CHARITÉ
UNIVERSITÄTSMEDIZIN BERLIN

Application information for professorships
(full/W3, associate/W2, and junior/W1 professorships)

Thank you for your interest in a professorship at Charité – Universitätsmedizin Berlin. In this document, you will find notes and further information relating to the requirements and necessary documents for making an application.

Please use the Charité application portal for submitting your application documents: https://career.charite.de

We ask applicants **to the Charité** to take account of § 101 (5) of the Berlin Higher Education Act (BerlHG):

In the case of appointments to professorships, junior professors and university lecturers from the university in question can only be considered if they have changed university after completing their doctorate or have worked in academia outside of the university making the appointment for at least two years. […] In the event of appointments to professorships that are not junior professorships, research fellows from the university in question can only be taken into account in justified, exceptional cases and provided that the requirements of sentence 1 are also met. In other respects, professors who work full-time at the university in question may only be taken into account in exceptional cases. (The German version is the legally binding version. The English version is for informational purposes only.)

When applying for a **junior professorship**, please note § 102a (3) of the Berlin Higher Education Act:
As a rule, no more than six years – in the field of medicine, no more than nine years – may have elapsed between the last examined element of one's doctorate and one's application for a junior professorship; this period is increased by periods spent looking after one or more children under the age of 18 and periods spent caring for a care-dependent relative, by up to two years per child or person in need of care. (The German version is the legally binding version. The English version is for informational purposes only.)

Since your academic age (period spent working as an academic after completing your doctorate) is crucial when assessing your academic performance, please indicate any interruptions, such as periods raising children, in your CV.

Below, you will find information on the format of the files that are required for applications via the application portal.

I. **Cover letter (maximum two pages)**

> Please address your cover letter to the incumbent dean of Charité – Universitätsmedizin Berlin and briefly outline the reasons for your application.

II. **Medical care** (for W2/W3 professorships in clinical subjects) **(as a PDF file to upload)**:

- Expertise as a senior physician, any sub-specialization being targeted
- Experience in medical care/patient care, specialist knowledge and areas of specialization (if applicable, list of surgical procedures performed or similar)
- Experience in the operational management of a clinic
- If available: tabular overview of key financial performance indicators for your present area of responsibility

Key performance indicators for your present area of responsibility: Clinic/Department XYZ	3 years ago	Year before last	Last year
Number of inpatient beds			
Number of semi-inpatient beds (day beds/night beds)			
Number of inpatient cases			
Number of outpatient cases			
Case mix points			
Case mix index			
Total revenues (in € '000)			
Contribution margin or EBIT (in € '000)			
Total no. employees/full-time staff			
of which medical staff			
of which nursing staff			
of which other staff			

III. **List of papers (as a PDF file to upload):**

- Complete list of publications, including original papers as lead author, senior author
- A list of your 5 most important publications from the last 5 years

IV. **List of teaching activities (as a PDF file for upload):**

- Overall teaching experience, courses held (topics and forms, such as lectures, practical training, seminars, bedside teaching, etc.), problem-based learning (PBL), experience with innovative approaches to teaching, supervision of doctoral and diploma students, activities in further and advanced training.

V. **Documents for your personal teaching evaluation (as a PDF file to upload):**

- Personal teaching evaluations (e.g., of lectures or seminars held) by students/course participants
- Expert teaching assessments (prepared, e.g., as part of your post-doctoral dissertation [habilitation])
- Evaluations of courses (e.g., elective subjects) for which you were responsible or which you helped create

If you do not have the relevant documents, please indicate in the comment field provided that you do not have any documents for the personal teaching evaluation.

VI. **Brief concept for the professorship (max. 4 pages, as a PDF file to upload):**

For W2/W3 professorships:
- Statements on planned research projects and collaborations with existing working groups
- Possible integration into existing research networks and projects at the Charité and beyond in Berlin and Brandenburg
- Statements on your concept for teaching and, where appropriate, for further and advanced training, as well as for medical care and patient care, if applicable

For junior professorships (W1):
- Project outline for your research proposal and concept for linking the junior professorship to the Charité's research networks in an interdisciplinary manner

VII. **Certificates and letters of recommendation (as a PDF file to upload):**
- Please provide evidence of <u>all</u> degrees. This includes copies of the following documents, certificates and awards – where applicable – in black and white or in color, but with the lowest possible resolution:
  o University degree
  o Doctorate
  o Post-doctoral dissertation (habilitation)
  o Letter of appointment (as a public servant: "Ernennungsurkunde")
- Doctors should provide the following certificates/documents <u>in addition</u>:
  o License to practice medicine
  o Specialist license
  o Additional qualifications
- If applicable, letters of recommendation or employment references

VIII. **CV (as a PDF file to upload):**
  o Please upload your CV in tabular form here
  o Note: Please provide your home address