# 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:

<table>
<thead>
<tr>
<th>Wann</th>
<th>Was</th>
<th>Senden der Unterlagen</th>
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| **Before the start of the postdoctorate (if applicable)** | ☐ Job description  
☐ Personal information sheet, copy ID/passport, diploma, CV, application, letter of motivation, admission, employment contract, photo | PrP and Postdoc to HRd                    |
| **First six months**             | Signed by person responsible for position and postdoc:  
☐ Job description  
In case of a structural position (aiming for a habilitation):  
☐ postdoctoral agreement  
☐ postdoc project and research plan  
☐ funding plan | PrP to HRd  
Postdoc to FD  
Copy to PrP/mentor |
| **After 18 months at the latest** | First regular progress meeting, documentation in the postdoctoral agreement (if applicable) | PrP/mentor, postdoc                        |
| **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)