# Tenure Procedure and Responsibilities at the D-GESS

## Point in time

<table>
<thead>
<tr>
<th>Month</th>
<th>TASKS / RESPONSIBILITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>-3</td>
<td>Assistant Professor (AP)</td>
</tr>
<tr>
<td>0</td>
<td>Start of AP</td>
</tr>
<tr>
<td>18</td>
<td>1. Interim evaluation</td>
</tr>
<tr>
<td>36</td>
<td>2. Interim evaluation</td>
</tr>
<tr>
<td>48</td>
<td>End of first term and reappointment for another 36 months</td>
</tr>
<tr>
<td>60</td>
<td>3. Interim evaluation and decision about opening of the tenure procedure</td>
</tr>
<tr>
<td>66</td>
<td>By no later than</td>
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</tbody>
</table>

### 1 PC prior to taking office

- organises presentation in PC; - organises preparatory meeting with DEC; - provides the dossier according to the „guidelines“
- makes sure that the dossier is complete and meets the requirements
- preexamines the dossier and gives critical feedback
- drafts the evaluation report according to pt. 6 above
- provides the signatures of the Prof. attending the PC and passes the report on to the office of Faculty Affairs
- drafts the proposal of reappointment for the Head of Department
- checks and discusses the dossier
- adopts a statement to be included in the evaluation report
- decision on the continuation of the tenure procedure:
  ➔ if positive: proposal for reappointment for 3 more years;
  ➔ if negative: reappointment for 1 more year

### Start of AP

- organises presentation in PC; - organises preparatory meeting with DEC; - provides the dossier according to the „guidelines“
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- decision on the continuation of the tenure procedure:
  ➔ if positive: proposal for reappointment for 3 more years;
  ➔ if negative: reappointment for 1 more year

### 1. Interim evaluation

- organises presentation in PC; - organises preparatory meeting with DEC; - provides the dossier according to the „guidelines“
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- preexamines the dossier and gives critical feedback
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### 2. Interim evaluation

- organises presentation in PC; - organises preparatory meeting with DEC; - provides the dossier according to the „guidelines“
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- preexamines the dossier and gives critical feedback
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- adopts a statement to be included in the evaluation report
- decision on the continuation of the tenure procedure:
  ➔ if positive: proposal for reappointment for 3 more years;
  ➔ if negative: reappointment for 1 more year

### 3. Interim evaluation and decision about opening of the tenure procedure

- organises presentation in PC; - organises preparatory meeting with DEC; - provides the dossier according to the „guidelines“ - submits a list of 5-10 well-founded reviewer suggestions to the chairperson of the DEC
- makes sure that the dossier is complete and meets the requirements
- preexamines the dossier and gives critical feedback
- drafts the evaluation report according to pt. 6 above
- provides the signatures of the Prof. attending the PC and passes the report on to the office of Faculty Affairs
- drafts the proposal of reappointment for the Head of Department
- checks and discusses the dossier
- adopts a statement to be included in the evaluation report
- decision on the continuation of the tenure procedure:
  ➔ if positive: proposal for reappointment for 3 more years;
  ➔ if negative: reappointment for 1 more year

### By no later than

- organises presentation in PC; - organises preparatory meeting with DEC; - provides the dossier according to the „guidelines“ - submits a list of 5-10 well-founded reviewer suggestions to the chairperson of the DEC
- makes sure that the dossier is complete and meets the requirements
- preexamines the dossier and gives critical feedback
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- drafts the proposal of reappointment for the Head of Department
- checks and discusses the dossier
- adopts a statement to be included in the evaluation report
- decision on the continuation of the tenure procedure:
  ➔ if positive: proposal for reappointment for 3 more years;
  ➔ if negative: reappointment for 1 more year

### Request for initiation of the tenure procedure to the President of ETH Zurich