

Employment and Supervision of Postdocs at the University of Basel

University process, valid from January 1, 2022

The aim of the process described below is to ensure good, transparent and equal conditions during the qualification phase of the postdoctorate for all members of the University of Basel, in particular for all postdocs and mentors, regardless of whether a Habilitation is being pursued or not. The process leaves room for adaptations so that the faculties, institutes and departments have the opportunity to implement the process steps in a way that takes the different research cultures into account. It is recommended that the faculties and university institutes establish further detailed regulations that define process flows and responsibilities. Links to the documents mentioned in the process diagram and faculty regulations can be found on the website of the Graduate Center (unibas.ch/grace).

Overview of the different postdoctorate scenarios:

With an employment contract: → Process A on page 2

1. Postdoc with a structural position (staff category according to the «Ordnung für das Wissenschaftliche Personal OWP»: assistant with a PhD)
2. Postdoc with a non-structural position (third-party funded position, staff category according to the OWP: project assistant)

Without an employment contract: → Process B on page 4

3. Postdoc who is not employed at the University of Basel

A. Process Employment and Mentoring of Postdocs Who Are Employed at the University of Basel for structural and non-structural positions

Step	1. Application	2. Job posting or inquiry	3. Job or entry interview	4. Employment documents	5. Employment	6. Status review meeting	7. Extension of contract
What	<ul style="list-style-type: none"> Request to fill a position Job description Non-structural positions (project assistant): funding plan 	<ul style="list-style-type: none"> Job posting <p>Note: A job posting is not mandatory. Potential postdocs may also be approached personally.</p>	<p>The job description and the application documents form the basis of the interview. The mentor informs the candidates about the goals and tasks of the position and about the postdoctoral agreement (**) (if necessary together with the PR, provided that mentoring and job responsibility are shared between two people). The candidate informs himself/herself about the conditions of employment and clarifies any open questions regarding the conditions and tasks.</p>	<ul style="list-style-type: none"> Personnel record form, copy of passport or ID and diplomas, CV, photo (for UNICard) Questionnaire Job description Postdoctoral agreement (a first version must be submitted within half a year) 	<ul style="list-style-type: none"> Employment contract A-Z for Staff Overview of Advisory Services 	<p>A status review meeting between the postdoc and the mentor, and perhaps even the PR (if the mentor and the PR are not the same person), takes place at least once a year in order to discuss the academic qualification work, the work situation and non/academic career paths. The results of the meeting will be documented in the section «Status Review Meeting» of the postdoctoral agreement (**).</p> <p>Note: The postdoc must be informed about the contract extension in written form (email suffices filing in eDossier controlling MD) at least two months before the contract ends. Further details and procedures if the extension is viewed critically → ***</p>	<p>If both the mentor and the postdoc agree with an extension after two years, the contract will be extended for another four years (if aiming for a Habilitation) or twice for two years (if not aiming for a Habilitation) or according to the postdoctoral agreement (non-structural position). In justified cases, the contract can be extended for the maximum duration of one additional year.</p>
Who	PR	PR		PR	HRC		PR
Action	prepares documents and sends them to	prepares the job posting and sends it to		submits documents to	sends documents to		sends personnel request form (incl. justification) to
To whom	HRd	HRc via HRd		HRc via HRd	postdoc via HRd		HRc via HRd
Action	→ Approval of the request by MD once all the required documents are ready.	→ Posting of the job ad by HR Services hr-services@unibas.ch	The job description is signed by the mentor and the postdoc (as well as the PR if the PR and the mentor are not the same person).	→ Preparation of contract by HRC after approval by MD once the employment file is complete. MD also checks whether the postdoctoral agreement has been submitted.	→ Filing of contract and updating of SAP by HRC (eDossier), postdoc receives second original.		→ Preparing and filing of contract and updating of SAP by HRC (eDossier), postdoc receives second original.

Color coding

- Academia
- Administration
- Meetings and interviews

Abbreviations

- MD = Managing Director
- HRd = Human Resources decentral
- HRc = Human Resources central
- OWP = Ordnung für das Wissenschaftliche Personal an der Universität Basel
- PR = Person responsible for the position (see next page *)

*

If the person responsible for the budget (PR) is not identical with the mentoring person (mentor), the PR and the mentor coordinate the process together. Steps 1 to 7 may, if appropriate, (partially) be passed on to the mentor or administrative processes delegated to HRd or to the Office of the Dean of Studies/Research. In addition to the primary mentor, further mentors can be chosen (who have only an advisory function).

**

In the case of non-structural positions, the duration of employment is to be recorded in the postdoctoral agreement (usually during the entry interview; the agreed duration should make it possible to achieve the defined qualification goal). The first status review meeting must be held within the first two years and no later than six months before the contract ends. It is important that the discussion includes, among others, the topics «funding and prospects of extending the contract» so that if necessary, the postdocs have enough time to apply for follow-up funding or a new position. In addition, the qualification goal should be mentioned and regularly reflected on (Habilitation or other qualification). At least the first (within half a year after starting the postdoctorate) and the final version of the postdoctoral agreement is filed in accordance with current faculty practice. The managing directors or a person or persons delegated by them file the originals of the current postdoctoral agreements centrally and check at the end of each year that the status review meetings are held at least once a year and are documented in the postdoctoral agreements.

If the extension of the contract is viewed critically by the mentor and/or the PR (if the mentor and the PR are not the same person), the status review meeting must be held with the Dean of Research or a person delegated by him/her (or, if the dean is also the mentor, with a person delegated by the faculty management). The non-renewal of the contract of a second-year assistant with a structural position must be justified in writing by the people who conducted the interview and be submitted to the faculty management. It is recommended to inform the postdoc about the non-renewal of the contract in written form at least three months before the contract ends, in particular if the postdoc is a person from a third country and has to leave Switzerland immediately after the end of the contract. Written information at least two months before the end of the contract is always mandatory in the case of structural as well as non-structural positions (filing in eDossier by HRc via HRd or in accordance with current faculty practice). If the postdoc is not informed about the non-renewal of the contract at least two months before its end, the organizational unit may, at the request of the postdoc, extend the expiring contract once for a maximum of two months at the expense of the professorship. The MD must check that this deadline is met.

In critical cases, it is recommended to consult HRc (for advice as well as to ensure that the correct process is being followed and that legal deadlines are met). If the mentor, PR and/or Dean of Research or person delegated by him/her (or by the faculty management) disagree about the continuation of the employment, and in cases of conflict in general, the final decision lies with the faculty management. Where appropriate, the faculty management will endeavor to find another solution for the completion of the qualification work or Habilitation (at the faculty or inside/outside of university).

In cases of conflict concerning scientific integrity, the [Regulations relating to Academic Integrity at the University of Basel](#) (Integritätsordnung) of May 3, 2018 apply. In cases of conflict concerning personal integrity, the [Regulations on the Protection of Personal Integrity at the University of Basel](#) of October 13, 2020 apply.

Note:

Faculties with departments, i.e. the Faculty of Medicine, the Faculty of Humanities and Social Sciences and the Faculty of Science, may delegate the above-mentioned tasks and responsibilities to the department management (instead of the faculty management).

Note

Various advisory and support services are available for both postdocs and mentors. An overview can be found here: unibas.ch/grace.

B. Process Mentoring of Postdocs Who Are Not Employed at the University of Basel

1. Entry Interview

The mentor informs the prospective external postdoc about the expectations for the Habilitation. The applicant clarifies any open questions regarding mentoring, the Habilitation process and the qualification work. No later than six months after the entry interview, the mentor sends the signed postdoctoral agreement (first version; signed by the mentor and the postdoc) to the managing director or the person delegated by him/her for central filing in the faculty.

2. Status Review Meeting

A status review meeting between at least the mentor and the postdoc takes place at least once a year. At this meeting, the postdoctoral agreement is updated and then sent to the managing director or a person delegated by him/her for central filing in the faculty. The meeting may be waived at the express request of the postdoc. Note: It is the mentor who decides whether or not the Habilitation should be continued. In the case of discontinuation, the faculty management (or the department management, if delegated by the faculty management), must be informed.

Note

Various advisory and support services are available for both postdocs and mentors. An overview can be found here: unibas.ch/grace.