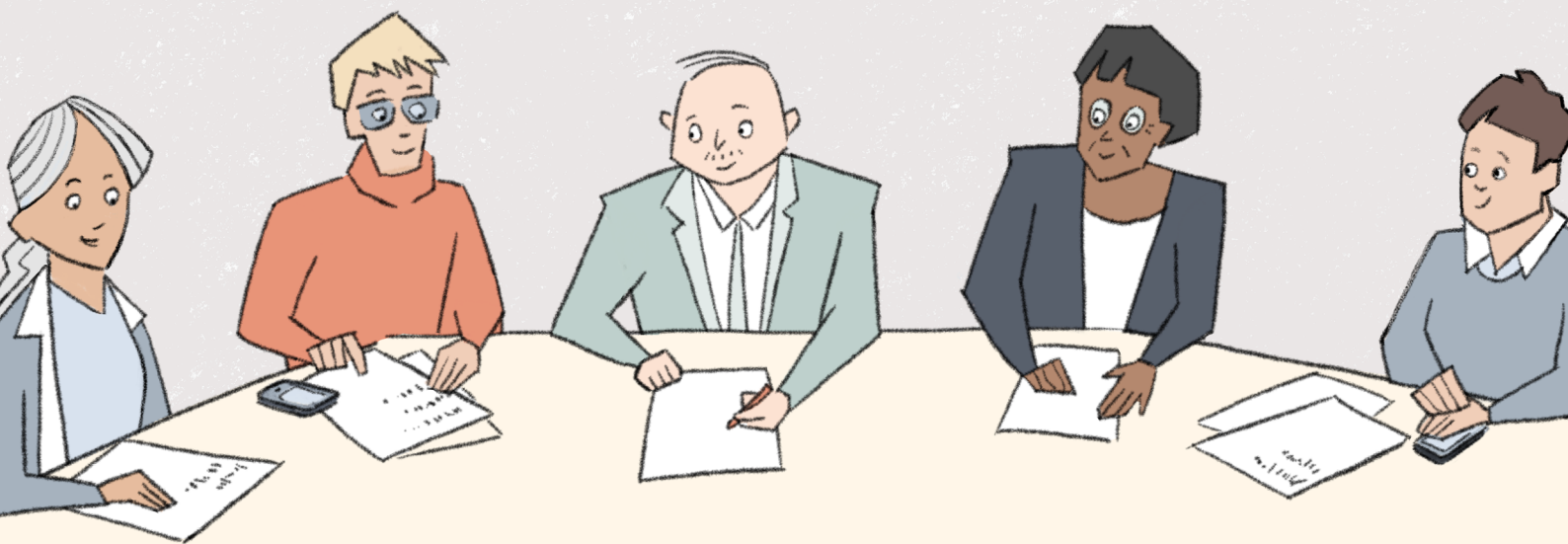


Hiring Process at the University of Bern

With Special Consideration of
Equal Opportunities


A Guide





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1 Principles Governing the Hiring Process

The purpose of this guide is to offer support to the responsible people in the structural and electoral committees of the University of Bern. The basis for the hiring process is to be found in the «Employment Regulations» of the university. These will be outlined hereafter, with a special focus on equal opportunities.

Appointment procedures are part of the core processes at the university, as professors shape and impact the development of the teaching and research of a subject for quite a while, they build networks and help shape the culture of any given unit. As members of faculties, they contribute to the evolution of said faculties and are involved in the drafting of goals and strategies for the implementation of these development goals.

In its hiring process, the University of Bern therefore aims to attract excellent individuals for academic leadership positions. Simultaneously, it strives to increase the percentage of women in academic leadership positions.

Hiring processes are to be fair and transparent; recruited individuals should be bound to the university in the long run with favorable employment and overall conditions.

Essential principles of the hiring process at the University of Bern are:

- **Appreciation and respect towards applicants**
- **Confidentiality**
- **Objectivity, accountability and transparency**
- **Equal opportunities and gender equality**

Appreciation and Respect

Respectful and appreciative interaction with applicants and full information is a must in all phases of the hiring process. Appointments and hiring processes are the hallmarks of the university. The members of the electoral committees are committed to keeping the applicants informed regularly and timely on the state of the procedures.

Confidentiality

University committees maintain official secrecy about their meetings, according to university statutes. This requires members of electoral committees to keep all information on candidates confidential.

Objectivity, Accountability and Transparency

Members of the structural and electoral committees strive to evaluate the scientific qualifications, educational aptitudes and leadership qualities objectively and without bias. The meetings of the committee (discussions, opinion-forming processes, votes and results, etc.) are recorded. Criteria and their impact on the evaluation of the applications are set in advance and applied throughout the process.

Professional, academic or private relationships between members of the electoral committee, the applicants and the assessors are to be disclosed, checked for any conflicts of interest and recorded. The guidelines «On partiality and standing down in hiring processes for professors» offer orientation and support in evaluating possible *partialities*.

Equal Opportunities and Gender Equality

The University of Bern is committed to *gender equality* and strives for an appropriate gender balance at the professorship level. In addition, the University of Bern also promotes equal opportunities in other ways (see box).

Art. 21

Employment Regulations

Principles of the Process

- 1 Hiring processes always follow the principles of transparency, correctness and accountability.
- 2 The selection of candidates is based on their quality and their potential and is to be justified.
- 3 The report to the Executive Board of the university clearly illustrates the selection process performed. Minority motions and voting ratios are to be recorded.
- 4 The Office for Gender Equality is to be involved and provided with all necessary information.

Promoting Equal Opportunities

The University of Bern is committed to the promotion of equal opportunities for all university employees. The aim is to guarantee the equal treatment of all persons involved in the hiring process. Measures promoting equal opportunities at the University of Bern are listed in the action plan for equal opportunities.

The university does not tolerate discrimination and promotes diversity among its staff. Apart from gender, there are other defined categories of diversity: ethnic and social background, physical and mental disabilities, sexual orientation, gender identity and age, all of which are to be considered in the hiring process wherever possible.

Gender Equality

The university is committed to gender equality. It promotes the success of women and men in academia by using effective tools for equality and career models, hereby especially pursuing the following goals:

- There is an appropriate balance of genders at all levels.
- The actual equality of women and men is implemented actively by all.
- Achieving compatibility of study, jobs and care obligations is possible for women and men.

At the professorship level, the University of Bern aims for a percentage of women higher than the average of Swiss universities. With a current 25% representation of women in full and associate professorships (with significant differences according to faculties) it is still lower than the target.

🔗 [Self-perception of the University of Bern](#)

Partiality

If a member of a committee is in a professional state of dependence on or supervision (e.g. PhD supervisor) of an applicant at the time of the hiring process, this is considered a reason to step down from the committee, as is a family relationship.

The existence of a reason to step down shall not be assumed lightly. There has to be a qualifying element that is suitable to suggest the person concerned is not impartial.

It is not a reason to step down if a member of a committee and an applicant are or were simply working at the same faculty, the same unit or the same institute, if they studied or were in military service together, or if they know each other from a professional or personal context. If there is a reason to assume that stepping down could be appropriate, the committee hears the member concerned and then decides, in absence of the

member concerned, if there is a reason to rule stepping down. If this is the case, the member concerned steps down. This means either refraining from any kind of influencing or even, according to the situation, leaving the committee.

A reason for stepping down can be if

- a member of a committee is collaborating academically with an applicant at the time of the hiring process or before (e.g. joint research / publications) and this collaboration is close.
- a member of a committee was in a state of professional dependence on or supervision (e.g. PhD supervision) of an applicant.
- other circumstances lead to believe that a member of the committee lacks the required detachment from an applicant.

🔗 [Guidelines stepping down and partiality](#)

2 Structural Report Phase

Art. 22

Structural Committee

1 The faculty sets up a structural committee to prepare the structural report.

2 The Faculty Regulations determine the constitution of the committee. Members from other disciplines or even from outside the university may be admitted. It is also possible to include retired individuals, as long as there is no connection to the position to be filled.

3 The following minimum requirements as to the constitution of the faculty's structural committee are to be guaranteed:

- a the legal directives, namely on rights of co-determination,
- b a subject-specific representative from another university,
- c at least one representative of each gender,
- d a person from the faculty who is in charge of gender and equality aspects. The Office for Gender Equality can take part in the work of the committee; if this is not the case, it will get the chance to comment on the structural report.

4 Adequate representation of the discipline in question is to be guaranteed. No more than half of the members from the university (without the student representatives) should come from the discipline in question.

5 The chairperson of the committee is not part of the discipline concerned.

6 If members of the committee are in a work relation to each other, the circumstances must be disclosed and justified.

7 The dean can take a seat on the committee ex officio at any time.

The aim of a structural report is an overall view of the unit concerned, in consideration of the university and faculty strategies. On this basis, the profile of one or more future professorships is defined and the advertisement of the position is finalized.

At the yearly strategy meetings of the university's Executive Board with the faculties, the professorships due for a structural report are determined. If there are several vacant or newly to be created professorships at an institute for the coming years, the whole organizational unit becomes the object of a summarizing structural report.

2.1 Constitution of the Structural Committee

The faculty appoints a structural committee to prepare a structural report. The constitution of the committee follows the requirements according to Art. 22 of the Employment Regulations and the Faculty Regulations accordingly.

The Employment Regulations require a minimum representation of one person of each gender. If possible, based on the staff structure of a faculty, a well-balanced representation of genders should be sought. If only minimum requirements can be met, the representative of the under-represented gender should be a professorial member of the faculty.

The members of the committee should not be in an employment or other dependency relationship with each other; this should enable mainly the academic intermediate staff to freely represent their positions. Where work and dependency relationships between members of the committee cannot be avoided, they must be explained.

2.2 Tasks

In the structural report, apart from the profile and tasks of the professorship to be filled, strategic considerations are especially important. As a basis for this, statistical data from the central administration are provided and are to

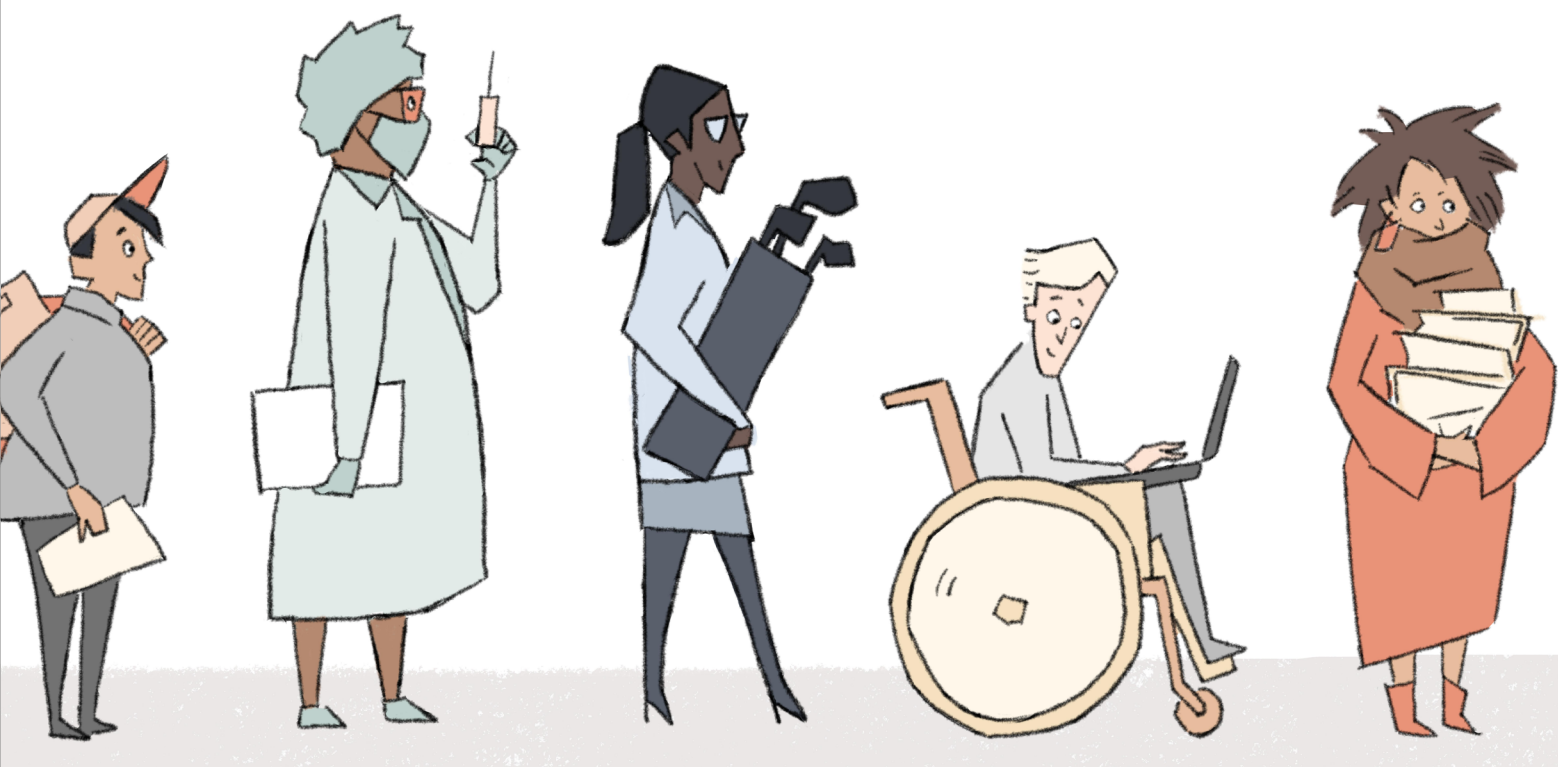


be included in the deliberations of the structural committee. In the structural reports, the current situation of a subject or field of study is linked with its objectives and positionings in accordance with the strategy of the university and the faculty. Insights from the analysis of the status quo and the evaluation in teaching and research help to support the targets and strategies of the university, and to continuously develop performance. The template for the structural report with relevant data for the unit needs to be requested from the Office for Professorships («Fachstelle Professuren»)¹, before the committee takes up work (about a month in advance). The questions in the template need to be answered while working on the structural report.

committee is required to include the objectives of the faculties concerning the promotion of early-career researchers and gender equality in their deliberations. The possibility of a professorship in job sharing is to be considered. Refraining to mention *job sharing* in the advertisement is to be justified specifically in the structural report.

Professorships at the University of Bern are generally advertised as «open rank» (Art. 26 Employment Regulations). Deviations must be justified. In addition, the university is striving for a 50% proportion of *assistant professorships with tenure track* in new appointments. The

¹ https://intern.unibe.ch/organisation/verwaltungs-direktion/personalabteilung/team/index_ger.html



2.3 Structural Report and Job Posting

The structural report for the attention of the faculty and the university's Executive Board summarizes the pertinent structural reflections of the committee. In the last part of the structural report, the committee will propose an advertisement for the opening. Professorships are advertised on principle according to the Employment Regulations.

The structural committee drafts the advertisement of the professorships to be filled, based on the requirements defined in the structural report. The advertisement must at least contain information on the subject, tasks, qualifications, acquisition of third-party funding and gender equality (Art. 26, para. 3, Employment Regulations). In disciplines where women are underrepresented at the professorial level, they are specifically invited to apply. The invitation can run along these lines:

The University of Bern aims to increase the proportion of women in leading academic positions and therefore explicitly invites women to apply. In addition, the University of Bern encourages job sharing. Applications for job sharing are welcome.

Moreover, other groups can be specifically encouraged to apply, as for instance in the following examples:

The University welcomes applications from people with disabilities, people of color, and people belonging to ethnic minorities in the Swiss context.

The option of *job sharing* should also be mentioned in the posting. Part-time employment should also be specifically mentioned if it is an option.

The wording of the job posting is to be precise, but open and not too narrow. It should not be tailored to a single person nor evoke that impression. Gender-appropriate wordings are also important: apart from stating both genders in the job titles, gender-stereotyping descriptions are to be avoided, as are exaggerated requirements such as «you cover the full spectrum of the subject and also specialize in c, d and e..». This is problematic, as women, according to relevant studies, tend to apply only if

they fulfil a large part of the requirements. More information and particulars regarding points to be mentioned in the job posting are stated in the template of the structural report.

In the job posting the requirements for the applications have to be mentioned. It can make sense to have the applicants fill in a standardized application form, in order to get some information quickly and make it easy to compare. We also advise a reference to the *DORA-Declaration* and the resulting requirements for the CV².

The job posting must be published on the university's internal job market (jobs.unibe.ch). It must be published nationally and internationally in the pertinent specialist publications (Art. 26, para. 2, Employment Regulations). A broad publication via expert associations, mailing lists and the like is highly recommended.

Especially in disciplines where the proportion of women is generally low, special attention to the search for possible female candidates should be paid. For this purpose, members of the structural or electoral committee put together a list of possible female candidates. Specific databases like Femconsult or AcademiaNet can be consulted. The committee determines further proceedings for contacting female candidates directly, taking care to use a standardized procedure. The chairperson of the committee might contact potential female candidates with a standardized letter, encouraging them to apply. Hereby it is important to choose the female academics carefully according to their potential. The academics need to know that an invitation to apply does not lead to any claim for an invitation to an interview. Efforts in recruiting female candidates must be recorded. An appropriate proportion of female candidates among the applicants should roughly correspond to the proportion of women holding a doctorate in the discipline concerned.

For the candidates efficient communication is important. The committee could put together a flyer with information concerning the general conditions of the job opening and the procedure, and send it to all interested parties. All candidates will receive a confirmation of receipt with information concerning further proceedings. It is important to establish who is responsible for which information given to the candidates. In order to ensure that all candidates receive the same information, there should possibly only be a single contact person from the committee, e.g. the chairperson, who communicates with the candidates.

The university's Executive Board verifies the structural report and decides on creating,

Art. 26

Job posting

- 1 Professorships to be filled are advertised. An advertisement may exceptionally be omitted if:
- a a person is to be promoted internally from an assistant or associate professorship («assozierte Professur») to an associate professorship («ausserordentliche Professur») or from an associate professorship to a full professorship,
 - b if the university has an especially high interest in recruiting a certain person for a professorship and time is of the essence.

changing, revoking or filling a professorship upon request and in consultation with the faculty (Art. 25, para.1, Employment Regulations).

Assistant Professorships with Tenure Track

The purpose of the assistant professorship tenure track is to gain scientific qualifications in order to take on a full professorship. Tenure track refers to the possibility of obtaining a full professorship after a qualification period of several years. An evaluation committee reviews the performance of the assistant professors regularly based on pre-defined qualification criteria. In contrast, assistant professorships without tenure track are temporary positions without the option to convert to a permanent position. As these do not offer long-term security for early career researchers from the perspective of promoting young talent and gender equality, the university prefers establishing assistant professorships with tenure track.

🔗 [Description assistant professorships](#)

Job sharing

The University of Bern strives to offer its employees contemporary working time models. This is why they welcome and promote job sharing, also called «top sharing» in leadership positions. This work model contributes to a healthy work-life-balance.

The job sharing partners take on full responsibility in fulfilling the agreed tasks, which are discussed and divided in consultation with the partners and according to time and content. However, they also have to fulfil the requirements of the job individually.

The University of Bern has had [guidelines](#) for job sharing in professorships since 2015. Further information concerning procedures in the structural and electoral committees for job sharing applications are to be found in the [leaflet](#).

DORA-Declaration: the overall performance counts

The University of Bern signed the San Francisco Declaration on Research Assessment (so-called DORA-Declaration) and calls upon employees to consider their recommendations. The [DORA Declaration](#) recommends, among other things, that journal-based metrics, such as journal impact factors, are not be used as a substitute for assessing the quality of individual publications by candidates in application processes.

The Swiss National Science Foundation has also been applying the DORA Declaration consistently since 2020. «From now on, anyone submitting an application should not indicate any impact factors. These are no longer important for the evaluation. Instead, the SNSF gives greater weight to the quality of the research output as a whole. This includes publications as well as other outputs such as collaboration with stakeholders, communication with the public, data sets, software, patents, conference contributions and prizes.»

2 Cf. for example the form «Net Academic Age» of the Swiss National Science Foundation: https://www.snf.ch/SiteCollectionDocuments/Net_Academic_Age_mySNF_form.pdf

3 Depending on the subject and institute, there may also be a situation where the proportion of men is very low and men should be recruited proactively accordingly. Since this is currently still very rare at the professorship level, this section refers to the recruitment of female scientists – however, the procedure can of course also be applied to the search for male candidates.

3 Selection Process

The actual selection process begins with the review of incoming applications and ends with the approval of the committee report by the faculty and the university's Executive Board, and the hiring of a new professor respectively. The aim of the process is to find the best qualified candidate in terms of academic excellence for the advertised professorship. The committee agrees on the criteria applied and their importance before every step of the process (review of applications, trial lectures, compilation of shortlist).

3.1 Constitution of the Electoral Committee

After the university's Executive Board has approved the structural report and the job posting, the faculty appoints an electoral committee, which examines the applications with regard to the previously defined requirements. Often the

previous structural committee takes over the task of the electoral committee. The same principles apply to the composition of the committee as to the structural committee (cf. Art. 27, Employment Regulations, chapter 2.1).

3.2 Tasks of the Electoral Committee

The tasks of the faculty's electoral committee are recorded in article 29, paragraph 1 of the Employment Regulations.

3.3 Review of Applications

After the expiry of the application period, the electoral committee meets to review the applications. As far as an overview (synopsis) of all applications is drawn up, it should not yet be a ranking of the applicants, and should reflect the criteria requested in the advertisement and in the structural report as accurate as possible.

Art. 29

Aufgaben der fakultären Wahlkommission

- 1 Die fakultäre Wahlkommission
 - a prüft die für eine ausgeschriebene Professur eingegangenen Bewerbungen im Hinblick auf die formalen Erfordernisse und die wissenschaftliche Qualifikation,
 - b prüft die didaktische Eignung ausgewählter Kandidatinnen und Kandidaten in Lehrveranstaltungen,
 - c prüft die Qualifikation zur Führung, insbesondere bei Professuren mit einem Dienstleistungsauftrag,
 - d stellt die sonstigen Voraussetzungen sowie die Absichten und Zielvorstellungen der Kandidatinnen und Kandidaten in Gesprächen fest und
 - e bereitet den Anstellungsantrag vor.



The electoral committee explicitly re-discusses and records the criteria also in regard to their prioritization. The criteria vary according to the job profile. The following may be relevant:

- Formal qualification: doctoral thesis, habilitation/habilitation equivalence
- Performance/output in research: quality, innovation, quantity (in relation to academic age)
- Consideration of research output/results apart from classic publications: keyword «open source»
- Research focus
- Reception of the research
- Experience in teaching, higher education didactics, teaching evaluation by students
- Experience in academic self-management
- Experience in service tasks. For the clinical sector: relevant clinical experience.
- Social and leadership competences
- International networks
- Public outreach and knowledge transfer

cerning gender, social or ethnic background, physical and mental challenges and age). In order to judge the role of unconscious bias in the evaluation of a candidate, you can use a reversal technique: How would you assess a characteristic or the behaviour of a person in a person of another gender or with another background?

Job sharing applications are treated equally to individual applications.

As to the criteria and their importance please consider that the University of Bern has signed the San Francisco Declaration on Research Assessment (DORA) ([Link DORA-Declaration](#)). The principle of the Declaration reads:

«Do not use journal-based metrics, like Journal Impact Factors, as a substitute for assessing the quality of individual publications or for making decisions about employment, promotion or funding».

Quantity should not be the sole criteria for performance. Besides bibliometric data, output in knowledge transfer and open-source publications should be considered. In order to soundly assess the suitability of a person for the position, the electoral committee should read a selection of the applicant's publications. It can make sense to ask the candidate to send in 3–5 of their most pertinent publications.

The quantity of publications is to be viewed in relation to the academic age of the candidate. Academically unproductive or less productive times due to care obligations, other occupations or part-time employment should be deducted from the age of the candidate and should not be a disadvantage.

During the whole process, it is important not to lose sight of equal opportunities and take into account the possibility of implicit bias (e.g. con-



3.4 Trial Lectures

The committee decides, based on criteria-led assessments of the applications and publications by the candidates, who is invited for a trial lecture and an interview with the committee and other stakeholders (students, intermediate staff, service sector and others). To this end, the candidates are divided into three categories (A: invite, B: possibly invite, C: no invitation).

When inviting make sure to inform all candidates in the same way, and that they get the necessary information concerning schedule, e.g. place and duration of the lecture, target groups, the constitution of the committee and other discussion groups etc.

At this point in time, the candidates who have been definitely excluded (rank C) can be informed. Rejections during the process are coherent, appreciative and prompt. Candidates in rank B can be informed about the state of the proceedings and thanked for their patience.

Trial lectures and interviews with the candidates should take place under the same circumstances in order to ensure equal opportunities.

For the candidates, the trial lectures and interviews are often the first contact to the University of Bern. All candidates should be met with the same appreciation and adequate support.

The committee agrees on the evaluation criteria for the trial lectures, heeding the following:

Presentation

Language, rhetoric, didactics/methodology; contact with the audience; use of media and tools; keeping time

Content

Introduction; structure; thesis; question; execution; result; plausibility; is the lecture appropriate for the audience?

Plenary discussion / conversation

Response to questions; form and content of answers; interaction between those asking the question and the candidate; contact with the audience.

The interviews with the candidates should be structured, meaning they should follow the same conversation guide, so that the impressions gained from the discussions are well comparable in retrospect for the members of the committee.

Possible procedure:

Introduction to the interview

Welcome and greetings; introduction of the members of the committee

Questions for the candidates

- General interest: Motivation for applying
- Research: Current priorities; potential research projects and third party funding
- Teaching: concepts and methods
- Subject: strengths; interdisciplinarity; contribution to the international networking of the faculty
- Early career researchers: concepts to promote early career researchers and equal opportunities/gender equality
- Leadership skills: what is your understanding of leadership? How do you manage conflicts?
- Self-management: experience in academic self-management
- In case of job sharing: clarification of the parameters, concept for organization of the share
- Any other business: applications elsewhere
- Performance of teaching duties in situ / Dual Career questions et al.

Information for the candidates

Infrastructure; salary; further proceedings in the hiring process

Candidates' questions for the committee

In job sharing applications the candidates are tested for academic aptitude individually, so generally separate trial lectures and interviews, but also a joint interview with both candidates take place.⁴

Within the framework of trial lectures and interviews students and other groups (intermediate staff, clinical personnel) should have the opportunity to talk to the candidates as well, so sufficient time should be planned. Interested groups are responsible for organizing the talks themselves. You might want to combine the trial lectures and discussions with further elements, such as visiting the offices and laboratories or arranging a demonstration lesson.

3.5 List

After the trial lectures, the interviews with the committee and other talks or external assessments, the committee convenes in one or more meetings to determine the candidate's chances of qualifying for the shortlist; the shortlist is then

Art. 31

Ranking

- 1 Ranking of the candidates is carried out on the basis of an overall assessment
- 2 To be considered for the assessment:
 - a academic track record and potential
 - b suitability for the advertised position
 - c performance in teaching
 - d acquiring third-party funding,
 - e further skills such as leadership and social competencies, ability to work in a team etc
 - f care responsibilities
- 3 Gaps in or reduction of gainful employment because of maternity leave or care duties must not be a disadvantage for candidates.
- 4 An assessment can be carried out for positions with exposed leadership functions.
- 5 In the case of equal qualifications, women are generally given preference.

⁴ Cf. [fact sheet](#) job sharing

Art. 30

Application for Appointment

- 1 The faculty submits an application for appointment to the Executive Board of the university.
- 2 As a rule, the application for appointment mentions three people best suited to fill the vacancy. Exceptions are to be substantiated in detail.
- 3 In open-rank postings the proposed rank of the professorship for each shortlisted candidate must be indicated.
- 4 The application for appointment must enclose:
 - a a committee report on the selection process, including the voting result and possible minority motions in the faculty's electoral committee,
 - b the candidates CVs and list of publications
 - c information on third-party funding procured by the candidates
 - d at least two external expert opinions according to Art. 32 of these regulations
 - e Checklist «Equal opportunities in the Hiring Process» or the co-report from the office for gender equality.

compiled for the attention of the faculty and the Executive Board of the university. In this phase, before or after deciding if a candidate will qualify for the shortlist, comparative external assessments for the candidates in question are obtained (see chapter 3.6).

In this phase of the process, the criteria for the evaluation of the candidates as well as their weighting should be recalled. These criteria should aid the decision-making in the committee and need to be made transparent. Based on that, the most qualified candidates are put on the shortlist.

Article 31 of the Employment Regulations states which aspects are to be observed in the evaluation for the ranking.

When evaluating and determining the suitability of candidates for the shortlist and the ranking within the list, it can be difficult to compare experienced academics and early career researchers in open-rank job postings. The potential of young applicants is to be weighted appropriately. In this case it can help to rank quality over quantity in previous publications, and to consider current projects as well as output besides the classic academic papers for the evaluation (see *DORA-Deklaration*).

3.6 Appraisals and Assessments

According to Article 32 of the Employment Regulations, the committee must obtain at least two external appraisals. The faculty's electoral committee suggests the assessors, who then comment on the candidates' performance, usually based on an international comparison. The candidates are also compared with each other. The assessors do not know a ranking within the shortlist, even if the committee has already put one together.

In choosing the assessors, partialities are to be avoided from the beginning. Should any kind of partiality exist, the assessors are obliged to disclose it. In so far possible, female and male professors should be considered as assessors. The assessors are to be informed on the selection criteria for the vacant professorship, and also, in case of an open-rank job posting, have to know about dealing with differently advanced candidates in the applicant pool. If there is a comparative appraisal of candidates who might be considered for an assistant professorship with tenure track, an associate or a full professorship, the weighing up is to be done between the potential of early career researchers and the performance record of experienced academics. It is important to inform assessors of the fact that the University of Bern has signed the DORA-Declaration and is committed to its recommendations.

At the medical and veterinary (Vetsuisse) faculty, psychological assessments for full professorships with clinical leadership roles are carried out. External assessment companies are commissioned to do these. Special attention should be paid to the quality of the companies commissioned, and also to check if the company has the necessary competence as to not favour any candidates when assessing their leadership skills.

3.7 The Committee's Report

After the adoption of the shortlist in the electoral committee, the committee then writes a report following Article 30 of the Employment Regulations as well as the [«Guidelines on hiring proposals at the faculties when filling a posting for full or associate professorships»](#). The report also contains aspects of quality control and equal opportunities and its language is gender sensitive.

The report is first discussed and adopted in the faculty (faculty assembly) and then passed on by the faculty to the Executive Board of the university, which ultimately decides on the employment.

The Rector and the Dean together then hold an interview with the person to be employed. As a rule, people with a place on the shortlist are informed of their rank and further proceedings by the dean's office, after the Executive Board has taken a decision.

4 From the Committee's Report to Employment

Before the job interview with the Rector, we recommend someone from the faculty or the institute to talk to the candidate in order to answer any questions the candidate may have concerning practice or the equipment provided at the University of Bern. *Dual Career* matters can also play a role: the candidate might be informed about the university's consulting services, or possible solutions can be explored within the institute or the faculty.

If a job sharing option is chosen or a professor with care duties is concerned, the university's «relief pool» fund can be mentioned before the interview with the Rector. This fund allows in the case of a shared professorship to raise the work quota of both people concerned by a maximum of 10% each for one year (maximally twice), in order to achieve better coordination of tasks in the initial phase. Professors with care responsibilities may be relieved of a course / lecture in the initial phase. Matching funds on the faculty side are a prerequisite for a funding proposal to said «*relief pool*».

Dual Career

The University of Bern supports the partners of newly arrived researchers in their endeavours to find suitable jobs in Switzerland. Personal consultation for the job search as well as support and specific coaching are on offer, according to the needs of the target group. This is an offer for the partners of academics from the postdoc level onwards, who are employed at the University of Bern for at least three years.

🔗 [Dual Career Consulting Service](#)

«Relief pool» fund for Professors

... *with care duties and job sharing tandems*

In 2019 a «relief pool» fund was created, from which the faculties can request support for newly appointed professors who have care duties, or for newly appointed job sharing tandems. Professors with care responsibilities may be relieved of a lecture or course for a maximum of two years, job sharing tandems can augment their work quota by 10% each during this time.

🔗 [Information on the relief pool](#)



Legal Basis University of Bern

Gesetz über die Universität (UniG) vom 5. September 1996

Verordnung über die Universität (UniV) vom 12. September 2012 (insbes. Art. 60–78)

Statut der Universität vom 7. Juni 2011

Reglement über die Anstellung an der Universität Bern vom 25. Januar 2019

Reglement für die Gleichstellung von Frauen und Männern vom 14. Dezember 1994

Richtlinien betreffend Jobsharing für Professuren an der Universität Bern vom 29. Juni 2015

Ausstand und Befangenheit in Anstellungsverfahren von Professorinnen und Professoren – Leitlinien vom 5. April 2016

Leitlinien zur Ausrichtung von Beiträgen aus dem Entlastungspool für Professorinnen und Professoren und Jobsharing Tandems vom 4. Dezember 2018

You can find the legal basis here:

🔗 www.unibe.ch/universitaet/organisation/rechtliches/rechtssammlung/index_ger.html

Literature

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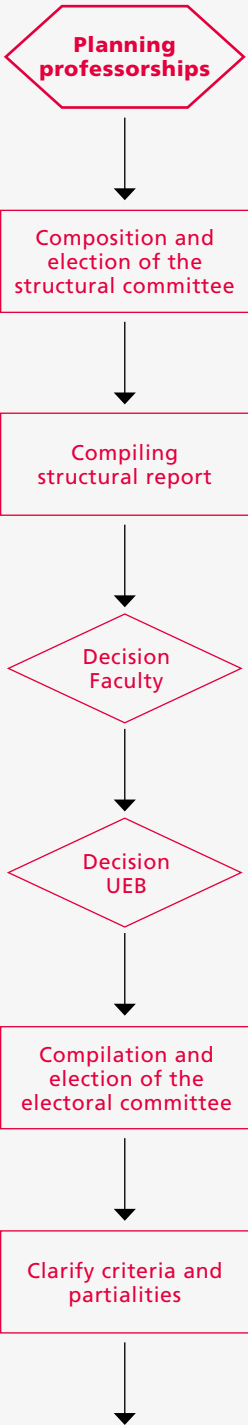
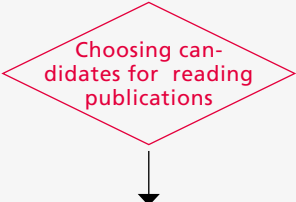
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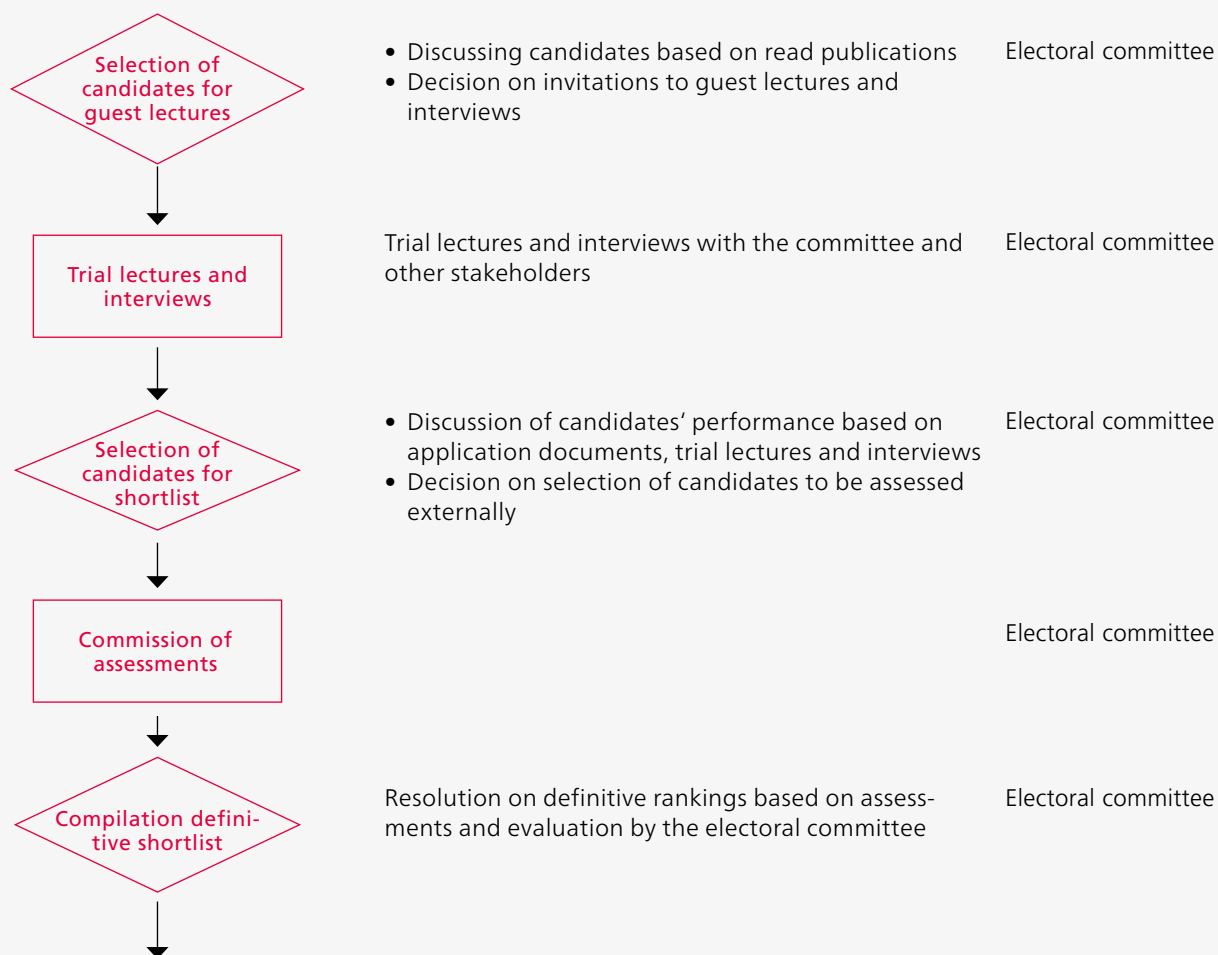
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Contact persons concerning structural and electoral committees

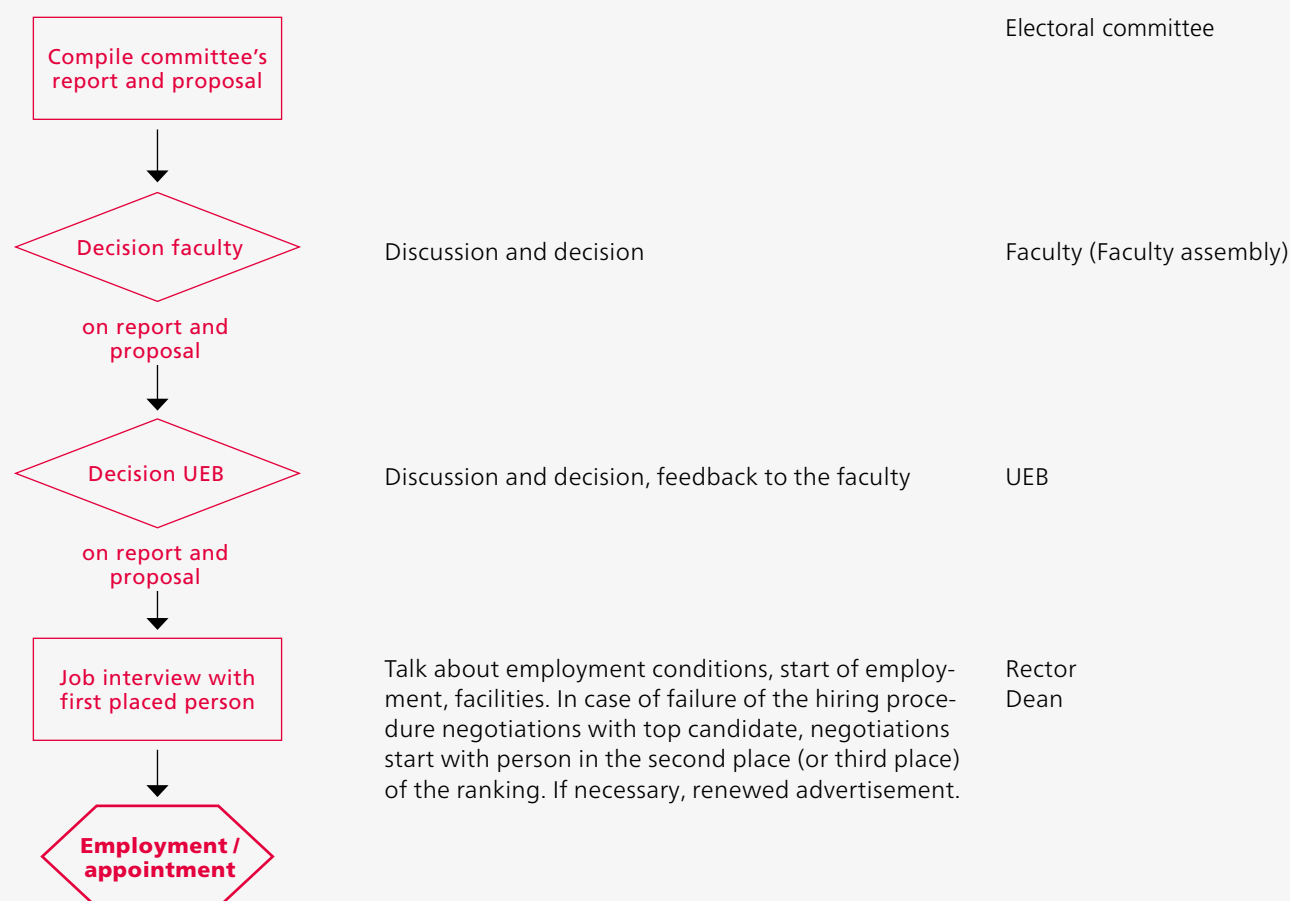
- Bernadette Rubeli, responsible for professorships
- Karin Beyeler, Office for Gender Equality
- Lilian Fankhauser, Co-head Office for Gender Equality
- Dr. Christoph Pappa, Secretary General and Head of Legal Services Office

Hiring Process at the University of Bern – a Rough Sketch

PROCEDURE	ACTIVITIES	RESPONSIBILITY
STRUCTURAL REPORT PHASE		
 <pre> graph TD A{{Planning professorships}} --> B[Composition and election of the structural committee] B --> C[Compiling structural report] C --> D{Decision Faculty} D --> E{Decision UEB} E --> F[Compilation and election of the electoral committee] F --> G[Clarify criteria and partialities] G --> H[] </pre> <p>The flowchart for the Structural Report Phase consists of the following steps:</p> <ol style="list-style-type: none"> Planning professorships (Hexagon) Composition and election of the structural committee (Rectangle) Compiling structural report (Rectangle) Decision Faculty (Diamond) Decision UEB (Diamond) Compilation and election of the electoral committee (Rectangle) Clarify criteria and partialities (Rectangle) 	<p>Reasons for filling a professorship:</p> <ul style="list-style-type: none"> • Succession • Creation of a new professorship <p>As a rule discussion of professorship planning in strategy meetings of university management and faculties. Decision on which structural reports can be prepared.</p>	Faculty, University Executive Board (UEB)
	<ul style="list-style-type: none"> • Election of the structural committee members according to specifications • Request template structural report 	Faculty
	Compiling structural report according to template, draft job posting	Structural committee
	Faculty decides on structural report and forwards report to UEB	Faculty
	Decision UEB on structural report and notification of faculty that the position may be advertised.	UEB
	<ul style="list-style-type: none"> • Position is advertised • Election of members of the electoral committee according to specifications 	Faculty
	Understanding on criteria, possible partialities to be clarified and documented	Electoral committee
SELECTION PROCEDURE		
 <pre> graph TD A{Choosing candidates for reading publications} --> B[] </pre> <p>The flowchart for the Selection Procedure consists of the following step:</p> <ol style="list-style-type: none"> Choosing candidates for reading publications (Diamond) 	<ul style="list-style-type: none"> • Discussion of all received applications, decision on choice of publications to read • Timely communication with the candidates during the whole procedure 	Electoral committee



FROM THE COMMITTEE'S REPORT TO EMPLOYMENT



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