

Check list for good practice for supervising and completing work on postdoctoral qualifications

This check list is to be used as a guideline for meetings between new postdoctoral or habilitation candidates and the supervising professor or manager. The purpose of the meeting is to establish the tasks, rights and obligations of both parties to enable successful collaboration.

We strongly recommend conducting such a meeting when a new researcher is employed (employment contract or appointment as public servant) after a doctoral degree at the beginning of the habilitation procedure.

- Good scientific practice:** the principles of good scientific practice (see FAU guidelines and DFG recommendations) are the basis of collaborative scientific work and both parties must be aware of them. Both parties agree to observe them. Please note that training is available on this topic.
- Research profile:** discussion of the planned research project(s) and appropriate research goals which will be specified and adjusted over the course of the qualification in regular meetings.
- Time and work schedule:** Outlining a realistic timeline
 - **Working hours and duration of the work:** Clarification of the framework conditions which are standard in the field.
 - **Progress meetings:** How often and where (colloquium, seminar, Examining Committee, etc.) will the employee/candidate report on the progress of their research? How often will the employee/candidate and professor meet to discuss the progress of the work?
- Career prospects:** what are the candidate's career goals? What are the candidate's prospects in the specific scientific field and with their personal qualifications? What can/must be done to improve these?
- Career planning:** Provide information about timing and formal aspects, such as six-year limit for appointments to W1 professorships, contract duration limits governed by 'Wissenschaftszeitvertragsgesetz' (Federal law governing temporary employment contracts in research), habilitation, etc. (FAU websites about careers, young researchers, or personnel).
- Project applications:** is it possible to participate in or support an application for third-party funding? Does the candidate have their own third-party funding? If so: how is it managed?
- Qualification programme:** is the employee/candidate expected to take part in a qualification programme? If yes, which events/courses must be attended?
- Mentoring:** should/must additional experienced researchers be available to the candidate as mentors from the start? (A mentor from the subject area is required for habilitation candidates.)
- For habilitations: what are the requirements for the **habilitation thesis** (e.g. a monographic or cumulative thesis, if cumulative: nature and number of works)? What role do co-authorships play?
- Personnel responsibility:** Should/can/may the candidate take on personnel management responsibility? Is a qualification necessary?
- Teaching opportunities/requirements:**
 - In what scope/form can/should the candidate offer courses? How will these be evaluated?
 - In what scope/form can/should the candidate supervise theses?
- Networking possibilities:** are there opportunities to participate in or organise conferences and workshops? Is financing available for networking opportunities?
- Representation of interests:** the interests of research associates are represented by the research staff representatives (*Konvent der wissenschaftlichen Mitarbeiter/innen*).
- Conflicts:** if conflicts occur where the supervisor and employee/candidate cannot agree on a solution and which hinder the progress or completion of the project, the following contacts are available – in addition to the regular representatives:

- the research staff representatives (Governing Board and at department level)
- the Commission for Research Conflict Management (especially for issues regarding the official relationship between an employee and a superior)
- the ombudsman for the investigation of scientific malpractice (in cases of possible violations of good academic practice)

Balancing research and family life: supervisors and employees work towards enabling a balance between research and family life.

Guidelines for the employee/candidate:

By starting work on a research project, the employee/candidate agrees to:

- participate in the chair's/professor's research process and teaching activities
- behave in a respectful, collegial manner towards all professors, supervisors, colleagues and co-workers
- work conscientiously, responsibly and with dedication, address problems that could hinder the progress of the work in good time, and report to the academic mentor regularly
- (if applicable) find out about the formal process of completing a habilitation and fulfil the requirements within the deadline

Guidelines for the professor/supervisor:

By accepting the research project, the professor or supervisor agrees to:

- support the employee/candidate in independently carrying out their research and provide feedback on the development of the research work
- offer the employee/candidate the best possible conditions for conducting their research and, if applicable and possible, ensure that the position is funded until the qualification has been obtained or the research has been completed or, if applicable, support the employee/candidate in the search for and acquisition of independent funding
- involve the employee/candidate in day-to-day research activities and, where applicable, in the working group, and inform them about relevant seminars, presentations, discussions and conferences and, where possible, support their participation in these events
- inform the employee/candidate about career opportunities and opportunities for further training or make them aware of appropriate information which is available.

Links:

https://www.fau.de/files/2016/06/2017-10-10-Satzung_gute_wissenschaftliche_Praxis.pdf

http://www.dfg.de/download/pdf/dfg_im_profil/reden_stellungnahmen/download/empfehlung_wiss_praxis_1310.pdf

<https://www.fau.de/graduierenzentrum/>

<https://www.verwaltung.zuv.fau.de/personalhandbuch/befristete-arbeitsverhaeltnisse/>

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