Academic appointments and promotions

Cem Gabay
Dean, Faculty of Medicine
Glossary of academic functions*

Teaching and research faculty

• PD: a *Privat-Docent* 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*)

**Applicant**
- **Department Head**
  - **Department**
    - **PD Committee**
      - **PD thesis defense and vote at the CdP**
  - **Dean**
    - **CCC Acad**
      - **CHUEAC**
      - **R2 Committee**
      - **BUCE**
  - **CdP**
    - **CPPPHU**
    - **CdP**

*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.

**CCCAd**
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 CCCAd and decides on promotions/appointments for university hospital positions.

**PD Committee**
Privat-Docent Committee.

**CdP**
College of Professors
University hospital promotions and appointments (HUG physicians)

- **PD**
  - Promotion possible after 2-3 years
  - Appointment to an announced position for colleagues relatively early in their careers (approximately 15 years since the degree) and who have particularly promising academic portfolios

- **CC**
  - Promotion after two 3-year contracts or appointment to an announced position during the second contract if conditions are met

- **PAS**
  - Tenure expected after two 3-year contracts
  - For exceptional candidates, tenure after one contract may be possible

- **PO**
  - Promotion ≥ 4 years
  - Only for academic portfolios that meet criteria or Appointment to an announced position for exceptional profiles

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)

Applicant -> Department -> Dean -> Privat-Docent Committee -> PD Committee -> PD thesis defense and vote at the CdP

Dean -> BUCE -> R2 Committee

CCC Acad

CPA
Promotion from MER to PAS and from PAS to PO/ appointment to an announced PAS or PO position

CdP

Professor -> MER

CdP
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 CCC ACAD 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**
Privat-Docent Committee.

**CdP**
College of Professors
Academic promotions and appointments at the Faculty of medicine (except for HUG physicians)

N.B. A single promotion possible per career unless appointment to an announced position or publication of the position.
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-Docent 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-Docent* period.
Evaluation of teaching activities
Quantitative and qualitative evaluation

Direct contact hours + Credit for specific responsibilities + Qualitative CV criteria = Evaluation
<table>
<thead>
<tr>
<th>CV components: criteria</th>
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<tbody>
<tr>
<td>C5: pedagogical experience and training</td>
</tr>
<tr>
<td>• a. achievements: related to pedagogical creation, research, reflection</td>
</tr>
<tr>
<td>• b. pedagogical training, certification (CAS, MAS...)</td>
</tr>
<tr>
<td>• c. pedagogical training, part of a complete training program</td>
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<tr>
<td>C4: development of tools and activities</td>
</tr>
<tr>
<td>• creation of tools, innovations based on conceptual frameworks, project leadership</td>
</tr>
<tr>
<td>C3: teaching perspectives</td>
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<tr>
<td>• well-thought-out and relevant projections for next stages</td>
</tr>
<tr>
<td>• takes some offered optional pedagogical training seminars</td>
</tr>
<tr>
<td>C2: personal implication in teaching</td>
</tr>
<tr>
<td>• motivation, interest</td>
</tr>
<tr>
<td>• teaching in other structures not assigned by the Faculty of Medicine</td>
</tr>
<tr>
<td>• involvement of doctoral and postdoctoral assistants under their responsibility in Faculty teaching</td>
</tr>
<tr>
<td>C1: basic teaching requirements</td>
</tr>
<tr>
<td>• basic teacher training (or &gt;10 years of teaching experience)</td>
</tr>
<tr>
<td>• good evaluations from students or participants (if available)</td>
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<tr>
<td>Evaluation</td>
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<tr>
<td>------------</td>
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<tr>
<td>Excellent</td>
</tr>
<tr>
<td>Strong</td>
</tr>
<tr>
<td>Expected</td>
</tr>
<tr>
<td>Weak</td>
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<tr>
<td>Insufficient</td>
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Evaluation of clinical activities (HUG physicians)
### CRITÈRES À ÉVALUER

<table>
<thead>
<tr>
<th>EXPERTISE PROFESSIONNELLE</th>
<th>EVALUATION</th>
<th>COMMENTAIRES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. EXPERTISE MEDICALE</td>
<td>A</td>
<td>AB</td>
</tr>
<tr>
<td><strong>Concernue une expertise unique, rare ou indispensable au fonctionnement d’un centre hospitalier universitaire et prend en compte les années d’expériences.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. QUALITÉS DES PRESTATIONS</td>
<td>A</td>
<td>AB</td>
</tr>
<tr>
<td>Devraient idéalement être jugées sur la base des informations recueillies auprès des pairs, des soignants et de l’auto-évaluation.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. VOLUME DES ACTIVITÉS MÉDICALE</td>
<td>A</td>
<td>AB</td>
</tr>
<tr>
<td>Décrire le nombre d’interventions ou de gestes invasifs, les activités, types, visites médicales, consultations ambulatoires ou les éléments quantitatifs de la structure supervisée.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. VISIBILITÉ NATIONALE ET INTERNATIONALE</td>
<td>A</td>
<td>AB</td>
</tr>
<tr>
<td>Participation aux activités de sociétés, cliniques nationales et internationales, rédaction de recommandations.</td>
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</table>

### COMPÉTENCES DE CONDUITE ET GESTION

<table>
<thead>
<tr>
<th>Oui/Non/NA</th>
<th>CRITÈRES À ÉVALUER</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. A DÉMONTRER LES COMPÉTENCES À DIRIGER UN GROUPE</td>
<td>Oui/Non/NA</td>
</tr>
<tr>
<td><strong>À diriger une structure de manière autonome et à assumer des décisions et responsabilités.</strong></td>
<td></td>
</tr>
<tr>
<td>3. A DÉMONTRER UNE ATTITUDE COLLEGIQUE ET UNE LOYAUTÉ AUX VALEURS DE L’INSTITUTION</td>
<td>Oui/Non/NA</td>
</tr>
<tr>
<td><strong>Prendre en compte l’esprit fédérateur, les activités et contributions dans l’institution hors domaine d’expertise.</strong></td>
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<tr>
<td>4. COMPÉTENCES À MENER DES PROJETS</td>
<td>Oui/Non/NA</td>
</tr>
<tr>
<td><strong>À conduire des projets ayant atteint les objectifs.</strong></td>
<td></td>
</tr>
<tr>
<td>5. COMPÉTENCES DE MENTORAT</td>
<td>Oui/Non/NA</td>
</tr>
<tr>
<td><strong>À démontrer pouvoir superviser un groupe de jeunes médecins et les conduire sur le chemin d’une carrière.</strong></td>
<td></td>
</tr>
<tr>
<td>6. PARTICIPATION À DES COMMISSIONS OU GROUPES DE TRAVAIL INSTITUTIONNELS OU NATIONAUX</td>
<td>Oui/Non/NA</td>
</tr>
<tr>
<td><strong>À participer à des commissions ou groupes de travail institutionnels ou nationaux.</strong></td>
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</tbody>
</table>
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 ≥ 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) ≥ AB for these two fields. Clinical evaluation ≥ AB (no scores of BC in any of the three fields)
• Promotion from CC (after fewer than 6 years under contract) to PAS: ≥ AB either in teaching or in research and ≥ 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)