

Annex 1 – Reverse schedule for the closure of a Unit / departure of a Head of Unit

Procedures followed:

- [LEX 4.1.2 Closing inventory procedure for the departure of a Head of Unit or closure of a Unit](#)
- [HR process for restructuring and closures of Units.](#)

When		Action	Coordinated by:
- 60 months	Introductory meeting	Introductory meeting between the Dean and the Head of Unit/professor	• Dean
- 48 months	First discussion	Review of present situation for the purpose of preparing the reverse schedule for closure: <ul style="list-style-type: none"> • Status of ongoing contracts and projects (DAR) • Conditions relating to the submission of new projects (no new PhD students without co-director) • Review of HR contracts, prolongation of fixed-term contracts 	• Dean
- 36 months	Yearly meeting with the Head of Unit/professor	<ul style="list-style-type: none"> • Follow-up relating to the First discussion 	• Dean
- 24 months	Yearly meeting with the Head of Unit/professor	<ul style="list-style-type: none"> • Follow-up relating to the First discussion • Evaluate the possible costs of dismantling installations and equipment. If necessary, plan the budget. 	• Dean
	Request for closure of the Unit	<ul style="list-style-type: none"> • Submission of the request for the closure of the Unit to the Direction, who formalise the decision. 	• Dean
	Information provided to staff members	<ul style="list-style-type: none"> • Letter to staff members with permanent contracts (formal information regarding the Unit closure) • Support for employees concerned: <ul style="list-style-type: none"> ▪ Individual meetings to discuss the post-closure period ▪ Search for solutions (within EPFL & outside EPFL) 	• RRH/TM
- 12 months	Review of the situation	<ul style="list-style-type: none"> • Continuation of RRH/TM support measures • Funding (third-party and budgetary funds) • Status of projects and contracts • Inventory of scientific and IT equipment • Other aspects (premises, archives, security, patents) 	• Dean
Between - 12 and - 6 months	Notification to ETH Board	<ul style="list-style-type: none"> • Formal procedure for the announcement of contract termination, see request to use the title of Professor Emeritus. 	• APR
- 6 months	Information provided to the Head of Unit/professor	<ul style="list-style-type: none"> • The CIGR informs the professor of the inventory to be completed before his/her departure (with a copy transmitted to the Dean's deputy and the FRR or the RFF). 	• CIGR
Between - 6 months and - 4 months	Information provided to staff members	<ul style="list-style-type: none"> • Review of the situation and actions undertaken and to be taken for employees for whom a solution has not yet been found. • Communication of plans for termination and final decision on termination, where necessary. 	• RRH/TM
Upon departure of the Head of Unit	Closing inventory	<ul style="list-style-type: none"> • Establishment of situation of resources with: HR Manager, Head of Finance & Controlling, Infrastructure Manager, IT Manager, Inventory Coordinator, DAR • Decisions regarding final measures • Signature of closing inventory • Signature of Declaration of Completeness • Validation by the CIGR and archiving 	• Head of Unit/professor

After departure	Unit closure	<ul style="list-style-type: none">When all actions listed in the closing inventory have been completed	<ul style="list-style-type: none">CIGR/AJ
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