

Guidelines for promotion to

Senior Scientist / Maître d'Enseignement et de Recherche (MER)

Activity Profiles for Senior Scientists (MER-X)

Considering: Revision of the EPFL directive concerning the academic titles conferred on EPFL scientists (LEX 4.4.3) status as on 15th February 2023.

The title of a Senior Scientist (Maître d'enseignement et de la recherche, MER) is granted to applicants based on their successful evaluation by the school's evaluation committee (SB-CEA). As per 15th February 2023 this evaluation considers differentiated scientific profiles for Research (MER-R), Education (MER-E), Technology (MER-T) and Research Coordination (MER-RC) with specific requirements for each of the profiles. The eligibility requirement for this academic title as well as guidelines for promotion requests made to the School of Basic Sciences are detailed below.

Eligibility Requirements

	MER- Research	MER- Education	MER- Technology	MER- Research Coordination
CDI	Yes	Yes	Yes	Yes
PhD	Yes	Yes	Yes	Yes
Teaching experience	++	+++	++	+
Ongoing teaching*	++	+++	+	+
Research	+++	+	+	++
PhD co-supervision	Yes**		+	
Funding	Yes		YES	++
Platform/Service management		+	+++	
Large research initiative or project management			++	+++

+ *recommended, but not a strict requirement*

++ *substantial experience is required*

+++ *mandatory requirement*

* *Teaching for MER-T and MER-RC may comprise training and/or formation.*

For MER-E: considerable, sustained and full responsibility teaching at BSc and MSc levels is mandatory.

For MER-R: sustained and full responsibility teaching of MSc and/or BSc courses is required.

** *At least two (co-) directed and completed PhD theses.*

Essential Information for candidates

- The application is for one specific profile (R, E, T, RC) only. No multiple or mixed profiles are possible.
- External candidates from partner institutes are eligible to apply. They are subjected to the same rules as internal MER-Xs. For external candidates supporting letters from both institutions are required.
- Independent supervision of a PhD student will generally only be allowed for the MER-R. All other profiles will be restricted to co-supervision together with a Professor or a MER-R.
- The promotion committee decides separately on a recommendation on the title (MER) and on the right to independent supervision of PhD students. Authorization to supervise PhD students will be explicitly indicated in the confirmation letter the MER-R candidates receive from the VPA. The confirmation letters for the remaining profiles will state that independent supervision of PhD students is not allowed. This information will be shared with EDOC.
- There is no connection between academic title and function, and therefore, no automatic adaptation of functional scale (EF) or salary results from the title.
- The label in the accreditation system and on the website will be “MER” for all profiles. However, the profile will be mentioned and the activities defined in the job description.

Candidate portfolio (see Annex to LEX 4.4.3)

	MER-R	MER-E	MER-T	MER-RC
1. To be prepared by the candidate:				
a. Curriculum vitae.	mandatory	mandatory	mandatory	mandatory
b. List of publications with the three most important publications highlighted. List of conferences delivered. List of patents.	mandatory	mandatory	mandatory	mandatory
c. Use of candidate's teaching supports, books and software by other professors or institutes.	if available	if available	if available	if available
d. List of courses taught and indication of the number of students.	mandatory	mandatory	mandatory	mandatory
e. Description of teaching activities and course content.	mandatory	mandatory	mandatory	mandatory
f. Results of in-depth teaching evaluations by students.	mandatory	mandatory	if available	if available
g. List of undergraduate project students and doctoral students supervised/co-supervised.	mandatory	mandatory for undergraduate students	if available	if available

h. Description of research with a list of projects from the 3 past years, professional achievements, resources obtained from third parties, prizes.	mandatory	if available	mandatory	mandatory
i. Vision and detailed plan of future activities in research and teaching.	mandatory	mandatory only for teaching	mandatory only for research	mandatory
j. Participation in international editorial boards, conference organisation, PhD thesis juries.	mandatory	if available	if available	if available
k. List of activities of general interest completed in the Faculty, EPFL, scientific community.	mandatory	if available	if available	if available
l. Brief report on activity management.	mandatory	if available	mandatory	mandatory
m. Names of 5 suggested referees*	mandatory	not required	not required	not required

* External reference letters are mandatory only for MER-R. The following internal letters are mandatory for the respective profiles:

- MER-R: Manager (Head of Unit), Section Director(s), PhD Program Director(s), Institute Director
- MER-E: Manager (Head of Unit), Section Director(s) and, if applicable, PhD Program Director(s)
- MER-T: (Platform) Manager (Head of Unit), 3 professors who are users of the platform
- MER-RC: Manager (PI), 3 professors who are members of the consortium/center

Promotion process

All MER-X applications follow the same process as in the past. The application is first assessed by the Schools Evaluation Committee (SB-CEA) which makes recommendations to the Dean. Based on these evaluations the Dean considers the request and communicates his assessment to the Provost (VPA) who will approve or refuse the promotion request and communicate the decision back to the candidate and the Dean.

Evaluation report

The school's evaluation committee assesses each application in a consistent and transparent procedure. The relevant documentation on the evaluation process is made available for internal use only.



Article 8 Senior Scientist

¹Requirements for awarding the title: the holder of a doctorate degree, he/she is known on both a national and an international level through his/her publications, his/her participation in scientific events and his/her commitment to professional organisations. The candidate successfully develops his/her activities personally and demonstrates his/her excellence with regards to many of the criteria noted in the list in Art. 4 ('Evaluation criteria') under the headings of 'Research' and 'Teaching and Training'. The specific criteria identified as excellent should be aligned with the activity profile envisaged for the applicant.

²Activities and responsibilities linked to the title: the Senior Scientist is linked to four activity profiles. Within an activity profile, the activities and responsibilities of a Senior Scientist are exercised in agreement with the head Professor of the laboratory or group or the Dean or the director of the section or vice-presidency to which she/he is affiliated. The activity profile of the Senior Scientist is included in SAP. Change to the activity profile may be approved by the Vice President for Academic Affairs, upon to the proposal from the Dean of the relevant Faculty.

- a. Research focus: She/he directs the work of a group of researchers (scientists, assistants, doctoral students) and ensures the management of scientific projects in a largely autonomous manner. She or he is authorised to sign funding requests acting as principal applicant. The direction of doctoral theses and the participation in PhD juries is subject to authorization. She or he assumes regular teaching duties.
- b. Education focus: she/he has substantial responsibility for education which may include teaching duties, responsibility for development and coordination of teaching, and the direction of a teaching team. She or he assumes some independent research responsibilities and is authorised to sign funding requests acting as principal applicant. The direction of doctoral theses and the participation in PhD juries is subject to authorization.
- c. Technology focus: she or he has substantial responsibility for management and development of a technology, laboratory unit or complex research platform. She or he assumes some regular teaching duties and may assume some independent research responsibilities. In that context she/he is authorised to sign funding requests acting as principal applicant. The direction of doctoral theses and the participation in PhD juries is subject to authorization.
- d. Research Coordination focus: she or he has substantial responsibility for the coordination of complex research projects including initiating and coordinating research projects across several research fields, including a focus on education and technology transfer. She/he may assume some research responsibilities which are defined on an ad-hoc basis by the head of the unit to whom she or he is affiliated. The direction of doctoral theses and the participation in PhD juries is subject to authorization.

Article 4 Evaluation criteria

¹The following evaluation criteria are considered for the purpose of awarding an academic title:

1. Teaching and training:
 - a. Quality and importance of teaching activity, evaluation by students, in particular regarding the quality of communication and charisma in teaching;
 - b. Quality of teaching content and quality of teaching supports;
 - c. Creativity in terms of education and teaching methods;

- d. Management of semester projects, degree projects and doctoral theses;
 - e. Participation in activities of general interest specific to the training.
2. Research
- a. Quality and extent of research activities; scientific creativity, activity in terms of publications and bibliometric impact; conferences given. Participation in interdisciplinary activities. Aspects such as creativity, originality and artistic expression are particularly important in certain subject areas (architecture, human sciences, etc.).
 - b. Technological innovations, valorisation and technology transfer, advisory activity.
 - c. Capacity for obtaining third party resources.
3. General
- a. Candidate's basic training and qualifications.
 - b. Professional experience and work placements carried out, international professional experience, professional mobility.
 - c. Participation in activities of general interest within the context of EPFL and the scientific community.
 - d. Organisational and management qualities.

²The Faculty Evaluation Committee is authorised to weight the evaluation criteria and to introduce complementary criteria depending on the specificities of each sector of activity.