

**Declaration  
of the Facts Regarding  
Section 20 (Excluded Persons) or  
Section 21 (Concerns About Bias) of the Administrative Procedure Act (VwVfG)**

This declaration shall be made by each member (or alternate member) of the appointments committee.

Appointment committee:

Name of declarant:

## I. Excluded persons

1. Are you a relative of one of the applicants? (Relatives are fiancées – also as covered within the meaning of the Civil Partnership Act – spouses and life partners, first-degree relatives and in-laws siblings and siblings' children, siblings' spouses and spouses' siblings, as well as siblings' life partners and the life partners' siblings, siblings of the parents, foster parents and foster children. The persons mentioned above shall also be deemed relatives if the marriage or civil partnership on which the relationship is based no longer exists, or if the relationship or affiliation through adoption as a child has ceased, or if the domestic community of foster parents and foster children no longer exists, provided that the persons continue to be connected to one another as parents and children.)

YES NO

2. Have you yourself applied for the advertised position?

YES NO

3. Are you employed with remuneration by one of the applicants?

YES NO

4. Could you obtain a direct advantage or suffer a direct disadvantage by participating in the appointment procedure or as a result of decisions made during the appointment procedure? (This does *not* include the potential participation by a subject area's staff members in an appointment procedure intended to determine the head of the relevant subject area.)

YES NO

5. Do you have economic interests in the appointment?

YES NO

6. Are any of the applicants employed by you with remuneration?

YES NO

7. Do you have a business partnership, office partnership or similar with any of the applicants?

YES NO

*The aforementioned facts shall lead to exclusion from the appointments committee.*

## II. Concerns about bias

1. Do you have any relationship with an applicant (such as special collegial affinity, close ties or conflicts, shared time spent together as assistants) that goes beyond a normal collegial relationship?

YES

NO

2. Have you released joint publications or engaged in joint research activities (joint projects, events, exhibitions) with one of the applicants, or are you planning joint publications or research-related cooperation?

YES

NO

3. Have you supervised any of the applicants' final theses, doctoral theses or post-doctoral theses, or have you yourself been supervised by one of the applicants?

YES

NO

4. Have you been in an employment relationship with one of the applicants?

YES

NO

5. Are you in direct academic competition with one of the applicants in respect of your own research projects and plans?

YES

NO

6. Do you have business relations with one of the applicants or do you have common economic interests?

YES

NO

7. Have any of the applicants participated in an appointment procedure within the last five years in which you yourself were an applicant?

YES

NO

8. Are there any other relations with a candidate that could give rise to doubts as to your impartiality in performing your duties from the reasonable viewpoint of another candidate?

YES

NO

Comments

The above facts may give due cause for doubts as to the committee member's impartial performance of duties and thus give rise to concerns about bias. In the event that the appointments committee comes to the conclusion that partiality may be assumed, the person concerned shall be excluded from the appointments committee.

Should circumstances arise during the procedure that give rise to a new assessment of the situation, the chair of the appointments committee must be informed without delay.

Date and signature