

Information on applying for a professorship at TU Dortmund University

We are pleased that you are interested in a professorship at TU Dortmund University and would like to apply for it. In the following, you will find information on the application process and the preparation of application documents. Of course, if you have any questions, please feel free to contact the appointment management or the contact person named in the job advertisement at any time.

- ❖ Please support the work of the appointment committee by following the outlined structure of our attached **sample CV/resume**. Of course, you do not have to use this template. Nevertheless, we ask you to make sure that you take the remarks given here into account in your CV and provide the information that applies to you, as well as any other information requested in the subject-specific advertisement.
- ❖ In addition to your CV, please always submit **copies of relevant certifications/references**, such as Master's or doctoral certificate, interim evaluation certificate, letter of call, etc. Additional documents may be requested in the specific job advertisement.
- ❖ In most cases, we also ask you to send us a **teaching and/or research concept**. This can either be done directly with the call for applications or later with the invitation to the lecture.
- ❖ Please feel free to omit a photo in your application documents; only your qualifications and previous experience count for the selection process.

Curriculum Vitae Dr. N. N.

This template is intended to give you an orientation for the structure of your CV. Of course, you do not have to use this sample, nor do you have to cover all the career steps or listed qualifications as examples; depending on the specifics of the discipline, there may of course be deviations from this sample. However, it would be helpful for the further processing if you could at least take our instructions in the green boxes into account when preparing your CV.

Office address

Institute
University
Postal/ZIP code, city

Tel:
E-mail address

Private address

Address
Postal/ZIP code, city

Tel:
E-mail address

Please also provide a private address and e-mail address for further communication.

Personal details

Born on ... in ...; x child/children, born ... (year)

Nationality (if applicable)

Research focus and methods [optional]

- x
- y
- z

Academic background

mm/yyyy	if applicable, postdoctoral qualification (i.e. <i>Habilitation</i>), subject, place	Topic, title
mm/yyyy	Promotion, subject place, grade:	“Title” Supervisor: N. N., N. N.
mm/yyyy	University degree University, grade:	“Title” Supervisor: N. N.
mm/yyyy	School leaving certificate Place, grade: x,x	

Scientific activities

Since mm/yyyy	Function/position	Place, institute
mm/yyyy- mm/yyyy	Parenting time	
mm/yyyy - mm/yyyy	Function/position	Place, institute
mm/yyyy - mm/yyyy	Function/position	Place, institute

(International) Research stays [if available]

mm/yyyy - mm/yyyy	Function/position	Place, institute
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Please list here shorter research stays, research trips, and the like as part of your academic work.

Professional activities outside universities [if available]

Patents [if available]

Memberships

..., ...

Acquired funds [if available]

For this overview of acquired funding, please distinguish between “**third-party funds**” and “**grants/personal funding/other funds**”. Please be sure to list the following information:

- funding source and funding code/reference number
- title of the research project and funding period
- own function in the application process
- names of applicants, if applicable
- amount of funding; for collaborative projects of own subproject
- Please indicate internal university start-up or project funding separately from third-party funding.

Third-party funding

2018-2021	German Research Foundation (DFG) funding – equipment allowance (<i>Sachbeihilfe</i>) “Title of DFG project”, grant ID (<i>Fördernummer</i>) AD 1114/1-1 Own function: Project manager and sole submitter Overall funding: Staff appropriations: EUR 130,000 Material expenses: EUR 170,000
2019-2022	DFG research group “Name of the research group” “Title of the subproject”, grant ID (<i>Fördernummer</i>) NN 0707/1-5 Joint submission of application with N.N. Own function: Project manager and listed applicant body Overall funding: Total sum: EUR 1,500,000 Own share: Staff appropriations: EUR 130,000 Material expenses: EUR 170,000
2014-2017	BMBF (“Line of funding”) “Title of project” Submitter: N.N. Own function: Collaboration in conceptualization and composition of application

Scholarships/Individual funding/Internal university funding/other funding [if available]

Since yyyy	Scholarship program “name of program”	Funding agency, grant ID
yyyy	Funding for a research/teaching stay in ...	Funding agency, sum, grant ID

Prizes/Awards [if available]

yyyy	Prize	Awarding institution
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Appointment list positions [if available]

yyyy	1. Appointment list position W2 professorship "Title", accepted	University xy
yyyy	2. Appointment list position W1 professorship with tenure track "Title", refused	University xy

Academic self-administration [if available]

since yyyy	Member of Senate
yyyy- yyyy	Representative of the scientific mid-level faculty members in the department council
since yyyy	Member in different appointment committees

Ad-hoc reviewer [if available]

Journal 1, journal 2, ...,

Organization of conferences/symposia/workshops [if available]

yyyy	Name of conference	Organization of a panel for ...
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(International) Cooperations [if available]

List national and international cooperation partners here.

Non-academic commitment/activities [if available]

List non-academic activities and positions such as memberships on the Federal Government's Expert Advisory Council here.

Further training and continuing education [if available]

- x
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Overview of publications

Please list your publications separately by type of publication (journals, edited volumes ...) and be sure to indicate the quality control procedure (peer-review, review by the editorial board ...).

Only list publications that have already been published or those that have been accepted (with indication of the DOI). If you wish to list publications that have been submitted and are in the review process, please clearly identify them and include appropriate supporting documentation.

Summary

- X papers in journals with peer-review, of which X international
- X contributions to anthologies/edited volumes with quality assurance procedures (peer-review and review/assessment by the editors)
- X monographs/treatises
- X conference proceedings (with peer-review)
- X editorships of anthologies and journals
- ...

Journals with peer-review procedures

* = corresponding author [you can enter here whether you are the corresponding author yourself]

Published/accepted

1. **N.N*** and N.N, title, accepted for publication in *journal* (2020)
<https://doi.org/10.1371/journal.pcbi.1006036>
2. N.N, N.N, and **N.N***, title, *name of journal* **12**, 12556 (2019)
3. N.N., **N.N.**, and N.N, title, *name of journal* **8**, 99985 (2019)
4. ...
5. ...
6. ...
7. ...

Submitted and accepted for review

1. N.N. and **N.N.***, *name of journal*, under review.
2. ...

Contributions to anthologies with quality assurance procedures

= peer-review, ## = review/assessment of the editors

Published

1. **N.N**, N.N, and N.N (2018). Title. in N.N. (editor), title (p. 100–142). Publisher.
(##)
2. **N.N.*** and N.N (2018). Title. in N.N (editor), title (p. 80–92). Publisher.
(#)
3. ...
4. ...
5. ...

Monographs / treatises

1.

Conference proceedings

= with peer review

1. ...
2. ...
3. ...

Editorships of anthologies and journals

1. ...
2. ...

Publications without quality assurance procedure

(please enter specifications/details here)

Presentations and conference contributions

Please list your presentations separately according to contributed talks and invited talks (keynote talks, seminar presentations, colloquia ...). For contributed talks and posters, please indicate the person who presented the work ("presenting author").

Summary

- X invited (international) contributions
- X presentations at conferences
- ...
- ...

Invited contributions

1. "Name", event, place, year [Presentation following invitation]
2. Name of conference, place, year. "Presentation title". [keynote talk]
3. ...
4. ...

Conference contributions

Presentations [or optionally selection thereof]

Underlined person = presenting author

1. ...
2. ...
3. ...
4. ...

Poster [or optionally selection thereof]

Underlined person = presenting author

1. ...
2. ...
3. ...

Contributions to scientific workshops

1. "Name", workshop title, place, year [Presentation following invitation]
2. ...

Teaching

Overview of offered courses

You can either specify a complete list of your courses or just a selection. The table below serves as a design suggestion only.

Semester	University Degree program	Type of course Title	weekly hours
Winter semester 2018/2019	TU Dortmund University M.Sc. Biology	Lecture Title	xx
Summer semester 2018	TU Dortmund University B.Sc. Biology	Exercise Title	xx
Summer semester 2015	TU Dresden M.Sc. Chemistry	Practical course Title	xx

[Enclosure: Teaching evaluations]

Supervision / assessment of qualifying respectively final theses [B.A, B.Sc., M.A., M.Sc., PhD etc.]

You can either indicate the number of qualifying papers you have supervised or list the papers individually. However, please distinguish between first or second assessor activities.

Continuing education in university didactics
