systematic evaluation of the applicant's CV by the respective department heads, followed by personal interviews.

Procedurally, the heads of the respective academic departments nominate adjunct faculty for specific courses, usually one year in advance of their appointment as part of the curricular planning process. The contracting of the adjunct faculty member for the specific course is subject to the approval by the Director and Associate Director.

## **4. Extension and promotion of faculty**

### **4.1. Permanent faculty**

The appointment, extension and, where appropriate, promotion of permanent faculty follows fixed procedures as describe below.

#### **4.1.1. Professors**

##### **4.1.1.1. Extensions**

Extensions of initial, limited appointments of any professorial position require a positive qualification assessment, which is conducted by the Director in collaboration with the Associate Director, respective department head, and at least one external reviewer from another university. Qualification

assessments are based on the quality of the research output and potential for further success as well as the teaching and service performance of the past years and includes an evaluation of the individual's performance agreements. The final decision for an extension for any professorial position rests with the Director.

#### **4.1.1.2. Promotion**

##### **4.1.1.2.1. Associate to full professor**

In exceptional cases, WVPU's will consider promotions from the associate to full professor level on the basis of a formal application for promotion from the respective faculty member and a subsequent endorsement by the University Senate. All requests for promotion from associate to full professor are subject to a qualification assessment, which is conducted by the Director in collaboration with the Associate Director, respective department head, and at least two external reviewers from another university (selected by the Director from a roster of four nominees provided by the University Senate). Final decisions rests with the Director.

Promotions to full professor may be subject to a competitive international call (see 3.1.1.2).

##### **4.1.1.2.2. Assistant to associate professor**

WVPU's considers promotions from the assistant to associate professor level on the basis of a formal application for promotion from the respective faculty member. All requests for promotion from assistant to associate professor are subject to a qualification assessment, which is conducted by the Director in collaboration with the Associate Director, respective department head, and at least one external reviewer from another university.

In order to be considered for promotion, assistant professors must have achieved an appropriate and internationally competitive scholarly track record normally including or equal to the Austrian habilitation. Nevertheless, final decision on the promotion from assistant to associate professor rests with the Director.

#### **4.1.2. Non-status track faculty**

##### **4.1.2.1. Extension**

Extensions of visiting professors, lecturers, and senior lecturers are at the discretion of the Director, Associate Director, and respective department head.

##### **4.1.2.2. Promotion**

Visiting professors, lecturers, and senior lecturers are distinctive appointments at the discretion of the Director and not subject to special promotion procedures. In exceptional cases, the Director may consider a promotion from lecturer to senior lecturer.

There is no promotion procedure for visiting professors, lecturers, or senior lecturers to become assistant, associate, or full professors. However, any WVPU non-status track faculty member may apply for open positions when they become available.

#### **4.1.3. Adjunct faculty**

##### **4.1.3.1. Extension**

Adjunct faculty are appointed on an as needed basis and have no right to extension or further contract.

#### **4.1.3.2. Promotion**

There are no promotion procedures for adjunct faculty.

## **5. Expectations on teaching, research, and academic service**

### **5.1. Permanent faculty**

All permanent faculty are expected to generate on an annual basis a balance of teaching, research, and service to the university. However, only professors are required to meet a minimum annual scholarly output as part of their basic job descriptions.

#### **5.1.1. Professors**

Professors of all ranks are expected to maintain an active, professional and appropriate research profile, maintain an appropriate course load according to the needs of the department and university as agreed in an annual performance agreement, and to maintain an appropriate annual scholarly output. Assignments in performance agreements may include any mix of research, teaching, and service. Independent research, collaboration in scholarly/scientific projects, and undergraduate and graduate thesis supervision are considered obligatory. All professors are expected to promote the research endeavors of students.

Although the precise annual balance of teaching, research and service to the university are regulated in performance agreements, professors of any rank are expected at least to participate in externally funded research projects and meet the following minimum scholarly output standards:

- Present at least one paper at an international conference per annum (published in peer-reviewed conference proceedings if available);
- Produce at least one of any of the following:
  - Peer-reviewed articles and editorships in peer reviewed scholarly journals
  - Scholarly books (monographs as well edited volumes) that are peer-reviewed and published by established academic publishers
  - Book chapters which are peer-reviewed and/or published by established academic publishers

##### **5.1.1.1. Full professors**

Full professors are tasked with the responsibility to contribute substantially to the scholarly/scientific development of their field, mentor assistant and associate professors, maintain an appropriate course load, and pursue national and international grants. They are expected to:

- engage assistant and associate professors in setting and meeting their research goals,
- pursue research grants,
- engage assistant and associate professors in on-going projects, and
- contribute to the development of their scientific field of research via publications etc.

#### **5.1.1.2. Associate professors**

Associate professors are tasked with fostering the development of assistant professors and taking on increasingly responsible roles within the department, and maintain an appropriate course load. They are expected to:

- directly apply for external project funds,
- engage assistant professors in on-going projects, and
- contribute to the development of their field of scientific research.

#### **5.1.1.3. Assistant professors**

Assistant professors are expected to establish an active, professional and appropriate research profile, maintain an appropriate course load according to the needs of the department as agreed in an annual performance agreement, and to maintain an appropriate annual scholarly output.

They are expected to:

- focus on academic output in the form of publications and conferences and
- deepen integration in the respective scientific communities.

### **5.1.2. Non-status track faculty**

#### **5.1.2.1. Visiting professors**

Visiting professors are expected to collaborate with WVPU faculty on generating scholarly output and enhancing the international reputation of the university, the precise terms of which are regulated in their limited appointment contract. In most cases, they will hold a workshop and, where possible teach or co-teach one or more courses.

#### **5.1.2.2. Senior lecturers and lecturers**

Senior lecturers and lecturers are not required to generate a minimum of scholarly output per year but are expected to carry an above average teaching load. They can act as thesis readers and are encouraged to do research.

#### **5.1.2.3. Adjunct faculty**

Adjunct faculty are not required to generate a minimum of scholarly output per year but are regularly evaluated on the basis of their expertise.

## **6. Sabbatical Leave**

In order for faculty to advance their research, they may apply to be considered for up to 6-months research leave with full pay. The granting of sabbaticals is contingent upon budgetary considerations, the value of the research proposal for the sabbatical leave, and an evaluation of past performance agreements.

All employed faculty are eligible to request a sabbatical after five consecutive and uninterrupted years of full-time employment. Eligible employed faculty must request sabbatical leave at least six months prior to the planned leave. However, there is no legal entitlement for a sabbatical.