

**This English translation serves information purposes only. The original German version is the legally binding document.**

## Appointment Regulations of the University of Basel

Dated 25 April 2013

Based on § 25 (i) of the agreement between the Cantons of Basel-Landschaft and Basel-Stadt concerning the joint sponsorship of the University of Basel of 27 June 2006<sup>1</sup> and § 25 para. 2 of the University Statutes of 3 May 2012<sup>2</sup>, the University Council of the University of Basel adopts the following:

### *Purpose and scope*

§ 1. The purpose of the appointment process is to attract high-quality candidates to an attractive center of research and teaching.

<sup>2</sup> The appointment regulations describe the requirements and the process at the University of Basel for the appointment of professors, associate professors and assistant professors with tenure track.

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### *Approval by the University Council*

§ 1a.<sup>5</sup> The University Council is responsible for approving structural professorships. It decides on the basis of the development and structural plans of the faculties or separate structural plans.

<sup>2</sup> The University Council adopts the approval resolutions together with the development and structural plans or the separate structural plans. If there are special circumstances that prevent it from adopting approval with the aforementioned plans, it may be requested to do so with another report at a later date.

### *Development and structural plan*

§ 2. Based on the development and structural plan as well as the University Council's approval resolution, the faculty submits a request to the President's Board asking it to initiate the appointment procedure. The faculty's request includes:<sup>6</sup>

- a) Detailed confirmation that no structural report is required;
- b) Affirmation of the development and structural plan as well as a list of any changes;
- c) Information about the resources and funding for the professorship.

<sup>2</sup> If significant changes have occurred since the adoption of the development and structural plan, the faculty will be asked by the President's Board to convene a structural committee, which will be tasked with developing its own structural report for the pending appointment.

<sup>3</sup> The development and structural plan and, where applicable, the structural report, form the basis for the provision of funding and staff resources for the position.

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<sup>1</sup> SG 442.400.

<sup>2</sup> SG 440.110.

<sup>3</sup> § 1 para. 3 repealed by the University Council decision of 25 June 2014 (effective since 10 July 2014).

<sup>4</sup> § 1 para. 4 repealed by the University Council decision of 25 June 2014 (effective since 10 July 2014).

<sup>5</sup> § 1a inserted by the University Council decision of 25 June 2014 (effective since 10 July 2014).

<sup>6</sup> § 2 para. 1 in the version of the University Council decision of 25 June 2014 (effective since 10 July 2014).

## *Initiation of the appointment procedure*

§ 3. The President's Board decides on the initiation of the appointment procedure. The faculty determines the composition of the appointment committee, and the President's Board is given a say in this matter. The text of the call for applications is written by the faculty and submitted to the President's Board.

<sup>2</sup> In general, the call for applications for professorships is international and "open rank."

<sup>3</sup> The President's Board has the HR department carry out the call for applications for the professorship.

## *Composition and dissolution of the appointment committee*

§ 4. The appointment committee is comprised of a maximum of 12 members with voting rights. Specialist expertise, diversity, appropriate representation of different groups and an adequate share of women must be ensured.

<sup>2</sup> Among others, the following are members of the appointment committee with voting rights:<sup>7</sup>

- a) The chair, as an independent person from the field in which the professorship is to be appointed;
- b) The equal opportunity commissioner of the faculty or his/her deputy;
- c) The person delegated by the President's Board;
- d) At least one external expert.

<sup>3 8</sup>

<sup>4</sup> Each faculty designates one permanent member of staff from the Dean's Office to provide the appointment committees with organizational and administrative support. The person designated to provide support attends meetings but has no voting rights.

<sup>5</sup> Upon the successful conclusion of the appointment, the appointment committee is dissolved.

## *Evaluation criteria*

§ 5. On behalf of the faculty, the appointment committee reviews whether the applicants meet the requirements in accordance with the regulations for academic personnel at the University of Basel of 25 April 2013:

- a) Research skills, demonstrated, for example, in the form of documented publications and external funding obtained;
- b) Teaching skills, demonstrated, for example, in the form of documented courses taught and evidence of didactic training and development;
- c) Social and leadership skills, demonstrated, for example, in the form of references and on-site visits.

<sup>2</sup> The chair ensures that the applicants have been informed about the conclusion of the appointment procedure.

## *Test event, evaluation, preparation of the appointment list*

§ 6. The appointment committee invites the candidates on its short list to conduct a test event, with a transparent specification of tasks, and to an interview. The test event is disclosed in a timely and appropriate manner.

<sup>2</sup> The test events help to evaluate the teaching skills of the candidates.

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<sup>7</sup> § 4 para. 2 in the version of the University Council decision of 25 June 2014 (effective since 10 July 2014).

<sup>8</sup> § 4 para. 3 repealed by the University Council decision of 25 June 2014 (effective since 10 July 2014).

<sup>3</sup> The appointment committee then prepares an appointment list based on the group of candidates. The main criteria for compiling the list are the skills of the candidates in accordance with § 5 para. 1 of this regulation. Before the final ranking of the candidates, their research skills must be evaluated on a comparative basis by at least two external, preferably international experts.

<sup>4</sup> If candidates have the same qualifications, women are given priority.

## *Search process*

§ 7. Under certain conditions, the faculty can, in agreement with the President's Board, convene a search committee directly. During the search process, there is no advertisement of the position.

<sup>2</sup> If the appointment committee decides, on the basis of the candidates, that it does not want to continue the process, it can halt the ordinary appointment procedure and initiate a search process.

<sup>3</sup> The President's Office, the faculty committees and the candidates are informed of this decision.

## *Appointment report*

§ 8. The appointment or search committee presents its results, broken down on the basis of evaluation criteria, in a transparent appointment report with an appointment list to the faculty. It also provides evidence of the measures it has taken to increase the number of female professors.

<sup>2</sup> The faculty reaches a decision on the appointment report and submits a request to the President's Board along with information about the results of the votes in the appointment committee and the faculty.

<sup>3</sup> The President's Board forwards the faculty report to the University Council along with its own comments and a request.

<sup>4</sup> If the President's Board has reservations about the appointment procedure, it can initiate another evaluation or return the report to the faculty for revision.

## *Appointment negotiations*

§ 9. On the basis of the request by the President's Board, the University Council decides on the next steps in the appointment procedure. If the University Council decides not to initiate appointment negotiations, the matter is returned to the President's Board.

<sup>2</sup> The appointment negotiations are conducted on the part of the university by the President together with the Executive Director. The dean of the relevant faculty must also be involved in the appointment negotiations.

<sup>3</sup> Appointment negotiations for employment at a hospital or an associated institute are conducted together with the hiring entity.

<sup>4</sup> Appointment awards and initial resources are defined in the appointment record and are binding for a maximum of five years.

## *Appointment as a professor*

§ 10. Following the conclusion of the appointment negotiations, the individual is appointed as a professor by the University Council.

## *Appointment as an assistant professor*

§ 11. Following the conclusion of the appointment negotiations, the individual is appointed as an assistant professor with tenure track by the President's Board.

<sup>2</sup> SNSF assistant professors are hired in accordance with the provisions of the Swiss National Science Foundation.

<sup>3</sup> The selection procedure for assistant professors without tenure track is the responsibility of the relevant faculty, but they are appointed by the President's Board.

## *Delegation to the Medicine Coordination Committee*

§ 12.<sup>9</sup> The President's Board can delegate its duties to the Medicine Coordination Committee.

## *Issuing guidelines*

§ 13.<sup>10</sup> The President's Office issues detailed guidelines. A hearing must first be held before the Senate.

## *Final provision*

These regulations must be published. They enter into effect immediately.<sup>11</sup> At the same time, the appointment regulations of 30 October 2008 are repealed.

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<sup>9</sup> § 12 inserted by the University Council decision of 25 June 2014 (effective since 10 July 2014).

<sup>10</sup> § 13 inserted by the University Council decision of 25 June 2014 (effective since 10 July 2014).

<sup>11</sup> effective since 16 May 2013.