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Università della Svizzera italiana – Compendium of laws and regulations

R-Promotions and tenure appointments

Regulations for the promotion and tenure of academic staff at Università della Svizzera italiana

(2 December 2011)

THE UNIVERSITY COUNCIL OF UNIVERSITÀ DELLA SVIZZERA ITALIANA

Further to

The University Act of Università della Svizzera italiana of 3 October 1995 (Art. 8.1.a),

the Enforcement Procedures of 18 February 2014 and

the Statutes of Università della Svizzera italiana of 2 May 2003 (Arts 34-36),

resolves:

CHAPTER I

GENERAL PRINCIPLES

Art. 1 - Applicability

¹ The present Regulations lay out the conditions, procedures, and remit relating to the promotion and tenure appointment of the professorial staff at Università della Svizzera italiana (hereafter: USI).

² In particular they are designed to guide the following procedures:

- a) the promotion from junior assistant professor to senior assistant professor;
- b) the promotion from senior assistant professor to associate professor - appointment to permanent professorial rank (tenure);
- c) the promotion from associate professor to full professor.

Art. 2 – Application file

¹ For any of the procedures described above, Art. 1 paragraph 2, the candidate submits his/her application, comprising:

- a) a curriculum vitae;
- b) a list of publications and copies of his/her most important works;
- c) a report on his/her research, teaching and activities in the service of the academic and professional communities.

Candidates may submit whatever material or information they deem useful.

² Two copies of the application file must be delivered to the Dean's Office by and no later than the closing date indicated by the Dean.

Art. 3 – Conflict of interests

¹ To ensure transparency and fairness in the conduct of the procedure, any potential conflict of interests involving members of the Faculty's Review Committee and of the Tenure Committee must be declared to, and discussed with, the Dean. Where a personal or professional conflict of interest should occur between any Committee member and a candidate, the former must inform the Dean in writing.

² Potential conflicts of interest in the personal or professional sphere notably include:

- a) a close family tie between the candidate and one or more member(s) of the Committees;
- b) a professional hierarchical connection (doctoral or post-doctoral tutor or supervisor);
- c) a relation of close collaboration.

CHAPTER II

ORGANISATION AND PROCEDURE

Art. 4 – Bodies

The appropriate authorities involved in the promotion and tenure procedures are the following:

- a) the University Council;
- b) the Council of professors;
- c) the Review Committee of the Faculty;
- d) the Tenure Committee.

Art. 5 – Review Committee of the Faculty: composition

¹ For each procedure, the Council of professors designates a Review Committee of the Faculty.

² The Review Committee of the Faculty comprises three to five full professors of the Faculty and at least one full professor from another university, the external member to be approved by the President. In cases of promotion from associate professor to full professor, the Committee will be exclusively composed of full professors.

³ The Committee is chaired by the Faculty Dean, unless a conflict of interests has been detected.

Art. 5a – Review Committee of the Faculty: communications ¹⁾

¹ The composition of the Faculty's Review Committee is defined by the Council of professors in absence of the person concerned.

² The composition of the Faculty's Review Committee defined by the Council of professors and the names of external experts under art. 7 are not disclosed to the person concerned..

³ Member of the Council of professors and of the Faculty's Review Committee are bound by professional secrecy..

Art. 6 - Review Committee of the Faculty: remit

¹ The Faculty's Review Committee recommends a promotion on the basis of a detailed report which expresses its judgement of:

- a) academic, design and creative output;
- b) teaching performance;
- c) services rendered to the academic and professional communities.

² In its evaluation, the Committee relies on the following documents:

- a) the file prepared and submitted by the candidate;
- b) at least three reports from external referees;
- c) a record of academic publications.

Art. 7 – Assessment reports by external experts

¹ The external experts are selected within the area of specialisation of the candidate, to the exclusion of anyone affiliated, in any way or function, to Università della Svizzera italiana.

² The external experts are designated by the Review Committee of the Faculty.

³ The candidate may provide the Committee Chairman with the names of any expert(s) he considers to be negatively biased against him. The Chairman relays this information to the Review Committee of the Faculty.

⁴ Barring all personal conflicts of interests, the chairman of the Review Committee of the Faculty is exclusively in charge of requesting information from the appointed experts and expected to thoroughly record any contact with them.

⁵ All the evaluation letters received must be enclosed with the report of the Faculty's Review Committee. The Report must mention the names of all experts, including those who may not have responded or did not accept to serve as experts, with their reasons for declining, where provided.

Art. 8 – Council of professors

The Council of professors receives the Report of the Review Committee of the Faculty, acknowledges receipt, and delivers it with its comments, observations, and the result of its deliberations (in favour, against, abstained) to the University Council.

Art. 9 – Tenure-track Committee: composition

¹ The Tenure Committee is composed of one full professor for each Faculty, designated by USI's President, based on the Dean's nomination. The Committee members are given a four-year mandate, renewable.

² Membership of the Tenure Committee is incompatible with the function of Dean or of Chairman of the Review Committee of the Faculty.

³ The Tenure Committee is chaired by one of its members.

Art. 10 - Tenure-track Committee: remit

¹ The Tenure Committee operates as a university committee and as such does not represent any one USI Faculty. It pronounces exclusively on the procedure described in Art. 1 paragraph 2.b, ascertaining the correct application of the same and guaranteeing a uniform level of quality across Faculties.

² The Committee rules on the basis of the file and report supplied by the Review Committee of the Faculty; where necessary, it may call for additional information (from inside or outside sources).

³ The Tenure Committee drafts its report for the attention of the University Council. This report must be transparent and exhaustive, including any possible minority opinions.

Art. 11 – The University Council

Pursuant to Art. 16 paragraph 2 c) of the USI Statutes, the University Council adjudicates on promotions and tenure appointments on the basis of the reports submitted by the Review Committee of the Faculty, of the Council of professors and, regarding the procedure referred to in Art. 10 paragraph 3 above, of the Tenure Committee.

Art. 11a – Procedures ²⁾

¹ The evaluation procedure of the assistant professor is initiated, as a rule, no later than by the fifth semester of the professor's three-year contract.

² The evaluation procedure for tenure professorship is initiated, as a rule, no later than by the fifth semester of the professor's second three-year contract.

³ The evaluation procedure for full professorship may be initiated, as a rule, no earlier than by the eighth semester of the professor's first four-year contract.

Art. 12 – Negative outcome

¹ In the event of a promotion being rejected, the University Council notifies the candidate in writing, duly explaining why the application failed.

² In the event of an assistant professor receiving a negative assessment, he/she will be granted a one-year, non-renewable contract.

CHAPTER III

FINAL PROVISIONS

Art. 13 - Disputes

¹ Final decisions on promotion and tenure appointments may be disputed, and appeals may be lodged with the Tribunale cantonale amministrativo.

² (...) ³

Art. 14 - Enforcement

Ratified by the University Council on 2 December 2011, the present Regulations enter into force with immediate effect.

- 1) New article introduced by UC decision of April 17, 2015
- 2) New article introduced by UC decision of April 17, 2015
- 3) Para 2) repealed ex officio by General Secretary, May 7, 2015