



CHECKLIST FOR A POSTDOCTORATE WITH EMPLOYMENT CONTRACT AT THE UNIVERSITY OF BASEL (FACULTY OF HUMANITIES AND SOCIAL SCIENCES)

The following deadlines apply for the postdoctorate:

Wann	Was	Senden der Unterlagen
Before the start of the postdoctorate (if applicable)	<input type="checkbox"/> Job description <input type="checkbox"/> Personal information sheet, copy ID/passport, diploma, CV, application, letter of motivation, admission, employ- ment contract, photo	PrP and Postdoc to HRd
First six months	Signed by person responsible for position and postdoc: <input type="checkbox"/> Job description In case of a structural position (aiming for a habilitation): <input type="checkbox"/> postdoctoral agreement <input type="checkbox"/> postdoc project and research plan <input type="checkbox"/> funding plan	PrP to HRd Postdoc to FD Copy to PrP/ men- tor
After 18 months at the latest	First regular progress meeting, documentation in the post- doctoral agreement (if applicable)	PrP/ mentor, post- doc
After 22 months at the latest	In accordance with the Assistant Guidelines (Section 9), the faculty committee is responsible for extending structural postdoc assistant positions by four years. Written information about the extension of the employment (email suffices) Non-extension of an employment contract must be justified in writing with a copy to the faculty management	PrP an DepartL PrP to postdoc and HRd PrP to FakLeit, postdoc and HRd
At least once a year	Regular progress meeting and agreement on objectives with documentation in the postdoctoral agreement (if applicable)	Postdoc to PrP/ mentor

Abbreviations:

PrP: Person responsible for position

HRd: decentralized HR

FD: Office of the Dean of Research

FakLeit: Faculty management (Fakultätsleitung)

DepartL: Head of Department (Departementsleitung)