**北京大学物理学院大气与海洋科学系招聘流程**

**Tenure-track Positions Recruiting Process**

根据北京大学和物理学院的日程，我系每年三次招聘tenure-track助理教授，特殊情况下也可以招聘tenured长聘副教授或tenured教授。三次招聘的面试时间为1月、4月和10月。下面为具体流程和时间节点。

In accordance with the University- and School-level recruiting schedules, our department hires tenure-track faculty members three times per year. Tenured positions can also be considered in exceptional cases. On-site interview is held normally in January, April or October. Below are detailed procedures and times.

**总体流程：**

**Overview of the Recruiting Process:**

1. 我系在AGU Career Center发布招聘广告，主要针对大气科学（含行星大气）和物理海洋学。

Our department advertises faculty hiring every year in AGU Career Center, for tenure-track positions on atmospheric (including planetary atmospheres) and oceanic sciences.

1. 申请人应根据招聘广告要求准备申请材料，并在截止日期前将所有必须的申请材料发送至Prof. Jintai Lin （Email: linjt@pku.edu.cn）。

The applicants must send all required documents (see below) to Prof. Jintai Lin (linjt@pku.edu.cn) by the deadline for their cases to be considered.

1. 申请人材料经过我系招聘委员会讨论决定，之后通知部分申请人到北京大学进行我系和物理学院的面试。我系支付往返路费及面试期间的食宿费用（住宿由我系直接安排，自行就餐费用标准请咨询我系秘书，有特殊需要请提前通知）。

A departmental recruiting committee does an initial screening of all applications. The applicants who have passed the initial screening will be invited to do on-site interviews (both departmental and School-level). Our department pays for all logistic costs relevant to the interview (see the end of this document for details).

1. 面试过程中，申请人首先参加我系面试，之后分别参加物理学院教学委员会、进人委员会、党委、学术委员会面试。面试日期一般为1月最后一周、4月最后一周或10月最后一周，整个面试过程一般在1周内完成，学院面试当天可确定结果。通过学院面试后，学院向学校提交“拟聘任人员推荐名单”及相关材料进行学校的最后审核，无需申请人参加面试，一般在3月、6月和12月得到学校的最终结果。

During the on-site interview process, each applicant must first undergo a departmental interview and then a School-level interview (by School of Physics); see below for detailed procedures. The on-site interview is normally held in the end of January, April or October. The whole interview process takes about one week, and the result is given immediately after the interview. If the applicant passes the departmental and School-level interviews, his/her application will be brought to a final University-level screening in March, June or December. A representative from the School will present the application to the University-level Committee for screening, so that the applicant does not have to come to Peking University for further on-site interview.

1. 学校审批通过后，向入选的申请人发出“入职通知”。

The University-level HR will email the official offer to the applicant after he/she passes the final screening.

1. 入选的申请人与院系商量具体的入职时间。

The selected applicant discusses the starting time with our department and School.

**申请材料提交（以4月招聘为例）：**

**Submission of application materials (for the interview in April, as an example):**

2月28日：提交所有申请材料的截止时间（材料不全者不予考虑）

February 28: Deadline for submission of all application materials (an incomplete application package will not be considered).

1. 申请人根据附件中“引进教研系列人员提交材料清单”准备材料，其中第1,2,3,5项由院系提供，第2项中的个人自评报告和第4,6,7,8,9,10项由申请人在申请时提供，第11项在正式入职时提供。

**强烈建议提前联系并准备材料，避免出现材料不全的情况**。

Prepare the following documents in order: 1) Personal application (no more than 1 page, as cover letter), 2) Application form (The applicant must fill in the first five items, including all sub-items; please leave items 6‒7 blank), 3) Curriculum vita with publication records, 4) Research statement (no more than 3 pages), 5) Teaching statement (no more than 3 pages), 6) Research and teaching plans for the next 3-5 years (in one document, no more than 3 pages), 7) Photocopy of PhD certificate, 8) Pdf files of key publications (no more than 10 publications) and 9) reference letters (3 for tenure-track positions and 10 for tenured positions).

Please contact us in advance for any questions regarding the required materials. In particular, there are additional detailed requirements for the 10 reference letters for tenured positions applications.

1. 申请材料中：
	* 《北京大学教研系列职位推荐审批表》、《个人自评报告》用中文填写，个人申请、详细履历（任职证明、CV、科研陈述、教学陈述）、未来工作计划等其他材料可用中文或英文撰写。如果申请tenured职位，必须提供详细履历（任职证明、CV、科研陈述、教学陈述）、未来工作计划等材料的英文版。不懂中文的申请者可提交所有材料的英文版，但须提前说明。

If you are not able to write in Chinese, you are required to prepare all application materials in English.

* + 《北京大学教研系列职位推荐审批表》中部分内容与其他材料类似（如教学和科研成果、未来计划等），可以根据对应的材料整理后填写。

You can use the contents in other materials to fill in related items in the Application Form, such as research and teaching accomplishments, future plans, etc. A shortened version may be used in the Application Form.

* + 个人申请限1页。

Prepare your Personal application (as cover letter) in no more than one page.

* + CV、教学陈述、科研陈述分别写成一个文件，主要突出已有经历和成果。**特别注意深入浅出地指出科研工作的意义、创新性和系统性**。

Prepare one file for each of CV, Teaching statement, and Research statement. In the Research statement, highlight your innovative, critical and systematic work that deserve the position.

* + 未来3-5年学术工作计划应包含教学和科研两个部分。教学部分应结合我系教学需求，突出2门可讲授的已有课程或者可开设的新课程。科研部分应根据重大科学问题和我系科研方向需求，强调其基础性、重要性和创新性。

The Future plan for the next 3-5 years must include both research and teaching plans in one file. The teaching plan must fit the teaching need of our department; highlight two key courses that you can teach and present a brief syllabus for each new course you plan to offer. The research plan must focus on core science questions and innovative perspectives/solutions that substantially contribute to the disciplinary development of our department.

* + 所有推荐信必须直接由推荐人在申请材料截止日期前发送至我系。申请材料不全者不予考虑。

All reference letters must be sent by the referees directly to us before the application deadline. Applications with an incomplete package will not be considered.

**面试（以2019年4月招聘为例）:**

**On-site interview (for the interview in April 2019, as an example):**

4月15日：申请人参加我系面试

1. 上午：申请人做1小时学术报告，听众主要为我系教师、研究生和博士后。报告形式与一般的学术交流报告基本相同，但请重点围绕用于职位申请的主要学术工作展开，并在报告最后简要介绍教学经历、未来3-5年科研教学计划等。
2. 中午：申请人与学生午餐、讨论
3. 下午：申请人与老师一对一面谈，每人20-30分钟
4. 晚上：申请人与教师晚餐、讨论

April 15: Departmental interview

1. Morning: 1-hour public seminar for students, postdoc and faculty members of our department. Please present the most important research work that support your application. Please use a few slides in the end to present your teaching experience and future research and teaching plans.
2. Mid-day: Group lunch with students.
3. Afternoon: Individual meetings with faculty members; 20-30 minutes each.
4. Evening: Dinner with faculty members.

4月16日：申请人参加物理学院教学委员会安排的答辩

申请人在5门普通物理课程（力学，热学，电磁，光学，原子物理）或者普物实验课中任选一段，授课25分钟，提问5分钟。请提前15分钟到。

April 16: Teaching lecture in front of the School-level Teaching Committee members

The applicant may choose a basic physics course (i.e., from Mechanics, Thermodynamics, Electromagnetics, Photonics, Atomic Physics, or General Physics Experiments), and teach on any related topic for 25 minutes, with additional Q&A for 5 minutes. Please come to the meeting room 15 minutes earlier.

4月17-18日：与物理学院进人小组成员进行一对一面谈

1. 进人小组成员共8-10人，每人面谈15分钟。
2. 小组成员包含物理学院各个学科（物理学、技术物理、天文、大气）的老师。有1位成员来自我系。

April 17-18: Individual meetings with School-level Recruiting Committee members

1. One individual meeting takes about 15 minutes.
2. There are 8-10 members with diverse research backgrounds (Atmospheric and Oceanic Sciences, Condense Matter Physics, Nuclear Physics, Astronomy, Photonics, etc.). Only one member works in Atmospheric and Oceanic Sciences.

4月18日上午：申请人参加物理学院进人小组安排的答辩

1. 答辩时间为13分钟介绍 + 5分钟问答
2. 申请人请参考附件中“学院答辩PPT模板”准备
3. 请于4月17日下午5点前把ppt发给物理学院人事秘书宣梦雨（myxuan@pku.edu.cn）
4. 答辩后，进人小组立即投票，2/3以上票数通过后安排学术委员会答辩

April 18 Morning: Presentation in front of School-level Recruiting Committee members

1. The presentation takes about 13 minutes with additional Q&A for 5 minutes.
2. Use the attached ppt template to help prepare your slides.
3. Send your slides to the School-level HR secretary Mengyu Xuan (myxuan@pku.edu.cn) by 17:00 on April 17.
4. The Recruiting Committee members vote immediately after all presentations (note that there may be more than one candidate). The applicant passes this round of screening if he/she gets at least two thirds of the votes.

4月19日：参加学术委员会答辩

1. 通过进人小组答辩的申请人参加。
2. 学术委员会含18名成员，包含物理学院各个学科（物理学、技术物理、天文、大气）的老师。有2位成员来自我系。
3. 答辩时间为18分钟介绍 + 7分钟问答。
4. 答辩内容和形式与进人委员会的答辩一样。
5. 答辩后，学术委员会立即投票，申请人获得2/3以上票数即通过学院面试，进入校级面试环节。

April 19: Presentation in front of School-level Scientific Committee members

1. Only for those who have passed the Recruiting Committee screening.
2. There are 18 Scientific Committee members with diverse research backgrounds (Atmospheric and Oceanic Sciences, Condense Matter Physics, Nuclear Physics, Astronomy, Photonics, etc.). Only two members work in Atmospheric and Oceanic Sciences.
3. The presentation takes about 13 minutes with additional Q&A for 5 minutes.
4. The content and format of the presentation, including the slides, are the same as those for the Recruiting Committee presentation.
5. The Scientific Committee members vote immediately after all presentations (note that there may be more than one candidate). The applicant finally passes the School-level screening if he/she gets at least two thirds of the votes. In this case, his/her application will be submitted by the School to undergo the final University-level screening; a representative from the School will present the application case in front of the University-level Committee members on behalf of the applicant.

**机票和食宿：**

我系支付往返路费及面试期间的食宿费用。

* 机票一般由候选人自行购买，我系可报销经济舱。报销相关问题请联系我系秘书。联系方式见下面。
* 我系负责安排候选人在面试期间的住宿，请自行与我系秘书联系确定住宿安排，有特殊需要请提前通知。联系方式见下面。
* 我系负责候选人在面试期间的餐饮和市内交通，实报实销，上限为餐饮每人每天100元，市内交通每人每天80元。

**Logistics (air tickets, hotel, meals, etc.)**

* Our department will pay for all logistics costs relevant to the interview, including air tickets, hotel, and meals. For logistics questions, please contact our secretary (see below).
* The applicant must purchase the air ticket on his/her own and get reimbursement from our department later. For reimbursement, give the receipt and original boarding cards to our secretary.
* Our department will book and pay the hotel. Contact our secretary in advance to set the dates.
* Our department will pay for meals (no more than 100 RMB a day) and transportation in the city (no more than 80 RMB a day). For reimbursement, give the original receipts to our secretary.

**面试地点：北京大学物理学院**

物理学院地址：北京市海淀区成府路209号北京大学物理大楼，地铁4号线北京大学东门站东北出口边上。

我系位于物理大楼北楼5层和中楼5层（相互连通）。

我系秘书办公室：刘美景，物理大楼中楼514，电话86-10-62768120，email：liumj@pku.edu.cn。

**Interview site: School of Physics, Peking University**

Address: Building of Physics, #209 Chengfu Road, Haidian District, Beijing, China 100871. The building is on the northeast corner of the intersection of Chengfu Road and North Zhongguancun Venue. It is also right outside the northeast exit of Station “East Gate of Peking University” of Subway Line #4.

Our department is located on the fifth floor of the North Branch and Middle Branch of the Building of Physics.

Secretary: Ms. Meijing Liu, Mid-514, Building of Physics. Tel: 86-10-62768120. Email: liumj@pku.edu.cn.

**地图：**



**Map:**

