

Appointment Negotiations

Contact

[Head Department 5.4 Professorship Appointments, W-Remuneration](#)

Scheduling of Appointment Negotiations: [Office of the Human Resources Division](#)

Offer of Professorship

Offers of professorship are made by the President's Office once the Ministry has given its consent. Offer letters are prepared by department 5.4 and signed by the President. In the offer letters, candidates are asked to state their expected remuneration and their equipment and staffing needs. Candidates are also advised that they may use the Dual Career Service or the Family Service.

The faculty and research institute receive a copy of the offer letter and are informed about the Ministry's consent to the appointment list.

At this point, the faculty may:

- inform the applicants not on the appointment list and
- inform the applicants on the list about the stage of the process.

Negotiating Phase

Following the offer of professorship, individual appointment negotiations with the candidate are launched. In the light of increasing competition to attract the best brains, Heidelberg University sets great store by a culture of attraction and welcome. In addition to equipment, staffing and personal remuneration, the overall situation of the candidate is taken into account.

In the preliminary talks (participants: Vice President Finance and Personnel, Department 5.4, Managing Director of the Research Institute involved, Dean of the Faculty), the candidate's equipment and staffing needs are considered and compared to the research institute's resources and the funds available from the President's Office. At the beginning of the appointment process, the faculty submits the form for equipment and staffing (→ [Approval of Professorships, Importance and Equipment and Staffing](#)) to the President's Office. Based on the information given in this form, the President's Office may decide to financially support the appointment (financial planning). Decentralized allocation of resources (funding by the institutes) takes precedence over central resource allocation in line with the basic rules for budgeting. The decentralized budget model requires that the research institute makes a contribution to the appointment.

Expected Salary and W-Remuneration

In the offer letter, candidates are asked to directly send their expectations regarding individual remuneration to the Vice President Finance and Personnel and to submit proof of their current income. Department 5.4 is available to provide information on W-remuneration, differences in the respective German federal states or international salary comparisons.

When it comes to professors' salaries, confidentiality is very important to the President's Office. Therefore, the faculty and research institute do not take part in the salary negotiations. In case individual salary components depend on achieving specific targets (target agreement) and targets also affect matters of the institute and/or faculty, the target proposals are also discussed with the faculty and institute.

Scheduling the Appointment Negotiations

After receipt of the candidate's plans on equipment and staffing, the appointment negotiations with the President are scheduled. They usually take place on Tuesday mornings.

The Managing Director of the institute involved should contact department 5.4 as soon as he or she can foresee when the plans will be submitted so that the negotiating stage can be planned early.

Appointment Negotiations

The University's President conducts the negotiations. In the first part, equipment and staffing of the professorship are discussed, while the second part addresses individual remuneration and further personal matters such as dual career, schooling, child care, language courses, if necessary.

Participants of Equipment/Staffing Negotiations

- Candidate
- Institute Representative (usually Managing Director of the Institute)
- Faculty Representative (usually Dean)
- President
- Vice-President Finance and Personnel
- Department 5.4

Participants of Salary Negotiations

- Candidate
- President
- Vice-President Finance and Personnel
- Department 5.4

Appointment Offer

Pursuant to section 48(4) of the Higher Education Act of Baden-Württemberg, the offer for equipment and staffing is only valid for a maximum of five years. Resources made available by the President's Office may be spent in line with the budgetary regulations of the state of Baden-Württemberg and the guidelines of Heidelberg University. Residual funds may be transferred to the next calendar year without requiring a specific request.

If necessary, the offer for equipment and staffing may also include reimbursement for relocation expenses. Reimbursement (→ [Guidelines for Reimbursement of Relocation Expenses](#)) is made pursuant to the Relocation Expenses Act of Baden-Württemberg. At a minimum, the candidate receives reimbursement for transport and travel expenses. If these expenses are lower than the maximum amount of EUR7,000, Heidelberg University can reimburse relocation-related expenses up to this amount.

Supporting the Candidate

The appointment negotiations are often a crucial stage in the appointment process. Therefore, the University, i.e. those involved in the research institute, the faculty and the President's Office, should be in close contact with the candidate. Experience has shown that providing a high level of support during this stage has a great impact on the outcome of negotiations.

So if it appears that further support is essential to win over the candidate, those involved in the process should inform each other in an open and transparent manner. The decision for or against the transition to another university does not only depend on remuneration or equipment and staffing; a wide range of criteria frequently impacts this complex decision. The more communication there is, the easier it is to recognize sensitivities behind the problems arising.

So far, the level of support for candidates is very different in different subject areas. The culture of attraction and welcome the University wants to establish can certainly be achieved in different ways. In these guidelines, we want to raise awareness of the importance of supporting the candidates. Department 5.4 is of course available to help and provide further information.

Acceptance of the Offer

As soon as the candidate has accepted the appointment offer in writing, the [Human Resources Division, Department 5.1](#) can launch the administrative appointment process (→ Step 7).

Refusal of the Offer

If the candidate refuses the offer, the next candidate on the list receives an offer letter after consultation with the faculty. The appointment negotiations (→ Step 6) take place again. Notice of acceptance or refusal of the offer is given to the:

- Ministry of Science, Research and the Arts
- Faculty
- Institute or Department
- Press Office
- Division of Planning, Construction and Safety / Finance Division / Human Resources Division

The Faculty informs the candidates not on the appointment list and returns their application documents.

If all candidates on the list have received an offer or the candidates in second and third place are subject to a restriction notice which is not cancelled, or the other candidates on the list are not available anymore, the position needs to be advertised again after consultation with the President's Office (→ Step 4).