

*The Direction of the Ecole polytechnique fédérale de Lausanne,*  
based on Articles 14a and 14b of the Ordonnance du Conseil des EPF sur le corps professoral des écoles polytechniques fédérales

## **Section 1 General provisions**

### **Article 1 Subject**

This Directive governs the evaluation process and criteria as well as the general terms and conditions for the appointment of professors who remain in their post beyond the legal retirement age.

### **Article 2 Principles**

<sup>1</sup> Provided that the renewal and rejuvenation of the faculty body are not jeopardised, associate and full professors may remain in their post beyond the legal retirement age in exceptional and duly justified cases.

<sup>2</sup> The decision to retain a professor beyond the legal retirement age shall first be subject to an evaluation of their academic excellence in the light of EPFL's needs for the development of strategic initiatives having a long-term impact beyond the period in question.

## **Section 2 Evaluation process**

### **Article 3 Parties involved and their roles**

The following groups and individuals are involved in the process of assessing a professor's request to remain in their post beyond the legal retirement age:

1. The Associate or Full Professor submitting an application, hereinafter referred to as the "Candidate";
2. The School Dean<sup>1</sup> assisted by the Director of the relevant institute who, coordinates the entire evaluation process. Together with the Candidate, they justify the request in relation to the strategic and financial context of the School. They inform the Candidate of the status of the process. The Dean ensures that the process is expedited;
3. The Committee of Academic Evaluation of the School, hereinafter referred to as the "CEA", which guarantees compliance with international standards of excellence and the coherence of the School's faculty. It examines the application submitted to it and makes its recommendations based, in particular, on letters of reference;
4. Professors (PO, PA, PATT and PT) of the Institute to which the Candidate belongs are invited by the School Dean to give their opinion on the application;
5. Institute and Section Directors and Directors of doctoral programs in which the Candidate participates, who are requested by the School Dean to specify the type of support they intend to provide to the Candidate if the extension is approved;
6. The Vice President for Academic Affairs, who gives an opinion on the application file and submits their opinion to the President of EPFL;
7. The President of EPFL, who submits the request to the CEPF.

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<sup>1</sup> The term "School Dean" also includes College Directors.

## **Article 4 Start of the process**

No later than five years before reaching the legal retirement age defined in the Federal Act on Old-Age and Survivors' Insurance (OASI), the Candidate submits their request to remain in their position to the School Dean, who, after discussing the matter with the Candidate, makes recommendations.

## **Article 5 Implementation of the process**

<sup>1</sup> In collaboration with the Dean and the Institute Director, the candidate prepares a file containing:

- a curriculum vitae,
- a teaching plan for the duration of the appointment beyond the legal retirement age (max. 1 page),
- a research plan for the duration of the appointment beyond the legal retirement age (max. 2 pages),
- a financial and infrastructure plan (max. 1 page) prepared in collaboration with the Dean, which highlights the measures proposed for the release of funds intended to finance the replacement of professors and the hiring of new professors.
- a project plan developed by the Candidate, the scope of which goes beyond their own research and provides EPFL with a long-term strategic benefit (max. 2 pages).

The Candidate may also mention in their application any persons whom they do not wish to see consulted as part of the evaluation process.

<sup>2</sup> The Dean submits the full file to the CEA, which is responsible for conducting an academic evaluation of the Candidate and requesting at least three external letters of reference on the academic stature of the Candidate. The CEA has the authority to interview the Candidate. It may also ask the Dean to provide additional material to supplement the file. Based on the information and documents received, the CEA drafts a report and recommendations and submits them to the School Dean.

<sup>3</sup> At a meeting organized by the Dean and attended by all the professors of the Institute to which the Candidate belongs, the application file, together with the letters of recommendation and the report of the CEA, is discussed and then put to a vote by secret ballot. Minutes of this meeting shall be recorded and added to the application file.

<sup>4</sup> Institute and Section Directors and Directors of doctoral programs in which the candidate participates are each invited by the Dean to confirm in a letter the type of support (including infrastructure) they intend to provide to the candidate if the application is approved. These letters are added to the file.

<sup>5</sup> The completed file is then forwarded to the Dean, who provides a written opinion on the file and, if necessary, provides additional information on the relevance of the strategic project presented by the Candidate.

<sup>6</sup> The file is then forwarded to the Vice President for Academic Affairs, who reviews it before submitting their recommendations to the President, who may, if necessary, interview the Candidate. The Vice President for Academic Affairs may also ask the School Dean to provide additional material to supplement the file.

<sup>7</sup> The President, after consulting with the Vice President for Academic Affairs and the Direction of the EPFL, and possibly interviewing the Candidate, decides whether to submit the application to the ETH Board.

<sup>8</sup> In the event of a negative decision, the President sends a letter to the Candidate and to the School Dean stating their reasons. An application to retain a professor beyond their retirement age may not be resubmitted.

**Article 6 Protection of information and access to the evaluation file**

<sup>1</sup> The Candidate's evaluation file is accessible only to persons who are involved as experts in the evaluation process. The Candidate and their representative, if any, do not have access to the evaluation file.

<sup>2</sup> Documents containing an evaluation or assessment of the Candidate and their performance, as well as oral recommendations, shall be strictly confidential. All persons involved in the evaluation are required to maintain strict confidentiality.

**Article 7 Evaluation criteria**

In addition to the academic and scientific excellence that characterizes the Candidate and the reputation they enjoy, the professor concerned shall conduct a long-term strategic project the impact of which goes beyond their own research and brings a long-term strategic benefit to EPFL beyond the period in question.

**Section 4 General terms and conditions of employment****Article 8 Type of employment**

<sup>1</sup> As a general rule, the retention of a professor beyond the legal retirement age is governed by a private law employment contract in which the provisions of the Ordonnance sur le corps professoral des EPF and of the Loi sur le personnel de la Confédération (LPers) that apply by analogy are specified.

<sup>2</sup> In duly substantiated exceptional cases concerning professors whose scientific reputation has given rise to outstanding distinctions, the President of EPFL may propose to the CEPF that a professor's employment under public law be extended beyond the legal retirement age.

**Article 9 Duration**

<sup>1</sup> Regardless of the type of employment (private law contract or extension of public law contract), the maximum duration is five years. In all cases, the duration of the appointment consists of two periods, namely an initial period followed by a balance, the durations of which are agreed between the parties.

<sup>2</sup> At the end of the initial period, a professor who remains in their position beyond the legal retirement age shall submit to the School Dean and to the Vice President for Academic Affairs an interim report on the implementation and development of the strategic project for which they are responsible.

<sup>3</sup> The Vice President for Academic Affairs shall transmit the interim report to the President, together with their opinion and that of the Dean.

<sup>4</sup> The President shall decide on a possible renewal of the employment contract for the balance of the total planned duration.

## ***Section 5 Special provisions***

### **Article 10 Entry into force**

This Directive entered into force on 1<sup>st</sup> January 2024 (version 1.0) and was revised on 1<sup>st</sup> January 2025 (version 1.1).

On behalf of the EPFL Direction:

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