

## Guidelines *stay on track*

### 1. General provisions

#### 1.1. Basic principle

The University of Basel uses contributions from *stay on track* to help focus and maintain high-quality research by female early career researchers at the postdoctoral level (e.g. academic staff members, postdoctoral researchers, assistants) in the very demanding early stages of motherhood.

The primary focus of *stay on track* is to provide support for temporary relief for an employee/assistant from a key duty so that they can concentrate on their research for the duration of one semester.

*stay on track* aims to support highly qualified advanced female postdoctoral researchers to pursue their academic career at the University of Basel: Since progress in a woman's academic career often coincides with motherhood, support should be provided to excellent early career researchers for a certain period of time. This is intended to enable ambitious and outstanding female early career researchers to continue and concentrate on their research without having to reduce their employment contract.

#### 1.2. How it works

The primary focus of *stay on track* is to provide support for temporary relief for an employee/assistant from a key duty so that they can concentrate on their research for the duration of one semester.

Within the *stay on track* scheme, the applicant selects a temporary support option to cover a key duty in her role at the University of Basel. Funding is provided for the following forms of support:

- a (laboratory/student) assistant (to take on routine tasks to enable research),
- a replacement for project leadership or academic management and administrative tasks to support research (workload generally 10-15%),
- a cover teacher (so that the applicant can focus on research in this time and does not have to fulfill the mandatory teaching load).

### 2. Conditions

#### 2.1. Personal requirements

Applications are open to female early career researchers at postdoctoral level who are currently employed by the University of Basel. They can apply from the last quarter of their pregnancy until a maximum of one year after the birth of their child.

Contributions from *stay on track* aim to temporarily support women returning to the workplace and are therefore not to be regarded as an extension of statutory maternity leave.

Applications will be considered from postdoctoral researchers at the University of Basel who are not funded by the Swiss National Science Foundation (SNSF) or employed on an SNSF project. *stay on track* covers externally funded employees at the University of Basel only if their external funding does not already provide for such support.

Evidence must be supplied to show that part of their employment at the University of Basel includes duties from which they can be relieved for one semester by *stay on track* in order to conduct their own research.

They must also outline the extent to which one of the possible support options will allow them to achieve specific career goals.

## 2.2. Functional requirements

Applicants must have secure employment at the University of Basel for the duration of the support measure to guarantee that their usual salary will continue to be paid while the support measure is in place.

## 3. Application requirements

Only complete applications will be considered.

The application documents must be completed in full and sent by post by the submission deadline (see information on applications):

- Application documents with required sections I-V (application form, description of situation with reasons for choice of support option, applicant's career plan, confirmation by department manager, final declaration)
- CV (max. 2 pages)
- Reference letter from an academic staff member

## 4. Submission deadlines and duration of funding

Applications can be submitted at any time and will be considered twice a year on **April 1<sup>st</sup>** and **October 1<sup>st</sup>**. The support or funding is then provided for the following semester.

The duration of funding always corresponds to the semester dates:

Spring Semester: February 1<sup>st</sup> - July 31<sup>st</sup>; Fall Semester: August 1<sup>st</sup> - January 31<sup>st</sup>.

Extensions are not possible.

## 5. Application procedure

### 5.1. Process

Each semester, the Equal Opportunity Committee will publish *stay on track* support options for the relevant target group throughout the university.

Applications are processed only on the specified dates.

The Equal Opportunities Office, as the office of the Senate's Equal Opportunity Committee, checks that the applications are formally correct.

The Equal Opportunity Committee checks the content of the applications and makes recommendations to the Rectorate, which grants approval.

Applicants are usually informed within 4 weeks of the submission deadline whether their request for funding has been approved or rejected.

Applications that do not comply with sections 1 - 4 of the guidelines will not be considered.

### 5.2. Assessment criteria

If an application meets the formal requirements (employed at the University of Basel, maternity), it will be assessed according to the following criteria:



- Suitability of the requested support measure for the individual's employment situation
- Confirmation of the applicant's academic potential by a senior member of the subject department
- Plausibility and feasibility of the applicant's career plan
- Administrative confirmation that the support measure is viable and permissible

### **5.3. Dealing with special cases/cases of hardship**

Applicants who do not form part of the target group defined in section 2 (female early career researchers in the early stage of motherhood) can be considered as special cases/cases of hardship, for example people in the early phases of the adoption process or fathers in the relevant postdoctoral phase who will take sole responsibility for the child's welfare once it is born.

The Equal Opportunity Committee makes recommendations to the Rectorate on whether to approve such applications (provided they are submitted by the deadline and meet the formal requirements).

## **6. Rights and obligations of funding recipients**

### **6.1. Approval of the support option**

If the requested support option is approved, the Equal Opportunities Office informs the applicant, the department responsible, and the Office of Finance and Controlling. The applicant and department are then asked to work with the relevant subject area/department to put the support option into effect for the funding period in question.

### **6.2. Reporting**

Once the support period has ended, the applicant is obliged to submit a report to the Equal Opportunity Committee of the Senate via [stayontrack@unibas.ch](mailto:stayontrack@unibas.ch) no later than eight weeks after the end of the support measure. This report outlines how the support has affected and contributed to the success of the applicant's research (see information for applications and the final report form).

## **7. Final provisions/entry into effect**

These guidelines were acknowledged by the Rectorate on 18<sup>th</sup> February 2014, becoming applicable with immediate effect.