General Regulations on the promotion and tenure of academic staff of the Università della Svizzera italiana

of 02.12.2011 (status 15.12.2023)

Disclaimer: These General Regulations on the promotion and tenure of academic staff have been drawn up in Italian. A non-legally binding English translation has been provided for information purposes only. The Italian version shall prevail over the English translation.

The Council of the Università della Svizzera italiana

Further to the Legge sulle scuole universitarie of 3 October 1995 (LSU); the implementing regulations of 18 February 2014; the Statutes of the Università della Svizzera italiana of 20 March 2020,

decrees:

I – General Provisions

Art. 1 Scope of application

1 These Regulations govern the conditions, procedure and competencies for the promotion and tenure of professorial academic staff at Università della Svizzera italiana (hereinafter USI).

2 In particular, the following procedures are hereafter regulated:
   a. Promotion from Junior Assistant Professor to Senior Assistant Professor;
   b. Tenure: promotion from Senior Assistant Professor to Associate Professor;
   c. Promotion to Full Professor: promotion from Associate Professor to Full Professor.

3 In this Regulations, words expressed in the masculine or masculine plural form also include the feminine or feminine plural form.

Art. 2 Applicant’s dossier

1 For each procedure provided for in Article 1 para. 2 above, the applicant shall submit his dossier, which includes:
   a. the Curriculum Vitae;
   b. the list of publications and examples of the most relevant papers;
   c. a report on research, teaching and service activities provided to the academic and professional community.

2 The applicant may submit any other useful material or information.

1 Previous Regulations on the promotion and tenure of academic staff of the Università della Svizzera italiana.
The application’s dossier must be submitted in duplicate to the Dean within the deadline set by him and communicated to the applicant.

### Art. 3 Conflict of Interest

1 To ensure the procedures’ transparency and impartiality, any potential conflict of interest on the part of members of the Faculty Review Committee must be declared and discussed with the Dean. Members who have a potential personal or professional conflict of interest with an applicant must disclose this in writing to the Dean.

2 In particular, a potential personal or professional conflict of interest is considered:
   a. close relationship between the candidate and the members of the Faculty Review Committee;
   b. professional hierarchical relationship (doctoral or post-doctoral tutor-supervisor);
   c. close working relationship;
   d. any other potential conflict of interest.

### II – Organisation and Procedures

#### Art. 4 Bodies

1 The bodies in charge of the promotion procedure are:
   a. The Senate;
   b. The Rectorate;
   c. The Faculty Review Committee;
   d. The Board of Professors.

2 The bodies in charge of the tenure procedure are:
   a. The University Council;
   b. The Senate;
   c. The Rectorate;
   d. The Faculty Review Committee;
   e. The Board of Professors.

#### Art. 5 Time limits

1 The assessment procedure for the promotion of an Assistant Professor, as per Article 1 para. 2 lit. a, shall normally begin no later than the fifth semester of his three-year contract.

2 The assessment procedure for the tenure of Senior Assistant Professor, as per Article 1 para. 2 lit. b, shall normally be initiated no later than the fifth semester of the second Senior Assistant Professor’s three-year contract.

3 The assessment procedure for promotion to Full Professor, as per Article 1 para. 2 lit. c, may be initiated, as a rule, no earlier than the eighth semester of the first Associate Professor’s four-year contract.

### III – Promotion Procedures

#### Art. 6 Faculty Review Committee: composition

1 For each promotion procedure within the meaning of Art. 1 para. 2 lit. a and c, the Board of Professors appoints a Faculty Review Committee.

2 The Faculty Review Committee is made up of three to five Full Professors from the concerned Faculty and at least one Tenured Professor from outside...
USI and approved by the Rector of USI. In cases of promotion from Associate Professor to Full Professor, only Full Professors may be part of the Faculty Review Committee. In the composition of the Faculty Review Committee is prescribe the presence of at least two members of the professorial academic staff of female gender and at least two of male gender, all with voting rights. At least one member of each gender must belong to the Faculty in which the prospective professorial position will be filled. The USI’s Delegation for Equal Opportunities appoints one of its representatives as a non-voting participant to the Faculty Review Committee.1

The Faculty Review Committee is chaired by the Dean of the Faculty unless there is a conflict of interest.

Art. 7 Faculty Review Committee: communication to candidates

1 The composition of the Faculty Review Committee is determined by the Board of Professors in the absence of the candidate.

2 The composition of the Faculty Review Committee defined by the Board of Professors and the names of the external experts referred to in Article 9 are not disclosed to the candidate.

3 Members of the Board of Professors and the Faculty Review Committee are bound by professional secrecy.

Art. 8 Faculty Review Committee: competences

1 The Chairman of the Faculty Review Committee, normally the Dean, proposes, after positive evaluation by the Rectorate, the promotion of the candidate to the Senate on the basis of a detailed report including an assessment of:
   a. scientific, designer and creative production;
   b. teaching performance;
   c. services to the academic and professional community.

2 In making its assessment, the Faculty Review Committee relies on the following documents:
   a. the dossier presented by the candidate;
   b. at least three letters from experts from outside the Faculty;
   c. scientific publications.

Art. 9 Evaluation letters from external experts

1 External experts are chosen in the candidate’s specific disciplinary field from among those not affiliated to the Università della Svizzera italiana in any form.

2 The Faculty Review Committee appoints the external experts.

3 The candidate may inform the Chairman of the Faculty Review Committee of the names of experts whom he considers to be prejudiced against him. The Chairman shall inform the Faculty Review Committee accordingly.

4 Except in situations of personal conflict of interest, the Chairman of the Faculty Review Committee has sole authority to request information from the designated external experts and to document exhaustively any contact with them.

5 All evaluation letters received from the external experts must be attached to the Faculty Review Committee’s report. The report also mentions the external experts who did not respond to the evaluation request with the reasons for refusal, if any.

Art. 10 Board of Professors

1 The Board of Professors receives the report of the Faculty Review Committee and, also on the basis of this documentation, gives its opinion on the candidate’s request for promotion.
The Dean then transmits the report of the Faculty Review Committee and the notice of the Board of Professors to the Rectorate.

Art. 11
Rectorate²

The Rectorate receives the report of the Faculty Review Committee and the Dean’s promotion proposal, takes note of it and, in the event of a positive evaluation, forwards it to the Senate, in accordance with Article 33 of the Statute.

Art. 12
Senate³

The Senate formally acquires, after a positive evaluation by the Rectorate, by its own resolution the promotion from Junior Assistant Professor to Senior Assistant Professor and the promotion to Full Professor as defined in Articles 33 and 34 of the USI Statute.

IV – Tenure procedure

Art. 13
Procedure

The tenure procedure is carried out in accordance with Articles 6 to 11 of these General Regulations.

Art. 14
Senate⁴

The Senate formally acquires, after a positive evaluation by the Rectorate, by its own resolution, the tenure from Senior Assistant Professor to Associate Professor. This tenure appointment requires ratification by the University Council (hereinafter referred to as "UC"), in accordance with Articles 10 and 34 of the Statute.

Art. 15
University Council

The UC ratifies the Senate’s resolution on the tenure procedure, in accordance with Article 10 of the Statute.

Art. 16
Negative outcomes

¹ In the event of non-promotion or non-tenure, the candidate receives a written, reasoned communication from the body that made the final decision.

² An Assistant Professor who receives a negative evaluation is granted a one-year non-renewable contract.

V – Final Provisions

Art. 17
Litigation⁵

Appeal to judicial authority is possible.

Art. 18
Entry into force

These General Regulations enter into force immediately.

¹ Para. amended by UC decision of 15.12.2023 (effective from 15.12.2023)
² Art. amended by UC decision of 21.03.2023 (effective from 01.04.2023)
³ Art. amended by UC decision of 21.03.2023 (effective from 01.04.2023)
⁴ Art. amended by UC decision of 21.03.2023 (effective from 01.04.2023)
⁵ Art. amended by UC decision of 22.09.2023 (effective from 22.09.2023)