

Academic appointments and promotions

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Glossary of academic functions*

Teaching and research faculty

- PD: a *Privat-Dozent* teaches in a specific field
- CC (*chargé-e de cours*) : a Senior Lecturer, under the responsibility of a Full Professor or Associate Professor, participates in teaching or research.
- MER (*maître d'enseignement et de recherche*) : a Senior Lecturer, under the responsibility of a Full Professor or Associate Professor, is assigned teaching and/or research activities.

*As set down in the [University Personnel Regulations](#)

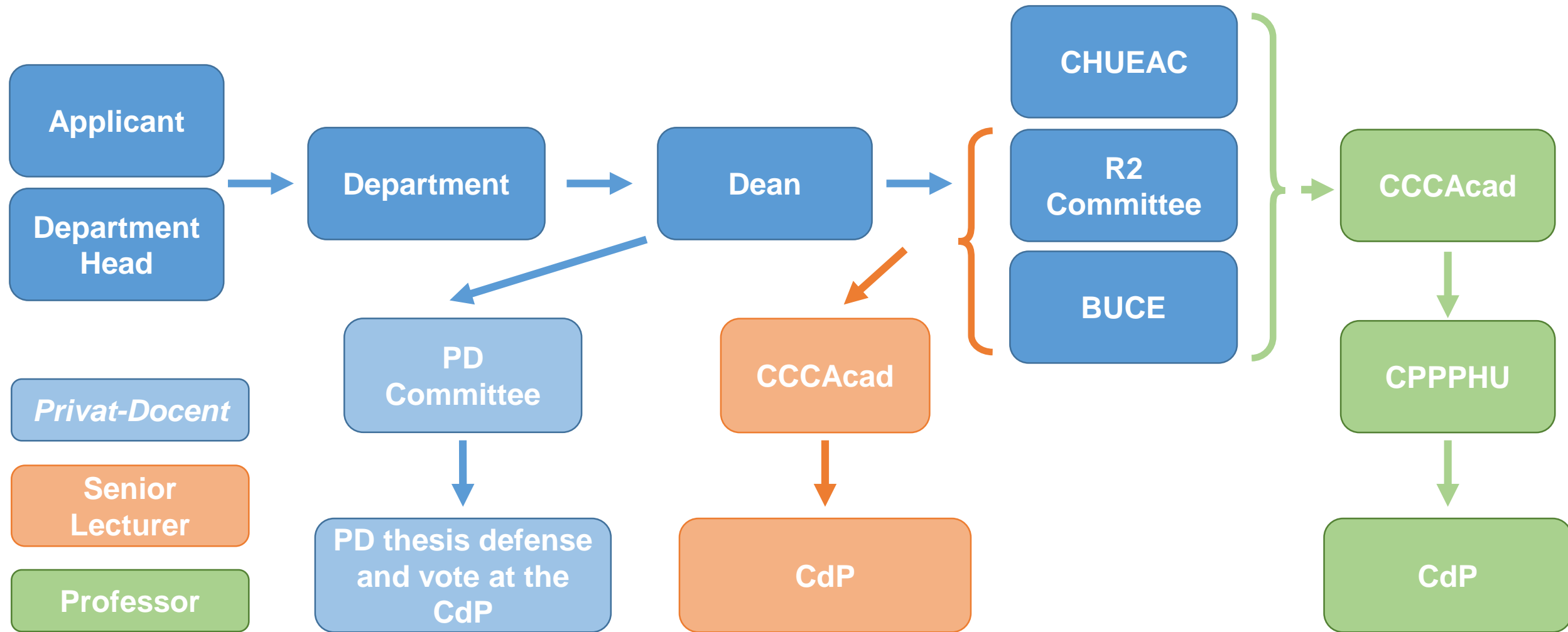
Glossary of academic functions*

Professors

- PAST: an Assistant Professor, part of the next generation of academics, is responsible for teaching and research duties as well as some administrative duties.
- PAS: an Associate Professor is responsible for assigned research and teaching in a specific field; they participate, to a lesser extent than a Full Professor, in management and organizational tasks.
- PO: a Full Professor is responsible for teaching and research in their assigned fields, and for management and organizational tasks.

*As set down in the [University Personnel Regulations](#)

Academic promotions (physicians working at the HUG*)



*HUG: The Geneva University Hospitals

Committees for academic promotions (HUG physicians)

CHUEAC (created in 2020)

University Hospital Committee for evaluation of clinical activity. For applicant HUG physicians, the CHUEAC evaluates clinical activity for requests related to Professor appointments.

R2 Committee

Recruitment and Research Committee evaluates research activity.

BUCE

Executive Committee for Education evaluates teaching activity.

CCCAcad

Coordinating Committee for Academic Careers receives evaluations from above committees and makes recommendations on promotion requests.

CPPPHU

Joint Commission for Prospective Studies and University Hospital Planning for applicant HUG physicians, receives recommendations from the CCCAcad and decides on promotions/appointments for university hospital positions.

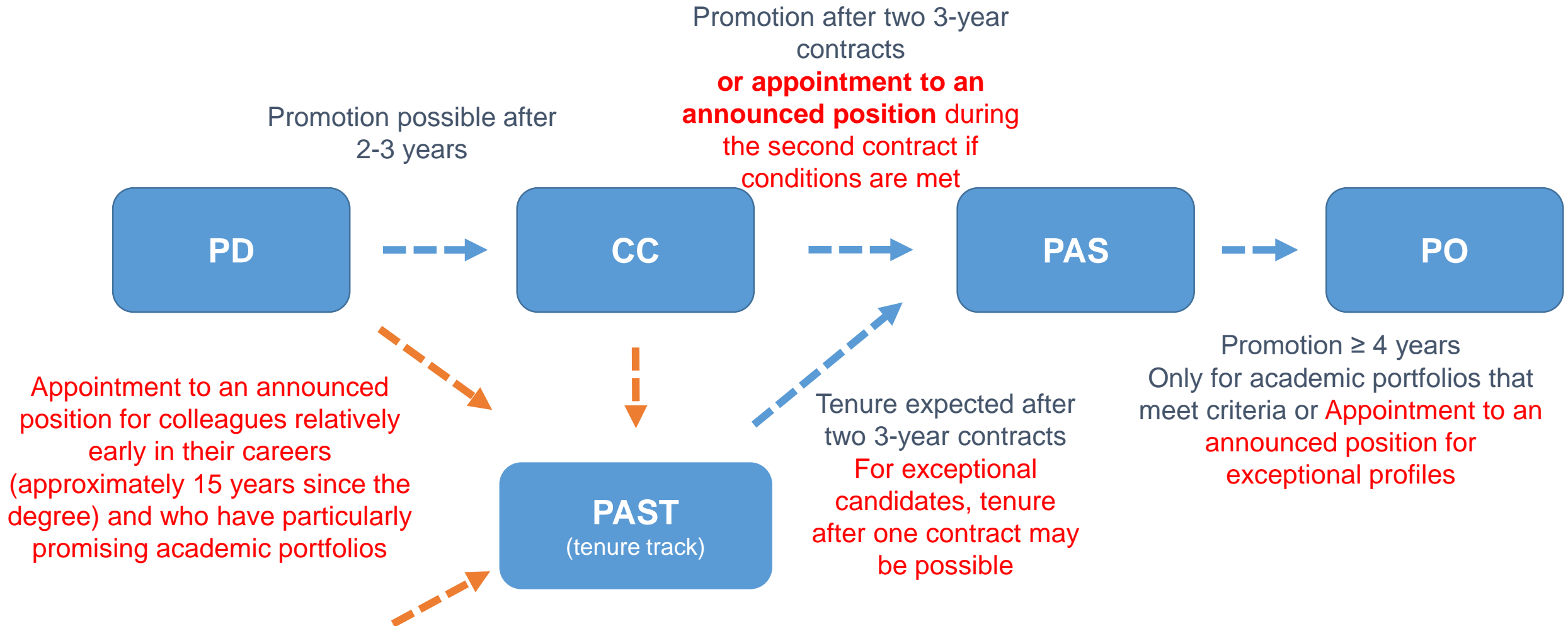
PD Committee

Privat-Dozent Committee.

CdP

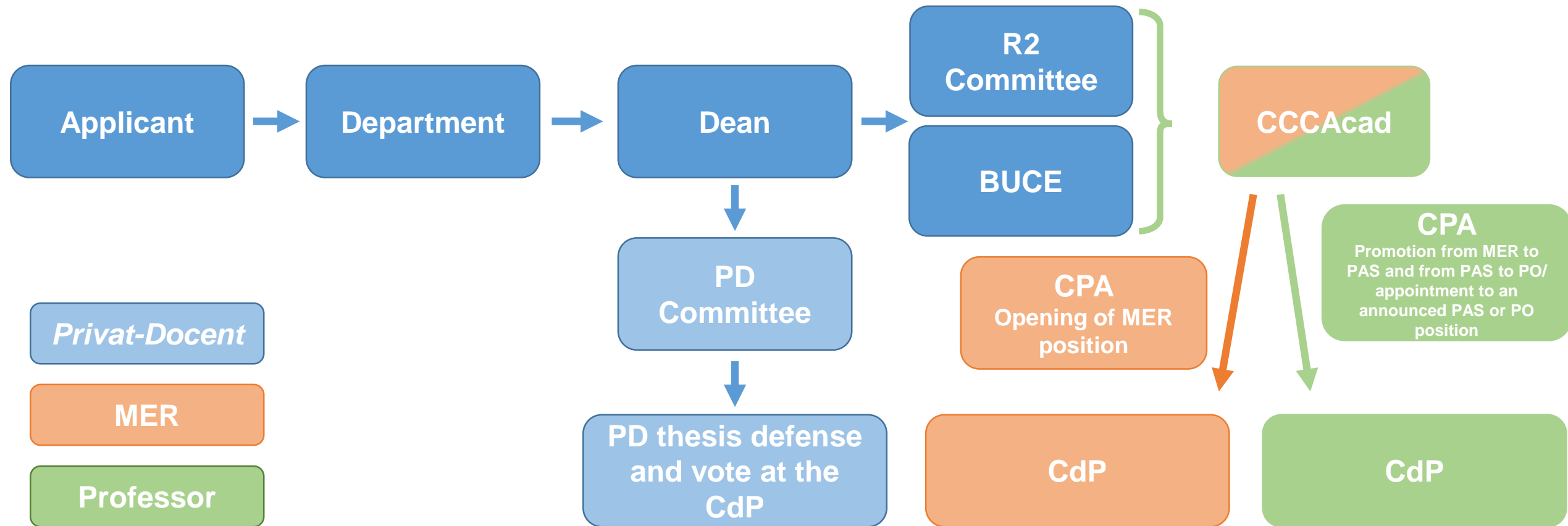
College of Professors

University hospital promotions and appointments (HUG physicians)



N.B. A single promotion possible per career unless appointment to an announced position or publication of the position

Academic promotions at the Faculty of medicine (except for HUG physicians)



Committees for academic promotions at the Faculty of medicine (except for HUG physicians)

R2 Committee

Recruitment and Research Committee evaluates research activity.

BUCE

Executive Committee for Education evaluates teaching activity.

CCC Acad

Coordinating Committee for Academic Careers receives evaluations from above committees and makes recommendations on promotion requests.

CPA

Academic Planning Committee receives the recommendations from the CCCACAD and decides on certain promotions, e.g. from MER to PAS, from PAS to PO, and appointment to an announced position from PAS to PO. Decides whether to open an MER position. Also decides on the profile of certain research positions in fundamental and dental medicine.

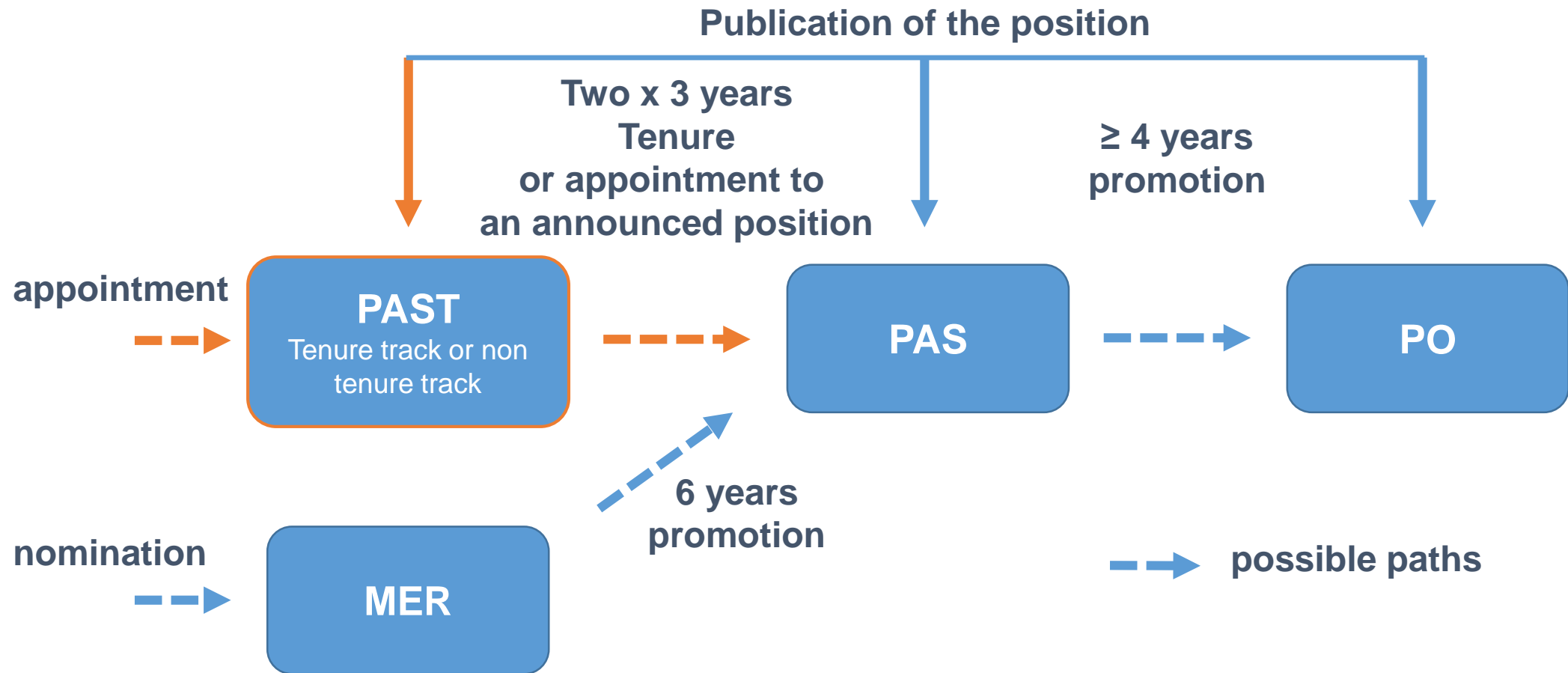
PD Committee

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College of Professors

Academic promotions and appointments at the Faculty of medicine (except for HUG physicians)



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Evaluation of research activities

CV entries related to RESEARCH

Research results*

Grants and research funding*

Research plan*

Self-evaluation*

Collaborative research projects

Supervision of research and mentoring

Other research activities

Contributions to open science

Outreach activities

Minimum expected requirements for different academic functions shall be defined

Full Professor

Associate Professor

Assistant Professor

Senior Lecturer

* required CV entries

Research results

* Cite the 5 most significant publications, if possible with the open access link (for members of the UNIGE community, links from the [Archive Ouverte](#)) and a short description no more than 4 lines in length describing the most important results

* Indicate the h-index (using [Google Scholar](#)); total number of citations, of publications, or publications as first author; graphs of citations by year

Full Professor: Citations increasing, or stable at a high level, H index >20, with articles credited as final (first) author in the past 5 years and/or innovations or developments having medical and/or scientific impact in the field(s) of expertise mentioned in the CV.

Associate Professor: Clearly identifiable research direction, with at least three articles credited as final (first) author and/or innovator in the field(s) of expertise mentioned.

Assistant Professor: Expertise and skills in a clearly identifiable field that sets the candidate apart from their mentors. First or final author of articles and/or innovations defining the research direction. Potential to meet the tenure objectives for promotion to PAS by the end of the contract.

Senior Lecturer: Continued productivity in the research direction and/or expertise of the *Privat-Dozent* period.

Self-evaluation

* Primary achievements of the academic career (max 250 words) linked to research results (publications or other)

Full Professor: Major accomplishments related to basic research and/or clinical research (citations in journals, use in treatment,...) in line with the description in the self-evaluation.

Associate Professor: Accomplishments related to basic research and/or clinical research (citations in journals, use in treatment,...) in line with the description in the self-evaluation.

Assistant Professor: Demonstration of the beginning of an independent line of research and/or important discovery and/or proof of major creativity or significant contribution to work carried out in line with the description in the self-evaluation.

Grants and research funding

* Competitive grants and funding received in the past 5 years as the primary or co-recipient (indicate the source, amount, project title, and your role)

Full Professor: Continued funding (national grants or equivalent competitive grants such as ERC/SNF/Innosuisse).

Associate Professor: Current competitive funding.

Assistant Professor: Application for competitive funding to finance their research. Achievement of tenure objectives for promotion during the timeframe of the PAST position.

Senior Lecturer: No specific requirements, but obtaining funding is a positive element.

Research program

* Research plan for the next 5 years
(max 150 words)

Full Professor: Based on research experience; original and ambitious research; long-term perspective.

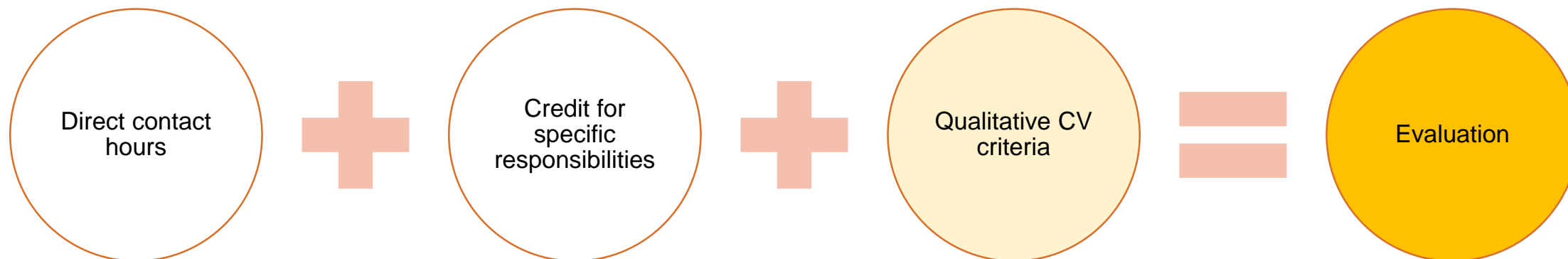
Associate Professor: Based on research experience; original research able to be completed during the timeframe of the contract.

Assistant Professor: Original competitive project, distinct from that of any mentors, and able to be completed during the timeframe of the two contracts at the Faculty.

Senior Lecturer: Proof of establishment of line of research in extension of the work during the *Privat-Doцент* period.

Evaluation of teaching activities

Quantitative and qualitative evaluation



CV components: criteria

C5: pedagogical experience and training

- a. achievements: related to pedagogical creation, research, reflection
- b. pedagogical training, certification (CAS, MAS...)
- c. pedagogical training, part of a complete training program

C4: development of tools and activities

- creation of tools, innovations based on conceptual frameworks, project leadership

C3: teaching perspectives

- well-thought-out and relevant projections for next stages
- takes some offered optional pedagogical training seminars

C2: personal implication in teaching

- motivation, interest
- teaching in other structures not assigned by the Faculty of Medicine
- involvement of doctoral and postdoctoral assistants under their responsibility in Faculty teaching

C1: basic teaching requirements

- basic teacher training (or >10 years of teaching experience)
- good evaluations from students or participants (if available)

	Quantitative evaluation criteria			Qualitative evaluation criteria	
	Evaluation	Direct teaching hours, including exams	Curricular responsibilities	Evaluation	Qualitative CV aspects
Excellent	A	>50-80 hours of undergraduate and post-graduate teaching, with at least 15 hours undergraduate	important responsibility (unit, AMC, exams) corresponds to \approx 100 credits	A	C 1 AND C 2 or C 3 AND C 4 or C 5
Strong	AB	>50-80 hours of undergraduate and post-graduate teaching, with at least 15 hours undergraduate	limited responsibility (ex. 1 elective, member of a working group) corresponds to <100 credits	AB	C 1 AND C 2 or C 3 AND/OR C 4 or C 5
Expected	B	>30-50 hours of undergraduate and post-graduate teaching, with at least 15 hours undergraduate	no responsibility	B	C 1 AND C 2 or C 3
Weak	BC	>10 and <30 hours of undergraduate and post-graduate teaching	no responsibility	BC	C 1 (partial)
Insufficient	C	\approx 10 hours of undergraduate and post-graduate teaching	no responsibility	C	NA

Evaluation of clinical activities (HUG physicians)

CHUEAC - GRILLE D'EVALUATION DES COMPETENCES

CRITERES A EVALUER	EVALUATION					COMMENTAIRES
EXPERTISE PROFESSIONNELLE						
1. EXPERTISE MEDICALE <i>Concerne une expertise unique, rare ou indispensable au fonctionnement d'un centre hospitalier universitaire et prend en compte les années d'expériences.</i>	A	AB	B	BC	C	
2. QUALITES DES PRESTATIONS <i>Devraient idéalement être jugées sur la base des informations recueillies auprès des pairs, des soignants et de l'auto-évaluation.</i>	A	AB	B	BC	C	
3. VOLUME DES ACTIVITES MEDICALES <i>Décrire le nombre d'interventions ou de gestes invasifs, les activités types visites médicales, consultations ambulatoires ou les éléments quantitatifs de la structure supervisée.</i>	A	AB	B	BC	C	
4. VISIBILITE NATIONALE ET INTERNATIONALE <i>Participation aux activités de sociétés, cliniques nationales et internationales, rédaction de recommandations.</i>	A	AB	B	BC	C	
COMPETENCES DE CONDUITE ET GESTION						
1. CREATION D'UNE CONSULTATION ORIGINALE D'UNE UNITE OU D'UNE AUTRE STRUCTURE	<i>Oui/Non/NA</i>					
2. A DEMONTE LES COMPETENCES A DIRIGER UN GROUPE <i>A diriger une structure de manière autonome et à assumer des décisions et responsabilités.</i>	A	AB	B	BC	C	
3. A DEMONTE UNE ATTITUDE COLLEGIALE ET UNE LOYAUTE AUX VALEURS DE L'INSTITUTION <i>Prendre en compte l'esprit fédérateur, les activités et contributions dans l'institution hors domaine d'expertise.</i>	A	AB	B	BC	C	
4. COMPETENCES A MENER DES PROJETS <i>A conduit des projets ayant atteints les objectifs.</i>	A	AB	B	BC	C	
5. COMPETENCES DE MENTORAT <i>A démontrer pouvoir superviser un groupe de jeunes médecins et les conduire sur le chemin d'une carrière.</i>	A	AB	B	BC	C	
6. PARTICIPATION A DES COMMISSIONS OU GROUPES DE TRAVAIL INSTITUTIONNELS OU NATIONAUX	A	AB	B	BC	C	

Evaluation of clinical dossiers

- A referee (a CHUEAC member) is assigned to each candidate. The rapporteur, who has no professional ties to the candidate, studies the dossier and personally contacts clinicians who know and/or work with the candidate.
- At the CHUEAC session, the referee presents their results, which are evaluated in conjunction with details familiar to other members of the CHUEAC.
- The HR representative consults the HR file of each candidate and reports relevant details at the session.
- The healthcare representative contacts healthcare professionals familiar with the candidate and reports relevant details at the session.
- Based on these 3 steps, the final evaluation grid for each candidate is completed at the session.

N.B. The grid is provided to CHUEAC members before the session, thereby making clear the ‘independent’ opinion of each member.

Conditions for appointment/promotion/tenure

Committee scores for academic promotions (HUG physicians, fundamental & dental medicine)

Fields evaluated

- research
- teaching
- clinical work (for HUG physicians)

Scale for scores

- A: Excellent
- AB: Very good
- B: Good
- BC: Insufficient
- C: Very insufficient

Appointment conditions for PAST and for tenure as PAS

- PAST for an announced position: at least one score of 'excellent' (A) either in teaching or research. Clinical evaluation \geq B (no scores of BC in any of the three fields)
- For tenure as PAS the same criteria are used, but adapted to the expectations for research at the PAS level.

Conditions for appointment/promotion to the PAS and PO levels.

- PAS for an announced position: at least one score of 'excellent' (A) either in teaching or research **or** very good scores (above expectations) \geq AB for these two fields. Clinical evaluation \geq AB (no scores of BC in any of the three fields)
- Promotion from CC (after fewer than 6 years under contract) to PAS: \geq AB either in teaching or in research and \geq AB in clinical work (no scores of BC in any of the fields)
- Promotion to PO is the same as to PAS but adapted to the expectations for research at the PO level (no scores of BC in any of the fields)