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Guidelines on Structure of Professorial Appointment Recommendations (*Berufungsantrag*)

(Dated 29 May 2018)

These guidelines apply to professorial chairs and *mutatis mutandis* to professorships ad personam and assistant professorships.

The professorial appointment committee prepares an appointment recommendation for the attention of the Executive Board of the University (§ 10 para. 5 University Statutes of UZH). The appointment recommendation details the selection procedure and serves as a basis for appointment negotiations. 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. **Summary of Key Information:**
 - Appointment recommendation;
 - Precise description of the teaching remit of the professorship in both German and English;
 - List of candidates (as a rule, three persons);
 - Information on the nominated candidates: Academic title, first name, last name, current place of work and position, recommended professorial category.
 - 1.1 For appointment recommendations written in English: Summary in German of the key information required under points 7.2 and 8.
2. **Composition of the Professorial Appointment Committee:**
 - Full details of the composition of the professorial appointment committee;
 - Full details of the external experts (in particular their home university);
 - Formal statement on representation of both sexes on the committee¹. Statement of grounds if no women or only one woman is represented on the committee.
 - Detailed information on the treatment of potential bias within the committee².
3. **External Experts³:**
 - Full details of the external experts (in particular their home university).
4. **Description of the Job Requirements of the Professorship as Based on the Statement on Professorial Position (*Strukturbericht*)**
5. **Documentation and Definition of the Selection Criteria (incl. weighting).**

¹ Detailed numbers are to be given in the document on gender equality accompanying the appointment recommendation (*Begleitblatt Berufungsantrag – Gleichstellung von Frau und Mann*).

² In accordance with the Guidelines on Recusal in Professorial Appointments and Promotions.

³ External experts are to be selected in accordance with the Guidelines on Recusal in Professorial Appointments and Promotions.



6. Brief Description of the Selection Process:

- Description of the personnel situation in the relevant academic area;
- Information on the percentage of applications from women (based on point 4 regarding gender equality in the Statement on Professorial Position) and from persons with Swiss citizenship (as well as persons working at Swiss universities);
- Details of the procedure (dates of committee meetings, votes and their outcomes):
Documentation on the decision on candidates nominated for the short list and invited to give a trial lecture; short statement on why the other applicants were not selected, and, where relevant, documentation on any issues of bias that arose and the decisions taken in this regard.

7. Short-Listed Candidates⁴:

7.1 Details of the following key data:

- Academic title, first name, last name; date of birth; nationality; current place of work and position.

7.2 Detailed formal statement of the committee on the following points:

- Academic career path;
- Details of current research focus;
- 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, other commitments (e.g. drafting of expert opinion reports, member of editorial boards, organization of academic congresses, public awareness activities); if development potential is identified: State specific indicators;
- Teaching skills, teaching achievements, and experience in supporting academic career development;
- Leadership skills and experience;
- Written proof of appointment offers from other universities in the past five years, where relevant;
- Trial lecture (title, content);
- Interview with the committee;
- Match of candidate with job requirements and suitability for position based on selection criteria.

8. Comparative Evaluation of Nominated Candidates and Explanation of Their Ranking:

Comparative evaluation of the nominated candidates (as a rule, three persons) and argumentation explaining their ranking based on the job requirements, the selection criteria, and the evaluation provided in expert opinion reports⁵.

9. List of Candidates (as a Rule, Three Persons)

Academic title, first name, last name, home address, work address, e-mail, telephone (in particular mobile number), recommended professorial category.

⁴ Candidates whose applications fulfill the formal and academic requirements and who have been invited to give a trial lecture.

⁵ 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.



A. Additional Documentation Required:

- Current Curriculum Vitae (dated accordingly) including publication list of each nominated candidate;
- Expert opinion report;
- Accompanying document on gender equality (*Begleitblatt Berufungsantrag – Gleichstellung von Frau und Mann*), filled out in full;
- Accompanying document on list of candidates (*Begleitblatt Berufungsantrag – Listenplatzierte*), filled out in full;
- Where relevant, appointment offers from other universities in accordance with point 7.2.



Accompanying Document on Gender Equality

Please fill out the form and enclose it with your list of candidates for the professorship (mandatory).

Position advertised

Grade of the professorship¹ and teaching remit:

Faculty/institute: _____

Planned employment level (%): _____ **New hire** **Succession**

Recruitment type (please check): Professorial job posting Direct appointment Ad personam

Key figures for the selection procedure:

	Number of women	Number of men
Professorial appointment committee members		
a) UZH professors		
b) External experts		
c) University body representatives		
External experts for applications		
Applications		
Total number of applications received		
Applications with A and B classifications ²		
Individuals invited to a job talk		
List position 1 (primo loco)*		
List position 2 (secundo loco)*		
List position 3 (tertio loco)*		

* If more than one person was assigned to the list position: Please enter the respective number of women and men.

Comments:

Date: _____

¹ Full professorship (OP); associate professorship (AOP); professorship ad personam (OPap; AOPap); non-/tenure-track assistant professorship (AP/APtt), open rank

² Applications that meet the formal and academic requirements criteria.