

INFORMATION SHEET

FOR THE APPLICATION FOR A PROFESSORSHIP

Please submit your application which shall contain all documents listed in the attached checklist document.

Please submit your application documents preferably electronically **as a single pdf file**.

Please also note the following:

- **Do not use any staples or perforated sheet protectors**
- **Print on one side of the paper only (makes copying easier)**
- **Do not hand in large file binders**

C h e c k l i s t

for the application for Professorship W2 / W3 in _____

of (name)

Please enclose the following information:

- Photo
- Curriculum Vitae with declaration of citizenship, date and place of birth, educational and professional background
- Both work and private address
- E-mail address

Copy of

- Passed examinations of Medical Education (Diploma)
- Approbation (Medical License)
- Promotion (PhD)
- Medical Specialist qualification
- List of any relevant additional qualifications
- „Habilitation“ (post-doctoral thesis) or equivalent scientific qualification
- „Privatdozentur“ or “Lehrbefugnis” (teaching qualification for higher education)
- Further evidence of academic qualifications, awards etc., if applicable
- References of professional activities, if applicable

Publications

- List of Publications structured according to the kind of Publication:
 - Original Papers (current impact factor and annual cumulated impact factor to be included)
 - Review articles (current impact factor and annual cumulated impact factor to be included)
 - Abstracts (optional)
 - Articles in text books or manuals, Monographies

- Summary of the Dissertation (Ph.D)
- Summary of the Habilitation (post-doctoral thesis)
- Five selected publications

In case of a surgical profession

- List of surgical procedures performed (Surgery catalog)

Third-party funds

- Funds (raised personally) of the last 5 years broken down by year and party:

DFG
BMBF and other ministries
EU
Foundations, trusts
Industrial sector

Evidence on pedagogical ability:

- Teaching portfolio (List of teaching experience providing teaching assignments by semester and classes taught, number of hours, specifying whether held individually or jointly (if jointly, specification of individual proportion))
- Teaching concept (what teaching activities are planned at the site)
- Results of student course evaluations
- Academic distinctions for extraordinary teaching achievements
- Description of teaching programs
- Participation at didactical academic activities

Please find enclosed all documents and information where box is ticked off

(Place, date and signature)