

# Application Guidelines

## for Professorships and Junior Professorships

In each vacancy listing, the professorship title is followed by a reference code indicating the position's rank and salary grade according to the German salary system:

- **W 3:** The vacancy is a tenured position at the rank of W 3.
- **W 2:** The vacancy is a tenured position at the rank of W 2.
- **W 1:** The vacancy is a junior professorship with limited tenure at the rank of W 1. Junior professors' employment is limited to three years and, provided positive evaluation, a second term of three years' duration.

If the salary grade (W 2 or W 3) is followed by a suffix indicating limited tenure, the vacancy is a position at the rank listed, and the successful applicant will be appointed for the duration stated. Successful candidates are appointed either as civil servants or as salaried employees with comparable terms and conditions. Junior professors and professors with limited tenure are appointed as civil servants.

Individuals seeking to apply for professorships or junior professorships at Freie Universität Berlin must direct their applications to the address at the bottom of the corresponding job posting, quoting the respective reference code and submitting their documents prior to the deadline listed. Applications should include the following:

- a cover letter describing the applicant's interest in the position and highlighting her or his relevant experience;
- a detailed curriculum vitae (including date of birth and information on citizenship) outlining employment history and post-secondary education;
- a list of publications;
- evidence of educational competence as reflected by
  - multiple years of teaching experience;
  - positive course evaluations by students;
  - development of teaching materials; or
  - advanced educational training;
- details of previous involvement in externally funded research; as well as
- copies of certificates of all academic degrees awarded.

Additional materials may have to be provided, depending on each position's particular requirements. Further instructions may be outlined in the job listing.

In most departments, the language of instruction is primarily German, but some teaching may be conducted in English. Non-German-speaking appointees are expected to acquire sufficient language skills to be able to teach in German within a reasonable time frame, unless otherwise specified.