



Tübingen Faculty of Medicine  
Academic Careers  
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## **Guidelines on the Habilitation Process (updated: April 2024)** (In Accordance with the Habilitation Regulations of 19.12.2022)

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These guidelines summarize and excerpt the Habilitation Regulations and contain further notes from the Dean's Office and the habilitation board (*Habilitationsausschuss*) regarding on the procedure. These guidelines do not replace the Habilitation Regulations.

## 1. Habilitation Process

The habilitation serves as proof of the particular ability to independently represent an academic field in research and teaching. The authorization to teach a certain academic field or discipline is conferred on the basis of a successfully completed habilitation process.

Habilitation at the Faculty of Medicine at the University of Tübingen is only possible in subjects or disciplines that are sufficiently represented in research and teaching at the Faculty of Medicine of the University of Tübingen.

Applications for admission to the habilitation process (habilitation request) may be made at any time to the Department of Habilitations and APL Professorships (*Bereich Habilitationen und APL-Professuren*), using the documents specified in § 5 of the Habilitation Regulations. The habilitation board requests that the habilitation candidates discuss and consult their applications in advance with the respective subject representative (*Fachvertreter/-in*). The subject representative comments on research and teaching performance and suggests at least three possible external reviewers in his or her letter of endorsement. Generally, persons of the rank of a university professor are appointed as external reviewers. When the selection is made, care must be taken to avoid circumstances that could give rise to the appearance of bias. The external reviewers should not have published or collaborated with the candidate and must not have been employed at the University of Tübingen or have been a member or member with habilitation of the Faculty of Medicine within the past ten years. Furthermore, the external reviewers should be personally, financially and professionally independent of each other and should not be in any relationship of dependency with one another. An apparent lack of independence could arise in the following circumstances: kinship, marriage, partnership; teacher-student relationship within the last five years; close collaborations. Additionally, the rules according to § 20 and §21 VwVfG apply.

After formal examination, the documents are passed on to one of three habilitation committees (*Habilitationskommissionen*), which typically retains responsibility for processing during the course of the procedure. The head of the committee may hold a discussion with the candidate on the planned habilitation.

The habilitation committee decides on admission to the habilitation process according to the fulfillment of the admission criteria (cf. 2; § 4 of the Habilitation Regulations). The decision by the habilitation committee on admission to the habilitation process will be communicated to the applicant in writing.

The habilitation is conferred on the basis of written and oral habilitation achievements. This presupposes that all requirements under § 4 of the Habilitation Regulations have been met.

For the assessment of the written habilitation work (*schriftliche Habilitationsleistung*), examiners' reports are usually obtained from one internal reviewer and two external reviewers. The habilitation committee decides whether to accept the written work as a written habilitation work. If all expected documentations and certificates are submitted, including the recognition of specialist training during the habilitation in clinical or clinically-theoretical subjects/disciplines and unrestricted positive reviews of the habilitation work, the oral habilitation may be presented through an academic lecture by the applicant, open to all members of the faculty, and a subsequent colloquium. The responsible habilitation committee decides whether to accept the oral habilitation work.

The result of the habilitation process is announced following the colloquium and discussion within the committee. The habilitation is complete upon notification of the decision reached.

On the basis of the successful habilitation, the authorization to teach is conferred along with the habilitation certificate.

## **2. Admission Requirements for the Habilitation Process**

The applicant must fulfill certain requirements in order to be admitted to the habilitation process. These requirements are set out in § 4 of the Habilitation Regulations and will be explained in more detail here.

With regard to the admission requirements, the Tübingen Faculty of Medicine distinguishes between applicants with a clinical focus and applicants with a non-clinical focus. For the group of non-clinically active applicants, a distinction is made between a habilitation module with a focus on research and another habilitation module with a focus on teaching.

### **2.1 Doctoral Degree**

Admission to the habilitation process presupposes that the applicant has obtained the right to hold a doctoral degree from a German institution of higher education or an equivalent academic degree from an institution of higher education outside Germany (§ 4 (1) of the Habilitation Regulations). Applicants who cannot provide proof of a German doctoral degree are recommended to have the equivalence of their foreign doctoral degree checked at an early stage by the Dean's Office. In some (European) countries, so-called professional doctorates awarded with the degree, e.g., Dr. med. univ. do not meet this equivalency requirement.

### **2.2 Several Years of Research and Teaching Activity**

The applicant must typically have been academically engaged in research and teaching in the field or discipline in which he/she seeks a habilitation for several years following his/her doctorate, with corresponding proof. The habilitation committee decides on any exceptions.

#### **2.2.1 Documentation of Academic Publications**

Academic research work is typically documented by the presentation of at least 15 original publications (main features of an original paper: designated material/method section, result, discussion), of which at least 10 publications are in first or last author position. Any deviation from this rule must be clearly justified in writing by the applicant and by the subject representative.

Only publications in internationally recognized journals that are listed in PubMed, or are listed in the JCR ranking, or have an impact factor may be considered. At least half of the papers in first or last author position should be published in journals that are listed in the top 50 percent of the subject category. It is permissible that, in the case of high-ranking original publications, one review article, case report, or meta-analysis may be considered if these have also gone through a peer-review process and have been published in a *high-ranking* manner. Please note that in the publication list, reviews and case reports must always be listed separately in their corresponding categories.

As a rule, a maximum of 2 shared authorships can be considered within the scope of the required first or last authorships. For high impact publications with an IF >10, additional shared authorships may be recognized. For these papers, a clear statement of the authors' own contribution must be available.

Publications in disciplines related to the habilitation subject may be recognized as part of the overall performance according to § 4 (3). However, the main focus of the previous publications should be in the habilitation subject.

Papers which have been accepted for publication must be appropriately labeled. A confirmation of acceptance must be included in the publication list.

Upon request, there are various compensation options by which the required number of original publications may be reduced by 1 each:

- High impact publications in first or last authorship are counted as follows: An original paper with an IF >20 counts as 3 publications; an original paper with an IF >10 counts as 2 publications. For candidates from subjects whose journals cannot achieve a comparably high impact of approx. 10 (e.g. surgery, plastic surgery, dental disciplines), a publication that is in the top 5% of the subject-specific ranking may alternatively be recognized as a compensation option upon request.
- A double doctorate (Dr. and Ph.D. or Dr. and Dr.)
- Proof of at least 6 months of postdoctoral research at an external scientific institution following completion of the doctorate
- Proof of at least one successful extramural peer-reviewed third-party funding acquisition as PI or Co-PI (applicant or co-applicant with significant own budget allocation) for a research project with e.g., DFG, BMBF, etc. (see 2.3)
- Proof of management of an innovative clinical study in the sense of an IIT study or the responsible preparation of a guideline for the respective professional society (*Fachgesellschaft*)
- The establishment and implementation of a new module within the framework of the curriculum to be reformed in line with the new NKLM and medical licensing regulations. The planned development of such a module must be coordinated in advance with the Department of Studies and Teaching (*Bereich Studium und Lehre*) and the management of TIME (Tübingen Institute of Medical Education). This work will be reviewed together with the teaching performance by the Dean of Studies.
- Proof of activity as a teaching coordinator after appropriate presentation of the range of tasks for the duration of at least one year

Compensations may only be credited in such a way that at least 7 original publications in first or last authorship are presented.

### **2.2.2 Professional Training: “Didactic Training” (*Medizindidaktik*) and “Good Scientific Practice”**

The applicant is expected to have completed professional training in the pedagogical-didactic field, usually through successful participation in a certified programme to obtain a medical didactics qualification (Medical Didactics Qualification I from the Competence Center for University Didactics in Medicine or equivalent professional training) (§ 4 (4a)). Exceptions and the recognition of other certificates are decided by the habilitation committee. It is recommended that didactic training takes place early in the course of qualification for habilitation. In this way, the methods learned can be tested and deepened in the courses to be taught.

The applicant should be able to document professional training in Good Scientific Practice, particularly in the supervision of doctoral candidates, by providing a certificate of participation in such training, in accordance with the recommendations approved by the faculty. The habilitation committee decides on any exceptions.

### **2.2.3 Teaching Performance**

Achievements in student teaching are to be documented chiefly in the proposed habilitation subject for the Tübingen Faculty of Medicine and proven through the successful teaching of programme-related classes over at least 3 semesters, each comprising at least two semester hours per week. Detailed information can be found in the “Guidelines for Documenting Teaching Performance for Habilitation and for Extraordinary Professorships at the Faculty of Medicine”.

The habilitation committee decides on any exceptions. Following the decision of the habilitation board (*Habilitationsausschuss*), the teaching performance of a total of at least three times two semester hours per week may also be completed over a longer period than 3 semesters if it is not otherwise possible for organizational reasons. The teaching performance per semester should typically not be less than 1 semester hour per week (SWS).

As a rule, proof of a positive person-related teaching evaluation (up to 2.0 in the overall evaluation) must be provided by the applicant along with the application for initiation of the habilitation process (§ 4 (6)). A person-related evaluation will be generated by the evaluation team upon timely application. If no evaluations of the applicant's teaching are available, the applicant must provide an explanation and prove, which will be assessed by the habilitation committee (§ 5 (8)). The habilitation committee decides on a case-by-case basis whether personal evaluations still need to be submitted. The same applies if an evaluation of the applicant's teaching can be presented, but is not positive.

### **2.3 Documentation of Further Scientific and Academic Activities**

Applicants must provide information on third-party funding proposals (reviewed in a peer-review process; only third-party funding from institutions such as the DFG and BMBF will be considered). The applicant's own contribution and the funding institution must be specified in this regard.

For non-clinical applicants in the habilitation module with a focus on research, proof of at least one successful extramural peer-reviewed third-party funding acquisition as PI or Co-PI (applicant or co-applicant with significant own budget allocation) for a research project with e.g., DFG, BMBF, etc. will be required for the application for habilitation. For non-clinical applicants in the habilitation module with a focus on teaching, coordination with the TIME Institute is required. With the institute's approval, these applicants must complete a Master of Medical Education, the ministerial "Baden-Württemberg-Zertifikat für Hochschuldidaktik in der Medizin" (successful completion of MQ I and MQ II) or provide proof of evidence-based development and implementation of teaching content under scientific supervision in coordination with the TIME Institute, as part of a role as "Education Scientist".

The applicant must provide information on stays at external academic institutions. Such a stay is not a prerequisite for an application for habilitation, but may be considered as an alternative to original publications (see 2.2.1).

### **2.4 Medical Specialist Training / Choice of Habilitation Field**

The applicant must typically have been engaged in scientific research and teaching in the field or discipline in which he/she seeks a habilitation for several years following his/her doctorate, with corresponding evidence.

Applicants seeking habilitation in a clinical or clinically-theoretical field or discipline covered by the applicable further training regulations of the State Medical Association of Baden-Württemberg (*Weiterbildungsordnung der Landesärztekammer Baden-Württemberg*) must generally provide proof that the training is recognized by a District Medical Association (*Bezirksärztekammer*) (§ 4 (7)). A medical specialist certificate must be presented before oral habilitation work begins.

Natural scientists and physicians without a specialist designation may choose these fields with the addition of "Experimental ... Medicine, Ophthalmology, Radiology". Fields such as Molecular Medicine or Medical Technology are also possible.

### **3. Interim Evaluation and Guidance**

The full-time professor of the Faculty of Medicine who represents the field or discipline within the Faculty is responsible for the interim evaluation and advising of habilitation candidates. The habilitation board requests that the habilitation candidates discuss the application for initiation of the habilitation procedure in advance with the subject representative and provide him/her with the documents for review.

In case of doubt, subject-related members of the habilitation board may be consulted for advice and interim evaluation. For this purpose, the intention to habilitate must be communicated to the Dean, specifying the intended field of habilitation and the habilitation topic, who then delegates responsibility to a habilitation committee (cf. § 4 (8)). For further examination, documents must be submitted in accordance with § 5 of the Habilitation Regulations.

### **4. Habilitation Thesis**

The habilitation thesis demonstrates an independent academic achievement in the intended field or discipline, which represents a significant advancement in knowledge and demonstrates the candidate's suitability for the research activities assigned to university professors.

The written habilitation work may be written in German or English and must be submitted as a bound copy (no spiral binding) in DIN A4 format. In accordance with the Habilitation Regulations, it may be submitted as a monograph (single publication; requires the approval of a plagiarism check) or as a cumulative habilitation thesis (consisting of several previously published single publications that are related in content). A thesis or publications resulting from it may not be used as a habilitation thesis or as a component of a cumulative habilitation thesis. For the layout of a cumulative habilitation thesis, the recommendations under 4.1 are to be taken into account.

The title page is to be adapted to the following sample text and is to be used for monographs or cumulative theses:

From the University Hospital/Institute of Tübingen

Department .....

Medical Director/Head of Department: Professor Dr. M. Mustermann

Topic

Topic

as a (cumulative) habilitation thesis for the field/discipline .....

at the Faculty of Medicine

of the Eberhard-Karls University

in Tübingen

Presented by:

Given name(s) (include all given names)    Family name    (where applicable) birth name

from (place of birth)

2018

### **Outline of the Monograph:**

**Cover page** (according to prescribed template)

**Contents**

**Introduction** (Description of the scientific starting point, the theoretical and practical approaches of one's own scientific work)

**Results** **(usually divided into several chapters)**

**Discussion** (Discussion of the significance of the scientific results presented in the chapters within the larger context of the habilitation field/discipline.)

**Literature list** (Summary of all literature cited)

**Summary**

### **4.1 Form of the Cumulative Habilitation Thesis**

In accordance with the Habilitation Regulations, it is also expected in the case of the cumulative habilitation thesis

- that a scientific topic worked on by the habilitation candidate over an extended period of time is to be presented in a logical sequence;
- that the reviewers – despite being composed of several individual publications – are presented with a readable and reviewable habilitation work;
- that a publication is produced that can be catalogued by libraries in terms of structure and external form.

#### **To achieve this, it is recommended that**

- a. about 5 works from the list of publications, published in peer-reviewed journals or accepted for publication, be selected, which together address an overarching scientific topic in a complementary manner. Papers with multiple authors may be considered if the applicant's independent contribution is clearly distinguishable;
- b. each of these papers represent a chapter of the cumulative habilitation thesis. The order of the selected papers should be chosen in such a way that they result in a logical sequence in terms of content;
- c. if it promotes internal coherence and logical structure, it is advisable to include additional chapters with free intertext (e.g., on the method, if this is not explained in a separate publication);
- d. contributions taken from manuscripts in print may also be included as additional chapters.

### **Outline of the Cumulative Habilitation Thesis:**

**Cover page** (according to prescribed template with the addition “cumulative habilitation thesis”)

**Table of contents** (the complete reference of the original publications underlying the thesis must already be included in the table of contents.)



**Introduction to the topic**

(Description of the scientific starting point, the theoretical and practical approaches of one's own scientific work, explanation of the structure and internal coherence of the publications presented as a cumulative habilitation thesis and supplementary chapters, brief summary of the main, self-generated scientific results.)

**Multiple chapters**

(Heading = title of publication; or for additional chapters: freely selectable) Include publications in full (including supplementary material): additional new chapters that have not been published yet are permissible.

**Transition to next chapter**

(e.g. what questions arose from publication 1, what scientific insights necessitated publication 2, based on publications 1 and 2, the question of ... was addressed in publication 3, etc...)

**Discussion**

(Discussion of the significance of the scientific results presented in the chapters within the larger context of the habilitation field/discipline.)

**Literature list**

(Summary of all literature cited)

**Summary****Curriculum vitae**

The habilitation thesis must be submitted in three copies, all printed on DIN A 4 and bound (no spiral binding), and with continuous page numbering.

**5. Oral Habilitation Exam**

The oral habilitation exam (*mündliche Habilitationsleistung*) will take the form of a public scientific lecture followed by a colloquium. For this purpose, three topic proposals are to be submitted. One topic is to be submitted on the subject of the habilitation thesis. The other two topic proposals should address current topics in the habilitation field that are not directly related to the topic of the habilitation thesis. The habilitation committee will decide on the topic.

In the lecture, a current essential insight into the field or discipline should be conveyed on a scientific level (not of a continuing education nature) or new paths should be presented. It is expected that the current state of medical knowledge and discourse can be communicated in a scientifically sound and convincing manner. The problem presented should nevertheless be addressed in such a way that representatives of other disciplines can form an understanding. In the subsequent colloquium, the applicant must defend his/her lecture and show that he/she is familiar with the fundamental issues of his/her field or discipline.

The speaking time is 10 minutes in free form. Visual aids should be limited to the most necessary figures and tables (max. 4). Slides containing text only are not preferred. All legends, labels and numbers should be written in at least 18pt.

The lectures usually take place in the afternoon in the lecture hall of the Children's Hospital. They are open to the public, so guests may also attend. Acceptance of the oral habilitation exam is decided by the habilitation committee responsible for the procedure, which will convene privately after the lecture for consultation.

The academic lecture and colloquium are usually conducted in German. Upon application by the candidate, the habilitation board may decide that the event may be held in English.

## **6. Completion of the Habilitation Process/ Conferral of the Teaching Authorization/ Certificate**

Once the written and oral habilitation work have been accepted, the head of the habilitation committee will immediately inform the applicant of the result of the habilitation process after the decision has been made. With this notification, the habilitation is considered complete.

Based on the successful habilitation, the habilitation board confers the authorization to teach (§ 39 section (3) LHG; § 14 Habilitation Regulations). A certificate is issued to document the successful habilitation and the conferral of the authorization to teach, which is signed by the Rector of the University and by the Dean of the Faculty of Medicine. With the conferral of the authorization to teach, the right to use the title of "Private Lecturer" ("*Privatdozentin*"/ "*Privatdozent*") is granted, provided the individual holds lectures in their field of at least 2 semester hours per week.

## **7. Notes for Holders of Privatdozent Status**

The conferral of the authorization to teach entitles the holder to use the title of "Private Lecturer", provided the private lectures hold lecturers in their field of at least 2 semester hours per week. The holding of the event may not be made dependent on the payment of a teaching remuneration. Detailed information can be found in the "Guidelines for Documenting Teaching Performance for Habilitation and for Extraordinary Professorships at the Faculty of Medicine".

The authorization to teach expires (§ 16 Habilitation Regulations)

1. upon appointment as a professor at another institution of higher education,
2. upon appointment as a private lecturer or by conferral of a corresponding teaching authorization at another institution of higher education,
3. through written renunciation submitted to the Rector,
4. through conviction in a regular criminal proceeding by a German court, if such verdict would result in the loss of civil service rights (*Beamtenrechte*) for a civil servant (*Beamter/ Beamtin*).

The authorization to teach is suspended,

1. as long as a private lecturer is employed as a professor at his/her own university,
2. as long as a private lecturer is employed in a temporary capacity as a professor at an institution of higher education with habilitation rights or represents a professorship in a field for which he/she has the authorization to teach,
3. as long as a private lecturer is employed as a junior professor at an institution of higher education with habilitation rights.

The authorization to teach as a private lecturer does not resume if the employment relationship as a temporary professor or as a junior professor is not extended because the private lecturer has not performed satisfactory in teaching.

The authorization to teach may be revoked, notwithstanding §§ 48 and 49 of the *Landesverwaltungsverfahrensgesetz* (LVwVfG), if

1. the private lecturer does not hold classes of at least two semester hours per week in his/her discipline for reasons he or she is responsible,

2. the private lecturer commits an act that would lead to a disciplinary measure for a civil servant, which can only be imposed in a formal disciplinary procedure,
3. there is a reason that would justify the revocation of the appointment of a civil servant,
4. a regulatory measure by the university against him/her becomes final, or if he/she violates the rules of good scientific practice or such a violation is discovered later,
5. there is a reason that would justify the retirement of a civil servant on the grounds of incapacity to serve.

The habilitation and the authorization to teach may be denied or revoked retroactively if they were obtained through impermissible means, particularly through deception. The habilitation candidate must be given the opportunity to make a statement on the matter. In severe cases, admission to retake the process may also be denied. This decision is made by the habilitation board.

With the expiry or revocation of the teaching authorization, the right to use the title of "Private Lecturer" or "Professor" is also ceased.



## 8. Guidelines for Documenting Teaching Performance for Habilitation and for Extraordinary Professorships at the Faculty of Medicine

### 1. Teaching Performance for Obtaining the Habilitation

Paragraph 4 section (6) of the Habilitation Regulations of the Faculty of Medicine of Tübingen<sup>1</sup> stipulates that in order to obtain a habilitation, achievements in student teaching (...) must predominantly be demonstrated in the intended habilitation discipline by successfully holding programme-related courses for at least 3 semesters, each comprising at least two semester hours per week.

This requirement is specified here as follows:

- **Scope and compensation options:** 2 SWS of teaching must be completed over at least 3 semesters, predominantly in the intended habilitation subject. If this scope of 2 SWS is not achieved in one semester, it can be compensated by a semester close in time. Teaching should not fall below 1 SWS in any semester. Paternal leaves, stays abroad, e.g., for research purposes, or other temporary circumstances that preclude on-site teaching will be taken into account when calculating the teaching requirement for the habilitation.
- **Type of teaching:** At least 1 SWS of teaching per semester should be taught in the form of structured group lessons (see table 1). The remaining required teaching can take place in alternating teaching formats.
- **Crediting:** The amount of teaching in semester hours per week (SWS) is calculated on the basis of actual teaching time – excluding time for preparation or follow-up work – whereby the specified crediting factors for the respective teaching formats are applied (see table 1). One teaching hour comprises 45 minutes. The teaching hours provided per semester are divided by the number of semester weeks (14) to obtain the figure in semester hours per week (SWS). Flat rates in SWS are set for eligible organizational activities. Examination activity is assessed in deviation from the requirements of the teaching obligation regulation (*Lehrverpflichtungsverordnung*) for teaching load fulfillment (*Deputatserfüllung*).

<sup>1</sup> Official announcements of the University of Tübingen 2022, No. 31, p. 806-818

**Table 1: Classification of teaching formats and their crediting factors**

Classification	Teaching formats and teaching activities	Crediting
Structured <u>group</u> lessons	Teaching formats within the framework of study programmes: <ul style="list-style-type: none"> <li>Lecture, seminar (incl. PJ seminars), internship (also weekly internships, Bedside Teaching), exercise, colloquium, course</li> </ul>	In accordance with the actual teaching performed
	<ul style="list-style-type: none"> <li>Excursions</li> </ul>	Factor 0,3 of the supervision time spent, with a maximum of 10 teaching hours per day
Teaching formats with individual supervision	<ul style="list-style-type: none"> <li>PJ teaching 1:1</li> </ul>	In accordance with the actual teaching performed
	<ul style="list-style-type: none"> <li>Lab Rotations</li> </ul>	Factor 0,3 of the supervision time spent, with a maximum of 10 teaching hours per day
	<ul style="list-style-type: none"> <li>Theses (Bachelor, Master)</li> </ul>	0,6 SWS per thesis can be credited by the supervisor upon submission of the thesis, with a maximum of 2 SWS credited for multiple theses.
	<ul style="list-style-type: none"> <li>Learning portfolio human medicine</li> </ul>	Flat rate of 1 SWS, even with several mentorships
	<ul style="list-style-type: none"> <li>Tü-REX project work</li> </ul>	0,6 SWS per thesis can be credited once by the supervisor upon submission of the thesis, with a maximum of 2 SWS credited for multiple theses. In case of joint supervision of a thesis, the SWS will be divided among the supervisors.
Administrative tasks	<ul style="list-style-type: none"> <li>Module coordinators (<i>Modulverantwortliche</i>), study programme/examination/PJ representatives (<i>Studien-/Prüfungs-/PJ-Beauftragte</i>)</li> </ul>	Flat rate of 0,5 SWS each with a maximum of 1 SWS for multiple tasks
Examination activities	<ul style="list-style-type: none"> <li>University examinations, OSCE, state examination assessments</li> </ul>	The actual examination time (contact time with the person to be examined) is decisive, with a maximum of 1 SWS credited.
Teaching in structured doctoral programmes	<ul style="list-style-type: none"> <li>Teaching formats within the framework of doctoral programmes and DFG research training groups: e.g., lecture, seminar, internship, exercise, colloquium, course</li> </ul>	In accordance with the actual teaching performed

- **On-site teaching and digital teaching formats:** Teaching is generally to be conducted in person. Synchronous online courses may be considered as an exception, provided that prior approval of the responsible Dean of Studies has been obtained.
- **Location of teaching:** Teaching for students from other universities may also be recognized for the attainment of the habilitation. However, it must have been predominantly performed in the intended habilitation subject.

The Habilitation Regulations of the Faculty of Medicine of Tübingen also stipulate in § 4 section (6) that for the attainment of the habilitation, proof of a positive person-related teaching evaluation must be provided.

This requirement is specified here as follows:

- **Quality of teaching:** Teaching is considered positively evaluated if it has generally been graded 2,0 or better.
- **Person-related teaching evaluation:** At the Faculty of Medicine, a distinction is made between the evaluation of the course and the person-related evaluation of the lecturer. For the person-related evaluation, the lecturers receive a personal QR code, which can be used to prompt students for evaluation. Lecturers obtain their personal QR code upon request at [evaluation@med.uni-tuebingen.de](mailto:evaluation@med.uni-tuebingen.de). The results of the person-related evaluation are displayed semester-wise in the evaluation system. They must be attached to the application. The results of the course evaluation can be requested from the respective study programme representative or module coordinator and can also be used in the procedure.

## 2. Teaching Requirements for Obtaining the Extraordinary Professorship

According to § 39 section (4) of the Baden-Württemberg State Higher Education Act (*Landeshochschulgesetz*), the Senate may confer the title of “Extraordinary Professor” to a private lecturer upon the recommendation of the faculty after typically two years of teaching. Furthermore, the Basic Regulations<sup>2</sup> (*Grundordnung*) of the University of Tübingen stipulate in § 21 section (1) that in order to be entitled to use the title of ‘Professor’, courses in the respective field of at least two semester hours per week must be conducted.

These requirements are specified here as follows:

- **Scope and compensation options:** Proof must be provided that the teaching obligations for the private lectureship (*Privatdozentur*) have been continuously provided in full since the attainment of the habilitation. In order to obtain an extraordinary professorship, a minimum of 2 SWS of teaching in the breadth of the subject area must be provided for at least 4 semesters after obtaining the habilitation. Paternal leaves, stays abroad, e.g., for research purposes, or other temporary circumstances that preclude on-site teaching will be taken into account in the calculation.
- **Type of teaching:** At least 2 SWS of teaching per semester, which should be taught in the form of structured group lessons or in combination with organizational activities according to table 1.
- **Crediting:** The amount of teaching in semester hours per week (SWS) is calculated on the basis of actual teaching time – excluding time for preparation or follow-up work – whereby the specified crediting factors for the respective teaching formats are applied (see table 1). One teaching hour comprises 45 minutes. The teaching hours provided per semester are divided by the number of semester weeks (14) to obtain the figure in semester hours per week (SWS). Flat rates in SWS are set for eligible organizational activities. Examination activity is assessed in deviation from the requirements of the teaching obligation regulation for teaching load fulfillment.
- **In-person and digital teaching formats:** Teaching is generally to be conducted in person. Synchronous online courses maybe be considered as an exemption, provided prior approval has been obtained from the relevant Dean of Studies.
- **Location of teaching:** Teaching will be recognized for the award of an extraordinary professorship if it has been carried out close to the time of application at the Faculty of Medicine of Tübingen, at a teaching practice at the University of Tübingen, at an academic teaching hospital of the University of Tübingen or at an institution whose scientific scope corresponds to that of a teaching hospital.

<sup>2</sup> Official announcements of the University of Tübingen 2023, No. 9, p. 130

§ 21 section (2) no. 3 of the Basic Regulations stipulates, among other requirements for obtaining the title of extraordinary professor, that since the habilitation, teaching activities covering the breadth of the subject area must have been performed and positively evaluated.

This requirement is specified here as follows:

- **Quality of teaching:** Teaching is considered positively evaluated if it has generally been graded 2,0 or better.
- **Person-related teaching evaluation:** At the Faculty of Medicine, a distinction is made between the evaluation of the course and the person-related evaluation of the lecturer. For the person-related evaluation, the lecturers receive a personal QR code, which can be used to prompt students for evaluation. Lecturers obtain their personal QR code upon request at [evaluation@med.uni-tuebingen.de](mailto:evaluation@med.uni-tuebingen.de). The results of the person-related evaluation are displayed semester-wise in the evaluation system. They must be attached to the application. The results of the course evaluation can be requested from the respective study programme representative or module coordinator and can also be used in the procedure.

§ 21 section (2) no. 4 of the Basic Regulations stipulates, among other requirements for obtaining the title of extraordinary professor, that the application must be endorsed by the faculty.

This requirement is specified here with regard to teaching as follows:

A description of the teaching activities at the Faculty of Medicine planned for the period after the award of the title extraordinary professor is expected (study programme, title of course, type of course, teaching load to be held in person in SWS), signed by the respective study programme representative or module coordinator and Dean of Studies responsible for the respective study programme.



### 3. Teaching Performance for Maintaining Titles (Teaching Obligation)

#### Private lectureship

The State Higher Education Act of Baden-Württemberg stipulates in § 39 section (3) that habilitated individuals may use the title private lecturer if they conduct teaching activities in their field of at least two semester hours per week; the holding of these teaching activities may not be made dependent on the payment of a teaching remuneration. Additionally, § 16 section (4) of the Habilitation Regulations of the Faculty of Medicine stipulates that the teaching authorization may be revoked if the private lecturer, for reasons for which he or she is responsible, does not conduct at least 2 semester hours per week of teaching in their field.

#### Extraordinary professorship

The Basic Regulations of University of Tübingen stipulate in § 21 section (1) that the title 'Professor' may be used if the person holds courses in their field of at least two semester hours per week."

These requirements are specified here as follows:

- **Scope and compensation options:** At least 2 semester hours per week (SWS) of teaching in the subject area must be provided. If this scope of 2 SWS is not achieved in one semester, it can be compensated by a semester close in time. However, the teaching should not fall below 1 SWS in any semester. Parental leaves, stays abroad, e.g., for research purposes, or other temporary circumstances that preclude on-site teaching will be taken into account in the calculation.
- **Type of teaching:** At least 1 semester hour per week (SWS) of teaching should preferably be conducted in the form of structured group lessons (see table 1). The teaching obligation should be coordinated with the study programme representative/ module coordinator or with the responsible Dean of Studies.
- **Crediting:** The amount of teaching in semester hours per week (SWS) is calculated on the basis of actual teaching time – excluding time for preparation or follow-up work – whereby the specified crediting factors for the respective teaching formats are applied (see table 1). One teaching hour comprises 45 minutes. The teaching hours provided per semester are divided by the number of semester weeks (14) to obtain the figure in semester hours per week (SWS). Flat rates in SWS are set for eligible organizational activities. Examination activity is assessed in deviation from the requirements of the teaching obligation regulation for teaching load fulfillment
- **On-site teaching and digital teaching formats:** Teaching is generally to be conducted in person. Synchronous online courses may be considered as an exception, provided that prior approval of the responsible Dean of Studies has been obtained.
- **Location of teaching:** The teaching obligation should preferably be carried out at University of Tübingen for study programmes within the Faculty of Medicine. The courses may also be offered at a teaching practice of the University of Tübingen, at an academic teaching hospital of the University of Tübingen, or at an institution whose academic scope corresponds to that of a teaching hospital, provided it has been coordinated with the respective study programme representatives in Tübingen. Coordination with the study programme representatives is not required for PJ-teaching.