

Detailed Provisions of the D-GESS on the Integration and Mentoring of Assistant Professors and on the Tenure Procedure¹

1. The integration and promotion of assistant professors is an important departmental duty.
2. In order for this integration to succeed and the tenure process to be successfully completed, each assistant professor is assigned a mentor.
3. Assistant professors will be evaluated three times: after 1.5 years, after 3 years and again after 5 years. The third-year evaluation serves as the basis to apply for reappointment; the fifth-year evaluation as the basis for the application for tenure. The application for tenure has to be submitted to the ETH-wide Tenure Committee no later than 66 months after the starting date.
4. The evaluations will be carried out by a *Departmental Evaluation Committee*², which is composed at least of the Head of Department (usually the one in charge when the assistant professor was appointed), the mentor and a further member of the section that the assistant professorship belongs to. The evaluation committee shall designate a chairperson to manage and preside over the interim evaluation process. Usually, the mentor will chair the DEC.
5. After the appointment and at least prior to each evaluation, the departmental evaluation committee meets with the assistant professor for an exchange of at least 90 minutes. In preparation for this conversation, the assistant professor shall provide the evaluation committee with a dossier containing the materials referred to in article 11 of the Guidelines (for the first and second evaluation without clauses i and j).³ In addition, the assistant professor will provide the DEC with two to three journal articles or other writings for the DEC members to read prior to the conversation and base their advice on with regard to the tenure process.
6. As part of the evaluations, the assistant professor submits a dossier as defined in section 5 and then reports to the full and associate professors on his / her research in a 10-15 minute presentation. This is followed by a Q&A session in presence of the assistant professor and a discussion without the assistant professor of 45 minutes. Based on this discussion, the chairperson of the departmental evaluation committee will draft an evaluation report that also documents significant minority opinions. The chairperson then forwards the draft report to the assistant professor and conducts a detailed discussion about the results of the evaluation. The assistant professor may provide feedback on the draft report. This feedback is incorporated into the final version of the report by the chair.
7. The first interim evaluation requires a 50% attendance quorum of full and associate professors. For the second and third evaluations, which decide on the reappointment or the initiation of the tenure procedure, a two-thirds attendance and resolution quorum is required.⁴
8. The final version of the evaluation report must be signed by all associate and full professors who have been present during the presentation and discussion and then be made available to the Office for Faculty Affairs.⁵

Adopted by the D-GESS Departmental Conferences on 8 March 2016 and 30 November 2021 (revision).

¹ Based on the «[Guidelines for the Assistant Professor System at ETH Zurich, as issued by the President](#)» of February 1, 2015 (RSETHZ 510.21). Art. 1 par. 4 and art. 8 par. 13 determine, that each department is obliged to write down and disclose the practiced implementation.

² Art. 8 par. 9 and 13.

³ Art. 8 par. 10.

⁴ Art. 8 par. 12.

⁵ Art. 8 par. 10.