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Information: D-HEST Department Secretariat

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Detailed Regulations of D-HEST on the promotion of associate professors

The Department of Health Sciences and Technology decrees, in addition to Art. 14 Abs 1 lit. b of the D-HEST by-laws, the following detailed regulations concerning the promotion of associate professors:

1. The instructions of the President apply ([Link](#)).
2. The application procedure for promotion begins with an application from the associate professor to the attention of the Department Head.
3. The applicant submits the following documents for the attention of the Department Head:
 - a. Documents according to point 1;
 - b. Electronic versions (PDF) of the three to six most important publications;
 - c. A list of six external experts, who are prepared to write a letter of reference.
4. After receipt of the full documentation according to point 3, the Department Head calls for a first conference of full professors (KoP). This conference decides on the commencement of the promotion procedure.
5. If the KoP accept the application of the associate professor, the members of the KoP choose full professors closely related to the specialized area of the applicant to form a Promotion Preparation Committee, PPC, including a chairperson.
6. The duties of the PPC under the responsibility of the Chairman are:
 - a. The gathering of at least 6 reference letters from (external) internationally renowned experts;
 - b. From the collected expert opinions only three can come from the applicant's list. The experts receive all documents pertaining to the applicant;
 - c. Compilation of an evaluation report for the attention of the Department Head;
 - d. The PPC treats all documents confidentially.
7. If the PPC recommends the promotion application in their evaluation report, the Department Head requests a second KoP.
8. The second KoP decides whether the application for promotion should be submitted to the President.
9. The Department Head writes an application with the reasons given by the Department and submits it with all documentation.
10. After the election by the ETH Board the Department Head informs the Professors and Department Conference.

Approved by the Department Conference 21 May 2014.