

Lausanne, 16/07/2019

## **Process for mentorship, annual meeting with the Dean, and mid-term evaluation of PATTs in FSB**

Continual mentoring and feedback of PATTs is an essential element of the responsibilities of EPFL, which aims to prepare PATTs to take the next step in their career. Below the role of the Mentor is described along with the format of the annual meeting with the Dean and the mid-term evaluation.

**Role of the Mentor:** A Mentor is assigned to the PATT following a discussion between the PATT and Institute Director. The Mentor should meet regularly with the PATT and be available for discussions whenever the PATT needs specific advice. Records of the meetings are not required. The PATT is also encouraged to talk to many colleagues, especially the Section Director and Director of the Doctoral Program, and all tenured professors in the Institute may be considered unofficial Mentors.

**Annual meeting with the Dean:** The annual meeting is initiated by the PATT who submits an annual report <sup>1</sup> to the Dean, in which the main activities and accomplishments for the past 12 months are listed/summarized. Simultaneously, the Institute Director will be asked to arrange a meeting with the PATT to discuss the report and to offer guidance and suggestions for the coming year. The Section Director, Director of the Doctoral Program and optionally the Mentor will be asked to provide feedback.

Following this meeting, the Institute Director writes a brief report which is forwarded to the Dean and added to the annual report. Once received, the Dean will arrange a meeting with the PATT to discuss the overall situation and help to ensure the PATT receives the support they need.

This process is required every year except for the year of the year of the mid-term evaluation and the year of tenure evaluation. The annual report and associated statements from the Institute Director and Dean will not be included in the tenure evaluation process.

**Mid-term evaluation:** During the fourth year the PATT must submit a more thorough report in the format of a Tenure Dossier, comprising detailed information about research, teaching, service and, if relevant, innovation. Simultaneously, the Institute Director appoints an external, independent expert in the domain to evaluate the progress of the PATT. Ideally the

<sup>1</sup> the annual report should follow the Swiss Science Foundation CV guidelines.

expert will spend one to two days at EPFL for a site visit organized by the Institute Director and the Mentor. The evaluation typically includes the following elements:

- initial discussion with the Institute Director and the Mentor (together or separately)
- discussions with the PATT
- presentation by the PATT in the presence of the Institute Director and Mentor
- visit of the labs (if appropriate)
- discussions with the PATT's co-workers
- debriefing with the Institute Director, the Mentor and the Dean

The outcome is a brief report, offering a perspective of the prospects of the PATT and offering constructive feedback. This report is shared with the PATT, the Institute Director, the Mentor and the Dean.

At the end of this evaluation, the Dean meets with the PATT to discuss the overall situation. All documents related to the mid-term evaluation are not included in the tenure evaluation process.

**Evaluation for promotion and tenure:** The process and legal framework for the evaluation for promotion and tenure at EPFL is described in:

[https://polylex.epfl.ch/files/content/sites/polylex/files/recueil\\_pdf/ENG/4.2.1\\_r\\_professeur\\_tenure\\_track\\_en.pdf](https://polylex.epfl.ch/files/content/sites/polylex/files/recueil_pdf/ENG/4.2.1_r_professeur_tenure_track_en.pdf)

**Initiating promotion and tenure:** To apply the LEX 4.2.1 in a timely manner, the school encourages candidates to preempt the evaluation of their full candidature by informing the Dean one month before submission. This informal notification should include a list of five potential referees.