



# **Provisions governing the Creation of and Appointments to Assistant Professorships and Externally Funded Assistant Professorships**

(Dated 29 October 2015)

*The Executive Board of the University has resolved the following:*

## **1 General Provisions**

### **1.1 Junior Academic Posts**

Assistant professorships and externally funded assistant professorships are temporary positions that serve to promote academic career development. These positions provide junior academics with an additional qualification, thereby enhancing their prospects of obtaining permanent professorial posts.

Assistant professors are selected by the Executive Board of the University and are appointed by the Board of the University. As a general rule, the University of Zurich (UZH) provides the main source of funding for assistant professorships.

In the case of externally funded assistant professors, a research foundation approves candidates on the basis of an internal review of submitted projects. The Executive Board of the University is responsible for the final decision on employment. As a general rule, the research foundation concerned provides the main source of funding for externally funded assistant professorships.

The targeted promotion of female junior academics is given due consideration, in accordance with the University of Zurich's gender policy. The University of Zurich aims for balanced representation of both genders in all University positions and governing bodies. When making appointments to assistant professorships and externally funded assistant professorships, the University of Zurich considers individual qualifications and it values diversity.

### **1.2 Academic Freedom**

The principle of academic freedom applies to research and teaching conducted in the framework of an assistant professorship or an externally funded assistant professorship (§ 4, University Statutes).

Assistant professorships and externally funded assistant professorships are independent academic positions; they are not accountable to any other professorship.

### **1.3 Status**

Assistant professors and externally funded assistant professors may use the title of Professor during the period of their employment (§ 9 para. 5 and § 10a para. 3, University Statutes).



Assistant professors and externally funded assistant professors are official members of their faculty and thus members of the Faculty Assembly and the Senate (§ 49 para. 1 and § 74 para. 1, University Statutes).

Assistant professorships funded by third parties have the same status as those funded from the University's resources (§ 9 para. 2, University Statutes).

### **1.4 Teaching**

Assistant professors and externally funded assistant professors are required to perform teaching duties for two to four hours per week during a semester (§ 42 para. 2, employment ordinance [*Personalverordnung*] of the University of Zurich).

As a general rule, assistant professors and externally funded assistant professors hold a public inaugural lecture within one year of commencing their teaching activities (§ 41, employment ordinance [*Personalverordnung*] of the University of Zurich).

### **1.5 Pay**

Assistant professors and externally funded assistant professors are classified in category 24 of the pay categories of the Canton of Zurich (§ 24 para. 1 let. c and d, employment ordinance [*Personalverordnung*] of the University of Zurich).

### **1.6 Resources**

Within the scope of subject-specific requirements and available budgets, assistant professors receive basic funding to enable their research and teaching. Externally funded assistant professors receive funding from the research foundation concerned.

Assistant professors and externally funded assistant professors endeavor to acquire funding from third parties to enhance their research opportunities.

### **1.7 Progress Meetings**

A member of the governing body of the faculty or a faculty member designated by the governing body holds a progress meeting each year with the assistant professors and externally funded assistant professors to discuss their career status and prospects. Progress meetings are documented in writing and filed in the corresponding personnel records (see [www.prof.uzh.ch](http://www.prof.uzh.ch), Untermenu 'Assistenz- und Förderungsprofessuren').

## **2 Assistant Professorships**

### **2.1 Definition**

Assistant professors are junior academics who have been appointed to an assistant professorship and who are employed at the University of Zurich on a temporary basis (§ 9 para. 1, University Statutes).



## 2.2 Appointment Procedure

The provisions stated in § 10 of the University Statutes governing the appointment procedure for professorial chairs apply to the appointment procedure for assistant professors at the University of Zurich. In particular, it is generally required that positions for assistant professorships are publicly advertised.

## 2.3 Requirements

The main requirement for an assistant professorship is an excellent and verified record in research and teaching (§ 9 para. 3, University Statutes).

The age of applicants at the start of an assistant professorship should allow for prospects of an appointment to a permanent professorship after three to six years.

## 2.4 Selection Criteria

Applications are examined on the basis of the following criteria in particular:

1. Academic qualifications in the field of research: Research experience, including the requisite publications; originality and relevance of the research area; activities abroad and national/international contacts; research funding raised.
2. Academic qualifications in the field of teaching and academic career development: Teaching experience, including the corresponding records; successful supervision of term papers, Bachelor's and Master's theses, and, if applicable, dissertations.
3. Suitability for academic research and teaching activities: Integrity, creativity, ability to cooperate, social and communication skills, conviction, ability to work in a team, leadership experience, willingness to relocate.

The selection criteria must be applied objectively. Subconscious stereotyping and value judgments based on the candidate's gender is to be actively avoided (cf. Standards in Recruitment for Professorships, Faculty of Science, 2015).

## 2.5 Temporary Employment

As a rule, assistant professors are employed for a period of three years. Extensions, generally of three years, are possible (§ 12 para. 1, employment ordinance [*Personalverordnung*] of the University of Zurich). The aforementioned terms are extended by the duration of one maternity leave. Upon application, the employment of assistant professors may be extended up to a maximum period of nine years in well-founded cases where academic work is delayed for long periods due, in particular, to family obligations, health issues, or military service (§ 12 para. 2, employment ordinance [*Personalverordnung*] of the University of Zurich).

Assistant professors are entitled to leave the University at the end of an academic semester without observing a notice period (§ 19 para. 3, employment ordinance [*Personalverordnung*] of the University of Zurich).



## **2.6 Evaluation**

An evaluation is carried out before the end of the first three years of employment. Commensurate performance is the prerequisite to apply to extend the employment by one to three additional years.

Prior to the end of the second period of employment, a closing evaluation takes place, which is generally final. A further extension of the employment is possible only in cases of a justified exception. Commensurate performance and an external expert opinion are the prerequisites to apply for a re-appointment for one to three additional years.

## **2.7 Tenure-Track Assistant Professorship**

In cases of outstanding qualifications and performance, persons appointed to an assistant professorship may be offered the prospect of obtaining a future, permanent professorship (tenure-track position).

An appointment as a tenure-track assistant professor can only be made in the scope of a professorial chair that the Board of the University has approved as permanent in its professorial chair planning.

For tenure-track assistant professorships, a professorial appointment committee is established in due time to examine whether the prerequisites for an appointment to a permanent professorship are met. The dean discusses the result of the committee's work with the candidate.

## **2.8 Assistant Professorship Financed by Private Funding**

The financing of an assistant professorship by private funding is agreed on a contractual basis between the University and the third-party funding body.

The academic principles of freedom of research and teaching and of academic qualification for junior academics must be given due consideration.

An assistant professorship established on the basis of private funding must be financed for at least six years. The agreement may be terminated by either party after three years at the earliest.

Assistant professorships established on the basis of private funding and the related appointment procedures are subject to standard procedure and are done at the request of the faculty concerned. The selection of applicants is based solely on the individual's academic qualifications.

# **3 Externally Funded Assistant Professorships**

## **3.1 Definition**

Externally funded assistant professors are junior academics who are employed at the University on the basis of funding programs recognized by the Executive Board of the University and offered by research foundations, including in particular the Swiss National Science Foundation (SNSF) (§ 10a para. 1, University Statutes).



### **3.2 Recognition of a Funding Program**

The Executive Board of the University decides on the recognition of a funding program on the basis of the following criteria:

- a) The selection committee avails itself of international expertise. This is achieved by involving external, international experts or by obtaining external, international expert opinions.
- b) The selection procedure includes an interview with the candidate.
- c) The selection criteria must consider the academic quality of the project, the academic qualifications of the candidate, and the candidate's suitability for an academic career.
- d) The usual period of funding for an externally funded assistant professorship is six years, with a minimum period of four years.
- e) Funding is awarded on the basis of an open national or international competition.

### **3.3 Selection Procedure**

Externally funded assistant professors are selected by a research foundation on the basis of a project application in accordance with the foundation's regulations and upon procuring the agreement of the host institute or department, the faculty, and the Executive Board of the University. The Executive Board of the University decides on the employment of externally funded assistant professors (§ 10a para. 2, University Statutes).

### **3.4 Temporary Employment**

Employment as an externally funded assistant professor is temporary; the effective time period is determined by the needs of the funded project (§ 13, Employment Ordinance of the University of Zurich).

## **4 Amendments**

The Office of Research and Academic Career Development updates or amends these provisions as required by the prevailing legal provisions and decisions made by the Extended Executive Board of the University or the Executive Board of the University.