

Rules and Regulations concerning the Organisation of the College of Humanities (CDH)

LEX 1.2.8

7th May 2018, status as at 25th January 2021

The Direction of the Ecole polytechnique fédérale de Lausanne, based on Art. 3 par. 1 letter a of the Ordonnance du Conseil des EPF sur les écoles polytechniques fédérales de Zurich et de Lausanne¹, hereby adopts the following:

SECTION 1 – General points

Article 1 Subject

¹ The present rules and regulations define the principal missions, organisation and functioning of the College of Humanities (hereinafter: CDH). They define its bodies and determine their respective competences and tasks.

Article 2 Missions

¹ The CDH manages and assumes responsibility for a teaching programme in the domain of social and human sciences (hereinafter: SHS programme). This programme forms part of the study plans of EPFL Sections at Bachelor and Master levels. The CDH also manages and assumes responsibility for the Master in Digital Humanities.

² It may offer teaching programmes in other curricula (Doctoral School, Minors, Continuing Education, etc.).

³ It supports and develops research work at the interface between the quantitative sciences, engineering sciences and social and human sciences.

⁴ It develops public engagement activities in connection with the teaching and research mentioned in the above paragraphs. As part of the CDH, Artlab provides a tool for strengthening interactions between research, teaching and public engagement.

Article 3 CDH Members

CDH members are divided into four groups:

1. Teaching staff;
2. Assistants, Scientists, Doctoral School candidates;
3. Students and advisors registered in the Section attached to the CDH;
4. Administrative and technical staff;

Article 4 CDH Composition

¹ The CDH is composed of the SHS programme and of two Institutes headed by a full or associate professor specialised in the fields of human and social science that correspond to their missions. The Institutes are listed in the footnote below². Institute members must participate in the SHS programme and collaborate with specific teaching programmes in their field of study.

² The CDH also includes the Digital Humanities Section (SoDH), regrouping individuals participating in teaching, their attached students, and the Section's administration.

¹ [RS 414.410.37](#)

² List of Institutes:

- Digital Humanities Institute (DHI)
- Institute for Area and Global Studies (IAGS)

³ Doctoral School courses and Postgraduate courses are governed by separate rules and regulations.

⁴ The internal organisation of each Section may be handled independently. Each Section must notably have a Teaching Committee.

⁵ The CDH includes Institutes, which regroup Laboratories and/or Chairs. The Institutes are responsible for the research and promotion of a CDH scientific domain.

⁶ The CDH also includes Laboratories. A Laboratory is a unit placed under the responsibility of a professor, with a specific research mission. Each Laboratory reports to an Institute on a functional level.

⁷ General Services take care of administrative and technical tasks in terms of support and operation for the CDH.

SECTION 2 – CDH Direction

Article 5 CDH bodies

The College body is:

1. The College Direction (CDH Direction).

Article 6 Composition of the CDH Direction

The CDH Direction is composed of:

1. the CDH Director
2. 2 – 6 members, including at least two professors attached to the CDH.

Article 7 Competences of the CDH Director

1. General competences:

- a. The Director assumes the overall responsibility for the College. In terms of his/her management, he/she is accountable to the EPFL Direction. He/she is the point of contact in all dealings with the EPFL Direction, Schools and Sections for everything concerning the College and its management. He/she represents the College in the outside world;
- b. The Director manages the General Services of the College, proposes the budget to the EPFL Direction and allocates financial resources to the Heads of Institute. He/she allocates the administrative resources necessary for the fulfilment of the missions of the College and its Institutes;
- c. The Director assumes responsibility for the communication and promotion of the College;
- d. The Director gathers all necessary information for the drafting of the EPFL annual report;
- e. The Director is competent for all internal College matters that are not delegated to another EPFL body.

2. Competences in the teaching domain:

- a. The Director directs the SHS programme;
- b. He/She manages the development, implementation and evaluation of the SHS programme;
- c. The Director gives his/her preliminary opinion of the study plans put forward by the Institute Directors and submits these for approval to the Teaching Committee;

- d. He/She may issue an exemption for one of the Institute members in order to excuse that member from participating in the SHS programme and from collaborating in specific teaching programmes in their field of study.
3. Competences in the research domain:
 - a. The Director supports research carried out in the College Institutes;
 - b. He/She organises the evaluation of the performance of the Institutes;
 - c. The Director may direct research projects and programmes managed or co-managed by the College.
 4. Competences in the human resources domain:
 - a. The Director shall propose to the competent bodies the hiring of faculty members and teaching staff, as well as administrative and scientific staff assigned to the College;
 - b. He/She supervises hiring procedures and assumes all the competences defined in [LEX 4.6.1 Rules and Regulations concerning HR competences](#) (document for internal use requiring authentication as a member of the EPFL community);
 - c. He/She takes the decision regarding the attachment of persons to the College Institutes in collaboration with the Heads of Institute and the individuals concerned;
 - d. The Director ensures that an environment conducive to the health and safety of College members is maintained.

Article 8 College Direction: competences, meetings, general services

¹ The CDH Direction is responsible for the strategic vision of the CDH. The Director draws up the agenda and chairs the meeting of the College Direction. Decisions are taken on a collegiate basis; in case of disagreement, the Director's voice prevails.

² The CDH Direction meets as often as is necessary, upon the convocation of the Director or at the request of one of its members.

³ It may invite CDH members or representatives from other Schools and Colleges or Institutes.

⁴ The CDH is notably competent in the following domains:

a) Teaching

1. To suggest study plans submitted by the Heads of Section and SHS teaching units to the EPFL Direction;
2. To attribute teaching tasks upon the proposal of the Heads of Section and SHS teaching units;
3. To evaluate the participation of Institutes and/or Laboratories in teaching.

b) Research

1. To support the research of CDH Institutes, Laboratories and Centers;
2. To promote interdisciplinary initiatives;
3. To evaluate the performance of Institutes, Laboratories and Centers.

c) Human resources

1. To prepare nomination proposals for full, associate, assistant and 'tenure track' assistant professors for the EPFL Direction, for the attention of the ETH Board;
2. To prepare nomination proposals for adjunct professors for the EPFL Direction, for the attention of the ETH Board;
3. To prepare nomination proposals for MER for the EPFL Direction;
4. To prepare nomination proposals for visiting professors for the EPFL Direction;
5. To prepare proposals for bestowing the title of Doctor Honoris Causa for the EPFL Direction;

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6. To give its opinion to the EPFL Committee of Academic Evaluation – following a preliminary review from the School Committee of Academic Evaluation – on the nomination of professors;
 7. To update the list of CDH members. This list shall be transferred annually to the CDH Council and to the EPFL Direction.
 8. Ensure that an environment respectful to the health and safety of CDH members is maintained.
- d) Planning
1. Develop CDH planning for the attention of the EPFL Direction;
 2. Plan UNIL-EPFL interinstitutional collaborations.
- e) Finance
1. Assume responsibility for the management and controlling of all budgetary resources;
 2. Assume responsibility for the controlling of third party funds;
 3. Establish a CDH budget for the attention of the EPFL Direction;
 4. Allocate the budgetary allowance and extraordinary resources to the Section, Institute, Laboratory and Center Directors.
- f) Structures
1. Following approval from the CDH Council, suggest the creation and closure of Sections, Institutes and Centers within the CDH to the EPFL Direction.
- g) Real estate
1. Establish the premises requirements for the CDH and submit the relevant request to the EPFL Direction;
 2. Allocate premises and infrastructure to the Section, Institute, Laboratory and Center Directors.
- h) Communication
1. Assume responsibility for the communication and promotion of the CDH and its Sections;
 2. Draft the CDH annual report.

⁵ The CDH Direction may use the General Services in the completion of these tasks.

⁶ The Director, Section Directors, Directors of Institutes, Laboratories, Chairs or Centers, must ensure adequate information and participation at all levels of the CDH.

Article 9 Human Resources Manager

¹ The Human Resources Manager for the CDH is subordinate to the EPFL Human Resources Director. Functionally speaking, he/she is attached to the CDH Director.

² The Human Resources Manager assists and advises the CDH Director regarding all questions relating to the management and planning of human resources, such as: establishing and implementing HR procedures, the validation of profiles, recruitment, hiring, continuing education, in-service advice and assistance, end of employment relationships, analysis of the relevancy of requirements and financial consequences (planning), etc.

³ The signature and decisional competences of the HR Director and Manager are defined in the document “Rules and Regulations concerning HR competences”.

⁴ The HR Manager is the first point of contact for CDH staff for all questions relating to employment, notably with regards to advice, assistance and social security coverage.

⁵ The HR Manager is actively committed to ensuring that annual performance interviews are carried out for CDH staff members.

Article 10 IT security and coordination

¹ The CDH Director delegates IT security to the CDM, the IC School and the Information Systems Department.

² The CDH IT representatives are members of the coordination network run by the Information Systems Department (operational committee for basic services); one or several IT correspondents are nominated (proximity support).

³ The CDH IT representatives oversee questions regarding IT security and information systems for the CDH, firstly with all of the units and the General Services, and secondly with the Head of the Information Systems Department along with the points of contact from his/her Department.

⁴ All staff members are responsible for the protection of information systems and the Heads of Unit are responsible for ensuring that their staff members are aware of the directives in force (notably LEX 6.1.4 and LEX 6.5.1) and that they implement these directives.

⁵ The Information Systems Department participates in the annual performance interviews of the CDH IT representatives.

SECTION 3 - Competences of the Directors

Article 11 Section Director: competences

¹ The Section Director guarantees the coherence, quality and curriculum specificity for his/her Section. He/She handles all academic questions relating to the Section.

² He/She is responsible for:

- a) directing and advising students;
- b) appointing study advisors from amongst the Section's teaching staff;
- c) requesting human, financial and logistical resources from the CDH Direction for the Section's teaching activities;
- d) managing the Section's budget;
- e) appointing the doctoral thesis jury presidents and ratifying the jury composition;
- f) maintaining relations with the various relevant professional sectors, including alumni;
- g) promoting the Section internally at EPFL and externally, within the context of coordinated action with the CDH and EPFL;
- h) proposing the study plan for his/her Section and the regulations for student assessments to the EPFL Direction, after preliminary review by the CDH Direction.

Article 12 Institute Director: competences

¹ Each Institute is, in principle, directed by a full or associate professor. Each Institute is responsible for its own organisation.

² The Institute Director:

- a) is the contact person for the CDH Director for all matters concerning his/her Institute. He/She advises the CDH Director regarding the field of specialisation for which he/she is responsible;
- b) defines the Institute's direction and strategies with regards to teaching and research, to be submitted for approval to the CDH Director;
- c) directs, coordinates and hosts activities;
- d) submits the Institute budget to the CDH Director and manages the budget allocated to him/her, along with third party funds;

e) manages the human resources directly allocated to the Institute.

SECTION 4 - SHS Unit

Article 13 The Unit for Social and Human Sciences (SHS) Teaching

¹ This level 3 unit (abbreviation: CDH-SHS), is in charge of the development, implementation and evaluation of the SHS programme taught at Bachelor and Master level.

² It is led by the CDH Director.

³ It is notably responsible for the following:

- 1) establishing the SHS programme on a yearly basis, submitting the programme to the relevant bodies of EPFL, and ensuring its handling and evaluation;
- 2) ensuring the monitoring of teaching services provided by the University of Lausanne;
- 3) ensuring the integration of teaching services provided by EPFL in the programme;
- 4) concluding service mandates with other teaching Institutes and ensuring their monitoring;
- 5) within its budgetary framework, hiring lecturers or academic guests to enrichen the programme or to fill possible gaps;
- 6) collaborating with EPFL bodies to promote the teaching of social and human sciences in other curricula, notably the Doctoral School, as Minors and in Continuing Education. It is responsible for managing the budgetary allocations granted to the SHS programme.

Article 14 Teaching Committee

¹ The Teaching Committee is composed of one full or associate professor per EPFL School or College, as well as the Director of the Digital Humanities Section, the Deputy CDH Director and two students, one at Bachelor and one at Master level. One of the professors assumes the chairmanship. The CDH Director, as well as two professors of the University of Lausanne (full or associate) are permanent guests.

² It gives its preliminary opinion to the CDH Director concerning study programmes.

³ It evaluates the implementation of study programmes and proposes any necessary improvements or adjustments.

⁴ It gives its opinion to the CDH Director concerning all matters regarding the teaching of social and human sciences at EPFL.

⁵ It decides on the awarding of prizes concerning teaching.

⁶ It meets at least once per semester, convened by its Chairperson or at the request of three of its members.

⁷ A specific Teaching Committee for the DH Master is composed of three professors, the programme deputy, a doctoral student and a student.

Article 15 SHS Programme Teachers' Assembly

¹ The SHS Programme Teachers' Assembly is composed of all teaching staff members participating in the SHS programme.

² It deliberates, in an advisory capacity, on all matters concerning this programme.

³ It meets, in principle, once per semester. The CDH Director draws up the agenda and acts as Chairperson.

SECTION 5 - Other committees and councils

Article 16 Committees

¹ The CDH may establish permanent or temporary committees, such as:

- a) Committee of Academic Evaluation
- b) Teaching Committee
- c) Research Committee

² Other committees may be created by the CDH Direction, CDH Council, the Section, Institutes, Laboratories or Centers, in accordance with their requirements.

Article 17 Committee of Academic Evaluation

¹ The Committee of Academic Evaluation (CEA) is composed of 3 – 7 full professors. It selects an ad hoc Section Director for files regarding academic titles granted to scientists.

² The members of the Committee are appointed by the CDH Direction after consultation with the Section, Institute and Center Directors. The Committee nominates its Chairperson.

³ The Committee of Academic Evaluation evaluates the professional development of professors.

⁴ It applies the EPFL directives concerning various forms of academic promotion.

⁵ It gives its opinion to the School Direction regarding proposals for academic promotion.

⁶ It takes its decisions by a simple majority of the members present.

Article 18 College Council

¹ The College Council is composed of all of the members of the CDH.

² The College Council is a body for information, reflection and discussion.

³ The College Council meets at least once per year, when convened by the CDH Director or at the request of 10% of its members.

⁴ The College Council deliberates, in an advisory capacity, about all matters relating to the functioning of the CDH or when requested, the DIR EPFL.

Article 19 EPFL-UNIL Steering Committee

¹ An EPFL-UNIL Steering Committee (hereinafter: COPIL SHS) ensures the strategic supervision of collaboration in the SHS domain.

² It is composed of the EPFL Vice President for Academic Affairs and the UNIL Vice Rector responsible for teaching. The CDH Director is a permanent guest at COPIL SHS meetings.

³ The COPIL SHS meets as required in order to take strategic decisions concerning the CDH.

SECTION 6 – Final Provisions

Article 20 Application by analogy

In the event of omissions in the present rules and regulations, the Rules and Regulations Concerning the Organisation of EPFL Schools (LEX 1.2.9) shall apply where possible by analogy.

Article 21 Entry into force

¹ The present rules and regulations entered into force on 7th May 2018 (version 1.0) and were revised on 25th January 2021 (version 1.1).

² The present rules and regulations replace and abrogate the version of 4th February 2013 of the Rules and Regulations concerning the Organisation of the College of Humanities.

On behalf of the EPFL Direction:

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