

# Directive concerning the allocation of teaching duties at EPFL

LEX 4.3.1

1<sup>st</sup> September 2013, status as at 1<sup>st</sup> January 2025

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*The Direction of the Ecole polytechnique fédérale de Lausanne, based on Art. 14 para. 4 and 17a of the Federal Act on the Federal Institutes of Technology of 4<sup>th</sup> October 1991 ([RS 414.110](#)) and Art. 11 of the *Ordonnance sur l'EPFZ et l'EPFL* of 13<sup>th</sup> November 2003 ([RS 414.110.37](#)), hereby adopts the following:*

## Article 1 Scope of application

The present Directive lays out the rules and regulations concerning the allocation of teaching duties at EPFL.

## Article 2 Role of course instructor

<sup>1</sup> A course instructor provides specialised teaching or teaching in place of a professor for the CMS, Bachelor, Master courses or Doctoral School. The teaching may include lessons, exercises, practical work or laboratories as part of the curriculum of a Section or doctoral programme. A minimum of seven hours of teaching per semester is required to be appointed the role of course instructor.

<sup>2</sup> An **internal course instructor** is an employee of EPFL. He/She ensures his/her teaching duties within the context of his/her role at EPFL. An **external course instructor** is a person from outside EPFL. He/She ensures teaching duties at EPFL within the context of a private law contractual relationship as described in Art. 17a LEPF, generally as a complement to an external activity.

## Article 3 Nomination and allocation of teaching duties

<sup>1</sup> The course instructor is appointed by the Vice-President for Academic Affairs, on the proposal of the section director, in agreement with the Dean of the relevant faculty and the Vice-President for Education, or, respectively, on the proposal of the director of the doctoral programme, in agreement with the Associate Vice-President for Doctoral and Lifelong Education. He/She is selected based on his/her scientific, professional and educational skills, as well as for his/her spirit of collaboration. He/She receives a certificate of teaching allocation.

<sup>2</sup> Teaching duties are allocated to EPFL staff members in priority. If no competent EPFL staff member is available for teaching, the teaching duties may be allocated to an external person.

<sup>3</sup> In agreement with the external course instructor, and where necessary with his/her institute of origin, the School will decide if remuneration is due for the teaching. Teaching by a course instructor from another institute in the EPF Domain does not in principle require remuneration by EPFL.

<sup>4</sup> In principle, the allocation of management activities (practical work or laboratories) is linked to the allocation of teaching duties.

<sup>5</sup> Teaching duties are allocated or renewed where necessary each semester (14 weeks).

## Article 4 Organisation, framework and termination of teaching duties

<sup>1</sup> The course instructor transmits a teaching proposal ready for integration in the course handbook. He/She must coordinate his/her teaching with the other courses from the relevant Section or doctoral programme.

<sup>2</sup> The Section Director, and respectively the Director of the doctoral programme, supervises the teaching duties, ensures continuity and provides the course instructor with the framework in terms

of personnel and logistical support that he/she considers necessary. He/She ensures that the training objectives and teaching content are respected.

<sup>3</sup> A course instructor who is temporarily replacing another member of teaching staff will follow his/her instructions regarding the content and teaching format of the course.

<sup>4</sup> The course instructor is subject to teaching evaluations in accordance with the applicable standards for teaching staff at EPFL.

<sup>5</sup> At the end of his/her teaching period, the course instructor will receive a teaching certificate.

## **Article 5      Status of internal course instructors**

<sup>1</sup> For internal course instructors, teaching duties are included in the description of the role in the EPFL staff member working contract. The Section Director, or respectively the Director of the doctoral programme, ensures that the duties included are reasonable with regards to the description of the role, the occupation rate and all other general circumstances.

<sup>2</sup> If the teaching duties allocated are of a perennial or potentially perennial nature, the occupation rate of a part time staff member may be increased by EPFL.

<sup>3</sup> Remuneration is planned only in the case of temporary replacement carried out in addition to the contractual part time activity. In this case, remuneration is set at 80% of the amount planned for external course instructors. The provisions of Art. 6 para. 3 and 4 apply by analogy.

## **Article 6      Status of external course instructors**

<sup>1</sup> The working relationships between external course instructors and EPFL are regulated by a working contract as defined in the Swiss Code of Obligations.

<sup>2</sup> The remuneration of the course instructor is set according to the gross hourly rate per teaching type (lessons, exercises, practical work or laboratories) in practice at EPFL. This rate is CHF 300.00 per lesson period, CHF 150.00 per exercise period, and in the case of exceptions to the principle set out in Art. 3 para 4, CHF 150.00 per practical work or laboratory period. This remuneration covers preparation, teaching and assessment time. In the case of a working time known to be higher due to the large number of students to undergo assessment, an additional payment of CHF 150.00 per hour may be planned for the excess time devoted to this extended assessment. Remuneration is generally paid in one lump sum at the end of the year or semester.

<sup>3</sup> If a course is discontinued at the beginning of a semester, notably due to a change in the curriculum or an insufficient number of students or postgraduates enrolled (fewer than 6) the external course instructor will receive the set remuneration reduced by 50% as compensation for the preparation time. Should the section or doctoral programme concerned nevertheless decide to go ahead with the teaching, they will be responsible for paying the missing 50% of the remuneration amount to the course instructor, who will receive full payment.

<sup>4</sup> If a course is doubled or even multiplied at the beginning of a semester, the external course instructor will receive an additional payment of 70% of the value of the remuneration paid for the original course, per extra course.

<sup>5</sup> If the working contract is of a permanent nature, it may be terminated by common agreement or by one of the parties at the end of any month, by means of a one-month period of notice.

## **Article 7      Internal organisation**

<sup>1</sup> Faculty and College rules and regulations apply. The decision to appoint the lecturer is communicated, for CMS, Bachelor and Master courses, by the Section Director to the Head of the Registrar's Office. For the Doctoral School, the decision to appoint the course instructor is communicated by the Director of the doctoral programme to the Head of the Registrar's Office. The Associate Vice-President concerned allocates teaching duties.

<sup>2</sup> With the consent of the Faculty or College Direction, the termination of a working contract is proposed to the Associate Vice President for Education by the Section Director for CMS, Bachelor

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or Master teaching, or, respectively the Associate Vice President for Doctoral and Lifelong Education by the Director of doctoral programmes for Doctoral School courses.

## **Article 8      Entry into force**

The present directive was adopted on 5<sup>th</sup> November 2012 and entered into force on 1<sup>st</sup> September 2013. It abrogates and replaces the Directives for the Allocation of teaching duties at EPFL (*les directives pour l'octroi des charges de cours à l'EPFL*) of 1<sup>st</sup> January 2003. It was revised on 25<sup>th</sup> January 2021 (version 2.2) and on 1<sup>st</sup> January 2025 (version 2.3)

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