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Detailed Regulations of D-HEST for establishing Assistant Professorships (AP) and also the decision on the application for promotion of Assistant Professors with Tenure Track (APtt) in D-HEST

According to Art. 12 para. 1 of the by-laws of the Department of Health Sciences and Technology, the following detailed regulations are decreed for establishing Assistant Professorships as well as the process for the application for promotion of Assistant Professors with Tenure Track. The [Guidelines 2015](#) of the President on the Assistant Professorship system and the [Specifications for the tenure dossier 2016](#) (German only) at the ETH Zurich apply.

Art. 1 Establishment of Assistant Professorships

¹ The integration and evaluation of assistant professors is one of the most important functions of D-HEST and is the responsibility of all full and associate professors.

² D-HEST has both non-tenure track assistant professors and tenure track assistant professors.

Art. 2 Periodical Evaluations ("Tenure Clock")

¹ The following tenure timetable ("tenure clock") is valid for each assistant professor, whether she or he is on a tenure track position or not:

Evaluation	Timepoint	Remarks
1 st Evaluation	After 18 months	
2 nd Evaluation	After 36 months	Basis for application for possible reappointment.
3 rd Evaluation	After 60 months	Basis for application for possible begin of tenure track procedure

² Every assistant professor is responsible to contact the Department to schedule the evaluations in due time. The evaluation dossier has to be submitted no later than 10 days before the evaluation date.

³ The evaluations usually take place on the same date as the Professors' Conference or Department's Conference, which is held four times a year. The full and assistant professors participate in these conferences.

⁴ In special cases, the evaluation can take place on another date.

Art. 3 Evaluation Dossier

¹ Assistant professors have to hand in their tenure dossier two weeks before the evaluation to the head of Department with copy to the Head of Staff. Both will check, whether the dossier before send it to the full and associate professors.

² There is no template for the tenure dossier, however, the dossier must include the necessary information according art. 5 - 10.

³ Three months before the 3rd evaluation, assistant professors (tenure track) have to provide a list of at least five external reviewers with a rationale for each of them and information about potential conflicts of interests.

⁴ The Head of Department is responsible to request at least six external review letters before the date of the 3rd evaluation, whereof four of them have to be truly independent. Those reviewers have to fulfil the following requirements:

- a) Not be part of the list provided by the assistant professor;
- b) Not have been the supervisor of the assistant professor during her/his doctorate (PhD) nor during her/his postdoctoral employment;
- c) Not have published with the assistant professor;
- d) Not have co-supervised MSc or doctoral theses;
- e) Not have worked at the same institutions as the assistant professor.

⁵ Letters from members of ETH Zurich or the Swiss Federal Research Institutes (e.g. Empa, PSI) are considered letters of support, but not review letters according to art. 3.

Art. 4 Conducting the Evaluations

¹ The evaluation can only take place if at least 50% of the full and associate professors are present, including the mentor and the Head of Department or his/her deputy.

² The evaluation consists of a presentation by the assistant professor with a subsequent question and answer session. Afterwards the tenure dossier and the presentation are discussed without the assistant professor. The whole evaluation should not last longer than 1 hour.

Evaluation	Presentation	Q&A with APtt/AP	Evaluation without APtt/AP
1 st Evaluation	15 min	15 min	15 min
2 nd Evaluation	15 min	15 min	15 min
3 rd Evaluation	30 min	15 min	15 min

³ The result of the evaluation by the full and associate professors is recorded in an evaluation report, including important divergent opinions.

⁴ The completed evaluation report must be signed by the attendant associate and full professors. The absent associate and full professors must confirm knowledge of the evaluation report by means of signature. A copy of the evaluation report is sent to the Office for Faculty Affairs.

Art. 5 Evaluation Criteria

For promotion, the candidates should exhibit qualifications comparable to candidates considered for associate and full professors at ETH.

Art. 6 Scientific Achievements and Publications

¹ The candidates must be the primary authors of original research publications in peer reviewed, highly recognized journals and conference publications (first or last author).

² Primary authorship is defined as being responsible for initiating, conducting and evaluation of the research.

³ The candidates should demonstrate that they are competitive at the international level by the following:

- a) Peer-reviewed publications, both in international journals as well as conference publications for scientific engineering conferences;
- b) Additional scientific achievements such as book chapters, reviews, honours and awards from the scientific community (citations, H-factor, patents, licences, best papers and poster awards, journal cover pages, press releases, etc.)

Art. 7 Independently Raised Research Funding

¹ The candidates should demonstrate their ability to acquire highly competitive research funding from federal or international research agencies and prevail at the level of Principal Investigator

² Good indicators are grants such as SNF projects, ERC grants, Foundations, Industry funding and other research grant institutions. The level of CHF 300'000 per annum (without personal salary costs) serves as a reference point at the time of the decision making regarding the application for promotion.

Art. 8 Peer Recognition

¹ Recognition from international peers confirms the importance of the candidates' contributions in the field of research.

² Examples of such recognition can include giving invited presentations and keynote lectures at international scientific and professional meetings or being a guest at leading academic institutions. Additionally, receiving awards and honours (e.g., career development, young investigator), and serving on international evaluation and grant review committees.

³ Being a publisher or co-publisher of a scientific journal or being elected into a renowned scientific organization are also highly valued, as is participating in international networks.

⁴ Especially valued are the organization of international scientific meetings, expert meetings, summer schools, technical sessions or publishing activities (e.g. reviews, special editions).

Art. 9 Teaching

¹ The teaching activity of an assistant professor is about 50% of that of a full or associate professor.

² The contribution of the candidates to teaching in the Bachelor and Master courses can be demonstrated by:

- a. Developing a new course or revising an existing course.
- b. Receiving educational development grants or directing pilot educational programmes.
- c. Authoring or co-authoring a chapter in a textbook.
- d. Publishing an article on subjects related to education and teaching.
- e. Developing further education programmes.
- f. Receiving a teaching award,

³ All the above criteria must be must be judged by peers as scholarly and of high quality and significance.

⁴ The quality of the teaching is evaluated by the results of the teaching evaluations, respectively the assessments of the full and associate professors.

Art. 10 Education of prospective academics

¹ The successful mentoring of master students, doctoral students and post-docs is also decisive for the evaluation of the candidates.

² The determining factor is:

- a. the number of finished master and doctoral theses;
- b. Authorship of the tutored students and scientific staff;
- c. Scientific success of the tutored students and scientific staff.

Approved by the Department Conference D-HEST on 2 Oct 2019.