

Statute on Appointments Procedure and Academic Titles

Version 11 of 13.03.2025

Table of Contents

§ 1. Appointment procedure Program Directors and Heads of Departments	2
§ 2. Awarding the Title of "FH Rector" or "FH Vice Rector"	2
§ 3. Full-time or Part-time Lecturers	2
§ 4. Awarding the Professional Title of "FH-Professor*in"	2
§ 5. Academic Honours	5
§ 6. Entry into Force	7

§ 1. Appointment procedure Program Directors and Heads of Departments

- (1) The rector shall establish a professional commission. The composition of the professional commission shall be gender balanced. The equality manager is to be involved in the appointment procedure in an advisory capacity.
- (2) The professional commission draws up a list of usually three persons, which is forwarded by the head of the UAS council, after consultation with the UAS council, to the operator, which conducts the negotiations with the proposed persons in this order. If the proposal comprises fewer than three persons, this must be justified.
- (3) The provisions set out under § 4 para. 5 fig. 1a and 2a-d as well as § 4 para. 6 shall apply accordingly to the appointment of program directors.

§ 2. Awarding the Title of "FH Rector" or "FH Vice Rector"

- (1) The head of the UAS Council holds the title of chairperson and the title of UAS Rector in accordance with § 10 para. 3 fig. 1 in conj. with § 10 para. 8 FHG as amended; the deputy head of the UAS Council as well as the additional members of the Rectorate in accordance with § 4 para. 8 of the Rules of Procedure of the UAS Council have the title Vice Rector.

§ 3. Full-time or Part-time Lecturers

- (1) Applicants for a position as a full-time lecturer are interviewed by a commission appointed by the head of the department (minimum two people).
- (2) Applicants for a position as a part-time lecturer are interviewed by the head of the department/competence center or a person appointed by the head of department.

§ 4. Awarding the Professional Title of "FH-Professor*in"

- (1) On the basis of the guidelines of the UAS Council laid down in the statutes¹, the operator can – in accordance with the UAS council – permit staff members of the UAS Technikum Wien to analogously use university titles which are laid down in the Universities Act 2002 as amended. However, the use of this titles is only permitted with the supplementary “FH”, “(FH)” or “Fachhochschul-...”.
- (2) For the award of the title “FH-Professorin*FH-Professor” the criteria according to § 4 para. 5 figure 1 and 2 apply (in the long form the title is “Fachhochschul-Professorin*Fachhochschul-Professor”, in the short form “FH-Professorin*FH Professor“, shortened to “FH-Prof”).
- (3) Use of this title is tied to proper employment as a full-time member of the teaching and research staff at the UAS Technikum Wien. When someone who has been awarded this title retires, they are entitled to continue to use the title with the supplement “i.R” (retired). If

¹ see University of Applied Sciences Act § 10 para. 8 FHG as amended

someone who has been awarded this title leaves their full-time employment at the UAS Technikum Wien or one of its subsidiaries for reasons other than retirement, they are no longer permitted to make use of this title.

- (4) Advertising positions for full-time members of the teaching and research staff can be made with the use of the title “Fachhochschul-Professorin*Fachhochschul-Professor” in so far as the filling of a permanent post is being sought. During the course of the interview however, the applicant is to be informed as to the conditions regarding the award of the title. No right to the award of the title may be deduced from a corresponding formulation in the advertisement.
- (5) The criteria for the awarding of the title “FH-Professor*in” are oriented towards the most important tasks that full-time members of the teaching and research staff fulfil, namely teaching and research. Accordingly, the educational mission of the UAS degree programs reads: graduates should be in a position to solve the problems of their respective field in line with the state of expertise and the current and future requirements of practice.²

1. Formal Criteria

- a. University degree (at least Doctorate resp. PhD)
- b. Proof of full-time employment at the UAS Technikum Wien (annual average of at least 24 hours a week contractual commitment through 24 months)³
- c. Proof of at least 16 total weekly teaching hours per semester in this time at the UAS

2. Quality Criteria

- a. Proof of additional academic qualifications
 - For instance, such as specialist publishing activity, lecturing work, awards, membership of (inter)national associations, publishing capacities, special areas of research, academic and university management
- b. Proof of qualifications of professional practice
 - Several years of professional experience, at least two years of which, as a rule, consists of relevant professional practice outside higher education; or management of relevant, extensive industry or research projects
 - Optional additional qualifications such as patents, experience in the procuring of third-party funding
- c. Proof of teaching qualifications
 - Completion of relevant further education seminars on teaching in higher education

² Cf. § 3 para. 1 line 2 FHG as amended (cf. also § 8 para. 3 line 3: (teaching should be held by teaching and research staff properly qualified in terms of theoretical knowledge, professional practice and teaching skills)

³ If a teacher at a UAS has a post-doctoral Habilitation degree or can give evidence of previous teaching and research experience at a university or university of applied sciences, up to 12 months can be accredited.

- d. Proof of the ability to integrate gender and diversity-relevant aspects into teaching and research
 - e. Proof of international experience in teaching and/or research
 - For example, teaching and/or lecturing activities in the context of stays abroad (e.g. Erasmus+ staff mobility) or conferences, acquisition of the "International Teaching Certificate" of the UAS Technikum Wien, contribution to the implementation of strategic internationalisation goals, participation in international research projects
- (6) What is referred to as quality criteria should be interpreted in light of the culture in the respective discipline.
- (7) Those who fulfil the formal criteria may submit an application to the rector's office for the award of the title "FH-Professorin*FH Professor". The application has to contain the following documents and information:
- Letter of application
 - C.V. or Résumé
 - Proof of fulfilment of the quality criteria (academic, professional practice, teaching qualifications and international experience)
 - Confirmation from the operator regarding the fulfilment of the formal criteria
- (8) Fulfilment of the conditions for the award of the professional title "FH-Professor*in" will be examined by a commission. This commission will be constituted by the rector on the basis of a suggestion of the UAS Council and will consist of the following members:
- two full-time members of the teaching and research staff
 - one member of the student representatives
 - an external expert with appropriate academic qualifications
- (9) If the applicant has a habilitation or a qualification equivalent to a habilitation, the involvement of an external expert is waived. A qualification equivalent to a habilitation shall in any case be deemed to be the holding of a relevant professorship at a recognised domestic or foreign higher education institution or the inclusion in the nomination for a relevant professorship at a recognised domestic or foreign higher education institution.
- (10) The chair of the commission will be chosen by the rector in agreement with the UAS Council from among the members of the Commission defined under para. 8. The procedure may be conducted in writing or, if necessary, in the course of a meeting. All members of the commission and those associated with it are permanently and unrestrictedly obliged to observe the rule of confidentiality.
- (11) The commission will examine the fulfilment of the quality criteria and reach an agreement with the operator. On the basis of a recommendation of the commission the approval or rejection of

the application will be put to the vote in the UAS Council. The recommendation of the commission will be based on a qualified majority of votes.

- (12) In the case that the UAS Council rejects the application, the applicant has the right to request written justification for the decision from the chair of the commission. No appeal against a decision of the UAS Council taken by a qualified majority is possible. If an application is rejected, no new application is possible within the next twelve months.
- (13) In the case that the application is approved by a qualified majority of the UAS Council, the title "FH-Professor" or "FH-Professorin" will be awarded by the rector. There is no legal claim to the title. A decision on the application is to be made within six months.
- (14) For members of the teaching and research staff who were awarded the title "FH-Prof." before these guidelines came into force, the "Formal and Quality Criteria under the terms of the guidelines of the UAS Council (March 2002) and of the UAS Technikum Wien (February 2010)" remain applicable.

§ 5. Academic Honours

- (1) The UAS Technikum Wien is entitled to award suitable persons with academic honors that are standard in the university system (see § 10 Abs. 3 Z 9 FHG as amended).
- (2) The "Honorary Member" award is given to persons from within the national and international sphere of UAS Technikum Wien, who have earned particular merit for the design or equipment and the development of UAS Technikum Wien, the title "Honorarprofessor*in (FH)", abbreviated "Hon.-Prof. (FH)", as well as the title 'Honorary Professor (UAS)' (abbreviated to 'Hon. Prof. (UAS)') is awarded to part-time lecturers and (international) guest lecturers.
- (3) Only highly qualified persons who have performed outstanding achievements in the field of academia and who are not employed full-time by the UAS Technikum Wien shall be eligible for the award.
- (4) To be awarded the title of "Honorary Member", the fulfillment of at least three of the requirements stated below must be demonstrated:
 - a. substantial contribution to the quality (further) development of degree programs at UAS Technikum Wien
 - b. regular participation in academic activities of UAS Technikum Wien at a high level
 - c. active maintenance of the cooperation between the home university or company and the UAS Technikum Wien with the aim of improving (inter)national relations (partner university network)
 - d. contribution to increasing the national and international reputation of UAS Technikum Wien

- e. special sustainable contribution to the UAS Technikum Wien (e.g. contacts with sponsors, business or other stakeholders, maintenance of international relations, research contracts, etc.)

(5) For the award of the title "Honorarprofessor*in (FH)" or "Honorary Professor (UAS)", the fulfillment of the following conditions must be verified:

- a. continuous teaching at a high level (at least four years) or regular supervision of Bachelor's and / or Master's theses at UAS Technikum Wien
- b. excellence in the application or development of scientific results and methods in professional practice, which are incorporated into the teaching
- c. substantial participation in the conception or execution of national or international (research) projects in the setting of the UAS Technikum Wien
- d. active maintenance of the cooperation between the home university or company and the UAS Technikum Wien with the aim of improving (inter)national relations (partner university network)

(6) Suitable persons can only be proposed by the heads of the faculties or by the rectorate. In the case of submission by a head of faculty, mutual understanding must be reached with the rectorate prior to submission; in the case of submission by the rectorate, mutual understanding must be reached with the operator prior to submission. Applications must be submitted in writing to the Rectorate by 30 April at the latest, with sufficient justification and appropriate supporting documents, and will then be jointly reviewed. The application must be accompanied by documents that demonstrate the fulfilment of the criteria under para. 5 and, in particular, also contain information on academic merits (academic publications, research activities, etc.). A maximum of four honorary memberships and a maximum of four honorary professorships can be awarded per academic year.

(7) In the course of the assessment of the application for the award of the title "Honorarprofessor*in (FH)" or "Honorary Professor (UAS)", the Rectorate shall obtain the opinion of an expert independent of the person to be honoured with the appropriate academic qualifications and attach it to the application. The Rectorate checks the documents submitted.

(8) The application shall be decided upon within six months. The decision on the award of the title is made by the UAS Council in agreement with the operator. The distinguished persons receive a certificate signed by the rector. Their names are to be entered in the Honors Book of the UAS Technikum Wien and published internally.

(9) The award of Honorary Member is for life. The "Honorary Professorship (FH)" or "Honorary Professorship (UAS)" expires automatically if teaching at UAS Technikum Wien is not exercised over a period of four years. Furthermore, it may be renounced or revoked. Withdrawal of all academic honors may be made by a resolution of the Council in agreement

with the operator, in particular after a criminal conviction of the honoree, if the honoree is unworthy of later honors or if it subsequently turns out that the honor has been achieved by fraud. The revocation must be noted in the Honors Book and published internally.

§ 6. Entry into Force

- (1) The statute on "Appointments Procedure and Academic Titles" version 11 dated 13.03.2025 was passed by the UAS Council on 13.03.2025 and comes into force on 01.05.2025.
- (2) The statute on "Appointments Procedure and Academic Titles" version 10 of 13.06.2024 is therefore no longer in force.