

Point in time		TASKS / RESPONSIBILITIES				
Month		Assistant Professor (AP)	Mentor	Departmental Evaluation Committee (DEC)	Chairperson DEC	Professors' Conference (full and associate professors only)
1 PC prior to taking office	-3					Assignment of the DEC and its chair (1)
Start of AP	0		- Introduction of the AP in the Department and his section; - Explanation of the most important rules and conventions (2)	DEC meets with the AP and explains requirements for a successful completion of the tenure procedure (3)	Records the DEC's recommendations on the occasion of the first meeting with the AP	
1. Interim evaluation	18	- organises presentation in PC; - organises preparatory meeting with DEC; - provides the dossier according to the „guidelines“ (4)	Makes sure that the dossier is complete and meets the requirements (5)	Preexamines the dossier and gives critical feedback (6)	- Drafts the evaluation report according to pt. 6 above - Provides the signatures of the Proff. attending the PC and passes the report on to the office of Faculty Affairs (8)	- Checks and discusses the dossier; - Adopts a statement to be included in the evaluation report (7)
2. Interim evaluation	36	- organises presentation in PC; - organises preparatory meeting with DEC; - provides the dossier according to the „guidelines“ (9)	Makes sure that the dossier is complete and meets the requirements (10)	Preexamines the dossier and gives critical feedback (11)	- Drafts the evaluation report according to pt. 6 above - provides the signatures of the Proff. attending the PC and passes the report on to the office of Faculty Affairs (13)	- Checks and discusses the dossier; - adopts a statement to be included in the evaluation report (12) - decision on the continuation of the tenure procedure: -> if positive: proposal for reappointment for 3 more years; -> if negative: reappointment for 1 more year
End of first term and reappointment for another 36 months	48				- drafts the proposal of reappointment for the Head of Department (13)	
3. Interim evaluation and decision about opening of the tenure procedure	60	- 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 (14)	Makes sure that the dossier is complete and meets the requirements (15)	Preexamines the dossier and gives critical feedback (16)	- Drafts the evaluation report according to pt. 6 above - provides the signatures of the Proff. attending the PC and passes the report on to the office of Faculty Affairs; - submits a list of 10 well-founded reviewer suggestions to the chairperson of the DEC; the candidate submits a list with 5-10 suggestions as well; - submits the PC a list with 3-5 peers with whom the AP should be compared; - submits a draft of the reviewer letter and reworks the letter according to the feedback of the PC; - drafts the letter to the President asking for the initiation of the tenure procedure (17)	PC 1 - checks and discusses the dossier; - adopts a statement to be included in the evaluation report. - decision on the initiation of the tenure procedure - chooses 7 reviewers and 3 substitutes from both lists; (18) - discusses the peer suggestions; - discusses the draft of the reviewer letter; PC 2 - 2nd reading of the reviewer suggestions and decision; - 2nd reading of peer suggestions and decision; - Finalising of the letter to the reviewers (19)
By no later than	66				Request for initiation of the tenure procedure to the President of ETH Zurich (20)	