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## Guidelines on Statement on Professorial Position (*Strukturbericht*)

(Dated 29 May 2018, revised 12 March 2020)

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

The committee responsible prepares a Statement on Professorial Position for the attention of the Executive Board of the University. The Statement on Professorial Position details the strategic relevance, profile, and financing of the professorship; it serves as a basis for the ongoing appointment procedure, in particular the professorial job posting<sup>1</sup>. 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** including key information in accordance with points 2 to 7 in German<sup>2</sup> (at least one A4 page).
- 2. Information on Role and Subject Area of the Professorship**
  - 2.1 Grounds for the necessity of the professorship:
    - **Research:** Description of past and future research areas;
    - **Teaching:** List of the study programs involved, description of the course content and teaching concept;
    - **Services:** List of services to be performed.
  - 2.2 Information on significance of the academic field:
    - Academic relevance of the specialization of the professorship;
    - Relevance of the specialization for the focus areas and strategic planning of UZH, the faculty, department, institute or clinic;
    - Development potential of the research and course content.
- 3. Key Figures** (tabular list covering the past five years)  
Number of students and number of those who successfully completed studies, qualifying papers supervised (licentiate, diploma, Bachelor's, Master's and PhD theses) for the institute, department, or clinic, as well as for a study program as a whole, and, where relevant, for the department/ office or the professorship.
- 4. Information on Gender Equality Situation<sup>3</sup>**
  - Statement on the percentages of men and women professors;
  - Statement of the gender equality goals in professorial chair planning.

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<sup>1</sup> As a rule, no job posting is made for professorships ad personam.

<sup>2</sup> Applies in particular when the Statement on Professorial Position is written in English.

<sup>3</sup> Gender equality situation at the faculty and the institute, department, or clinic.



5. **Role of the Professorship in the Overall Planning of the Institute, Department or Clinic, as well as that of the Faculty and of UZH:** For professorships in clinics, the tasks and responsibilities to be fulfilled (as determined by the faculty in consultation with the head of hospital or clinic) must be listed in addition to a description of the overall role of the professorship in UniversityHospital Zurich or Balgrist University Hospital.
6. **Resources Required for the Professorship** (existing and new)  
Tabular list using the accompanying document to the Statement on Professorial Position regarding resources (*Begleitblatt Strukturbericht – Ressourcen*) and a statement on the following matters:
  - 6.1 Financing of the professorship (source of funds, date when funds are to be available for the financing of the professorship, including for personnel and equipment, i.e. state where such funds have been approved in the development and financial plan. Please note that only the professorships in the first planning year of the development and financial plan are considered as financed.);
  - 6.2 If the professorial chair has been established via the re-dedication of BE2-funds as BE3-funds (self-funded professorial chair model): Binding description of the financing conditions as agreed with the relevant dean;
  - 6.3 Staff: Positions filled and positions vacant, including a statement on availability for positions vacant. The period of employment orders (*Verfügungen*) should, at the very longest, not exceed the date of professorial retirement;
  - 6.4 Facilities available and facilities newly required (e.g. offices and labs). If additional floor space is required: Current situation and measures, information on next steps;
  - 6.5 Available and newly required infrastructure, equipment, library and other work resources, e.g. animal husbandry etc..
7. **Consequences for the Job Requirements** (for professorships in clinics, also in reference to the tasks and responsibilities listed under point 5).
- A. **Additional Documentation Required:**
  - Professorial job posting in German, if published in English journals, the professorial job posting needs to be submitted in English<sup>4</sup> as well;
  - Information on advertising channels for the professorial job posting;
  - Accompanying document to the Statement on Professorial Position regarding resources (*Begleitblatt Strukturbericht – Ressourcen*), if the relevant information has not already been included in point 6 of the Statement on Professorial Position (*Strukturbericht*).

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<sup>4</sup> Professorial job postings in English have to contain a reference to the expected knowledge of German.



**Accompanying document to the Statement on Professorial Position – Resources (Begleitblatt Strukturbericht – Ressourcen)**

Grade of the professorship<sup>1</sup> and teaching remit:

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Summary of the resources required for the professorship and information about their origin:

	Institute (acc. to budget)	Faculty (acc. to budget)	Resources to be requested: Request to Executive Board of the University (development and financial plan, etc.)	Total (amount, number, area)
Salary costs of the professorship incl. social costs [CHF]				
Salary costs of employees incl. social costs [CHF]				
Total number of positions (FTE):				
of which vacant				
Operational fund (Betriebskredit, BK) [CHF]				
Expected service income [CHF]				
Rooms:				
Available area [m <sup>2</sup> ]				
Additional area needed [m <sup>2</sup> ]				
Miscellaneous:				

<sup>1</sup> Full professorship (OP); associate professorship (AOP); professorship ad personam (OPap; AOPap); non-/tenure-track assistant professorship (AP/APt); open rank

FTE: full-time equivalents

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