

Application instructions for Professors (W3, W2, and W1 (Junior Professors))

Submit your written application with your curriculum vitae, detailed description of your scientific background, certified documents, teaching and publication list and reprints of the 3 most important publications to the Dean of the Charité – University Medicine Berlin by the application deadline.

In addition to the standard curriculum vitae, the written application should include a detailed description of your professional and scientific career. In particular, the following information should be included according to the hereby given outline on a **separate page**:

1. **Academic status:** title, academic degree, dissertation (when, where, topic, grade), official position, study groups, etc.
2. **Education:** Training/course of studies (when, where, field), scholarships, temporary employment especially abroad (when, where, duration) as well as continued and advanced training.
3. **Professional qualifications:** Training wards, degrees, professional qualification (licensing, specialization, additional qualifications, etc.), experience in a leading position and management;
for junior professorships: Concepts for further specialist qualifications (desired academic position);
for clinical fields: Senior physician competences, any intended subspecializations, experience in clinical care (area of responsibility, specialist knowledge and focuses, scope, operation catalogue, if applicable)
4. **Research:** Scientific qualifications, topics of previous and current research focuses, international connections, cooperations, any involvement in on-going research cooperations and projects at the Charité or in the Berlin-Brandenburg region
5. **Publications:** (complete list of publications including original works as the first author and senior author, total impact points and in the last 5 years listed separately for first and senior author, personal scientific citations index (SCI) for all studies.
6. **External funding:** List of external funding (in thousand €) of previous and on-going research projects

Topic Project	Funding (sponsor)	Funding period	Total Funding	For Personnel	For Materials	For Investment Funds

This should include information on the total amount of previous and current **personal external funding** and how much of that *was/is peer-reviewed*.

7. **Teaching:** Overall teaching experience, teaching events (topic and type such as lecture, practical training, seminar, bedside teaching, etc.), problem-oriented learning (POL), experience with innovative teaching approaches, supervision of doctoral candidates and undergraduates, activities in continuing and advanced training
8. **Other:** Memberships and activities in scientific societies and committees, scholarships, prizes, etc.
9. **Concept for the professorship** with statements on planned research projects and cooperations with existing study groups, ideas for teaching and possible continuing and advanced training and medical care (maximum of 4 pages).
For junior professorships: Project outline on the research project and concept for the interdisciplinary integration of the junior professorship in the research network of the Charité (max. 10 pages)
10. **Overview in the following format:**

Address:

Work address with telephone and fax numbers and e-mail address

Home address (if desired)

1. Applicant:

Title

Last name, first name

Institution

Place

2.Age:

3.Official Position/Position:

4.Education/Qualification:

Course of studies
Dissertation (topic, year)
Postdoctoral thesis (topic, year)
Teaching certification (field, year)
Specialization
For junior professorships: professional goal (especially in clinical fields)

5.Areas of concentration:

Research
Medical care
Leading position/management

6.Publications:

Total number of original studies
and in the last 5 years
(listed with first / senior author)
Survey articles
Books
Book contribution
Total impact points
(as first and senior author)
and impact points for both for the past 5 years
Personal scientific citation index (WEB OF SCIENCE)

7.External funding:

Amount of total previous personal external funding and how much of it was peer-reviewed
External funding sponsor
Amount of on-going personal external funding and how much has been peer-reviewed

8.Teaching:

Since when?
For students: Types (lecture, practical training, seminar, bedside teaching, problem-oriented learning POL) and topics
Doctoral candidates/undergraduates (number of supervised (completed) dissertations/theses)
Participation in continuing and advanced training

9.Other:

Temporary employment abroad (when, where)
Scholarships
Prizes in the last 5 years