

Appointment Negotiations

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- Offer of professorship („Ruf“)
- Thanks
- Decentralised preliminary talks
- Preparation of concept paper and salary letter
- Negotiation date(s) and appointment negotiations on staffing, equipment and salary
- Written offer
- In individual cases: Re-negotiations
- Conclusion of the negotiations (accepting or declining the offer)

Granting the offer of professorship („Ruferteilung“)

- Content of the offer (letter)
 - „I intend to appoint you.../I have the intention to offer you...“
 - Possibly with set deadline
- Legal nature of the offer
 - No certainty of appointment!
 - Invitation to start negotiations
- „Winnability negotiations“ („Gewinnbarkeitsverhandlungen“)

Items for negotiations

Department	Head of university
▪ Tasks/performances of candidate in research/teaching/self-administration, promotion of early career researchers ▪ Equipment for professorship (staff, rooms, technical equipment, literature, initial equipment (start-up funds), travel resources, annual budget, performance oriented distribution of funds ▪ Start of service	▪ Salary ▪ Status issues (civil servant ->for life, temporary or probationary; employment; health check, hiring age limits) ▪ Relocation costs ▪ Dual Career

Preparation of the concept paper

... informative, structured, not too long (!)

- Concept paper for head of university; hand-in after having talked with department
- Concept paper as attachment to salary letter
- Lays out plans in research and teaching and corresponding equipment requirements

Concept paper - Why?

- Discussion basis for the negotiations
- Positioning in research, teaching, etc.
- Self-promotion (qualifications, networking, internationality, third-party funding experience/competence, publication visibility, etc.)
- Documentation of detailed knowledge of local conditions

What for?

... to achieve the best possible equipment and salary!

Concept paper - How to prepare?

First step:

Obtain information on :

- Local framework conditions of the professorship; e.g. extent of current equipment, position of the professorship within the department, requirements and ideas of the department regarding thematic orientation and range of tasks, possibilities for cooperation
- Profile and/or structural/development plans of the department
- Target agreements between department/university and state

Concept paper - How to prepare?

Second step:

Preparation of the concept

- Basic structure:
 - Introduction (profile and classification of the professorship and own subject, own academic qualifications/achievements and fit)
 - Innovation potential (needs)
 - Specific projects in research, teaching, etc. („added value“ for the location, point to „unique selling points“)
 - Equipment requirements
 - Other (research sabbatical („Forschungssemester“), teaching load, title of the professorship („Denomination“))

W Pay Scale - Basic salary

Basic salary as minimum salary (as of November 2025)

W 2: 6.921,09 € (Saarland), 8.378,83 € (Bbg)

W 3: 8.027,88 € (Saarland), 9.915,36 € (Bbg)

- Overview of the salary tables found under „[DHV W-Portal](#)“)
- Participates in general salary adjustments („dynamisiert“)
- Fully pensionable („ruhegehaltfähig“)
- Family bonus
- If applicable: special payments („Christmas bonus“)

- Basic benefit („Grundleistungsbezug/Mindesleistungsbezug“) in Bremen (827,55 €) and Hamburg (826,17 €)
- Special payment („Sonderzahlung“), so-called Christmas bonus, e.g. 60% of one month's salary in Hesse (distributed over 12 months x 5%); 65 % in Bavaria
- Experience levels („Erfahrungsstufen“) at the federal level and in Bavaria, Hesse and Saxony

W Pay Scale - Bonuses

In addition to the basic salary, the following may be granted:

- **Appointment bonus** on the occasion of appointment negotiations („Berufungsleistungsbezüge“)
- **Retention bonus** on the occasion of retention negotiations („Bleibeleistungsbezüge“)
- **Special performance bonus** for special achievements in research, teaching, art, further education, promotion of up-and-coming academics, etc. („Besondere Leistungsbezüge“)
- **Functional performance bonus** for the taking over functions and special tasks („Funktionsleistungsbezüge“)
- **Research and teaching allowances** in the case of raising third party funds from (private) third parties for research and teaching projects („Forschungs- und Lehrzulage“)

- Negotiation target
 - Negotiation of appointment bonus which is granted permanently, is taking part in general salary adjustments and is pensionable
- Also possible:
 - Fixed-term appointment bonus with an option to extend term, linked to target agreement
 - Fixed-termin appointment bonus without option to extend
 - One-off payment

- Important: different constellations (first-time offer, multiple offers, higher current salary, ...)
- Increase their interest in winning you for the professorship
- Burden of justification (especially for first-time offer)
 - Qualifications, third-party funding successes/potential, publications, visibility, evaluation results, reputation, prices (nominations/wins)...
 - Unique selling points
- Tactical/strategic considerations (competitive offers/market situation...?)
- Target agreements?

Drafting the salary letter

- Salary letter for head of university (approx. 2 pages)
- Send concept paper as attachment to salary letter
 - University wants to develop performance-oriented salary concept for negotiations based on the qualifications/achievements/future plans laid-out in concept paper
- Structure of the salary letter
 - Personal address to head of university
 - Achievements/qualifications/unique features
 - Financial/legal starting position (own salary/permanent position...)
 - Further information on reputation/market value (e.g. parallel offers/opportunities for development)
 - Salary expectations

Negotiations

Present your own market value convincingly

- „Added value“/interest in winning you for the professorship
- Unique selling points
- Special competences/qualification/knowledge

„You don't get what you're worth, you get what you negotiate for!“

Negotiations with head of university

- Concept paper and salary letter as basis for the negotiations
- Good preparation
- Presentation of oneself and plans for professorship
- Negotiating equipment and own salary
- Approach negotiations in constructive manner
- Willingness to compromise

- Appointment agreements/commitments
 - **Content** (e.g. rights, duties, commencement of service, salary, equipment, „residency obligations“, exercise of secondary employment, research semester, teaching load, dual career, etc.
 - **Please note that deadlines may apply!** („Please inform me by.../within three weeks whether you accept the appointment.“)
 - **Binding nature of the content** as opposed to promises to make effort and acknowledgment of need

Civil Servantship

- Appointment age limits
 - Different regulations in the states („Bundesländer“); 47 to 55 years
 - Exceptions/discretion possible (depending on the state)
- Suitability under civil service law
 - Certificate of good conduct („Führungszeugnis“)
 - Health suitability („Gesundheitliche Eignung“)

Employment relationship

- Employment contract under civil law (compulsary social insurance contributions!)

- Find out about the relevant regulations under higher education and state law
- Inform yourself about:
 - General conditions on site
 - Profile of the university/department/institute
 - Structural and development plans
- Remember and observe deadline
- Communicate empathetically and confidently!

Get advise!

Thank you for your attention and good luck on your career paths!

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