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Guidelines on Structure of Applications for Professorial Promotion (*Beförderungsantrag*)

(Dated 29 May 2018)

These Guidelines apply to associate professorships (professorial chair or *ad personam*) and *mutatis mutandis* to tenure-track assistant professorships.

The committee responsible prepares an application for professorial promotion for the attention of the Executive Board of the University. The application for professorial promotion primarily states the grounds for the candidate's promotion and the role of the position in the strategic planning of the institute, department or clinic, as well as that of the faculty. The application serves as the basis for the decision reached by the Board of the University or Vetsuisse Council, as the situation requires. 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. **Application for Professorial Promotion:**
 - Statement of request;
 - Details of the candidate: Academic title, first name, last name, teaching remit in both German and English.
 - 1.1 For applications for professorial promotion written in English: Summary in German of the key information required under points 4 to 6.
2. **Composition of the Competent Committee:**
 - Full details of the composition of the competent committee;
 - Full details of the external experts (in particular their home university);
 - Detailed information on the treatment of potential bias¹ within the committee.
3. **External Experts²:**
 - Full details of the external experts (in particular their home university).
4. **Brief Statement on Professorial Position (*Stukturbericht*)³:**
 - Significance of the field and its role in the institute, department or clinic, as well as that of the faculty and of UZH;
 - Key figures on number of students, PhD candidates and the student-to-instructor ratio;
 - Overview of the resources necessary for the professorship, in particular the finances, personnel and facilities.

¹ In accordance with the Guidelines on Recusal in Professorial Appointments and Promotions.

² External experts are to be selected in accordance with the Guidelines on Recusal in Professorial Appointments and Promotions.

³ The description "Brief Statement on Professorial Position" (*Kleiner Strukturbericht*) is to be used solely in regard to professorial chair planning.



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

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

5.1. 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.

5.2. 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.

5.3. 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)

6. Grounds for the Promotion

Evaluation of work and achievements to date, statement on development potential and grounds for the promotion, where appropriate with reference to external opinion reports⁴.

A. Additional Documentation Required:

- Current Curriculum Vitae (dated accordingly) including publication list;
- Expert opinion reports, where relevant;
- Professorial appointment offers from other universities if these have been stated as grounds for the promotion.

⁴ The external experts are subject to the Guidelines on Recusal in Professorial Appointments and Promotions and must comply with the requirements of good scientific practice.