

Instructions for applications for university professorships (W3 [Full], W2 [Associate], and W1 [Junior])

Thank you for your interest in applying for a university professorship at the Charité – Universitätsmedizin Berlin. This document provides instructions and further information regarding the prerequisites and documents necessary for an application.

For your application please use the application portal of Charité: <https://career.charite.de>

Applicants employed at Charité please pay attention to § 101, section 5 of BerlHG:

„Bei Berufungen auf eine Professur können Juniorprofessoren/innen sowie Hochschuldozenten/innen der eigenen Hochschule nur dann berücksichtigt werden, wenn sie nach ihrer Promotion die Hochschule gewechselt hatten oder mindestens zwei Jahre außerhalb der berufenden Hochschule wissenschaftlich tätig waren. [...] Bei der Berufung auf eine Professur, die keine Juniorprofessur ist, können wissenschaftliche Mitarbeiter/innen der eigenen Hochschule nur in begründeten Ausnahmefällen und wenn zusätzlich die Voraussetzungen des Satzes 1 vorliegen berücksichtigt werden. Im Übrigen dürfen Professoren/innen, die in derselben Hochschule hauptberuflich tätig sind, nur in Ausnahmefällen berücksichtigt werden.“

Please find below information regarding format of files you will need to upload for your application at the Charité portal.

I. Health care/patient care (required for W2/W3 professorships with clinical focus) **(PDF file for upload):**

- Senior physician competences, any intended subspecializations, maybe desired specialization
- Experience in health care/patient care (area of responsibility, specialist knowledge and focuses, scope, operation catalogue or similar, if applicable)
- Experience in economic management of a clinic/department/sub-unit
- If available: tabular summary of the key figures of the previous responsibility

Key figures of the previous responsibility: Clinic for xyz	2 years ago	The year before last year	Previous year
Number of beds stationary			
Number of beds semi-residential			
Number of cases stationary			
Number of cases out-patients			
Case Mix points			
Case Mix Index			
Return in total (in T€)			
marginal return or EBIT (in T€)			
Staff/Full-Time in total			
thereof medical staff			
thereof nursing staff			
thereof other staff			

II. Publication record (PDF file for upload):

- Complete list of your publications including original publications as first author and senior author

III. iCite-table (as XLSX-file for upload): iCite (<https://icite.od.nih.gov/analysis>)

- Visit the website of iCite
- Search your publications e.g.: via standard pubmed query
- Click „Process“
- Check whether all of the displayed publications belong to you and deselect publications not published by you.
- Click „Download selected results“

IV. Teaching report (PDF file for upload): Overall teaching experience, teaching events (topics and type such as lecture, laboratory, seminar, bedside teaching etc.), problem-based learning (POL), experience with innovative teaching approaches, supervision of doctoral students and graduate students, activities in further education.

V. Documents for personal teaching evaluation (PDF file for upload):

- Personal teaching evaluations (e.g. of lectures or seminars held) by students / course participants
- Teaching reports (e.g. in context of the habilitation)
- Evaluations of teaching courses (e.g. elective courses) that you were responsible for or that have been contributed by you

If you do not have any personal teaching evaluation, please fill the field below with the appropriate message.

VI. Short Concept of the Professorship (maximum 4 pages, PDF file for upload):

- Statement concerning planned research projects and collaborations with existing research groups
- Possible integration into existing research networks and projects at the Charité and beyond in Berlin and Brandenburg
- Statement concerning the approach to teaching and further education/training as well as for medical care and health care

For junior professorships (W1): Project proposal for your research project and concept regarding the interdisciplinary connection of the junior professorship with the research network of the Charité (maximum 10 pages).

VII. **Certificates (PDF file for upload at the lowest possible resolution):**

- Please upload documents of all your degrees. This includes copies of the following certificates, reports, awards in black/white or in color but at the lowest possible resolution:
 - University degree
 - Doctorate
 - Habilitation
 - Certificate of appointment
- Physicians are asked to upload copies of the following documents in addition:
 - License to practice medicine (*Approbation*)
 - Medical specialist
 - Additional titles
- If necessary: letter of recommendation or job references

VIII. **CV (PDF file for upload):**

- Please upload your tabular CV.