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Directives concerning Sabbaticals of ETH Zurich Professors

The President issues the following directives, based on Art. 2 Abs. 2 of the *Decree on the Faculty of the Federal Institute of Technology* of September 18, 2003¹:

1. Sabbaticals

- 1.1. The Professor is entitled to one half-year, fully paid, or one one-year, partially paid, sabbatical² in seven years of office. Generally, this sabbatical can be taken after six years in office or six years after the last sabbatical leave.
- 1.2. The decision on whether a sabbatical leave is granted is based on the Professor's achievements in teaching and research.
- 1.3. A qualified replacement as far as teaching, examinations, and the supervision of doctoral students is concerned, has to be ensured.
- 1.4. The sabbatical has to be spent, at least partially, at a University abroad or in industry. It does not represent a paid vacation.
- 1.5. After the sabbatical, the respective professor has to be active at ETH Zurich for at least three more semesters.
- 1.6. Before handing in the application, the Professor has to obtain the Department Head's approval.
- 1.7. Applications have to be addressed to the President in due time, namely at least one semester before the planned beginning of the sabbatical leave.

The application provides information about:

- a) the duration of the sabbatical or rather the number of semesters affected and consequently, whether the semester(s) will be paid in full or in half;
- b) the funding of the personal expenses, for example the costs for flights and accommodation, during the sabbatical;
- c) the place where the sabbatical will be spent;
- d) the occupation during the sabbatical;
- e) the replacement as far as teaching is concerned including the name of the professor who will be teaching the basic courses;
- f) the replacement responsible for the supervision of diploma and doctoral students;
- g) the signed approval by the Department Head.

¹ Translation from the original German document "Professorenverordnung ETH"; SR 172.220.113.40

² Art. 23 *Decree on the Faculty of the Federal Institute of Technology* (Professorenverordnung ETH)

- 1.8. When in doubt, the President confers with the Rector, the Vice President Research and Corporate Relations as well as with the head of the corresponding department.
- 1.9. After the President has taken his or her decision, it is communicated by means of a letter by the Office for Faculty Affairs. A possible negative decision will be communicated by means of a decree (Verfügung).

2. Additional Sabbaticals, representing a Performance-Oriented Salary Measure

- 2.1. In addition to the regular sabbaticals in accordance with point 1, the President can grant a sabbatical leave outside the seven-year cycle in recognition of an outstanding performance under the terms of Art. 3 Bst. c of the "Richtlinien des Präsidenten zu den leistungsorientierten Lohnmassnahmen für die Professorinnen und Professoren an der ETH Zürich" of April 29, 2009³.
- 2.2. Applications can be handed in to the President by the responsible head of department.
- 2.3. Beyond that, the provisions for sabbaticals according to point 1 apply.

3. Sabbaticals used for Stays at the Collegium Helveticum

- 3.1. Professors who wish to stay at the Collegium Helveticum can apply for an additional half-year or, in exceptional cases, one-year fully paid sabbatical. This sabbatical does not rival the claim for a regular sabbatical leave.
- 3.2. The sabbatical used for a stay at the Collegium Helveticum can only be taken once.
- 3.3. Beyond that, the provisions for sabbaticals according to point 1 apply.

³ RSETHZ 509

4. Unpaid Sabbaticals

- 4.1. The President can grant the Professor an unpaid sabbatical, provided that this is not contrary to the interests of ETH⁴.
- 4.2. A qualified replacement as far as teaching, examinations, and the supervision of doctoral students is concerned, has to be ensured.
- 4.3. Before handing in the application, the Professor has to obtain the Department Head's approval.
- 4.4. Applications have to be addressed to the President in due time, namely at least one semester before the planned beginning of the sabbatical leave or as soon as possible.

The application provides information about:

- a) the reason for the unpaid sabbatical;
- b) the duration;
- c) the replacement responsible for the Professor's teaching duties as well as the supervision of diploma and doctoral students;
- d) the signed approval by the Department Head.

5. Final Clause

- 5.1. The „Weisungen der Schulleitung betreffend Urlaube von Professorinnen und Professoren der ETH Zürich vom 23. August 1999⁵“, are overruled retroactively by August 1, 2009 and replaced with the directives at hand.
- 5.2. The directives at hand become operative retroactively as of August 1, 2009.

Zurich, October 12, 2009

The President

Ralph Eichler

⁴ Art. 24 *Decree on the Faculty of the Federal Institute of Technology* (Professorenverordnung ETH)

⁵ RSETHZ 510.10