

Promotions at the Vetsuisse Faculty Bern - Introduction and Procedure

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1. legal aspects

The Vetsuisse Faculty Bern is part of the University of Bern and part of the Vetsuisse Faculty. Legally binding procedures of the University and the Joint Vetsuisse Faculty are superior to the rules and regulations of the Vetsuisse Faculty of Bern. In case of doubt, the rules and regulations of the University of Bern apply.

https://www.vetsuisse.ch/wp-content/uploads/2011/02/VS-Kompetenz_Funktionendiagramm_130916.pdf

https://www.unibe.ch/universitaet/organisation/rechtliches/rechtssammlung/reglemente_richtlinien_weisungen_der_universitaetsleitung/index_ger.html

https://www.unibe.ch/universitaet/organisation/rechtliches/rechtssammlung/organisationsrecht/fakultaeten/index_ger.html

2. basics

Promotions at the Vetsuisse Faculty Bern are awarded on the basis of the candidate's individual performance. No staff member of the Faculty is entitled to automatic promotion. Candidates must be proposed for promotion by their superiors to the Dean's Office. Each promotion will be evaluated individually.

As a basis for promotions, the documents Career Paths and Promotion of Young Academics as well as the Promotion Guidelines must be observed.

Employment of external new candidates is based on the same criteria as a benchmark, although individual employment negotiations are possible.

Document: [Career Paths and Promotion of Young Academics](#)

Document: [Promotion Guidelines](#)

3. self-evaluation

As a basis for each evaluation, a self-evaluation by the candidates must be prepared. This self-evaluation is based on the Excel-document Promotion Guidelines (Beförderungsrichtlinien).

This document provides information on the criteria used for each promotion level and on the committee that will assess the self-evaluation. The evaluating committee prepares a proposal to the Faculty (Fakultätskollegium) for the promotion of candidates (exception: OA function).

Language: The self-evaluation must be written in English (external evaluation) from the promotion level Lecturer (Dozent I) upwards. Otherwise, documents written in German or English are possible.

The promotion guidelines consist of a **score table** for measuring quantitative performance. The existing point totals are to be understood as guidelines for a minimum requirement for promotion. Below-average point values as well as particularly high values can be documented in the section (tabs) "**Comments**" for clarification.

The sections (tabs) "**Professional Contribution**", "**Scientific Contribution**" and "**Collaborations**", allow a qualitative individual self-assessment of the candidates.

Under **Professional Contribution** in particular achievements in the teaching of personnel management and specific achievements in clinical services and training or further education are to be listed. **Scientific Contributions** should present the qualitative input of the own research in national and international comparison. This also includes the tabs **Paper 1-5** - here the most important publications or projects can be briefly presented and their impact on the corresponding research field can be appreciated. The tab **Collaborations** allows presentation of the candidates networking in research and professional environment.

Candidates up to the Educator (Dozent II) level are expected to complete at least the sections (tab) **Score Table, Comments** and **Professional Contribution**.

The additional scientific sections should be completed from the promotion level Lecturer (Dozent I).

4. documents to be submitted

To the Dean's office Vetsuisse Faculty Bern.

- **Request:**

Request by the institution management

Approved structural report¹

- **Document 1** (Curriculum Vitae, in a single PDF document):

The Curriculum Vitae should be structured as follows:

0 Requirements for appointment

1. Professional degrees

2a Teaching

2b Promotion of young scientists/clinicians

3 Clinical/diagnostic service

4 Research

- list of publications

- list of acquired third-party funding²

¹ New lecturerships (Dozent I and II) and new professorships require a structural report approved in advance by the university.

² In their application, candidates should clearly indicate what kind of third-party funding they acquired: Origin of funding, applicants (PI / Co-PI), competitive, non-competitive, intramural, extramural.

- **Document 2 Excel Sheet**

Promotion Guidelines

All information in the score table must be comprehensibly documented in the CV.

- **Document 3 as a PDF document**

Visions and perspectives ³

5. assessment

In the final evaluation, the committee that assesses the self-evaluation is required to give a higher weighting to qualitative than to quantitative achievements.

The committee takes into account the opinions of external experts starting at the level of promotions to Dozent I and higher. External experts may be proposed by the candidate according to the guideline (see below). The selection of the external evaluators is in the responsibility of the committee. The committee is free to consider the proposals for external experts by the candidate.

https://www.vetsuisse.ch/wp-content/uploads/2011/02/Richtlinie_Gutachternvorschlaege.pdf

The Commission draws up a recommendation on the promotion request.

For promotions to aOP or OP, the promotion request is supplemented by a strategic evaluation by the faculty board (Fakultätsleitung oder Fakultätsausschuss).

The faculty (Fakultätskollegium) submits the application according to Art 7 FaR Vetsuisse Bern to the university and the Vetsuisserat (for AOP and OP promotions)

https://www.vetsuisse.ch/wp-content/uploads/2011/02/VS-Kompetenz_Funktionendiagramm_130916.pdf

Dekanat, Vetsuisse-Fakultät Universität Bern

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³ Only for Ass Proff, aOP und OP.