

Faculty Office
Handout
and guideline



Universität Stuttgart
Fakultät 2:
Bau- und Umweltingenieurwissenschaften

Pfaffenwaldring 7
70569 Stuttgart

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Habilitation procedure at Faculty 2 in accordance with the Habilitation Regulations of the University of Stuttgart

Basis: Habilitation Regulations of the University of Stuttgart dated 6 September 2006, Statutes amending the Habilitation Regulations of the University of Stuttgart dated 1 March 2010, references to paragraphs refer to these Habilitation Regulations

Disclaimer: This guide is intended to provide orientation in the habilitation process at Faculty 2 of the University of Stuttgart. No guarantee is given for the accuracy, completeness and topicality of the information provided. Legally relevant are the habilitation regulations of the University of Stuttgart in their respective valid version.

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1 Announcement of an intention to habilitate

Guideline Faculty 2 on the intention to habilitate and interim evaluation

According to § 2 habilitation services paragraph 2 of the habilitation regulations, the intention to habilitate must be announced. At Faculty 2, the habilitation intention should be announced informally in writing to the (chair of) the habilitation committee (see address in chapter 2). This declaration of intent should briefly outline the planned habilitation procedure. The declaration of intent should be accompanied by a curriculum vitae.

The habilitation committee discusses the letter of intent at its meeting and checks its subject-specific competence. If the habilitation committee is responsible for the subject, the candidate is invited to give a 20-minute presentation to the Faculty Meeting as part of the interim evaluation. In this presentation, the candidate should introduce him/herself and the habilitation topic. Following the presentation, questions can be put to the candidate. The presentation will be discussed at the next meeting of the habilitation committee. The habilitation committee decides to provide feedback to the candidate. The type of feedback and any conditions to be formulated are decided on a case-by-case basis and are subject to the professional judgement of the Habilitation Committee.

2 Habilitation application

The habilitation application to the chair of the habilitation committee with attachments (see §5 (1)) must be submitted in writing to the faculty office. The address of the Faculty Office is: Faculty Office of Faculty 2, Pfaffenwaldring 7, 70569 Stuttgart.

One copy of the habilitation thesis and one pdf of the thesis must be submitted per proposed reviewer.

On 24 November 2021, the Habilitation Committee of the Faculty decided that in habilitation procedures, co-reviewers who were already involved in the candidate's doctoral procedure should not be appointed as reviewers in the habilitation procedure.

As proof of pedagogical and didactic aptitude (§ 7), the habilitation committee of Faculty 2 decided on 23 February 2019 that the candidate must have taught degree programme-related courses with two semester hours per week each as a research assistant or as part of a teaching assignment over the course of at least two semesters. Please list these courses in the habilitation application. Candidates are requested to submit the teaching evaluation results of these courses to the faculty office with their habilitation application.



3 First meeting of the habilitation committee: admission to habilitation

The habilitation committee of the faculty decides on admission to habilitation. The Dean as Chair informs the applicant of the decision in writing. The habilitation committee appoints

- the reviewers for the habilitation thesis (one of whom is the main reviewer) and
- two reviewers for proof of pedagogical and didactic aptitude, who must make a recommendation for acceptance of the habilitation thesis (by the second meeting of the habilitation committee).

The faculty office sends the documents to all reviewers.

4 Circulation of the habilitation thesis

The circulation takes place via ILIAS with a duration of at least two weeks¹ as soon as all reviews of the habilitation thesis have been received. All members of the habilitation committee assess the thesis.

5 Second meeting of the habilitation committee: Topic lecture

When

1. the written habilitation thesis
 - 1.1. by the expertises and
 - 1.2. the members of the habilitation committee have been accepted in the context of the circulation procedure and
2. proof of pedagogical and didactic aptitude is available,

the habilitation committee selects the topic of the academic presentation from three proposals made by the candidate and schedules a date for the lecture and the subsequent colloquium.

The selected topic will be communicated to the habilitation candidate two weeks before the colloquium. The faculty office will send out the invitation to the public lecture after the topic has been communicated.

6 Lecture and colloquium

After the public lecture, which should last approximately one hour (§10 (2)) and a closed colloquium with the candidate immediately following the lecture, the Habilitation Committee decides in its

¹ Resolution of the habilitation committee of 23 January 2019



Following the colloquium, the third session on the oral habilitation thesis with acceptance or rejection (abstentions are not permitted).

7 Completion of the habilitation

Are

- the written and
- the oral habilitation thesis has been accepted and is available to the
- proof of pedagogical and didactic aptitude,

the habilitation committee decides on the name of the subject or subject area of the habilitation. The dean informs the candidate of the result of the habilitation procedure and the habilitation is complete.

The habilitation thesis should be published within one year of completing the habilitation. In exceptional cases, the deadline can be extended by the Dean. For details on publication, please contact the Publication Services University Library (publikationsdienste@ub.uni-stuttgart.de).

8 Teaching authorisation

On the basis of the successful habilitation, the authorisation to teach a specific academic subject or subject area is conferred by resolution of the habilitation committee. The conferral of the authorisation confers the right to use the title "Privatdozentin" or "Privatdozent" if they teach courses of at least two semester hours per week in their subject area.

The Privatdozent should give a public inaugural lecture within one year of the Habilitation Committee's decision to award the teaching authorisation. Please coordinate the date with the Dean.

The certificate of authorisation to teach is issued immediately after the inaugural lecture.

9 Publication

Habilitation theses written at the University of Stuttgart should be published (see HabilO §12, para. 1, sentence 1). Please enquire about the procedure on the website of the University Library:

<https://www.ub.uni-stuttgart.de/forschen-publizieren/opus/dissertationen-habilitations-other-qualification-theses/>



10 Committee membership, rights and duties

10.1 Doctoral committee

Privatdozentinnen / Privatdozent are members of the faculty's doctoral committee as soon as the habilitation has been completed. They are invited to the meetings of the doctoral committee and are entitled to vote. Attendance is important to ensure a quorum. They have the right to be the (main) reporter, however, at least one professor or full-time associate professor of the faculty must be represented on the examination board of the respective doctoral procedure.

10.2 Habilitation Committee

Privatdozentinnen / Privatdozenten are members of the Habilitation Committee if they are also members of the Faculty Board (GFR). If you are a member of the GFR, you will be invited to the meetings of the Habilitation Committee and are entitled to vote. Attendance is important to ensure a quorum.

10.3 Large Faculty Council (GFR)

Privatdozentinnen / Privatdozenten can be members of the Faculty Board if

- they were elected to the GFR for the group of academic staff as part of the general committee elections or if
- they have been awarded the title of adjunct professor by the Senate and they work full-time at the University of Stuttgart and predominantly fulfil professorial duties (see Chapter 11).

If you are a member of the GFR, you will be invited to the GFR meetings and are entitled to vote. Attendance is important for establishing a quorum.

11 Adjunct professorship

The legal framework for an adjunct professorship is regulated in Section 39 (4) and Section 51 (9) of the State Higher Education Act (LHG).

11.1 Requirements for the Apl.-Prof.

Prerequisites for the award are

- generally two years of teaching activity after habilitation
- Fulfilment of the requirements for a professorship according to § 47 LHG
- Willingness to continue to teach courses in his/her subject area for at least two semester hours per week free of charge



At the University, the Senate decides on the appointment of adjunct professors at the request of the faculty.

11.2 Application to the Enlarged Faculty Council

Applications for the award of an Adjunct Professorship must be submitted to the Faculty:

- Justification (assessment of professional, pedagogical and personal suitability, value for teaching in the faculty)
- Short curriculum vitae in tabular form and list of achievements and publications
- List of previous courses (proof of generally two years of teaching activity)
- Declaration by the nominee that he/she is prepared in principle to continue to teach courses in his/her subject area for at least two semester hours per week free of charge.
- Proposals for external reviewers (at least two proposals, preferably three to four)

The Faculty Board decides on the application and, if necessary, appoints the reviewers. It must be clear from the reviews that the requirements for a professorship in accordance with Section 47 LHG are met. On the basis of the reviews, the GFR decides whether the application should be forwarded to the Senate. At the request of the faculty, the Senate decides on the appointment as an adjunct professor.

11.3 Committees

There are no changes to the committee memberships compared to the Privatdozentur, unless the Grand Faculty Council confirms, upon application, that the Privatdozentin / Privatdozent predominantly takes on professorial duties. To do so, he/she must be predominantly employed at the University of Stuttgart. With this confirmation, the associate professor is a member of the Faculty Board and a member of the Habilitation Committee. For doctoral candidates who are doing their doctorate in accordance with the doctoral degree regulations from 2016 or later, you can take over the main report without an additional professor of the faculty having to be a member of the examination board.