



universität  
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# The University of Vienna – Organisation and Governance



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## Preface

The University of Vienna has a clear mission: to educate the next generation of students and conduct research to contribute to the further development of our region's capacity for innovation. The University's openness to new ideas is therefore the driving force of research, enabling it to find answers to the major issues of our time. Freedom of teaching and research are guaranteed by the Austrian constitution.

In its capacity as an autonomous university, the University of Vienna enjoys a high level of independence working within the framework of Austrian federal law. The Austrian tertiary educational system and, thus, the situation at the University of Vienna differs from universities in other countries in several aspects. This booklet provides an overview of the organisation and governance structure of the University of Vienna addressing international reviewers and members of scientific advisory boards.

**Sebastian Schütze**  
Rector of the University of Vienna

# Austrian Framework Conditions

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The University of Vienna is by far the largest university of the 22 public Austrian universities among 6 comprehensive universities, 6 universities in the field of arts and music, 3 medical universities, 2 technical universities, 1 economics and business university, 1 university for veterinary medicine, 1 university of natural resources and life sciences, 1 university in the field of mining, metallurgy and materials and 1 continuing education university. In addition, 21 universities of applied sciences and 17 private universities and 2 private colleges are part of the Austrian higher education landscape.

The distribution of students in Austria is as follows:  
285,000 students study at public universities (85,000 of whom are enrolled at the University of Vienna), 70,000 students at universities of applied sciences and 16,000 students at private universities.

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## 2002 Universities Act

With the 2002 Universities Act, the University of Vienna has been an independent legal entity since 2004. Key aspects of this Act include:

- Public universities enjoy a high level of autonomy vis-à-vis government but remain in the domain of public law and are “legal entities under public law”.
- The Rector, Rectorate, University Board and Senate constitute the University’s leadership.
- The Federal Government is responsible for providing the University with basic funding in the form of the so-called ‘global budget’. Resources are allocated on the basis of performance agreements. A significant portion of the budget is based on performance indicators. The Federal Government is not liable for the debts of the University. The financial affairs of the University are managed by the Rectorate and supervised by the University Board.
- Universities can freely define their strategic goals, their internal organisational structure and their degree programmes. They can appoint academic and administrative personnel independently.
- Student administration and, in particular, student admission are still regulated by federal law. In general, the University cannot limit the number of students but must admit every eligible student. In recent years, entrance exam procedures were introduced for several bachelor’s programmes. Generally, students have to meet qualitative requirements to be admitted to master’s and PhD programmes.
- Currently, all students from EU countries (including Austria) are exempt from paying tuition fees at public universities in Austria. Only students who exceed the period of study defined in the curriculum by more than two semesters and students from non-EU countries (with some exceptions) have to pay tuition fees (EUR 363.36 and EUR 726.72, respectively, per semester).

## University Governance

The Rector, Rectorate, University Board and Senate constitute the University’s leadership.

The Rector has the following responsibilities:

- representation of the University of Vienna
- chairing the meetings of the Rectorate and spokesperson of the Rectorate
- negotiating and concluding performance agreements with the Federal Minister
- selecting professors from shortlists prepared by the appointment committees, negotiations as part of professorial appointment procedures and appointment of professors



## University Governance

The Rector has additional responsibilities according to the rules of procedure of the Rectorate. The term of office of the Rector lasts four years. The term of office of the Rectorate corresponds to the term of office of the Rector.

The Rectorate consists of the Rector and up to four Vice-Rectors and has, in particular, the following duties:

- management of the University of Vienna
- organisation, Development Plan: preparation of an Organisation Plan and a Development Plan that are commented by the Senate and finally approved by the University Board, appointment of the heads of organisational units, conclusion of target agreements with the heads of organisational units, assignment of university members to organisational units, approving regulations for granting authorisations to employees of the University to make legal transactions on behalf of the University according to section 28, para. 1 of the 2002 Universities Act
- performance agreements: preparation of a proposal for the performance agreement for submission to the University Board
- educational affairs: handling of student admissions, organisation of the collection of tuition fees in the amount prescribed by law, establishment and discontinuation of degree programmes (the Senate develops and issues the curricula)
- human resources management: public advertisement of vacant positions
- research and teaching evaluations: initiating evaluations and publication of the results thereof
- financial affairs: making budget allocations, conducting and managing financial affairs of the University, annual budget drafted by the Rectorate to be approved by the University Board
- intellectual capital report including the performance report: drafting the annual intellectual capital report including a report on the basis of the performance agreement
- rejection of unlawful decisions made by other bodies, setting of deadlines and substitute performance in case of default by other bodies
- all other matters that are not expressly assigned to another body

The University Board, whose members must not be employees of the University, elects the Rector (from a list of three candidates proposed by the Senate) and the Vice-Rectors (proposed by the Rector) for a term of four years and may dismiss them for justifiable reasons. It approves the Development Plan drawn up by the Rectorate. It approves the guidelines for financial management, appoints an auditor to audit the financial statements of the University and approves exceptional expenditures. The University Board of the University of Vienna consists of nine members. Four members are appointed by the Senate, four by the Federal Government and the ninth member is elected by the eight appointed members. The term of office of the University Board lasts five years.

The Senate specifies the curricula for the degree programmes, participates in procedures for awarding an authorisation to teach (*venia docendi*, habilitation) and in procedures for the appointment of professors. For these matters, the Senate establishes collegial bodies. The Senate is elected by the members of the University for a duration of three years. The Senate of the University of Vienna consists of 18 members. Thereof, 9 are professors' representatives, 4 are representatives of academic staff (excluding professors), 4 are students' representatives, and one member is from the non-academic university staff.

## Development Plan

Apart from outlining the strategic orientation of the University in research, teaching and administration, the Development Plan specifies professorial positions, including the numbers of professorships and tenure track professorships in general and the degree programmes that will be established or discontinued.

The Development Plan sets standards for the targets of the coming years and forms the basis for the triannual performance agreement concluded with the Federal Ministry responsible for determining the allocation of funds to our University.

Prepared by the Rectorate (with input from the faculties and centres), the Development Plan is submitted to the Senate to comment on the Plan before being approved by the University Board. The Development Plan is substantially revised every three years, while minor revisions in between are possible.

## Performance Agreements

Every three years, the Federal Ministry that is responsible for universities and the Rector conclude a performance agreement which defines the global budget to be allocated to the University for the next three years and the targets to be achieved by the University. The University Board has to accept the draft of the performance agreement and gives an opinion on the result



of the negotiation process prior to the conclusion of the negotiations. Once a performance agreement is signed, the universities are free, within the framework of their tasks and the performance agreements, to use their global budgets as they wish.

The Rectorate has to prepare a performance report/intellectual capital report (containing several indicators which are defined in a regulation by the Minister) and financial statements every year.

### **Public Funding of Public Universities in Austria**

The Austrian public funding system of public universities was re-organised in 2018, while major changes came into effect in 2019. While the previous funding system was largely based on a fixed budget distribution between universities, where only small proportions of the budget were allocated according to performance indicators, the new scheme of budget allocation is generally based on indicators and specific target values that universities have to achieve. Universities that do not meet their specific target values receive a smaller budget.

The new system is based on three pillars: teaching, research and infrastructure & strategic development.

- Nearly one third of the budget is allocated to teaching based on the number of active students. Students are considered to be 'active' when achieving at least 16 ECTS credits per academic year in a specific degree programme. The funding rates per active student are set for a total of 7 subject areas and differ according to the requirements of each subject group.
- Another third of the budget is earmarked for research. The budget allocation in this pillar depends on the number of full-time equivalent academic staff. As described above, funding rates are fixed per full-time equivalent and vary by subject area.
- The rest of the budget covers fixed and specific costs for infrastructure and strategic development, in particular.

The budget is mainly allocated through these mechanisms. Only 4 % of the budget in teaching and 9 % of budget in research are allocated by using output-oriented performance indicators, such as the number of graduates for teaching or third-party funding for research.

While this system uses the three aforementioned pillars to calculate the global budget for each university, each university is nevertheless free, within the framework of their tasks and the performance agreements, to use their global budgets as they wish.

## **Target Agreements**

On the basis of the performance agreement, target agreements are signed by the Rector and the heads of the faculties and centres which define their budget allocations. In matters of studies and teaching, the target agreements are concluded between the Rectorate, the heads of the faculties and centres and the directors of studies in the relevant fields of study.

On the basis of the target agreements, the deans of the faculties or centres allocate resources to the subunits and supervise the performance of the subunits as part of the annual discussions with professors and all habilitated staff members.

## **Staffing Autonomy**

As part of its autonomy, the University can independently decide on the number of employees, and their level of qualification, and is only limited by the budget available (and by labour law). All staff members including professors hired since 2004 are employees of the University of Vienna (either on fixed-term or permanent contracts) and not federal civil servants as this was the case before 2004.

New positions at all staff levels can only be established with the consent from the Rectorate, taking into account the financial situation of the University. In addition, new permanent professor positions are to be specified in the Development Plan before they are advertised, and new tenure track positions require an agreement between the Rector and the Dean.

Professorships and tenure track professorships are always announced and filled by the Rector based on a proposal by a hiring committee or panel. The Dean can decide on all non-professorial positions.

The available types of employment contracts (including the possibility of a tenure track scheme), the respective salary and related matters are specified in a legally binding collective bargaining agreement for all Austrian universities. In addition to these university employees, there is still a declining number of federal civil servants who are assigned to service at the University.

The collective bargaining agreement requires the University to draw up a personnel structure plan, especially with regard to tenure track positions that may be advertised for each faculty and centre. This internal structure plan is prepared in annual meetings between the head of the faculty or centre and the member of the Rectorate responsible for human resources based on the performance agreement with the Federal Ministry. The total number of tenure track positions also has to be specified in the Development Plan.

## **Professorial Hiring Procedures**

There are two parallel professorial hiring and promotion systems, each leading to a permanent position at Austrian public universities:

- (1) Since 2004 the full professor system according to section 98 of the Austrian Universities Act which includes the definition of subject dedications in the Development Plan and the establishment of appointment committees by the Senate
- (2) Since 2016 a full tenure track professor system (assistant professor on tenure track, associate professor with tenure, full professor according to section 94, para. 4 of the Austrian Universities Act promoted from associate professor)

Since 2018, the Austrian Universities Act includes, in section 99a, opportunity hiring of full professors directly by the Rector after consultation with the professors of the relevant field. For this purpose, up to 5 % of the full professorships according to section 98 of the Austrian Universities Act may be specified in the Development Plan without subject dedication.

## **Curriculum Development**

The Development Plan specifies the degree programmes to be newly established or to be discontinued. It lies within the responsibility of the Rectorate to establish or discontinue studies. The Senate is responsible for developing and updating the curricula for the degree programmes.

Curriculum development and quality assurance of degree programmes lie within the autonomy of public universities. There is no mandatory accreditation or review of curricula, e.g. organised by an external quality assurance agency, as it is the case in other countries. However, the external quality audit of the quality assurance system encompasses the process of curriculum development.

## **Student Admission**

Matters concerning student admission continue to be regulated by federal law. In general, the University cannot limit the number of students but must admit every eligible student. In recent years, entrance exam procedures were introduced for several bachelor's programmes. Generally, qualitative requirements have to be met for master's and PhD programmes. For master's programmes in English, the university can autonomously set a maximum number of candidates to be admitted each year in the curriculum.



## **Research Funding Organisations in Austria**

Core research funding is obtained via the performance agreements. Specific research funding in Austria is available on a competitive basis from the following major research funding organisations.

The Austrian Science Fund (FWF) is Austria's central and most important funding organisation for basic research, open to all academic disciplines.

The Austrian Research Promotion Agency (FFG) is a research funding organisation with a focus on the support of applied research.

The Christian Doppler Research Association (CDG) supports the establishment of temporary laboratories at universities that work on "application-oriented fundamental research" supported by at least one industry partner.

WWTF – Vienna Science and Technology Fund: Supports basic research, innovation and application-oriented research.

INiTS is the Vienna Business Incubator for innovative research/technology-based start-ups with high growth potential. Shareholders are the University of Vienna, the Vienna University of Technology and the Vienna Business Agency.

Further specific research funding is offered by the European Union and other non-national research funding organisations.

## **Quality Assurance at Austrian Public Universities**

Internal quality assurance is mandatory for Austrian universities according to the 2002 Universities Act, and its section 14 on Evaluation and Quality Assurance. Therefore, an internal quality management system must be maintained. Periodic evaluations are mandatory, have to cover the entire range of tasks of the University and must be carried out according to subject-related international evaluation standards. The overall design of the quality management system lies within the responsibility of the University.

External quality assurance in the Austrian higher education system is regulated by the 2012 Act on Quality Assurance in Higher Education. Universities are obliged to certify their internal quality management system by means of a quality audit every seven years. For this audit, Austrian universities can select an agency from the European Quality Assurance Register for Higher Education (EQAR). Unlike other national systems, there is no mandatory external accreditation or evaluation of degree programmes and there are no national research evaluations (such as REF in the UK, Australia and Hong Kong or national research assessments such as in the Netherlands).



# Specific Aspects of Organisation & Governance of the University of Vienna

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## Faculties and Centres

While the University's leadership structure is determined by the Universities Act, the University of Vienna can independently decide on its internal organisational structure. A fundamental reorganisation of its academic and administrative structure took place in 2004. As part of this reorganisation, the University redefined its profile by putting a stronger emphasis on research excellence, on raising its teaching quality and on improving its management capacity.

Pursuant to the Universities Act, the former Faculty of Medicine of the University of Vienna became a separate university in 2004, the Medical University of Vienna.

Organisational units (faculties and centres) which are competent in their strategic planning were established. Therefore, the University of Vienna has 15 faculties and four centres and one inter-university organizational unit.. Faculties and centres are academic organisational units with research and teaching duties. The notion 'centre' just refers to a technical difference.

<a href="#">Faculty of Catholic Theology</a>	<a href="#">Internal structure</a>
<a href="#">Faculty of Protestant Theology</a>	<a href="#">Internal structure</a>
<a href="#">Faculty of Law (in German)</a>	<a href="#">Internal structure</a>
<a href="#">Faculty of Business, Economics and Statistics</a>	<a href="#">Internal structure</a>
<a href="#">Faculty of Computer Science</a>	<a href="#">Internal structure</a>
<a href="#">Faculty of Historical and Cultural Studies</a>	<a href="#">Internal structure</a>
<a href="#">Faculty of Philological and Cultural Studies</a>	<a href="#">Internal structure</a>
<a href="#">Faculty of Philosophy and Education</a>	<a href="#">Internal structure</a>
<a href="#">Faculty of Psychology</a>	<a href="#">Internal structure</a>
<a href="#">Faculty of Social Sciences</a>	<a href="#">Internal structure</a>
<a href="#">Faculty of Mathematics</a>	<a href="#">Internal structure</a>
<a href="#">Faculty of Physics</a>	<a href="#">Internal structure</a>
<a href="#">Faculty of Chemistry</a>	<a href="#">Internal structure</a>
<a href="#">Faculty of Earth Sciences, Geography and Astronomy</a>	<a href="#">Internal structure</a>
<a href="#">Faculty of Life Sciences</a>	<a href="#">Internal structure</a>
<a href="#">Centre for Translation Studies</a>	<a href="#">Internal structure</a>
<a href="#">Centre for Sport Science and University Sports</a>	<a href="#">Internal structure</a>
<a href="#">Centre for Microbiology and Environmental Systems Science</a>	<a href="#">Internal structure</a>
<a href="#">Centre for Teacher Education</a>	<a href="#">Internal structure</a>
<a href="#">Max Perutz Labs</a>	<a href="#">Internal structure</a>

inter-university organisational unit of the University of Vienna and the Medical University of Vienna

## **Governance of Faculties and Centres**

The head of the faculty (the “Dean”) or the head of the centre is appointed by the Rector upon recommendation by the professors and bears responsibility for the faculty or centre. To fulfil his/her duties, the Dean cooperates closely with Vice-Deans (one of whom has to be responsible for teaching) and the staff of the Dean’s office.

Responsibilities of the Dean include: strategic planning in accordance with the Development Plan of the University and the recommendations by the Scientific Advisory Board; negotiating and concluding the target agreement with the Rectorate; dealing with day-to-day business; organisational governance such as appointing heads of subunits and coordinating research at the faculty or centre; allocating resources to subunits of the faculty or centre; exercising the role of a direct superior for all academic and non-academic staff members and conducting yearly staff appraisals with them; coordinating and preparing the evaluation of the faculty performance; participation in procedures for the appointment of professors; and ensuring smooth communication within the faculty/centre.

The Faculty Conference elected by all strata of the faculty staff and students is composed of representatives of all groups of the respective faculty and advises the Dean. The Faculty Conference has the right to be informed about all relevant matters by the Dean.

As a rule, faculties are divided into subunits (departments, etc.). These constitute the internal structure of the faculty and are, according to the Statutes, the units of quality assurance for academic performance. Any change to the agreed internal structure of the faculty or centre has to be approved by the Rector. The head of a subunit has only those capacities that the Dean delegates to him/her. However, this delegation of responsibility does not relieve the Dean of his/her responsibility.

## **Directors of Studies**

With the implementation of the 2002 Universities Act, the University of Vienna has adopted a matrix structure. Degree programmes often provide for (compulsory or elective) courses from different faculties/centres. Thus, the Directors of Studies are not directly embedded in faculties and centres but have their own structure. Depending on the number of students, Directors of Studies either supervise a large degree programme or several smaller ones.

The Director of Studies (SPL) pursues his/her task under the direct leadership of the Vice-Rector for Educational Affairs. Directors of Studies are advised by a Studies Conference, which consists of representatives of the teaching staff and

students’ representatives in equal parts, and are administratively supported by Studies Service Centers (SSC) and Studies Service Units (SSS). The Directors of Studies work closely together with the Vice-Deans responsible for teaching in the relevant faculties/centres.

As managers of study organisation and the course portfolio of degree programmes, Directors of Studies serve as an interface between students, teachers and university administration. They are tasked with the planning and organisation of degree programmes and examination procedures, the selection of external teaching personnel as well as with the quality assurance of courses and lessons. They have to organise courses in a way that allows students to proceed with their studies without delay.

## **Doctoral Schools**

Doctoral schools are established by the Rectorate in consultation with the Deans upon proposal of internationally recognised researchers of the University of Vienna. Doctoral schools are designed according to international standards (“Salzburg principles”), i.e., they run structured doctoral degree programmes with team supervision characterised by thematic and personnel sustainability. They offer internationally attractive doctoral training through research to self-reliant doctoral candidates who have a variety of career options after graduation. These are disciplinary and interdisciplinary doctoral schools that can be supported by one or several faculties or even by other universities.

Doctoral schools are funded by the Rectorate according to an indicator-based budget that takes into account the amount of third-party funding and the number of graduates. The Code of Good Practice for Doctoral Schools of the University of Vienna lists the responsibilities of the director of a doctoral school, the supervisors and the doctoral candidates. The directors of doctoral schools are also the Directors of Doctoral Studies. As Directors of Doctoral Studies they are, among others, in charge of approving a doctoral thesis’ topic, the doctoral thesis agreement, the selection of reviewers and the members of the committee for the public defence.

## **Research Platforms & Research Networks**

The University initiated the instruments of research platforms and research networks to fund and advance especially innovative and promising interdisciplinary research areas.

Research platforms address academic questions that can only be studied from an interdisciplinary perspective. Thus, the underlying goal is the promotion

of especially innovative, interdisciplinary research projects. Research platforms are initiated by academics and research groups from various disciplines and faculties who can submit their applications in the course of calls for proposals. The applications are evaluated by international experts. Research platforms are established for a duration of four years.

Research networks bring together researchers at the University of Vienna, particularly in socially relevant subject areas, to create a critical mass, which can then be the starting point for applications for research platforms and third-party-funded projects.

### **Service Units & Central Support Units**

17 central service and central support units support the University, including its leadership, and report directly to the respective Vice-Rector or the Rector.

<a href="#">Vienna University Library and Archive Services</a>	<a href="#">Internal structure</a>
<a href="#">Accounting and Finance</a>	<a href="#">Internal structure</a>
<a href="#">Research Services and Career Development</a>	<a href="#">Internal structure</a>
<a href="#">International Office</a>	<a href="#">Internal structure</a>
<a href="#">Corporate Communications</a>	<a href="#">Internal structure</a>
<a href="#">Human Resources and Gender Equality</a>	<a href="#">Internal structure</a>
<a href="#">Postgraduate Center</a>	<a href="#">Internal structure</a>
<a href="#">Facility and Resources Management</a>	<a href="#">Internal structure</a>
<a href="#">Teaching Affairs and Student Services</a>	<a href="#">Internal structure</a>
<a href="#">Conference and Event Management</a>	<a href="#">Internal structure</a>
<a href="#">Vienna University Computer Center</a>	<a href="#">Internal structure</a>
<a href="#">Professors' Appointment Consulting Service</a>	<a href="#">Internal structure</a>
<a href="#">Office of the University Board</a>	<a href="#">Internal structure</a>
<a href="#">Office of the Senate</a>	<a href="#">Internal structure</a>
<a href="#">Office of the Rectorate</a>	<a href="#">Internal structure</a>
<a href="#">Internal Audit</a>	<a href="#">Internal structure</a>
<a href="#">Quality Assurance</a>	<a href="#">Internal structure</a>

### **Scientific Advisory Boards (SABs)**

The University of Vienna's Organisation Plan allows for the establishment of Scientific Advisory Boards (SABs) both on the faculty/centre level and on the university level. The SAB of the University advises the Rectorate.

These Advisory Boards, consisting of external experts, are aimed at strengthening the University of Vienna's international orientation and international

focus in its research and teaching activities. Scientific Advisory Boards fulfil a consultative function and support the faculties and the University, particularly in development planning.

### **Budget Allocation**

The performance agreement, together with the Development Plan, forms the framework for the University's internal target agreements between the Rectorate and the faculties. The target agreements define goals and measures and, based on these, the budget of the faculties.

The basic budget of the faculties depends on a formula considering staff and student numbers based on past consumption (e.g. consumables) or other key figures (e.g. budget for maintenance and repairs based on the average of equipment purchases in recent years). This way, a formula-based basic budget is calculated based on various components. Where necessary, budget components are weighted according to faculty groups. Similar to the University's budget, the faculties can independently use the budget. This allows them to set different priorities: If, for example, material costs in research are adequately covered by third-party funded projects, more budget can be used for teaching, maintenance or incentives (and vice versa).

The basic budget mainly covers running costs and reinvestments (outside of investment projects, see below). The scope of the faculty's basic budget, and thus the budget autonomy of faculties, is constantly being expanded: In 2020, the budgets for student assistants and visiting professors have been integrated into the basic budget. Based on the mechanisms of the performance agreement, output-related budget components were additionally integrated into the basic budget in 2020. In previous years, some funds were already distributed competitively according to the number of active students and FWF third-party funding. Incentive indicators in teaching and research have now been added. This way, additional funds are allocated to teaching, primarily for increasing the number of graduates and for increasing the number of active students. In research, the incentive indicators relate to the increase in third-party funding in the areas of basic and applied research and the overall third-party funding activity of the faculty in relation to comparable faculties. On average, the output-related indicators amount to approximately 25 % of the total basic budget of the faculties, although this proportion may vary depending on the performance of the faculty. If budget funds are not used in one year, they are allocated to a reserve at the faculty level. Access to these funds requires an agreement between the Rectorate and the faculty and is part of the annual target agreement.

Larger investments are allocated through investment projects. Faculties need to describe every investment project in terms of goals, approach and budget. The faculty and the member of the Rectorate responsible for infrastructure negotiate the investment projects in the context of the target agreements. The investments are approved as part of the target agreements.

The target agreements are independent of the process of appointing new professors, for which the Rector is responsible. The professor and the Rector negotiate the staffing (in particular academic assistants and administrative staff) as well as the budget for equipment and start-up financing. These funds are directly allocated to the professor and are therefore not part of the target agreements and the basic budget of the faculties.

### **Appointment of Full Professors according to section 98 of the Universities Act**

The denomination of any permanent university professorship must be specified in the Development Plan of the University before it can be advertised.

All positions are advertised by the Rectorate internationally. The Senate establishes an appointment committee, which encompasses members from all strata of the University. Nominated by the professors in the respective department, the professorial members of the Senate appoint at least two reviewers, of whom at least one must be an external reviewer, for the selection process. The Rector may nominate another external reviewer. The reviewers are not members of the appointment committee. However, the appointment committee is required to ask the reviewers to externally evaluate all candidates who meet the formal requirements defined in the advertisement of the position. Moreover, the appointment committee is required to decide on the list of candidates to be invited based on the reviewers' expert opinions. Upon approval of the list from the Vice-Rector responsible for research on behalf of the Rector and the consent of the Equal Opportunities Working Party, candidates are invited to give public presentations (research talk, sample lecture) at the University of Vienna and to introduce themselves to members of the department and departments of related fields.

Based on the reviewers' expert opinions, as well as on the performance of the candidate during the public and non-public lectures and discussions, the appointment committee draws up a shortlist of the three most suitable candidates for the advertised professorship and gives reasons for its decision in a report that is submitted to the Rector.

The Rector selects the successful candidate from the shortlist, being supported through a final double-check by the Unit for Quality Assurance of the University.

The Rector remits the shortlist to the appointment committee if he/she reaches the decision that the appointment committee has not chosen the most suitable candidates. The Rector has the right to select one candidate from the three short-listed candidates who is formally offered a full professorship. He/she then conducts the contract negotiations with the candidate and concludes the employment contract including the resources allocated to the professorship together with the head of the faculty or centre.

Professors who are appointed for a period not exceeding five years are subject to a simplified appointment procedure. The extension of this appointment is only permissible if the appointment procedure as described above is followed.

### **Appointment of Tenure Track Professorships**

The denomination of a tenure track professorship is specified by the Rector based on a proposal by the Dean of a faculty or head of a centre. The total number of tenure track positions has to be specified in the Development Plan.

Tenure track professorships are internationally advertised by the Rectorate and open to postdoctoral researchers having two years of international research experience during or after doctoral studies. The first step of the selection process is done by an internal panel. This panel is chaired by the Vice-Rector responsible for research and includes the Dean and three professors. Based on external peer reviews and hearings of the shortlisted candidates, the panel proposes a list of the three most suitable candidates to the Rector, who then decides on a candidate who is formally offered a tenure track assistant professorship.

Successful candidates are hired as assistant professors based on a qualification agreement. After the fulfilment of the qualification agreement is positively evaluated within the first four to six years of employment, the successful candidate gets a permanent contract as tenured associate professor. Associate professors whose tenure track position was advertised in 2016 or later automatically belong to the group of university professors. Associate professors with outstanding achievements can be promoted to full professors through a university-wide competitive procedure approximately every three years.

Internal and external candidates with outstanding academic achievements can be offered fast tenure track professorships.

## Habilitation

Based on their research and teaching achievements, holders of a doctoral degree may apply for the authorisation to teach (*venia docendi*, habilitation) for an entire academic subject. The habilitation thesis is either a monograph or a selection of already published related papers. The thesis is submitted to the habilitation committee that evaluates the thesis. The submitted thesis must be of impeccable methodological quality, contain new academic insights and demonstrate the candidate's command of the habilitation subject and his/her ability to advance research in the respective field.

Nominated by the professors in the respective department or faculty, the professorial members of the Senate appoint at least three specialists as subject reviewers, of whom at least two must be external and who must at least have the same formal qualification as aspired by the candidate. Additionally, an internal expert opinion is required to assess the teaching experience of the candidate. Furthermore, the Senate appoints a habilitation committee which includes members from all groups of academic employees of the University as well as student representatives. While reviewers are not members of the committee, the committee is required to base its decision on the reviewers' expert opinions and other opinions received. Professors of adjacent fields have the right to comment on the candidate even if they are not members of the committee. Student members of the committee are entitled to comment in oral or written form on the teaching abilities of the candidate.

In general, a habilitation neither modifies an existing employment contract nor grants the right to employment at the University of Vienna.



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