

Instructions for Application for a university professorship (W3-(Full), W2-(Associate), and W1 (Junior))

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

„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.“

The following information is expected in a **clear outline** within your application. The points I to III, V and IX are usually shown in the Curriculum Vitae.

- I. **Academic status:** Title, academic degree, post-doctorate (when, where? topic, grade), current official position, own research group, etc.
- II. **Academic Education:** Education/studies (when, where? Subject), grants/awards or scholarships, temporary employment or studies especially abroad (when, where, duration) as well as further education/teaching
- III. **Professional Qualification:** Stations during academic education, certificates/degrees, professional qualifications (licensure, specialization, additional qualifications etc.), experience in a leading position and management;
Only for junior professorship (W1): Conception for a further professional qualification (desired academic position)
- IV. **Health Care /Patient Care** (required by W2/ W3 Professorship 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 economic key figures of the previous responsibility

economic key figures of the previous responsibility: Clinic for	2013 respectively 2 years ago	2014 respectively last year	2015 Respectively 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			

- V. **Research:** academic/scientific qualification, topic of your previously executed and current research focus, international connections and collaborations; any involvement in on-going research cooperation's and projects at the Charité or in the Berlin-Brandenburg region
- VI. **Publication record (PDF-file for upload):** complete list of your publications including original publications as first author and senior author, Impact-points in total and in sum for the last five years as well as shown separately as first and senior author, personnel Scientific Citations Index (SCI, h-Index after Web of Science) for all publications
- VII. **third-party funds (PDF-file for upload):** Listing of all previous and on-going third-party-funds (in T€) as single applicant (by several applicants please only list your own share of the third-party-funds)

External Funding (in thousand €) in table form:

Topic Project	Funding Sponsor	Funding period	Total funding	For Personnel	For Materials	For Investments Funds

This should include information on the total amount of previous and current **personal external funding** and how much of that *was/is peer-reviewed*.

- VIII. **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
- IX. **Other:** memberships and activities in scientific societies and committees, grants, awards, residences abroad and so on.

X. **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
- Statements on the approach to teaching and further education/training as well as for the medical care and health care

For junior professorship (W1): project proposal for your research project and concept through an interdisciplinary connection of the junior professorship at the research network of the Charité (maximum 10 pages)

XI: **Certificates (as PDF-file at the lowest possible resolution)**

- Copies of all of your diplomas, degrees, awards in black/white or in color but at the lowest possible resolution
- three reprints of publications in the lowest possible resolution
- if necessary: letter of recommendation or job references