Academic appointments and promotions

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*)
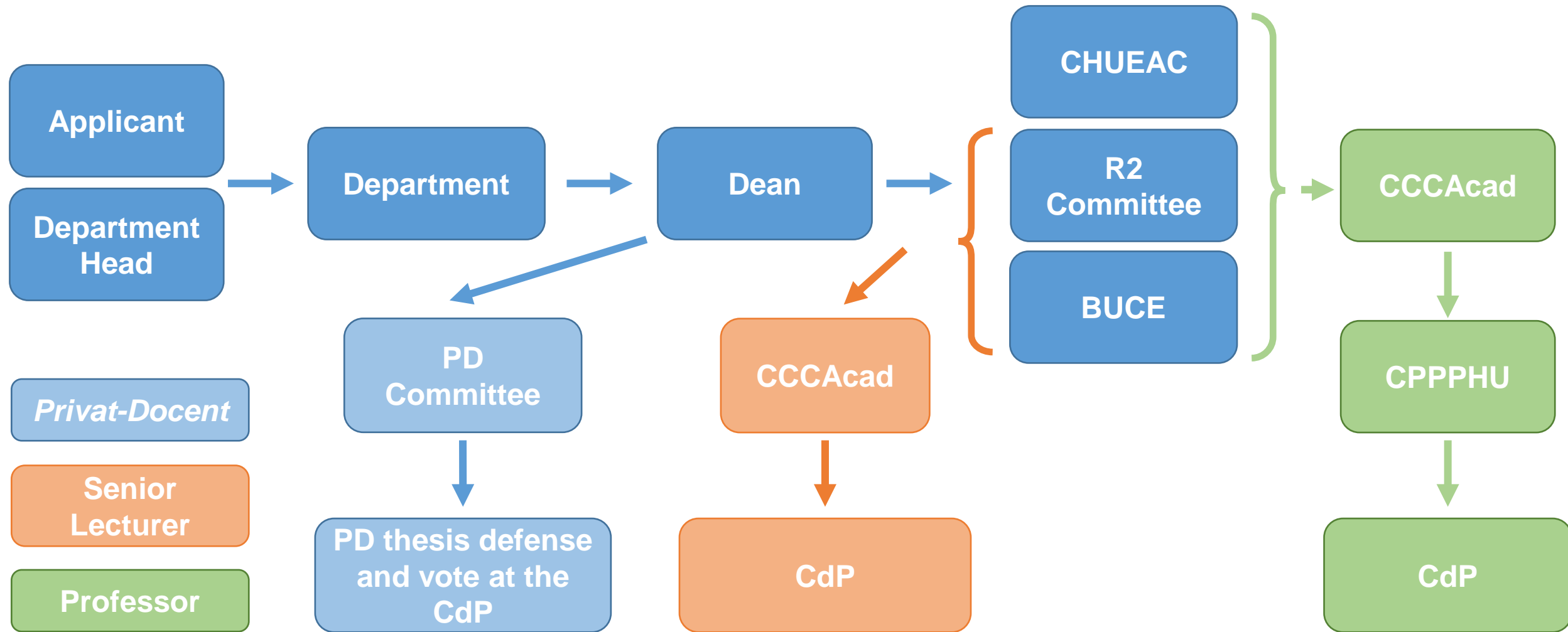
*HUG: The Geneva University Hospitals

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.
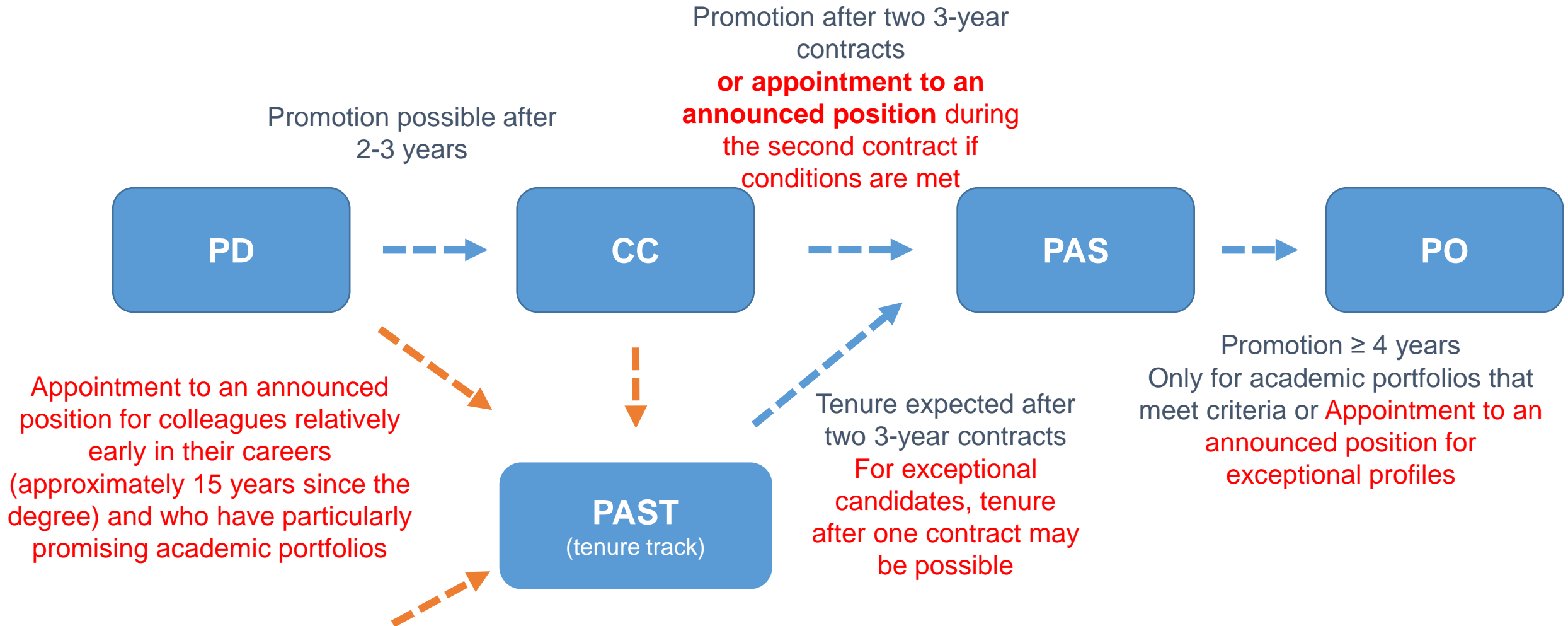
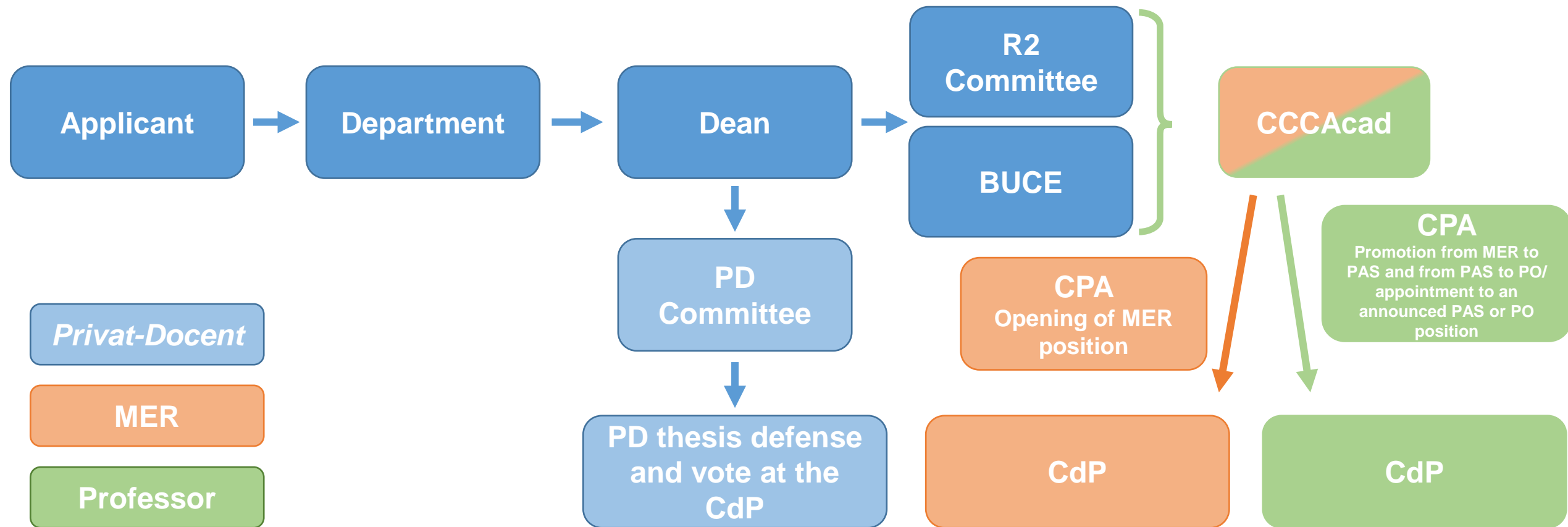**PD Committee**
Privat-Docent Committee.

CdP
College of Professors

University hospital promotions and appointments (HUG physicians)

Promotion possible after 2-3 years

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

PD ⇢ **CC** ⇢ **PAS** ⇢ **PO**

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

PAST
(tenure track)

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

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)

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.

CCCAcad
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.
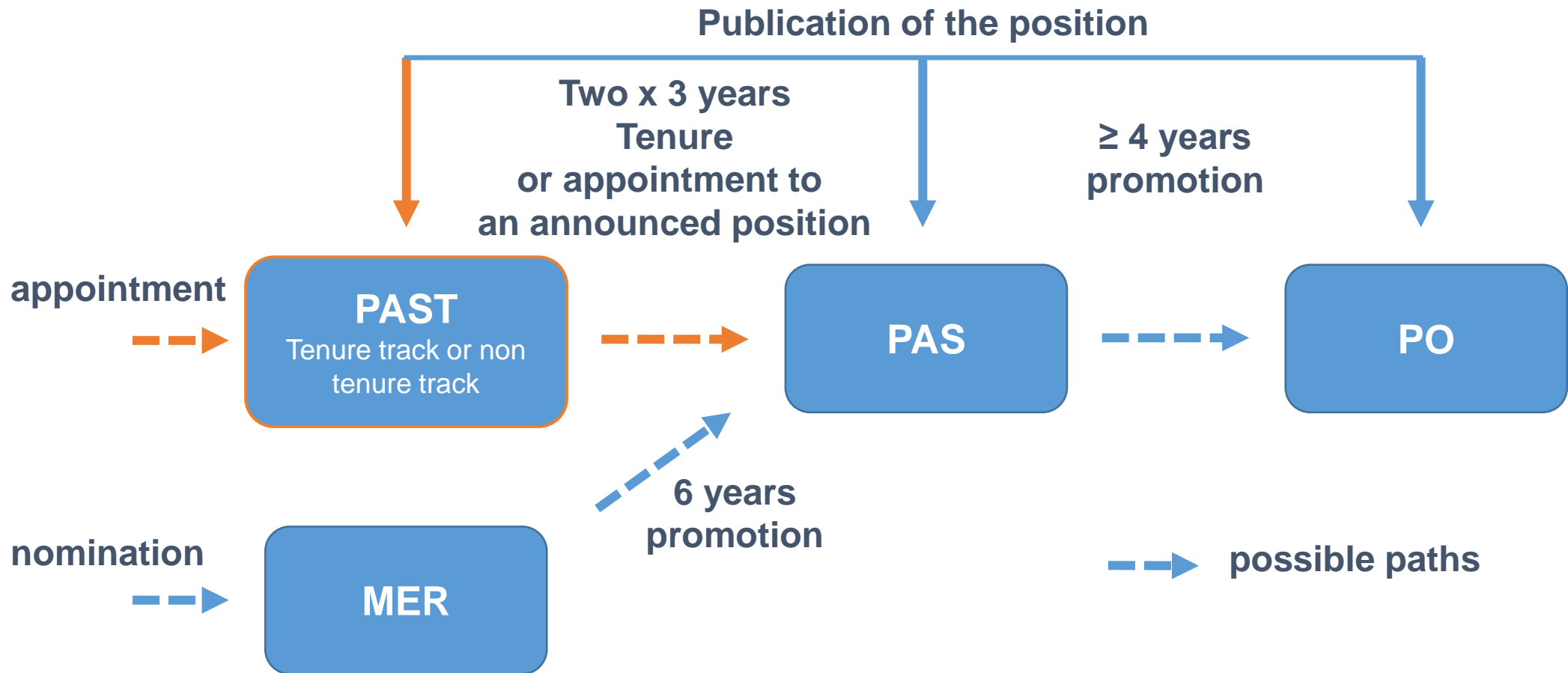
PD Committee
Privat-Docent Committee.

CdP
College of Professors

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

Publication of the position

**Two x 3 years
Tenure
or appointment to
an announced position**

**≥ 4 years
promotion**

appointment

PAST
Tenure track or non tenure track

PAS

PO

**6 years
promotion**

nomination

MER

possible paths

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

* required CV entries

Minimum expected requirements for different academic functions shall be defined

Full Professor

Associate Professor

Assistant Professor

Senior Lecturer

Hôpitaux Universitaires Genève

UNIVERSITÉ DE GENÈVE

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.

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/Innosuise).

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.

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.

Supervision of research and mentoring
* Size and composition of research group over the last 5 years (specify your position and your role).

* Mentoring and coaching to promote scientific offspring of investigators less advanced than you. Mention also specifically mentoring activities for the promotion of feminine careers. Cite up to 5 relevant cases (e.g. young researchers under your mentoring who have received a scholarship or prize, have obtained a prestigious academic or non-academic position, etc.).

Full Professor: at least a few examples of mentees whose careers have taken off

Associate Professor: at least some career support activities, encouragement to developp career's mentees and at least one completed thesis supervision.

Assistant Professor: support for Masters and PhD students

Senior Lecturer: coaching of students is enouraged

Contributions to Open Science

* Activities for promoting open science

* Producing and providing open access to research material and data sets, e.g. methods, public repository and/or educational material.

* In your publication list, for all publications, please provide a link to an « Open Access » version, either on the journal's website or on [Archive ouverte](#) (or other « open » solution). If strictly unavailable, please explain the reason.

Required for all academic levels:

- Full Professor

- Associate Professor

- Assistant Professor

- Senior Lecturer

Evaluation of teaching activities

Quantitative and qualitative evaluation

Direct contact hours **+** Credit for specific responsibilities **+** Qualitative CV criteria **=** Evaluation
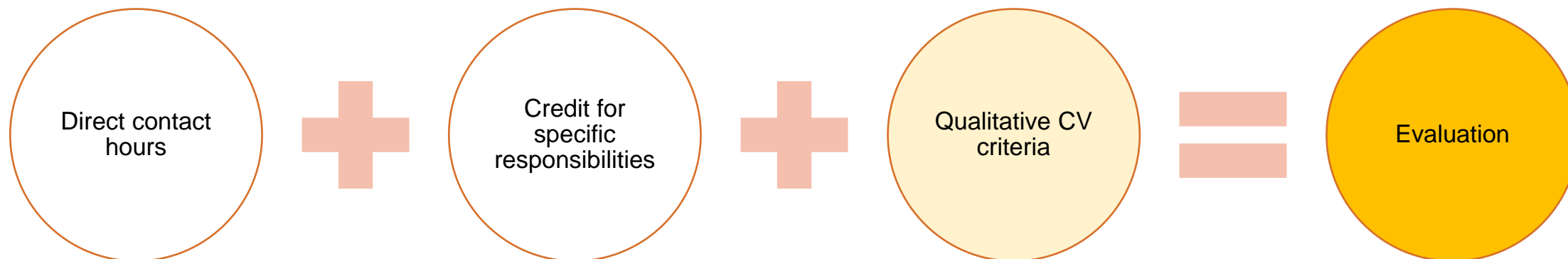
CV components: criteria

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