

Guidelines for the submission of **Dossier A**
for the academic promotion (Professeur titulaire and MER) to the Evaluation Committee
of the School of Basic Sciences.

General indications:

- Submit your file in English **electronically**, in **one** document (pdf) to secretariat.sb@epfl.ch
- Be well structured and concise
- Emphasize the strong points
- Start a new page with every Chapter

CHAPTER	SUB HEADINGS
1) Letter from the Candidate	<ol style="list-style-type: none"> 1. Specify the title you apply for 2. If you are candidate for the title of "Professeur titulaire/Adjunct Professor", please specify if you agree that your dossier is treated further if the recommendation of the Evaluation Committee was for the title of "MER".
2) 5 suggested contacts for references	<ul style="list-style-type: none"> - With short description of their status in the community, as well as their relationship to the candidate
3) Teaching and educational activities <i>(before/after affiliation with the EPFL)</i>	<ul style="list-style-type: none"> . 3.1 List of given courses and indication of the number of students . 3.2 Results of teaching evaluations (including one compulsory detailed evaluation by CAPE for the title of Professeur titulaire) . 3.3 List of diploma and doctoral students (finished, in progress) . 3.4 Vision of future teaching activities