

C I R C U L A R

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prepared by: Human Resources Section		Amendments to the circular regarding recruitment, selection and appointment procedures dated 25.01.2017	F
	Date: January 4th 2018		

Amendments to the circular regarding recruitment, selection and appointment procedures dated 25.01.2017 (in the future: circular regarding recruitment, selection and appointment procedures in the version dated 04. January 2018)

Dear Sir or Madam,

With the entry into force of the works agreement regarding recruitment procedures at TU Berlin on 01.02.2017 and the circular dated 25.01.2017, TU Berlin optimized procedures and implemented standardized, transparent regulations for recruitment, selection and appointment procedures.

The works agreement provides pre-agreed exceptions regarding the obligation to advertise positions, thus expediting the procedure for filling vacancies.

The circular was intended to create a standardized procedure for recruitment, selection and appointment procedures. Additionally, all preceding circulars have now been incorporated into a single circular. Staff with responsibility for appointments have thus been provided with a code of practice to guide them throughout the recruitment procedure. For new members of staff, the circular serves as an introduction to conducting the selection procedure.

After the circular came into effect, we received suggestions from a number of parties which have been reflected in the modified circular. The following amendments have been introduced:

1. The period between informing unsuccessful candidates and concluding contracts:

Under the terms of the circular of 25.01.2017, there must be a period of at least 14 days between informing unsuccessful candidates and concluding a contract of employment with the successful candidate, thus reflecting labor court case law which specifies that a period of at least a fortnight must elapse between informing unsuccessful candidates and making an appointment.

We received a number of questions regarding the earliest possible point at which unsuccessful candidates may be informed and have amended the circular to clarify this issue.

In general, unsuccessful candidates should only be informed after the Staff Council has met to approve the appointment. Should the need for a speedier conclusion of the labor contract, however, require that unsuccessful candidates be informed earlier, then this requirement should take precedence.

The earliest possible point at which unsuccessful candidates may be informed is upon conclusion of the selection interviews. Unsuccessful candidates must be informed in writing. An email is sufficient for this purpose.

2. Financing of the advertising of third-party funded positions:

At the suggestion of Department V it is now stated in the circular that the advertising of third-party funded positions in fee-based print and/or online media is, in general, not eligible for financing. Costs thus arising must be financed otherwise, such as from overheads or profit accounts in the case of EU projects.

3. Advertising of positions:

The advertising of positions for academic staff (teaching and research assistants and professors) is to be published in German and English on the homepage of the University. Should it be necessary to advertise in print media, then this should be a shorter text in German and include a reference to the English language text on the homepage.

Further changes in the practice regarding the advertising of positions have also been included. In the future, the advertising of positions in the Central University Administration is to include the following additional phrases:

“Good English is desirable.”

“The TU Berlin values the diversity of its members and is committed to the goals of equal opportunities.”

For the advertising of positions in the faculties the inclusion of these phrases is recommended. Additionally, it is recommended that faculties include the following phrases when advertising positions for university professors:

“You should be willing and able to deliver courses in English.”

“Applications from abroad are particularly welcome.”

4. Data protection / Right of access to application documents:

In order to comply with existing data protection legal requirements, we have added annex Ia to the circular. By signing annex Ia, persons directly involved in the selection interviews agree to comply with data protection legislation regarding personal data. We would request that in the future annex Ia be completed and added to the application file.

5. Amended circular:

The amended circular regarding recruitment, selection and appointment procedures dated 25.01.2017 in the version dated 04. January 2018 (http://www.redaktion.tu-berlin.de/fileadmin/ref30/Themen_A-Z/Stellenausschreibungen/Rechtliche_Grundlagen/Circular_regarding_recruitment_selection_and_appointment_procedures_dated_04.01.2018.pdf) can be found together with all annexes (for example applications) on our website (Quick Access: 142364). An English translation of the circular, including annexes, can be found on the homepage of the Human Resources Section.

Your team in the Human Resources Section will be happy to answer any questions you may have.

Yours sincerely
On behalf of
Human Resources Section