

## Yearly Evaluation Seminar

Once per year, every tenure track assistant professor is offered to present selected recent work and to discuss and receive feedback from the mentor and other professors on status regarding the qualification criteria for an associate professor position.

### *Format:*

- 25-minute **public** lecture on a selected result achieved during the past year with a broad enough introduction to explain the significance of the result, followed by a
- 30-minute **private** feedback session (with only the mentor and other professors from the CS department) where the assistant professor starts by providing a brief overview of achievements regarding (1) publication and dissemination, (2) teaching and (3) other activities related to the qualification criteria for positive assessment to associate professor position, explicitly highlighting the achievements during the past year as well as research directions for the next year and then receives feedback on the progress.

### *Organization details:*

- The tenure track assistant professor initiates and organizes the annual lecture and feedback session. This includes agreeing with the mentor on the time and date of the event. In addition, **at least one other professor** must be present. A meeting room is booked and announced at least **14 days before** the event, and all members of the tenure track committee (full professors) must be invited. The entire group of assistant, associate, and full professors in the department must be invited to the public lecture.
- It is the responsibility of the **mentor** (to whom the head of department delegated this task) to take minutes from the meeting and to formulate the conclusion/recommendations and to send the minutes by email to the assistant professor, the participating professors, and CS-HR email so that the minutes are archived in WorkZone.