

Berufungsverfahren in englischer Sprache

(Appointing a Professor: Language Nightmare for Human Resources)

5 March – 6 March 2012

Venue: Eventpassage Berlin, Kantstraße 8, 10623 Berlin

Preliminary Program

Monday, 5 March 2012

- 09.00 p.m. **Opening Address - International DAAD-Academy**
- 09.15 p.m. **Introductions: Initial introductions (HEI) and course expectations**
Dr. Maureen Liston
- 10:00 p.m. **Process descriptions of this appointment phase by participants and trainer.**
Aim: to ascertain similarities and differences within German process. First attempt to anglicize process steps
- 12:30 p.m. **Lunch Break**
- 1:30 p.m. **Opening exercise on places to stay, weather, schools, political systems**
- 2:00 p.m. **Negotiations: faculty position, description(s) of duties, support staff and material resources, office(s), salary and other compensations, student-teacher ratio**
Aim: vocabulary, discussing in English with Germans (academic and HR staff?), comparisons of different HEI systems
- 3:00 p.m. **Coffee Break**
- 3:15 p.m. **Continuation:** Negotiations: faculty position, description(s) of duties, support staff and material resources, office(s), salary and other compensations, student-teacher ratio
- 4:45 p.m. **Services: what else does your office provide appointees — housing challenges, staff loans**
- 5:45 p.m. **Feedback: Especially: what do participants urgently need (vocabulary, oral practice) that has not yet been covered**
- 6:00 p.m. **End of Day 1**
- 6.30 p.m. **Informal get together**

Tuesday, 6 March 2012

- 09:00 a.m. **Small talk: Restaurants, foods, shopping**
- 09:30 a.m. **Negotiations: Salary and other compensations in more detail (pensions, medical insurances, sabbaticals, human and material resources including research funds), office hours, presence**
- 10:30 a.m. **Coffee Break**
- 10:45 a.m. **Continuation:** Negotiations: Salary and other compensations in more detail (pensions, medical insurances, sabbaticals, human and material resources including research funds), office hours, presence
- 12:30 a.m **Lunch Break**
- 1:30 p.m. **Small Talk: Sports, sports facilities, other recreational possibilities public transportation)**
- 1:45 p.m. **Problems addressed by participants Thursday evening**
- 2:45 p.m. **Coffee break**
- 3:00 p.m. **Putting it all together: group practice, negotiations**
Aim: in alternating groups, practicing negotiating with appointed
- 4:00 p.m. **Feedback**
- 4:30 p.m. **End of the Seminar**

Organization

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Chair

Dr. Maureen Liston is Irish-American. She has studied in the USA and in Germany, completing her Dr. phil. at the Ruhr University Bochum. She has taught at the Ruhr University, University of Paderborn and at Viadrina University. She is presently at the University of Applied Sciences Dresden. She brings to this seminar her Anglo-American experience in study, research and exchanges and her German HEI background, including membership in and chair of an academic staff council.

Course Description:

German universities can be happy this century if they are allowed to fill vacant positions and/or to create new ones. Process descriptions differ from federal state to federal state, from HEI to HEI and include all decisions ranging from assessing needs to the first workday. This process is even more challenging if the top candidate is non-German and has little or no German-language expertise.

This iDA course will address the challenges Offices of Human Resources have once the higher-education institution and the ministry have decided to offer the position to one of these candidates. When even a translation of the German "Ruf" is difficult (see the various online language forums), Offices of Human Resources must also deal with questions concerning housing loans (typical in the USA, for instance), children's schools, commuting, relocation costs, salary brackets, performance, incentives, HMOs (medical insurance[s]).... When possible, similarities/differences between the German, the British and the American processes will be included. We will practice information sessions, question-and-answer situations, small talk exchanges that are likely to be necessary during this phase of appointing a professor.

This course will be held mostly in English (95%), allowing participants to describe some of the more difficult HR sub-processes in German so that course participants can also practice describing untranslatable processes in English.

Participants are encouraged to raise questions and to make specific content requests with their enrollment.