

Employment and Supervision of Postdocs at the University of Basel

University process, approved by the President's Board on 26 November 2019, valid from 1 January 2020

The aim of the process described in the following is to ensure that all members of the University of Basel, and above all postdocs and mentors, enjoy good, transparent and equal conditions during the qualification phase of the postdoctorate - with or without aiming for a Habilitation. The process leaves room for the discipline-specific implementation of the process steps in order to take into account the different research cultures. It is recommended that the faculties and university institutes draw up further detailed regulations regarding process flows and responsibilities. Links to the documents mentioned in the process diagram, faculty regulations and useful self-service instruments (Toolbox, Good Practices) can be found on the Graduate Center's website (unibas.ch/grace).

Overview of the different postdoctorate scenarios:

With an employment: → Process A on page 2

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

Without an employment: → Process B on page 4

3. Postdoc without an employment at the University of Basel

A. Process Employment and Mentoring of Postdocs with a Position at the University of Basel for structural and non-structural position

| 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"> Application to fill post 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 can also be inquired about 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, if mentoring and job responsibility are divided between two people). The candidate informs himself/herself about the conditions of employment and clarifies any open question regarding conditions and tasks.</p> | <ul style="list-style-type: none"> Personnel form, copy of passport or ID and diploma, CV, foto (for UNlcard) Job description Postdoctoral agreement (a first version must be submitted to HRd within half a year) | <ul style="list-style-type: none"> Employment contract A-Z for Staff Overview Advisory Services | <p>Annual status review meeting at least once per year between the postdoc and the mentor, plus perhaps the PR, if mentor and PR are not the same person, to discuss the academic qualification work, the work situation and non/academic career paths. The result will be documented in the (new) section «Status Review Meeting» of the postdoctoral agreement; which will be checked and, if necessary, updated (**). Note: The postdoc must be informed about the contract extension at least two months before the contract ends, in written form (email suffices) filing in eDossier controlling MD. Process if the extension is viewed critically → ***</p> | <p>After two years, if OK by both the mentor and the postdoc, the contract will be extended for another four years (if aiming for a Habilitation) or according to the postdoctoral agreement (non-structural position) respectively. (****) In justified cases, the contract can be extended for the maximum duration of one additional year (OWP Par. 23).</p> |
| Who | Person responsible | Person responsible | | Person responsible | Human Resources central | | Person responsible |
| Action | prepares documents and sends them to | prepares the job posting and sends them to | | submits documents to | sends documents to | | sends personnel form (with justification) to |
| To whom | HRd unibas.ch/dezhr | HRc via HRd | | HRc via HRd | Postdoc via HRd | | HRc via HRd |
| Action | → Job release by Managing Director once all the required documents are ready | → Job posting by HR Services hr-services@unibas.ch | | → Preparation of contract by HRc after OK by MD once the employment file is complete. MD also controls the submission of the postdoctoral agreement. | → filing of contract and updating of SAP by HRc (eDossier), postdoc receives second original. | | → Preparing and filing of contract, SAP update 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 for position, e.g. professor with a chair) is not identical with the mentoring person (mentor, e.g. assistant professor), the process is carried out in consultation. If appropriate, steps 1 to 7 can be passed on to the mentor or administrative processes delegated to HRd or to the Research or Teaching Dean's Office. In addition to the primary mentor, further mentors can be chosen (limited to a consulting/coaching function).

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In the case of non-structural positions, the duration of employment is to be recorded in the postdoctoral agreement (usually in the initial interview; the agreed duration should enable the achievement of the defined qualification goal). The first status review meeting must be held at least once within two years and at the latest six months before the end of the contract. It is important that the discussion includes, among other aspects, the issues of «financing and prospects for the contract extension» so that the postdocs have enough time to apply for follow-up funding or a new position, if necessary. In addition, the qualification goal should be mentioned and regularly reflected upon (Habilitation or other qualification). At least the first (within half a year after starting the postdoctorate) and final version of the postdoctoral agreement is filed in the eDossier. The managing directors or a person or persons delegated by them keep the original of the current postdoctoral agreements centrally and check at the end of each year that the status review meetings are carried out at least annually and are documented in the postdoctoral agreements.

If the extension of the contract is viewed critically by the mentor and/or the person responsible for the job (if the two persons are non-identical), the status review meeting must be held with the Dean of Research or a person delegate 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 an assistant in a structural position must be justified in writing by the persons who held the interview to the attention of the faculty management (filed in eDossier by HRc via HRd | controlling by MD). It is recommended to inform the postdoc in written form about the non-renewal at least three months before the end of the contract, in particular if the postdoc is a person from a so-called third country who will have to leave Switzerland immediately after the end of the contract. Written information at least two months before the end of the contract is mandatory (filed by HRc via HRd in eDossier | controlling by MD). In critical cases it is recommended to consult HRc (advice as well as ensuring correct process and compliance with legal deadlines). If the mentor, PR and/or Dean of Research or person delegated by him/her disagree about further employment, and in cases of conflict in general, the final decision lies with the faculty management. If appropriate, the faculty management will endeavour to find another faculty or university internal/external solution for the completion of the qualification work or Habilitation respectively.

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 from the faculty management to the department management

Notice

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

B. Process Supervision of a Postdoc Without an Employment at the University of Basel

1. Initial Interview

The mentor informs the prospective postdoc about expectations concerning the Habilitation. The applicant clarifies any open questions about mentoring, the Habilitation process, and the qualification work. No later than six months after the entry interview, the mentor will send the postdoctoral agreement (first version) - signed by him/her and the postdoc - to the managing director or his/her delegate who will file these documents in the faculty's central database.

2. Status Review Meeting

The mentor and the postdoc meet at least once per year in order to discuss progress. At this meeting, the postdoctoral agreement is updated and then sent to the managing director or his/her delegate for central filing in the faculty. Note: It is the mentor who decides whether or not the Habilitation should be continued. In the event of non-continuation, the faculty management (or the department management, if it has been delegated by the faculty management), must be informed.

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