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Guidelines on Structure of Professorial Extension Requests (Verlängerungsantrag)

(Dated 22 February 2022)

These guidelines apply to professorships ad personam, assistant professorships, and tenure-track assistant professorships.

The Office of the Dean submits a request to extend the employment of a professor to the Executive Board of the University. The professorial extension request includes a fact-based documentation of the grounds for the extension. It covers the following points:

0. Joint Reporting to the Dean

0.1 For professorships at the University's hospitals: Joint reporting to the head of the relevant hospital or clinic.

1. Extension Request:

- Statement of request;
- Details of the candidate: Academic title, first name, last name, teaching remit in both German and English;
- Period of extension (dates from and to), or date of conversion from temporary to permanent employment, as applicable.

1.1 For extension requests written in English: Summary in German of the key information required under points 3 and 4.

2. Composition of the Competent Committee (only required for professorships ad personam):

- Full details of the composition of the competent committee (at least five members);
- Detailed information on the treatment of potential bias within the committee.

3. Description of Achievements to Date (at least two A4 pages)

Description of the professor's achievements to date in research, teaching, services and academic self-administration, especially since joining UZH.

3.1. Research:

- Details of current research focus and of planned research activities;
- Academic suitability: Quality of publications, originality and innovativeness of research with specific reference to content of work/papers, interdisciplinarity and international relevance (where applicable), awards and distinctions, acquisition of third-party funds, development of the department and research group.

3.2. Teaching:

- Courses given, experience in supervising habilitation, PhD, final, Master's and Bachelor's theses and in supporting academic career development, details of planned teaching activities, results of teaching evaluations (if available), initial or further development of teaching methods.



- 3.3. Services and academic self-administration:
 - Activities as an external expert, editor or member of editorial boards, board member in national and international academic associations, organization of academic congresses, public awareness activities, etc.;
 - Contribution to academic self-administration (e.g. committee work).
4. **Grounds for the Extension Request:**

Evaluation of work and achievements to date, statement on development potential and grounds for the extension, where appropriate with reference to external opinion reports¹ (mandatory in the case of professorships ad personam).
- A. **Additional Documentation Required:**
 - Current Curriculum Vitae (dated accordingly) including publication list of each nominated candidate;
 - Expert opinion reports, where relevant (in the case of professorships ad personam, two external opinion reports are mandatory).

¹ The external experts are subject to the Guidelines on Recusal in Professorial Appointments and Promotions and must comply with the requirements of good academic practice.