Guide to Appointment Procedures for a W2/W3 Professorship

1. The negotiations with the Ruhr University Bochum are in reference to:
   - the duties and responsibilities of the position,
   - definition of the duties and responsibilities,
   - personnel and other resources available for the
   - professorship,
   - when the professorships starts,
   - the professor’s salary/compensation.

When a professor is appointed, the following is to be discussed with the dean of the faculty (i.e. one of RUB’s disciplinary institutional units) or with the central head of the institution:

   - questions related to the duties and responsibilities of the office
   - provision of renewable and non-renewable funds,
   - staffing,
   - office space and equipment.

2. After this discussion, please make an appointment with the RUB Chancellor (tel. number + 49 234 32 22 922) for a meeting to discuss the appointment.

   The appointment is divided in half.

   In the first part, all aspects (personnel, infrastructure) concerning your professorship will be clarified. The dean of the faculty and one of RUB’s Human Resources and Legal Affairs members (or the central head of the institution are taking part. To prepare the meeting please send a short written concept within the needed resources – at least two weeks prior to the negotiations.

   In this meeting, expectations about sabbatical semesters can also be discussed and agreed upon.

   In the second and last part the final salary/compensation is to be negotiated. For this negotiation, a documentation of your present salary (for example, a current pay statement) as well as your desired compensation is to be submitted exclusively to the department of human resources and legal affairs at least two weeks prior to the negotiations.

   The results of this negotiation are to be documented in the form of an agreement. The „Vereinbarung“ (Agreement) which will be sent to you for your signature and the “Vermerk” (Annotation) covering all other aspects (personnel, infrastructure, etc.) will be forwarded to you by the dean of the faculty.

4. If this appointment means that you will become a sworn civil servant for first time or you will be classified as such for the first time at RUB, you must provide an official health certificate. In order to avoid potential delays, it is recommended that you apply for the certificate earlier if you are hypothetically willing to accept an appointment. This can be done at the Public Health Office (Gesundheitsamt) of the city where you presently reside or at Bochum. However, the health certificate cannot be more than three months old at the time of the appointment. RUB will reimburse you for the cost of obtaining the certificate. Please submit both the certificate and the receipt to the human resources office. If you presently live abroad, you can get a health certificate from the designated medical officer of the local German consulate or embassy.

5. We also ask you to apply for a police clearance certificate (Führungszeugnis – Belegart “O”) at the residents' registration office (Einwohnermeldeamt) of the city you presently live in and have it sent to RUB, in accordance with § 30 Sect. 5 of the Bundeszentralregistergesetz (BZRG).

6. Travel expenses for all meetings related to your RUB appointment will be reimbursed in accordance with state travel expense regulations; please submit your receipts to the RUB Human Resources and Legal Affairs office, Dep. 3.6.

7. As official civil servants employed by RUB, professors (including those with foreign citizenship) must, in accordance with § 46 Sect. 1 of the State Civil Service Act (Landesbeamtengesetz, [LBG]), swear to uphold and protect the constitution and must swear the following oath:

   “I solemnly swear to administer the office given to me to the best of my abilities, to uphold and defend the constitution and the law, to carry out my duties conscientiously and to deal justly with all. So help me God.”

   The oath can also be sworn without the last line, “So help me God”, § 46 Abs. 2 LBG.

8. The acceptance of civil servant status with appointment to a professorship does not mean that a foreign national receives German citizenship.

   Foreign nationals must have a valid work visa before being appointed to a professorship. This can be applied for at the Immigration Office (Australänderbehörde) of the city of Bochum.

9. Those who have foreign academic degrees must have them recognized by the appropriate offices. For those who live in North Rhine-Westphalia (NRW), this is the Ministry for Innovation, Science and Research, and Technology in Düsseldorf. Recognition is not necessary for degrees from state or state-accredited universities in member states of the European Union and Switzerland, or from the European Universities in Florence and Brugge or the Papal University in Rome.

10. If you wish to have any previous experience recognized and calculated into your benefits, please consult § 82 of the agreement on benefits for civil servants (Beamtenversorgungsgesetz NRW/ BeamtV NRW) and submit the proper paperwork to Landesamt für Besoldung und Versorgung NRW (LBV), 40192 Düsseldorf.

11. In accordance with § 44 Sect. 1 of the State Civil Service Act (LBG), those who are appointed to a professorship must be willing to move to the city or region of the university when they are appointed. Moving costs can be reimbursed, please see the state regulations on moving expenses (Landesumzugskostengesetz). Moving expenses are to be paid back to the university if either the university or the candidate elects to terminate the employment relationship with cause within two years of the end of the move.

12. If the appointment is made under private employment law, deductions for benefits are the responsibility of both the employer and employee.

13. For further questions, please contact
   - Ms. Dr. Masha Gerdin - +49 234 32 27 705 (Appointment procedures)
   - Ms. Monika Graustück - +49 234 32 22 238 (Appointment procedures)
   - Mr. Thorsten Kroeger - +49 234 32 24 453 (Travel expenses, severance payment, moving expenses, regulations about external/secondary work, services available in case of illness)