

Process for appointing Institute Directors

Reference texts

Ordinance on the Organisation of the Ecole Polytechnique fédérale de Lausanne (LEX 1.1.1) – Art. 4(1)(i):
*it [the Direction] appoints the Vice-Deans, Section and **Institute Directors** on proposal of the Dean of the School concerned;*

Rules and Regulations Concerning the Organisation of EPFL Schools (LEX 1.2.9) – Art. 7(6):
School Deans¹ "propose to the EPFL Direction, after consultation with the professors attached to the Institute or Center concerned and approval by the School council, the nomination of Institute and Center Directors (attached to their School) for a renewable period of 2 to 4 years.

Directive on School Councils (LEX 1.2.1) – Art. 4(2):
It [the School Council] expresses its opinion on strategic proposals regarding the School's Bachelor and Master education, PhD studies, research and planning:

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- approval of appointments put forward according to Rules and Regulations Concerning the Organisation of EPFL Schools.

Process

The following process details the bodies and persons to be consulted regarding the appointment and re-appointment of Institute Directors. It is, of course, supplemented by phases of consultation between the persons involved.

No later than six months before the end of the term of office of the current Institute Director,

1. The School Dean will contact in writing the PA and PO professors attached to the Institute concerned, including the current Institute Director, for the purpose of soliciting applications for the office of Institute Director.
2. Based on the replies received, the School Dean will meet individually with all candidates who have announced their candidacy.
3. The School Dean will submit the applications received to a consultative vote with the professors (PATT, PA, PO, PT) of the Institute and communicate the results to them.
4. The School Dean will propose a candidate's application to the School Council for approval. If this application is not that supported by the largest number of people consulted, the Dean will explain his or her proposal in writing to the professors of the Institute and to the School Council. The School Council may request from the School Dean the list of candidates and the number of votes obtained.
5. If the candidate proposed by the Dean is not approved by the School Council, which must justify its decision in writing, the process will be repeated by the School Dean.
6. The School Dean will propose to the EPFL Direction, for approval, the application agreed with the School Council.
7. The EPFL Direction will appoint the Director of the Institute. It may request from the School Dean the details of the process (names of the candidates and the number of votes obtained in the consultation process) until the application in question is submitted.
8. If the professor appointed by the EPFL Direction as an Institute Director does not match the application proposed by the School Dean in agreement with the School Council, the EPFL Direction must explain its decision in writing to the School Council, the School Dean and the professors of the Institute.

¹ The wording "School Dean" also covers "College Directors".