UNIVERSITÄT BIELEFELD
Career Service

Toolbox Career Development Discussions

My academic profile*

The academic competence profile is based on the three pillars of research, teaching and management, and is regarded as the traditional foundation for requirements and competence profiles in academia.

The **research profile** outlines an individual's research activities and their disciplinary focus.
▸ Ideally, this should demonstrate both a broad range of academic competencies and in-depth specialisation.

For the **teaching profile**, teaching experience and knowledge of university-level teaching methods (including digital methods) are currently becoming increasingly important.
▸ The breadth of one's expertise can be demonstrated by delivering relevant introductory lectures, whilst specialised seminars can demonstrate depth. Further training and certificates in university teaching methodology are seen as an asset in applications.

The **management profile** includes skills in the areas of administration, organisation, staff management, securing external funding and budgetary responsibility.
▸ Practical experience and further knowledge can be gained through participation in or leadership of committees and projects, as well as through further training on specific management topics.

The aim of this tutorial is to gain an overview of your academic profile in order to reflect on your achievements and areas of focus to date. By taking stock, you will identify specific examples that demonstrate your academic qualifications. It will also make it easier for you to identify personal development goals and to plan further training and your next career steps in a more targeted manner.

First, complete your skills profile, which you will find on the next page. You can then use the table below to note down your ideas for developing further experience and skills, as required.

Profile Area	Experience I would still like to gain	When / Until when?

My Academic Profile *

Research Profile
Master, PhD, other topics

Lectures

Publications

Third Party Funding



(International) Collaborations (incl. stays abroad)

Academic Management (e.g. organising conferences or other projects)

Prizes & Awards

Committee Work
(Committee, own role)

Supervision
(BA/MA/PhD)

Mentors and Other Supporters

Management tasks (leading working groups, responsibility for staff and the budget)

Teaching

Post-doctoral habilitation or equivalent qualifications

*Based on Mirjam Müller, Promotion - Postdoc – Professur - Karriereplanung in der Wissenschaft, 3. Auflage 2024

© Career Service, Universität Bielefeld, uni-bielefeld.de/career-service