

Competitive Promotion Policy

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Purpose

The competitive promotion process at the University of Luxembourg provides current assistant professors (*professeurs assistants*), associate professors (*professeurs adjoints*), as well as research scientists (*maître-assistants*) with the opportunity to have their work and activities evaluated for potential promotion as part of a University-wide competitive process.

The present document outlines the scope, terms and conditions, parties involved in, and procedures for the competitive promotion process.

Scope and application

Article 25 of the University law provides for competitive promotion opportunities in the following cases:

- Associate professor to full professor
- Assistant professor to associate professor
- Research scientist to assistant professor

The measures and provisions outlined in this document apply only to the competitive promotion process and have no bearing on the rights or career prospects of tenure-track assistant and associate professors awaiting tenure evaluation. For information on tenure-track recruitments and evaluation processes, please see the relevant policy (in preparation).

NOTE: The law does not foresee a promotion scheme from the senior lecturer level to another level within the professoriate as part of the present process.

The present policy will be reviewed and updated as needed.

Responsibilities

Applicant

- Gathering all necessary documents and preparing statements and forms in support of his/her application for competitive promotion as laid out in the present policy;
- Providing the names and contact details of eight (8) relevant referees to evaluate their application;
- Submitting documentation within the timelines established;
- Attending meetings, as needed, with the appointed committees in support of his/her request;
- Responding to any requests for supplementary information from the relevant committees; and
- Authorising the sharing of his/her personal data with members of the internal and external committees insofar as necessary for the evaluation of his/her request.

Rector

The rector is responsible for:

- Defining and communicating the modalities and timeline of the process, and generally providing oversight thereof;
- Determining the number and disciplinary scope of the Internal Promotion Review Committees;
- Appointing the Internal Promotion Review Committees and appointing each committee's chair;
- Composing the External Evaluation Committee and appointing its chair;
- Receiving applicant documentation and communicating it to the relevant disciplinary Internal Promotion Review Committees;
- Following the opinion of the Internal Promotion Review Committee, communicating all documentation to the dean/director for letter of reference;
- Communicating applicant documentation and reference letters to the External Evaluation Committee for review; and
- Following the report by the External Evaluation Committee, putting forward a recommendation for promotion of successful applicant(s) to the Board of Governors.

Dean / Director of Interdisciplinary Centre

The Dean or Director of Interdisciplinary Centre is responsible for:

- Putting forward proposals for disciplinary representatives to the Internal Promotion Review Committees;
- Preparing a letter of reference for the applicant for consideration during the competitive promotion process;
- Providing other feedback as necessary during the competitive promotion process.

Head of Department

The Head of Department in a Faculty or Interdisciplinary Centre is responsible for:

- Preparing a letter of reference for each applicant assigned to the department for consideration during the competitive promotion process; and
- Providing other feedback as necessary during the competitive promotion process.

In the period preceding the implementation of UL-wide departmental structures, this function may be served by heads of research units or heads of research teams/groups.

Internal Promotion Review Committees

Composition

Each Committee is composed of at least 3 full professors, appointed for a renewable 5-year term, upon proposal of a Dean or Director of Centre; a member of HR personnel may be present as observer. Deans, Vice-deans, Heads of Department of a Faculty, Directors of Interdisciplinary Centres, Deputy Directors, or Heads of Department of a Centre may not hold a position within the Committee. In the composition of Internal Promotion Review Committees, best efforts shall be made to ensure gender balance among Committee members within the limit of the current academic staff demographics. Substitutes should be identified and trained in order to provide replacements in case of conflicts of interest. For the purposes of this process, the disciplines are laid out in the subsection

Committee membership - Disciplines below.

Renewal of the terms of the committee members should take into consideration individual availability and concerns for minimum continuity and consistency across promotion rounds.

Responsibilities

As advisory bodies to the Rector, the Internal Promotion Review Committees are responsible for:

- Reviewing the application of each applicant;
- Providing the names and contact details of potential external referees for each applicant;
- Requesting letters from the list of referees;
- Consulting, either in writing or in person, appropriate internal experts, particularly the head of department (or equivalent), the head of doctoral programme or doctoral training unit, and course director(s) of the study programme(s) in which the applicant participates; After close review, submitting their opinion as to whether the individual meets the general criteria for each given area of activity at the targeted academic rank based on disciplinary standards to the Rector; and
- Providing other information in light of relevant standards for the (sub-) discipline.

Committees may request to interview the colleague standing for competitive promotion as needed.

Prospective or appointed committee members must take all reasonable steps to identify and report potential conflicts of interest at any point during the course of a competitive promotion process. All members must sign a non-conflict of interest declaration before final appointment.

Chair

The Committee Chair is responsible for general oversight of the good functioning of the committee, including but not limited to:

- Preparing meetings;
- Drafting and circulating meeting minutes for approval;
- Coordinating with other disciplinary committees, as necessary, for expertise on interdisciplinary applications;
- Following up on identified conflicts of interest and notifying substitute(s) accordingly; and
- Ensuring all documentation from the committee is communicated to the Rector.

External Evaluation Committee

Composition

In accordance with article 25(4) of the law, the committee is composed of at least 5 members, holding professorships at other universities. The committee is constituted and its chairman/chairwoman is appointed by the Rector. In the composition of the committee, best efforts shall be made to ensure gender balance among Committee members; when balance is not feasible, a minimum representation (2 members) of the underrepresented gender is ensured.

Committee members must have demonstrated ability and record in ranking / evaluating across different disciplines.

Responsibilities

As an advisory body to the Rector, the External Evaluation Committee is responsible for:

- Reviewing the documents and evidence submitted by the applicant standing for competitive promotion as well as letters of reference and the report of the Internal Promotion Review Committee;
- Interviewing the individual, dean/director, and/or head of department to which the applicant belongs (as needed) regarding the applicant's activities and performance across the different professorial functions;
- Requesting and examining any other information it considers relevant to complete the file and ensure consistency in the procedure;
- Assessing each individual applicant's work using the criteria necessary for promotion to the next level and the band scoring method laid out in the present document;
- Proposing a ranking of the applicants; and
- Delivering a report regarding each applicant's activities across the different professorial functions at the University of Luxembourg, including any relevant developmental feedback.

Prospective or appointed committee members must take all reasonable steps to identify and report potential conflicts of interest at any point during the course of a competitive promotion process. All members must sign a commitment letter before final appointment.

Chair

The Committee Chair is responsible for general oversight of the good functioning of the committee, including but not limited to:

- Preparing meetings;
- Drafting and circulating meeting minutes for approval;
- Contacting additional referees, as needed;
- Following up on identified conflicts of interest and notifying substitutes accordingly; and
- Ensuring all documentation from the committee is communicated to the Rector.

Board of Governors

The Board of Governors is responsible for:

- Approving the present policy;
- Approving the number of positions opened and the provisional timeline of the promotion process;
- Approving the promotion of identified applicants.

General conditions

Overview

Applicants must fulfill the criteria for assistant professor, associate professor, and full professor as laid out in the job descriptions for these functions. Particular consideration is given to the quality of research, the vision and plans for future research activities, teaching, knowledge transfer, and contribution to services and university leadership/administration. Additional eligibility requirements apply.

Competitive promotion is subject to restrictions on the number of appointments; as such, the process will be launched when relevant thresholds are met. When thresholds have been met, calls will be launched, subject to the opening of positions by the Board of Governors.

Applicable quota on competitive promotion

The number of new appointments to a given professorial rank by way of promotion is limited. For every four (4) new appointments to a given rank, only one (1) may be made by way of the competitive promotion process (i.e. 25%). In other words, for every three (3) appointments made through an open recruitment process, one appointment by promotion may be envisaged.

This 25% quota is applicable for appointments to each professorial rank independently, i.e. assistant professor, associate professor and full professor.

Promotions following a positive tenure-track evaluation, an ATTRACT fellow appointment, or promotion upon confirmation of an ERC grant are not counted as promotions in the calculation of the quota mentioned above.

Details on the quota calculation method are provided in annex 1 of the present document.

Funding

The Faculty or centres responsible for the applicant's salary costs must confirm its/their commitment to sustain additional salary expenses on own budget and provide evidence of the available funds and/or ability to reallocate internal funds accordingly.

Eligibility to stand for promotion

Current assistant and associate professors: In application of University Law article 25(3), any individual currently employed at the university for at least 60 months – in whichever position, on full-time or part-time, fixed-term or permanent contract – may request to be considered for promotion as part of the competitive promotion process.

Current research scientists (*maîtres-assistants*): To request to be considered for promotion within the competitive promotion process, University Law article 25(5) stipulates that a research scientist must meet the following two eligibility requirements:

- At least 60 months of employment at the University– in whichever position, on full-time or part-time, fixed-term or permanent contract; and
- At least 12 months spent at another university or research institution abroad since the completion of his/her doctoral studies.

For the purposes of the latter criteria, all of the following may be considered:

- Contractual work undertaken with (an)other institution(s) on a full or part-time basis; and
- Visiting researcher stays carried out on a non-contractual basis but otherwise recognized and recorded by the host institution(s).

The period of the above activities may be consecutive or cumulated over several periods. Certificates issued from the relevant institution(s) must be submitted at the time of application as proof of fulfilment of these criteria.

Ongoing or past teaching missions at other institutions as adjunct lecturer are not eligible for consideration in fulfilment of this eligibility criteria.

Individuals who have been previously promoted either through the competitive promotion process or following a positive tenure-track evaluation should wait at least 24 months before requesting to stand for promotion to the next level.

Applications

To assist in the organization of committee work, applicants may be requested to submit a preliminary notification of intent to apply for promotion. Thereafter, applicants are requested to submit complete documentation in support of their application by the announced deadline. Applications received after the deadline or incomplete documents will not be considered. A list of all relevant forms and templates for applicants may be found in annex 2. All documents must be submitted in English.

Applicants shall be asked to indicate the following as part of the application form:

- Level of promotion requested;
- Primary discipline for consideration;
- In case of interdisciplinary application, second discipline for consideration; and
- Preferred weighting scale across areas of assessment.

Referees

Each application will be completed with 6 letters of reference, from the following:

- Dean or director of the entity of primary organizational assignment;
- Head of department (or research unit or group) to which the applicant is assigned; and
- Four external referees.

The Internal Promotion Review Committees and the applicant each provide a list of eight (8) potential referees from individuals outside the University of Luxembourg. The applicant may also provide the names of up to two (2) individuals whose feedback **should not be solicited**. The Internal Promotion Review Committees submit their list of proposed referees to each applicant to establish that there are no formal objections to the referee. An applicant may refuse a referee, providing an explanation for such refusal. The Internal Promotion Review Committees consolidate the two lists and contact external referees and the head of the department (or equivalent) to which the applicant is assigned. A template for the letter of request to external referees is available in annex 3. Should none of the initially identified referees be available, the Internal Promotion Review Committees may identify and contact additional referees as needed.

Referees chosen to comment on research and scholarship should be regarded as international leaders in their field, be research active and familiar with the appropriate field of research. One of the referees should be able to comment on the applicant's contributions to other areas of assessment.

Resubmission of applications

In general, individuals who have applied for competitive promotion at a given rank and who were not deemed to meet the criteria for a given rank are advised to wait 24 months before resubmitting a request.

Committee membership

Internal Promotion Review Committees

Disciplines

Initial disciplines have been identified as follows, according to numbers of positions at all ranks of the professorial staff sub-category:

1. Finance, Economics and Management
2. Computer Science
3. Life Sciences
4. Educational Sciences, Social Sciences and Psychology
5. Humanities (Literature, history, philosophy)
6. Physics, Mathematics and Engineering
7. Law

Criteria for membership eligibility

Committee members must be full professors at the University of Luxembourg and internationally recognized for their expertise; committee members will preferably have had experience participating in such evaluation activities for a funding agency, another university, or research centre. Individuals on sabbatical leave and parental leave must request express authorization to act as a committee member.

Proposed committee members must agree to undertake necessary training for the evaluation activity as well as in equality and diversity. Confirmation of committee membership is contingent upon the

completion of such training, identification of any possible conflicts of interest in relation to individual applicants, and signature of a confidentiality agreement.

Conflict of interest

All Committee members are responsible for ensuring that the assessment of applications has been conducted fairly and transparently. Any member can challenge the process at any time if they consider that this is not the case by raising this with the Chair of the relevant Committee.

Should a conflict of interest become apparent, the impacted Committee member should notify the Committee Chair and a substitute should be identified to evaluate the application in question. Potential conflicts of interest applicable to Internal Promotion Review committee members include but are not limited to:

- Relation by blood to the fourth degree, or other intimate relationship;
- Ongoing or past legal conflict(s);
- Scientific or economic conflicts;
- Common economic interests; and
- Former student or direct report.

External Evaluation Committee

Criteria for membership eligibility

Committee members must hold the equivalent of a full professorship at another University or research institution and be internationally recognized for their expertise; committee members will preferably have had experience participating in such evaluation activities for a funding agency, another university, or research centre and relevant knowledge or training in equality and diversity topics as they relate to academic recruitments and promotions.

Proposed committee members must agree to undertake necessary training for the evaluation activity.

Conflict of interest

All Committee members are responsible for ensuring that the assessment of applications has been conducted fairly and transparently. Any member can challenge the process at any time if they consider that this is not the case by raising this with the Chair of the relevant Committee.

Should a conflict of interest become apparent, the impacted Committee member should notify the Committee Chair, and a substitute should be identified to evaluate the application in question.

Potential conflicts of interest include but are not limited to:

- Relation by blood to the fourth degree, or other intimate relationships;
- Ongoing or past legal conflict(s);
- Scientific collaboration, such as joint research projects or a common publication in the past 5 (five) years;
- Thesis supervisor relationship with a student;

- Subordinate relationship* within the past 3 (three) years;
- Common interests, competition or conflicts (of scientific or economic nature); and
- Any other situation that could cast doubt on the ability to participate impartially in the recruitment process, or that could reasonably appear so in the eyes of an outside third party.

*Subordinate relationship should be understood above as direct line management

Evaluation

Overview

The evaluation as part of the competitive promotion process includes two major components: evaluation of the applicant across the assessment areas based on own merits, as well as a ranking among the whole pool of applicants in the given level.

Assessment areas

In accordance with article 24 of the University Law regarding the functions of a professor, the applicant's performance will be measured along the following areas:

- Research and scholarship, i.e. a record of high-quality and peer-assessed scholarly work;
- Teaching, i.e. a teaching record with commitment to academic and pedagogical excellence. This may include participation in set-up or reorganisation of teaching programmes;
- Knowledge and technology transfer, i.e. a record of activity in technology transfer, public outreach, research collaboration/partnership with industry or public bodies, or other relevant activities;
- Administration and management, i.e. a record of university service and good management practice.

The professorial function of "International, European and national collaboration" will be considered within each of the areas laid out above.

Criteria

For research and scholarship, international competitive excellence is the prime criterion. The following criteria will be taken into consideration:

- Publications and their individual influence/impact on the field;
- International visibility and recognition as illustrated by invited conferences, key notes, expert committees, awards etc.
- Research and technology funding acquired as primary investigator or co-investigator;
- Elected/nominated society memberships and positions held;
- Editorial positions;
- Conference organization;
- Technical results and innovations, research artefacts and/or tools produced (ex. software);
- Refereeing and reviewing for journals, conferences, and funding agencies; and
- Participation in formal continuing professional development activities in this area.

For teaching activities, the following criteria will be taken into consideration:

- Courses taught;
- Course evaluation feedback;
- Curriculum development: quality, creativity, and commitment to introducing evidence-based learning strategies into the classroom;
- Assessment practice: use of formative and summative assessment practices;
- Thesis supervision (PhD);
- Other student supervision (Bachelor and Master);
- Student mentoring;
- Thesis examination;
- Teaching awards, fellowships, and teaching grants;
- Scholarship on teaching and learning; and
- Participation in formal continuing professional development activities in this area.

For knowledge and technology transfer activities, the following criteria will be taken into consideration:

- Research partnership with industry or public bodies and promotion of technology transfer activities;
- IP creation and valorisation (patents, licensing agreements, spin-offs);
- Engagement in public outreach and other forms of service to the general public;
- Contributions to (inter-)governmental professional committees and other forms of engagement with public sector actors;
- Consultancy activities carried out in the execution of one's functions within the university;
- Engagement with national, European, and international networks of researchers; and
- Participation in formal continuing professional development activities in this area.

For administration and management activities, the following criteria will be taken into consideration:

- Participation in university and faculty councils, committees and working groups;
- Administrative appointments (including but not limited to: head of department/RU, course director, other functions recognized under the law);
- Internal service;
- Mentoring of colleagues;
- Academic leadership and management;
- People and team management;
- Other University service; and
- Participation in formal continuing professional development activities in this area.

It is the nature of the position that there is overlap between the different categories and that their weight will be different for different individuals, position profiles and disciplines. Guidelines for weighting between areas are presented below.

Weighting of assessment areas

The evaluation may be weighted differently across the different assessment areas, in line with disciplinary and individual differences. An applicant may choose to weight an area more significantly in order to reflect greater participation and self-identified achievement in that area.

WEIGHTING SCALE

Area	Minimum weighting	Maximum weighting
Research and scholarship	50	75
Teaching	10	35
Knowledge and technology transfer	10	35
Administration and management	5	30

Total points attributed across all areas must not surpass 100.

Weighting of assessment areas is proposed by the applicant; the dean or director of the entity to which they are primarily assigned provides an opinion on the weighting in his/her letter of reference.

Individual scoring

Across each area, the evidence supporting an applicant's application is evaluated on a five-level scale with the following minimum and maximum **approximate** percentage attributions:

Band Scale	Maximum and minimum percentage allocations	
	Minimum	Maximum
A* Outstanding	90	100
A Very good	80	89.9
B Good	65	79.9
C Satisfactory	50	64.9
D Unsatisfactory	0	49.9

The lowest band ("Unsatisfactory") is deemed to be below the threshold for promotion. Any applicant whose contributions fall within this band for any assessment area (research/scholarship, teaching, knowledge and technology transfer, and administration and management) will be deemed not to have met the minimum level for promotion.

NOTE: During the transition period following the entry into force of the new law, and pending full implementation of the requirement of teaching within the bachelor and master degrees, individuals who have little or no activity in teaching will still be considered for promotion despite insufficient evidence or clearly unsatisfactory evidence. Similarly, little or no activity in knowledge and technology transfer will not be grounds for exclusion. In such cases, the minimum score of "Satisfactory" should apply (i.e. 50). This measure is temporary for the addition of the promotion process to be launched in 2019 and will not be retained for subsequent promotion rounds.

Ranking

After initial scoring across each area of assessment as described in sub-sections

Individual scoring and *Committee work and reports*, an overall score outcome is produced. Based on the overall score outcome, the External Evaluation Committee assigns a relative ranking among the applicants for each level.

Committee work and reports

Internal Promotion Review Committee

As an advisory body, the Internal Promotion Review Committee assesses the evidence and recommends for each applicant:

- for each area of assessment, a band (outstanding, very good, good, satisfactory, unsatisfactory); and
- Opinion as to whether the applicant meets the criteria for promotion to the next level.

No detailed scoring nor ranking is undertaken by this committee, however summary information on the evidence supporting the proposed band should be provided in the evaluation report, prepared for potential communication to the applicant.

Should an applicant have elected a second discipline due to the interdisciplinary nature of his/her work, the Internal Promotion Review Committee of the primary discipline should consult and integrate the recommendations from the second disciplinary committee.

External Evaluation Committee

The External Evaluation Committee carries out the detailed scoring and ranking for all applications received. This is done through a multistep process, i.e.:

1. Individual members of the External Evaluation Committee review the documentation, assess each application against the criteria for each area of assessment, and conduct an initial, individual scoring exercise based on consideration of the applicant's documentation and referee letters and using the band scoring as laid out in the subsection *Individual scoring*.
2. The External Evaluation Committee meets to review initial scoring, reviews input from the Internal Promotion Review Committee, and, as necessary, interview the applicants or any persons it deems appropriate. The Committee may request additional referee letters.
3. The External Evaluation Committee re-evaluates all input and assesses each applicant's application against the established criteria. For each applicant, the Committee delivers its opinion regarding the quality of each application using the band scoring system and taking into account the selected weighting. Based on the overall score outcome, the Committee assigns a relative ranking among the applicants for each level. The opinion is detailed in a written report delivered to the Rector. All applicants and Deans/Directors are informed that the opinion has been rendered and delivered to the Rector.

Process

Overview

The process may be broken down into six main sub-processes:

- Confirmation and launch of promotion call;
- Submission of applications;
- Internal Promotion Review Committee review and report on applications;
- External Evaluation Committee review and ranking of applications;
- Selection, proposal and approval of candidates for promotion; and
- Implementation of promotion.

Procedure

Confirmation and launch of promotion call

1. The Rector establishes the number and level of positions to potentially be opened through the competitive promotion process. A provisional timeline for launch and execution of the process is drafted and presented for information to the Management team.
2. The Board of Governors confirms and approves the number of positions, as well as the provisional timeline.
3. The Rector notifies the community of the launching of the process, including information on the procedure, timelines, and any relevant forms and guidelines.
4. The Deans and Directors submit proposals for committee members in the disciplines in which their entity is active. The Rector appoints the members as well as substitutes (in case of conflict of interest), contingent upon successful completion of relevant training.
5. The Rector identifies and appoints the External Evaluation Committee; s/he may solicit suggestions from Deans, Directors and Heads of Department as deemed appropriate.
6. All guidelines and forms are forwarded to the relevant committees; should training of committee members be necessary, relevant trainings are organized with the support of the Office of the Rector and the HR department.

Submission of applications

7. Each applicant submits a preliminary notification of intent to apply for promotion.
8. Each applicant submits full documentation to the Rector by the announced deadline.
9. The Rector receives all applications and ensures that all necessary documentation is included. If the documentation is complete, it is forwarded to the relevant Internal Promotion Review Committee, requesting its opinion.

Internal Promotion Review Committee review and report on applications

10. The Internal Promotion Review Committees review and deliberate on each applicant's documentation against the established criteria. They also identify additional potential referees and contact individuals on the list of referees to request a letter, including the Head of the applicant's department (or equivalent).
11. The Internal Promotion Review Committees evaluate each application across the different assessment areas and propose a general band for each assessment area.
12. The Internal Promotion Review Committees send their opinions to the Rector, after consideration of letters from the referees.

13. The Rector sends each application and the Internal Promotion Review Committees report to the Dean or Director of the entity to which the applicant is primarily assigned. The Dean or Director then provides to the Rector his/her own letter of reference, detailing his/her assessment and opinion on the weighting indicated, and confirming funding support.
14. The Rector notifies each applicant that this step has finished and that all documentation will be sent for further consideration by the External Evaluation Committee.

External Evaluation Committee review and ranking of applications

15. The Rector convenes the External Evaluation Committee.
16. For each applicant, the Rector transmits all documentation received to the External Evaluation Committee.
17. Individual members of the External Evaluation Committee review the documentation, assess each application against the criteria, and conduct an initial, individual scoring exercise based on consideration of the applicant's documentation and letters of reference and using the band scoring as laid out in the present policy;
18. The External Evaluation Committee meets to review initial scoring, review input from the Internal Promotion Review Committee, and, as necessary, interview the applicants or other individuals as it deems appropriate. The Committee may request additional letters of reference.
19. The External Evaluation Committee re-evaluates all input and assesses each application against the established criteria. For each applicant, the Committee delivers its opinion regarding the quality of each application using the band scoring system and taking into account the selected weighting options. Based on the overall score outcome, the Committee assigns a relative ranking among the applicants for each level. The opinion is detailed in a written report delivered to the Rector. All applicants and Deans/Directors are informed that the opinion has been rendered and delivered to the Rector.

Selection, proposal and approval of candidates for promotion

20. The Rector considers all committee reports and opinions and presents the profile of the proposed candidate(s) for promotion to the Board of Governors.
21. The Board of Governors considers the proposal and approves or denies the proposal.
22. The Rector informs each candidate and the Dean/Director of the candidate's entity of primary assignment of the Board's decision.

Implementation of promotion

23. The new salary and title take effect upon final appointment.

Key steps and timeline*

The key steps in the evaluation process are laid out below (NOTE: “T” is the date of approval of positions by the Board of Governors). Please note that the timeline is provided for guidance purposes only.

Step	Responsible	Start date	End date
Confirmation of number and level of appointments possible	Rector	Month T	Month T
Call for committee membership proposals	Rector	Month T	Month T
Communication on process	Rector	T + 1 month	T + 1 month
Appointment of Internal Promotion Review Committees	Rector	T + 2 months	T + 2 months
Appointment of External Evaluation Committee and its chair	Rector	T + 2 months	T + 2 months
Submission of preliminary notification of intent to apply for promotion	Applicant	T + 2 months	T + 2 months
Submission of all documentation	Applicant	T+ 3 months	T+ 3 months
Convening of Internal Promotion Review Committees and communication of all applications to Committees	Rector	T + 3 Months	T + 3 Months
Request for letters of reference	Internal Promotion Review Committee	T + 3 Months	T + 3 Months
Letters of reference	Head of Department	T + 4 Months	T + 4 Months
Deliberation on applicant documentation and letters of reference	Internal Promotion Review Committee	T + 4 Months	T + 6 Months
Opinion of Internal Promotion Review Committee	Internal Promotion Review Committee	T + 7 Months	T + 7 Months
Communication of Internal Review Committee and applicants’ documentation to dean/director	Rector	T + 7 Months	T + 7 Months
Letter of reference	Dean / Director	T + 7 Months	T + 7 Months
Communication of applicants’ documentation, Internal Committee opinion and report, and Dean/Director letter of reference to External Evaluation Committee	Rector	T + 7 Months	T + 7 Months
Convening of External Evaluation Committee	Rector	T + 8 months	T + 8 months
Deliberation on applicant documentation and letters of reference	External Evaluation Committee	T + 8 months	T + 9 months
Communication of evaluation report and ranking of applications to Rector	External Evaluation Committee	T + 9 months	T + 9 months
Notification on end of Committee work	Rector	T + 10 months	T + 10 months
Proposal to the Board	Rector	T + 11 months	T + 11 months
Decision on promotion of applicants	Board of Governors	T + 11 months	T + 12 months
Communication to applicants of decision and individualized feedback report	Rector	T + 11 months	T + 12 months
Final appointment of applicants		T+ 13 months	T+ 13 months

Annexes

Annex 1. Basis for calculating number of positions to be opened under competitive promotion scheme

Quota schedule

The period for the quota count starts as from the day following the last day of the quota period of the previous Competitive Promotion round.

For the purposes of the quota count, an appointment is counted as on the date of contract start at the given professorial rank.

Consideration of different appointments in the quota calculation

The different types of appointments are considered in the following way for the purpose of establishing the quota:

	Counted in quota of new appointments	Counted in quota of promotions
Appointment on a non-tenure track position following an open call	Yes	No
Initial appointment on a tenure-track position	Yes	No
Final appointment on a tenure-track position	No	No
Initial appointment of an ATTRACT candidate	Yes	No
Final appointment of an ATTRACT candidate	No	No
Initial appointment of an ERC award winner	Yes	No
Final appointment of an ERC award winner	No	No
Appointment on a non-tenure track internal position following " <i>nomination par appel</i> "	No	No
Appointment on a non-tenure track external position following " <i>nomination par appel</i> "	Yes	No
Appointment after successful application in the competitive promotion scheme	No	Yes
Appointment following classification exercise as part of institutional mergers	Yes	No
Appointment after external search of rector, vice-rector, dean or director	Yes	No

All positions are calculated using the headcount method.

Should the calculation result in a non-integer number, the unused fraction of a position shall count towards a future promotion round.

Annex 2. Documents provided as part of application for competitive promotion

The documents in support of evaluation for competitive promotion include:

Document reference and name		Instructions
B.1	Application checklist	<p>This is a checklist of documents required as part of an individual's application.</p> <p><i>This document is for reference only and does not need to be submitted.</i></p>
B.2	Application form	<p>As part of an online form, applicants shall be asked to indicate the following items regarding their request to be considered for promotion:</p> <ul style="list-style-type: none"> • Level of promotion requested; • Primary discipline for consideration; • In case of interdisciplinary application, second discipline for consideration; and • Preferred weighting scale across areas of assessment. <p>The application form will include a concise curriculum vitae (CV), with the following information:</p> <ul style="list-style-type: none"> • Personal details: name, Faculty/Department, contact details, gender, current appointment, and start and end dates (dd/mm/yyyy) of appointment; • Education/Qualifications: details of degrees, diplomas, and other qualifications and institution and year obtained (dd/mm/yyyy); • Professional History: a complete account of all previous professional appointments held, with start and end dates (dd/mm/yyyy) and in chronological order; • Other Appointments and Affiliations: a list of membership of professional bodies, committees, peer review activities (grants, journals, books), editorships, with start, and, where relevant, end dates (dd/mm/yyyy); and

		<ul style="list-style-type: none"> Prizes, Awards and other Honours: a list of prizes and awards received and elections to prestigious professional/scientific associations including the full name of the awarding/electing body and year (yyyy) of award/election. <p>All other forms and annexes mentioned below will be submitted through the system as part of the application form.</p> <p>As part of the form, applicants will also be informed about their rights under relevant data privacy laws and be asked to authorize the sharing of their personal information with the relevant committees and bodies involved in the promotion process.</p>
B.3	Personal statement	<p>This is a standard form for submission of a personal statement. All applicants must submit a personal statement of approximately 1,000 words (including annotations, if any) covering the applicant's full range of duties and achievements since their last promotion, if applicable. It should be presented in the light of the job description for the academic rank and areas of assessment and criteria for promotion.</p> <p>The personal statement shall be uploaded in the relevant section of the online application.</p>
B.4.1	Annex 1: List of publications	<p>Applicants shall provide an up-to-date list of publications that:</p> <ul style="list-style-type: none"> Is laid out in chronological order; Complies with the conventions of the relevant academic discipline; and Includes for each publication the title of the work, the title of journal if applicable, year/month of publication, page reference numbers, and total number of pages; and Three (3) key publications, with summary. <p>The list should only include publications that have been published and are available in the public domain; work in progress, work completed but not yet published, and work published on the university website but not yet in other publications must be excluded from the list.</p> <p>The list(s) of publications shall be uploaded in the relevant section of the online application.</p>

B.4.2	Annex 2: List of other research activities	<p>Applicants should provide an up-to-date list of other research activities, including but not limited to:</p> <ul style="list-style-type: none"> • Major external grants and contracts awarded: values and dates (mm/yyyy), together with the names of co-investigators where applicable; • Invited or contributed talks: a list of major lectures/seminars, or other research presentations, stating the year (yyyy) that each was given; • Post-doctoral and other research co-workers, including visiting academics, with whom the applicant is or has been directly associated in the recent past; and • Continuing professional development activities: a list of activities undertaken, including title of course/activity, duration, start and end dates (dd/mm/yyyy) (as applicable). <p>The list of other research activities shall be uploaded in the relevant section of the online application.</p>
B.5.1	Annex 3: Teaching portfolio	<p>Applicants should present sufficient evidence to substantiate the information presented in the personal statement, and in particular speak to the following areas of their teaching and learning practice:</p> <ul style="list-style-type: none"> • Examples of course syllabi and commentary on curriculum development approach; • Evidence of innovative teaching and learning activities, including but not limited to: PBL, blended learning course delivery, learning support activities, etc.; • Assessment practice; • Teaching peer review report; • Experience evaluating study programmes at the University of Luxembourg or elsewhere; • List of publications in relation to teaching and learning in higher education (if any); and Course evaluations or other evidence of feedback from students on learning experience <p>Applicants should cite evidence as garnered from student feedback on learning experience (course evaluations, special surveys, etc.).</p> <p>The teaching portfolio shall be uploaded in the relevant section of the online application.</p>
B.5.2	Annex 4: List of teaching activities	<p>Applicants shall provide an up-to-date list of teaching activities, including but not limited to:</p>

		<ul style="list-style-type: none"> • Confirmation of courses taught at bachelor and masters level, with course descriptions and relevant teaching units, including semesters and names of any co-instructors, with particular focus on the last five years; • Bachelor and master students supervised, name of project and start and end dates (dd/mm/yyyy); • Doctoral candidates supervised, name of project, and start and end dates (dd/mm/yyyy); and • Continuing professional development activities: a list of activities undertaken, including title of course/activity, duration, start and end dates (dd/mm/yyyy) (as applicable). <p>The list(s) of teaching activities shall be uploaded in the relevant section of the online application.</p>
B.6	Annex 5: List of knowledge and technology transfer activities	<p>Applicants shall provide an up-to-date list of technology transfer activities, including but not limited to:</p> <ul style="list-style-type: none"> • Partners within industry, including names and nature of partnership; • Patents and licensing agreements: including type, date (mm/yyyy), issuing authority; • Spin-offs: name and date (mm/yyyy) of incorporation; • List of public outreach and service activities, including title, nature of activity, and dates (dd/mm/yyyy); • Names and dates (mm/yyyy) of participation in (inter-)governmental professional committees; • Dates (mm/yyyy) of consultancy activities carried out and name of beneficiary; • Names of national, European, and international networks of researchers to which the applicant belongs, dates of affiliation (mm/yyyy), and degree of participation; and • Continuing professional development activities: a list of activities undertaken, including title of course/activity, duration, start and end dates (dd/mm/yyyy) (as applicable). <p>The list(s) of knowledge and technology transfer activities shall be uploaded in the relevant section of the online application.</p>
B.7	Annex 6: List of administration and management activities	<p>Applicants shall provide an up-to-date list of administration and management activities, including but not limited to:</p> <ul style="list-style-type: none"> • Participation in university and faculty councils, committees and working groups, including start and end date of mandate (dd/mm/yyyy) and any specific role (chair, secretary, etc.);

		<ul style="list-style-type: none"> Internal service (including but not limited to safety contact officer, Belval move coordination): start and end date of activity (dd/mm/yyyy), brief description of responsibilities and contribution, and any specific training undertaken in fulfilment of this role; Mentoring of colleagues: names of colleagues not in direct line responsibility mentored; Academic leadership and management: including head of department/RU, course/track director and other functions recognized under the law (stating start and end date of mandate (dd/mm/yyyy), other curriculum coordination, principal investigator responsibilities, people and team management (number of direct reports); Other University service (representation of the University of Luxembourg in external activities and working groups); and Continuing professional development activities: a list of activities undertaken, including title of course/activity, duration, start and end dates (dd/mm/yyyy) (as applicable).
B.8	Proof of external postdoctoral research experience form – Assistant Professor	<p>As part of an online form, applicants shall outline information required as proof of postdoctoral research experience. It includes:</p> <ul style="list-style-type: none"> A chronological list of previous professional appointments or visiting fellowships held, including host institution name, location, and start and end dates (dd/mm/yyyy), in fulfilment of the eligibility criteria; and Signed and stamped attestations on official letterhead from host institutions confirming dates of affiliation. <p>Proof of external postdoctoral research experience shall be uploaded in the relevant section of the online application.</p>
B.9	Form for nominating referees	<p>This is a standard form for proposing the names of external individuals who may provide references in support of an applicant's request.</p> <p>Applicants shall provide the names, titles, and contact details of eight (8) external referees.</p> <p>The form for nominating referees shall be uploaded in the relevant section of the online application.</p>

B.10	Authorisation of sharing personal data	Within the online application form, the applicant authorises the University of Luxembourg to share his/her personal data with members of the internal and external committee insofar as necessary for the evaluation of his/her request.
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Annex 3. Standard letter to be used to request references

PRIVATE AND CONFIDENTIAL

Dear [NAME OF REFEREE]:

[APPLICANT NAME] of the [NAME OF PRIMARY ORGANISATIONAL ASSIGNMENT] at the University of Luxembourg has applied for promotion to [Assistant Professor/Associate Professor/Full Professor] as part of the University-wide competitive promotion process. We are writing to you as part of this exercise to determine your willingness to provide a full and frank assessment of the applicant and his/her suitability for promotion to the given academic rank.

Promotion at the University of Luxembourg is assessed in relation to four different areas:

- Research and scholarship
- Teaching
- Knowledge and technology transfer
- Administration and management

Detailed criteria has been defined and should be taken into consideration across each area of assessment. On the basis of evidence provided in the colleague's application materials, a score is attributed for each area according to the level of achievement. Guidance on areas of assessment, criteria to be considered, and the scoring bands used in the assessment of applications for promotion is annexed to the present letter. We have also enclosed the generic job description for the given academic rank for reference.

You have been identified as an expert scholar and key referee in this field who may be able to provide insight into [INSERT APPLICANT'S NAME]'s accomplishments and general performance across his/her career. In so far as you are familiar with or are able to evaluate the applicant's contributions in the four areas, it would be helpful if you could provide evidence of the applicant's suitability for promotion and assess the degree of evidence available (i.e. outstanding, very good, good, satisfactory, or unsatisfactory). We understand that you might not be able to comment across all assessment areas; if this is the case, we kindly ask that you make this clear in your letter.

We would also kindly ask that you, insofar as possible, comment on the size and importance of the applicant's field and provide some indication of the applicant's standing in comparison with others in the same field and with individuals of comparable rank within your institution.

Should the applicant be engaged in interdisciplinary work, please indicate which field of work you are most familiar with in relation to the applicant.

Please note that as referee your letter of reference may be disclosed to the above candidate upon her/his request in the exercise of his/her right of access in accordance with the General Data

Protection Regulation 2016/679. If there are strong reasons for protecting the confidentiality of your reference letter and to oppose to such disclosure, please state them within your reply.

Should you be available, it would be particularly helpful if you were able to reply by [INSERT DATE]. In accordance with the law on data protection, we kindly request you to follow this link [INSERT LINK] in order to confirm your agreement with relevant confidentiality provisions. After that we will be able to forward you the candidate's application including personal statement, CV and detailed annexes on the areas of research, teaching, knowledge and technology transfer, and administration and management.

Should you have any questions, please contact us at the address above. If for any reason you will not be able to provide a reference, please let us know as soon as possible. Thank you in advance for your response.

Kind regards,

[INSERT SIGNATURE]

Chairman of the University of Luxembourg Internal Promotion Committee in [DISCIPLINE]

ENCLOSURES:

Enclosure 1: Guidance on areas of assessment, criteria to be considered, and the scoring bands

Enclosure 2: Job descriptions

Legal disclaimer:

The University of Luxembourg, through the Committee in charge of the promotion process, will handle your personal data in the frame of the afore mentioned competitive promotion process. Your personal data is collected and stored in the context of your cooperation with the University of Luxembourg. The categories of personal data collected are your contact details (name, surname, email address, telephone number, personal webpage), your affiliated institution, your professional address and your area of expertise. The processing of your personal data is based on art. 6(1) (f) of the GDPR. Your personal data will be stored 14 months. You have the right to access, to rectify, to erase and to restrict the processing of your personal data. You can exercise your rights by following the procedure on https://www.wen.uni.lu/university/data_protection/your_rights.

For any question regarding of personal data and any further queries, please do not hesitate to contact the Data Protection Officer of the University of Luxembourg (dpo@uni.lu).

If you consider the processing of your personal data infringes your rights, you can lodge a complaint to the "Commission nationale pour la protection des données" (National Commission for Data Protection). Information is provided on <http://www.cnpd.lu>.

ENCLOSURE 1: GUIDANCE ON AREAS OF ASSESSMENT, CRITERIA, AND SCORING BANDS

A. Areas of assessment

In accordance with article 24 of the University Law regarding the functions of a professor, the applicant's performance will be measured along the following areas:

- Research and scholarship, i.e. a record of high-quality and peer-assessed scholarly work;
- Teaching, a teaching record with commitment to academic and pedagogical excellence. This may include participation in set-up or reorganisation of teaching programmes;
- Knowledge and technology transfer, i.e. a record of activity in technology transfer, public outreach, industry collaboration/partnership or other relevant activities;
- Administration and management, i.e. a record of university service and good management practice.

The professorial function of "International, European and national collaboration" will be considered within each of the areas laid out above.

B. Criteria

For research and scholarship, international competitive excellence is the prime criterion. The following criteria will be taken into consideration:

- Publications and their individual influence/impact on the field;
- International visibility and recognition as illustrated by invited conferences, key notes, expert committees, awards etc.
- Research and technology funding acquired;
- Elected/nominated society memberships and positions held;
- Editorial positions;
- Conference organization;
- Technical results and innovations, research artefacts and/or tools produced (ex. software);
- Refereeing and reviewing for journals, conferences, and funding agencies; and
- Participating in formal continuing professional development activities in this area.

For teaching activities, the following criteria will be taken into consideration:

- Courses taught;
- Course evaluation feedback;
- Curriculum development: quality, creativity, and commitment to introducing evidence-based learning strategies into the classroom;
- Assessment practice: use of formative and summative assessment practices;
- Thesis supervision (PhD);
- Other student supervision (Bachelor and Master);
- Student mentoring;
- Thesis examination;
- Teaching awards, fellowships, and teaching grants;
- Scholarship on teaching and learning; and
- Participating in formal continuing professional development activities in this area.

For knowledge and technology transfer activities, the following criteria will be taken into consideration:

- Partnership with industry and promotion of technology transfer activities;
- IP creation and valorisation (patents, licensing agreements, spin-offs);
- Engagement in public outreach and other forms of service to the general public;
- Contributions to (inter-)governmental professional committees and other forms of engagement with public sector actors;
- Consultancy activities carried out in the execution of one's functions within the university;
- Engagement with national, European, and international networks of researchers; and
- Participating in formal continuing professional development activities in this area.

For administration and management activities, the following criteria will be taken into consideration:

- Participation in university and faculty councils, committees and working groups;
- Administrative appointments (including but not limited to: head of department/RU, course director, other functions recognized under the law);
- Internal service;
- Mentoring of colleagues;
- Academic leadership and management;
- People and team management;
- Other University service; and
- Participating in formal continuing professional development activities in this area.

C. Scoring Bands

Across each area, the evidence supporting an applicant's application is evaluated on a five-level scale:

Reference: Competitive promotion policy – Individual scoring

Band Scale	Maximum and minimum percentage allocations	
	Minimum	Maximum
A* Outstanding	90	100
A Very good	80	89.9
B Good	65	79.9
C Satisfactory	50	64.9
D Unsatisfactory	0	49.9

These bandings should be used to summarize the description of achievement in relation to the criteria.

The lowest band ("Unsatisfactory") is deemed to be below the threshold for promotion. Any applicant whose contributions fall within this band for any area for promotion (research/scholarship, teaching, knowledge and technology transfer, and administration and management) will be deemed not to have met the minimum level for promotion.