



UNIL | Université de Lausanne

Faculté de biologie
et de médecine

University of Lausanne
Faculty of Biology and Medicine

**DIRECTIVE OF THE DEAN'S OFFICE ON
THE PROVISION OF A SUPPORT POST
FOR A RESEARCHER OF EITHER GENDER IN
THE FUNDAMENTAL SCIENCES SECTION DURING
FAMILY LEAVE**

Approved by the Dean's Office on July 3rd 2019

The Dean's Office of the Faculty of Biology and Medicine (FBM)

having regard to Art. 14 of the Law on the University of Lausanne (LUL) of 6 July 2004;

having regard to the objectives of the 2012-2015 development plan of the Dean's Office of the Faculty of Biology and Medicine in the matter of the furtherance of the new academic generation;

adopts the following directive:

Art. 1 - Purpose

This directive defines the procedures for the grant of a support post when a researcher of either gender in the fundamental sciences section (SSF) benefits from leave for family reasons.

Art. 2 – Beneficiaries of the support post

Persons wishing to benefit from a support post according to this directive must satisfy the following criteria:

- they must have embarked upon an academic career in the FBM from the post-doctoral level to the maximum level of assistant professor tenure track;
- they must provide evidence of research activity of at least 0.7 EPT in the Fundamental Sciences Section;
- they must show that they have already embarked upon an autonomous project (the criteria for autonomy are set out in Annex 1);
- they must be on leave for not less than 4 months for family reasons during the period surrounding the birth or the adoption of a child.

Art. 3 – Support post

1 The aim of the post is to permit the recruitment for a temporary period of a person to support the candidate (for example research technician, research nurse, data manager etc.) in compliance with paragraphs 2, 3 and 4 below. The purpose of this measure is to facilitate the continuity of the current research work and avoid career delays which may be caused by the reorganisation of professional and family life following the arrival of a child.

2 Ideally, the person recruited for the support post will take up his or her activity before the researcher has begun his or her leave (in the case of a woman in principle before childbirth and maternity leave) and will end his or her activity by a transitional period with the researcher.

3 The researcher who goes on leave will prepare supervision of the person who is recruited.

4 The support post is in principle limited to one year.

Art. 4 - Financing

1 The department in which the applicant works will in principle finance the support post.

2 In the case of maternity leave, the department in which the applicant works will in principle use the amount received from the Loss of Earnings Insurance (APG) to cover part of the necessary financing.

3 In response to a recent request by the department, the Dean's Office of the FBM may make up the financing required with a maximum sum of CHF 25'000.- for the support post and request the department a cost-matching using the APG maternity allowance.

Art. 5 - Procedure

1 To benefit from a support post the applicant must submit an application in the form of a file comprising the information required by the provisions of Art. 6 to the head of the department concerned, at the same time as his or her application for leave for family reasons is forwarded to the Human Resources Service of the FBM.

2 The head of department forwards the application to the Dean's Office and to the Commission for the Academic Promotion of Women of the FBM (referred to below as the Commission).

3 On the basis of the information described in Art. 2 and after examining the file the Commission will submit an initial opinion for the attention of the Dean's Office. The Commission may complete the information needed to deliver its preliminary opinion on a particular case by means of a telephone conversation with the candidate and the head of the department.

4 After receiving the preliminary opinion of the Commission the Dean's Office decides on the grant of the support post and as appropriate contacts the department to set up the post and arrange its financing.

5 If the financing cannot be ensured fully by the department to which the applicant is attached, the Deans' Office of the FBM may make up the difference. Its decision will be based on the justification provided by the department concerned, the preliminary opinion of the Commission and the budget available to the Dean's Office at the time when the application is made.

Art. 6 – Application file for the support post

1 The application files for the support post must always include the following documents:

- a letter of motivation;
- a CV;
- a summary of not more than one A4 page describing the achievements, the present status and the research projects of the applicant;
- the duration and reasons for the leave with supporting documents;
- an indication of the duration of the support post applied for;
- a letter of support from the person in charge of the service or department to which the applicant is attached;

- a description of the tasks to be performed for the support post;
- a document indicating how supervision of the support post will be organised and who will be responsible for this supervision.

2 The same documents are required if an application for an extension is submitted.

3 A one page report at the end of the support will be requested so as to enable the impact of this directive to be assessed.

Art. 7 – ENTRY INTO FORCE

This directive enters into force on July 1st 2019.



Adopted on July 3rd 2019 by the FBM Dean's Office
Jean-Daniel Tissot
Dean



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**ANNEX 1 TO THE DIRECTIVE OF THE DEAN'S OFFICE
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DURING FAMILY LEAVE**

Criteria for research autonomy

Approved by the Dean's Office on July 3rd 2019

1 Research autonomy is characterised by the following non-cumulative and non-exhaustive dimensions and criteria:

Dimensions	Indicators
Identifiable line of research	- Evidence of an original intellectual contribution to the research project - Clarity and rigour of the research description
Methodology	Methodological and/or intellectual contribution to the host research team
Impact and productivity	Position of the researcher in articles already published
External support	Independent research financing (grant, fellowship,...)

2 The Commission for the academic promotion of women of the FBM determines in its preliminary opinion for the Dean's Office of the FBM (Art. 5 para. 3) whether the profile of the applicant corresponds to a sufficient degree of autonomy to be granted a support post.