

## **Rules of Procedure for the Tenure Procedure at D-GESS**

### **1. General**

The Tenure Procedure is a matter of the department and managed by the Head of the departmental evaluation committee (DEC) on behalf of the Head of Department.

Neither the mentor nor the candidate become active at any time unless prompted by the Head of the DEC.

The procedure is to be conducted with utmost confidentiality and under the exclusion of the candidate.

### **2. Schedule**

The Head of the DEC maps out the schedule in collaboration with the respective member of staff from the office of faculty affairs responsible for the tenure procedure and submits it to the Professors' Conference (PC) to have it approved. It must be ensured that the tenure procedure can be completed at least one year before the expiration of the employment of the Assistant Professor. For the appointment of the reviewers as well as the discussion of the reviews and the application to the President, two consecutive PC meetings are to be scheduled.

### **3. Initiation of Procedure**

The Head of Department determines the date of the initiation of the procedure in consultation with the mentor and submits the application for initiation of the procedure to the PC.

The candidate's file (according to the "Requirements for Tenure Applications") must be submitted to the PC in due time before the meeting. The PC can make suggestions for improvement of the file.

### **4. Approval of Schedule**

Immediately after the vote on the initiation of the procedure, the Head of the DEC presents the schedule and has it approved by the PC by vote.

### **5. List of Reviewers**

The Head of the DEC submits a list of 10 commented suggestions for reviewers to the PC. The candidate also provides a list of maximum 10 suggestions. The PC chooses 7 reviewers and 3 substitute reviewers from both lists. The suggestions of the candidate should be taken into due account; in specific circumstances the PC can refrain from doing so.

The reviewers suggested by the department and the definite list of reviewers are under no circumstances to be brought to the attention of the candidate.

### **6. Reviewer Letter**

The standard letter of the ETH Tenure Committee must be used. In the letter, particular circumstances concerning the assistant professorship are to be mentioned if necessary (e.g. peculiarities of the discipline of the candidate or exceptional engagements or duties in the service of ETH Zurich).

The mentor submits a commented list of peers (3-4 persons). This list has to be approved by the PC.

### **7. Evaluation of the Reviews**

The evaluation of the reports by the members of the PC should be based on uniform and transparent criteria.

## 8. Application to the President

The application (in English) is drafted by the Head of the DEC and revised/finalized by the Head of Department based the feedback provided by the Professors' Conference..

## 9. Schedule

- PC 1** Decision on the initiation of the procedure (vote)  
Approval of schedule (vote)  
1st Reading of reviewer suggestions (discussion)  
1st reading peer suggestions (discussion)  
Draft of letter to the reviewers (discussion)
- PC 2** 2nd Reading of reviewer suggestions (discussion and vote)  
1st reading peer suggestions (discussion and vote)  
Approval of reviewer letter (vote)  
Immediately after PC2: Dispatch reviewer letter. Deadline: 7 weeks from dispatch.
- PC 3** 1st Reading reviews (possibility to request further reviews)  
Draft of application to the President
- PC 4** 2nd Reading of reviews and final decision on the application to the President (secret vote)

Adopted by the D-GESS Professors' Conference of 9 September 2013. Revisions adopted by the Professors' Conferences of 24 May 2016 and 30 November 2021.