

SV Protocol for PATT Mid-term Review - 2019

1. On the occasion of a mentoring meeting towards the end of Year 2 or early into Year 3 between the PATT and the institute director, the process and timing of the mid-term review is discussed. This review should take place towards the end of year 3.
2. The institute director, in consultation with the PATT, invites 1-2 external experts (ideally within Europe). The institute director sends the invitations, fixes the date/time of the mid-term review, and organizes the PATT's seminar given on this occasion.
3. The PATT meets with the section director to discuss her/his teaching evaluation, and potential recommendations for improvement; a synopsis and self-evaluation should be included in the PATT's dossier and presentation to the committee.
4. The PATT prepares a dossier that is submitted to the institute director, who will send it to the members of the ad hoc committee. The dossier should contain:
 - PATT's CV;
 - Succinct summary of major research accomplishments (max 3 pages);
 - Summary of teaching duties (see point 3 above);
 - Strategic goals for the second stage of the pre-tenure period (max 2 pages);
 - Publication list, highlighting the most important recent contributions; in the case of collaborations, annotate the roles of the PATT and her/his lab members;
 - Lists of invited lectures, extramural funding, mentoring of graduate students and postdocs, community services.
5. The ad hoc committee is composed of the following members:
 - 1-2 external experts; joining by video conferencing should be considered
 - dean SV
 - institute director
 - internal experts (e.g. faculty mentors) as appropriate
 - *ex officio (minutes): adjoint du doyen*
6. The meeting's length is usually 2 hours. The PATT presents a max. 30 min seminar to the ad hoc committee. This should include her/his research progress and teaching performance, and focus on plans and visions for the second stage of pre-tenure period. This is followed by a discussion with the PATT. Recommendations are discussed with the PATT.
7. The institute director sends a written summary of the recommendations to the PATT, with a copy to the dean.
8. If necessary the institute director meets again with the PATT to discuss these recommendations for the second stage of the pre-tenure period.
9. After the midterm, an internal invoice is sent to the Dean's Office for the various costs related to the midterm (experts' travel and hotel, etc if video was not possible). The dean's office will contribute up to 2000 CHF towards these costs.