

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

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