
Legal bases and directives for the promotion to adjunct professor

1. Legal bases

Statute USI

Art 34

3. The title of "Adjunct Professor" is conferred by the Senate to lecturers whose specific contributions in research and/or teaching are relevant.

Art 35a Guidelines and procedure for awarding the title of full professor

1. The faculty, as part of their strategic planning and/or needs, propose the awarding of the title of adjunct professor in accordance with par. 4.

As a rule, the number of adjunct professors shall not exceed 10% of the number of full professors (ordinary and extraordinary) in the respective faculty.

2. The title is conferred by the Senate based on the proposal of a committee composed of:
 - a. Dean of the faculty;
 - b. 1 or 2 professors of the faculty
 - c. 1 professor from another USI faculty;
 - d. 1 professor from another university.

The Dean proposes the commission and it must be approved by the Senate.

3. The candidate is invited to give a lecture and/or a public research seminar.
4. The committee prepares a report for the Senate with the following elements:
 - a. the scientific and teaching evaluation report;
 - b. the notice of the faculty;
 - c. the proposal for the promotion of the title "Adjunct Professor" with the specification of the area of competence;
 - d. the list of duties.
5. The title shall be conferred for four years. Renewal of the contract is subject to compliance with the terms of the contract and requires the approval of the Senate based on the proposal of the Dean.

Statute of the Faculty of Biomedical Sciences

Art 18 Tasks

The Board of professors: a) proposes to the USI Senate the recruitment of members of the academic staff, the conferral of the title of PD (venia legendi), adjunct professor, professor emeritus and the conferral of an honorary doctorate.

2. Directive of the Faculty of Biomedical Sciences

2.1.Clinical curriculum (mainly clinical activitiy)	2.2.Non clinical curriculum (mainly research activity)
<p>2.1.1.Application</p> <p><u>Introduction:</u> a. As a general rule, doctors who have the title of PD since at least four years may apply for the title of a adjunct professor.</p> <p><u>Documentation:</u> They can apply for the title of adjunct professor by sending the following documents to the Dean's Office:</p> <ul style="list-style-type: none"> a. Letter of motivation including a description (maximum half page) of present/future interactions with the faculty; b. Two presentation letters (including one from the discipline's representative of the Board of professors); c. Curriculum vitae; d. Academic qualifications; e. Documentation of participation in a didactic course; f. Documentation of teaching activities; g. Documentation of scientific activity. 	<p>2.2.1. Application</p> <p><u>Introduction:</u> a. As a general rule, researchers in the biomedical field who have a PhD or Dr.med. degree and are mainly engaged in research may apply for the title of adjunct professor.</p> <p><u>Documentation:</u> They can apply for the title of adjunct professor by sending the following documents to the Dean's Office:</p> <ul style="list-style-type: none"> a. Letter of motivation including a description (maximum half page) of present/future interactions with the faculty; b. Two presentation letters (including one from the discipline's representative of the Board of professors); c. Curriculum vitae; d. Academic qualifications; e. Documentation of participation in a didactic course; f. Documentation of teaching activities; g. Documentation of scientific activity.
<p>2.1.2.Documentation of teaching activity</p> <ul style="list-style-type: none"> a. Candidates with a title of PD recognised according to USI criteria, submit documentation of additional activity since obtaining the PD title; b. The candidate documents that he/she has carried out teaching activities (e.g. teaching students, directing Master thesis/Dr. med. thesis/PhD thesis) at USI or at other recognised universities 	<p>2.2.2 Documentation of teaching activity</p> <ul style="list-style-type: none"> c. The candidate documents that he/she has carried out teaching activities (e.g. teaching students, directing Master thesis/Dr. med. thesis /PhD thesis) at USI or at other recognised universities during the past 5 years, excluding maternity leave (2 years per child) or illness <i>and/or</i>

<p>during the past 5 years, excluding maternity leave (2 years per child) or illness</p> <p><i>and/or</i></p> <p>postgraduate recognised teaching activity during the past 5 years, excluding maternity leave (2 years per child) or illness.</p>	<p>postgraduate recognised teaching activity during the past 5 years, excluding maternity leave (2 years per child) or illness.</p>
<p>2.1.3 Documentation of scientific activity</p> <ul style="list-style-type: none"> a. Summary, approx. 1 page, of the research carried out after obtaining the title of PD; b. List of research projects financed by third-party funds (SNSF, EU, Innosuisse, other); c. List of publications; d. The candidate documents his/her national/international visibility in the specific field of his/her expertise (invitations to hold lectures, to write reviews,...). 	<p>2.2.3 Documentation of scientific activity</p> <ul style="list-style-type: none"> a. Description of the performed research (maximum 2 pages), citing representative articles, (focusing on the past 5 years, excluding maternity leave, 2 years per child or illness) and future opportunities; b. Proven ability to attract funding for research carried out by its research group (SNSF, EU, Innosuisse, others). c. List of publications; d. The candidate documents his/her national/international visibility in the specific field of his/her expertise (invitations to hold lectures, write reviews,...).
<p>2.1.4. Criterias for the evaluation of the publications:</p> <ul style="list-style-type: none"> a. Only work that was published (or has been accepted for publication) in internationally indexed journals (Journal Citation Reports, JCR, via the Web of Science platform, Clarivate Analytics) will be evaluated; b. Case reports, narrative reviews and articles published in journals with impact factor in the second and third tercile are normally not taken into consideration; c. The application will be proposed for promotion if it includes: <ul style="list-style-type: none"> 1. As a rule, at least 4 original publications (including systematic reviews) in quality journals with an impact factor in the first tercile of the relevant discipline since becoming PD, excluding maternity leave (2 years per child) or illness. The candidate is first or last author 	<p>2.2.4. Criterias for the evaluation of the publications:</p> <ul style="list-style-type: none"> a. Only work that was published (or has been accepted for publication) in internationally indexed journals (Journal Citation Reports, JCR, via the Web of Science platform, Clarivate Analytics) will be evaluated; b. The application will be proposed for promotion if it includes: <ul style="list-style-type: none"> 1. As a rule, at least 12 original publications in quality journals with impact factor in the first tercile of the relevant discipline published within the last 8 years, excluding maternity leave (2 years per child) or illness. The candidate is first, last, or corresponding author in at least 5 of them and is last or corresponding author in at least 3. c. In particular cases, on the candidate's request, the committee may review additional publications and verify the value and impact.

<p>in at least 3 of the above-mentioned original publications</p> <p>d. In particular cases, on the candidate's request, the committee may review additional publications and certify the value and impact.</p>	
<p>2.1.5 Evaluation procedure</p> <p>The application is first assessed by the Dean's Office and, if complete, forwarded to the Promotion Committee for adjunct professors.</p> <p>The Commission consists of the members listed in art 35, chapter 2, USI Statutes.</p> <p>The Promotion Committee:</p> <ul style="list-style-type: none"> a. May ask for two letters of evaluation from external experts (not known to the candidate); b. Attends a lesson or evaluates another teaching activity; c. Conducts an in-depth interview with the candidate; d. If appropriate, asks the candidate to present himself to the Board of professors in order to outline his research career; e. Submits the application, which meets the requirements, to the Board of professors. 	<p>2.2.5 Evaluation procedure</p> <p>The application is first assessed by the Dean's Office and, if complete, forwarded to the Promotion Committee for adjunct professors.</p> <p>The Commission consists of the members listed in art 35, chapter 2, USI Statutes.</p> <p>The Promotion Committee:</p> <ul style="list-style-type: none"> a. May ask for two letters of evaluation from external experts (not known to the candidate); b. Attends a lesson or evaluates another teaching activity c. Conducts an in-depth interview with the candidate; d. Asks the candidate to present himself to the Board of professors to explain his research career. e. Submits the application, which meets the requirements, to the Board of professors.

2.3 Recognition of a adjunct professor's title obtained at another Swiss faculty

2.1.1. Documentation for the application

It is possible to request recognition of the title of adjunct professor awarded by another Swiss faculty by sending the request to the Dean's Office with the following documentation:

- a. Motivation letter;
- b. Presentation letter from the discipline's representative of the Board of professors;
- c. Document confirming the title of Adjunct Professor at a Swiss faculty;
- d. Curriculum vitae;
- e. Documentation of participation in a didactic course;
- f. Documentation of teaching/learning activities (according to 2.1.2 / 2.2.2);
- g. Documentation of scientific activity (according to 2.1.4 / 2.2.4);
- h. List of research projects/third party funds (SNSF, EU, Innosuisse, altri).

The Promotion Committee assesses the request, in particular whether the formal requirements for recognition of the title have been met, if yes they propose the recognition of the candidates' title of Adjunct professor to the Senate.

3. Various

With regard to discrimination, equal opportunities, conflicts of interest and prejudices, USI's general rules apply, namely: USI Statute, Art. 48

Regulation on the promotion and tenure of USI's academic staff, Art. 3 and 7 par. 3

Appeals against the decision of the Promotion Committee and of the Senate are permitted in accordance with Art. 61 of the USI Statute.

4. Entry into Force

This directive was approved by the USI Council on 05.03.2021 and enters into force immediately with a transition period of one year from approval.