

# Guidelines for the submission of Dossier for the academic promotion (Research and Teaching Associate) 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](mailto:secretariat.sb@epfl.ch)
- Be well structured and concise
- Emphasize strong points (publications with strong impact, impact on the scientific community or on education, etc.)
- Start a new page with every Chapter

CHAPTER	SUB HEADINGS
1) Letter from the Candidate	1. Specify the title you apply for "Research and Teaching Associate"
2) Curriculum vitae	2.1 Personal data  2.2 Academic career plan: - teaching - research
3) Publications, conferences, etc.	3.1 Publication list <i>Separate between articles in peer reviewed journals, reviews, books and book chapters, other, such as reports, contributions to proceedings etc.</i>  3.2 Impact in the SCI 3.3 List of lectures given 3.4 List of patents
4) Teaching and educational activities <i>(before/after affiliation with the EPFL)</i>	4.1 Description of teaching activity and courses  4.2 Description of course support used, candidate's books and software used by other teacher or institutions  4.3 List of given courses and indication of the number of students  4.4 Results of teaching evaluation (students- and auto-evaluation)

	<p>4.5 List of Diploma and doctoral students (finished, in progress)</p> <p>4.6 Vision of future teaching activities</p>
<p>5) Research (before/after affiliation with the EPFL)</p>	<p>5.1 Description of research with a list of the projects of the last three years</p> <p>5.2 Professional attainment</p> <p>5.3 Funding record from third parties</p> <p>5.4 Collaboration with other groups (academic, industry, etc.)</p> <p>5.5 Vision and detailed plan of future research activities</p>
<p>6) Impact, visibility, honors</p>	<p>6.1 Invited lectures at international conferences</p> <p>6.2 Other professional activities (Organization of conferences, editorial boards, thesis jury, etc.)</p> <p>6.3 Prizes and academic honors</p>
<p>7) Short report on activity management</p>	
<p>8) Suggested contacts for references, internal and external of EPFL (3 to 5)</p>	<p>With short description of their status in the community, as well as their relationship to the candidate</p>
<p>9) Annex</p>	<p>Copy of the 3 most important publications (as well as short description of their importance, originality and their impact</p>