Instructions for filling out Human Resources form AC 01 (request for employment)

(The numbers used in this document correspond to the numbers listed on form AC 01)

General information:

- Please use the most current version of form AC 01 (available online and in print form from Human Resources, room V 819).
- Please fill out the entire form and sign it.
- Please make sure to use form AC 01 because it contains all the information Human Resources needs to process your request.

1. To the departmental staff: Please do not forward requests that Human Resources cannot process in time before the contract is scheduled to start. Instead, contact the applicant to adjust the dates first.

2. If new academic staff is to be hired, always include documentation of a university degree with the request form as well as the Auskunftsbogen information form).

   ! We do not need this information to extend a contract.

   Please only include the documents listed in form AC 01 and save us the inconvenience of receiving out-of-date or incorrect forms.

I. Please list the exact funding source (as stated on the form)

II. Job announcements

In general, all new job openings must be announced. If you would like to request an exemption, please contact either Marion Woelki (extension −2032 (for academic staff)) or Ines Eckerle (extension −4747)) and the staff council (extension −3556 (for academic support staff)). Please include the letter/email confirming that the exemption was granted along with form AC 01.

If the job opening was posted in the university only, please include a copy of the job announcement.
III. Responsibilities

Please always include “teaching”, if the position was funded through the university budget or Zweitmittel (additional state funding, e.g. QSG, b³, Master 2016, Hochschule 2012, Hochschulpakt 2020). This is not necessary for AFF funds.

The teaching load encompasses:
- 6 weekly teaching hours (LVS), if the staff member works full time and is not pursuing a doctorate or habilitation (postdoctoral qualification)
- 4 weekly teaching hours (LVS), if the staff member works full time and is pursuing a doctorate or habilitation

If you would like to request an exemption, please contact the Vice Rector for Teaching and Curricular Affairs, Professor Matthias Armgardt, ext. –3520 or, if the position is funded by additional state funding, contact Dr Nikolaus Zahnen, ext. –2371.

IV. Fixed-term contracts

- If the academic staff member is employed for the purpose of pursuing an academic qualification (doctorate, habilitation or an equivalent postdoctoral qualification), please tick the box for § 2 para. 1 Wissenschaftszeitvertragsgesetz WissZeitVG (German law on fixed-term contracts in academia). Please also include the AC 05 Supplement.
- If you tick the second box at IV. (externally funded position as per § 2 para. 2 WissZeitVG), all requirements for this employment limit must be fulfilled.
- For all academic support staff, please tick the respective reason for a fixed-term contract.

V. Consent

For all academic staff members, please have the respective department give its consent, before turning in form AC 01 to Human Resources. In addition, please also have the respective faculty give its consent before turning in form AC 01 to Human Resources, except in cases where the position is funded externally.

\( \text{Zweitmittel} \) (additional state funding) does not count as external funding.

For all staff working in the university administration’s divisions, the Rectorate or its staff units, please have the Kanzler and the rector (where the Rectorate is involved) give consent before turning in form AC 01 to Human Resources.

Martin Kraußer