

POSTDOCTORAL AGREEMENT FACULTY OF HUMANITIES AND SOCIAL SCIENCES

Postdoc:

Mentor:

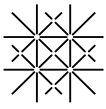
Postdoc category (see funding plan for details):

- ☐ **Postdoc employed in a structural position at the University of Basel (research assistant with a PhD¹)**
 - ☐ not aiming for habilitation
 - ☐ aiming for habilitation
 - ☐ **Postdoc not employed in a structural position at the University of Basel (project assistant¹)**
 - ☐ not aiming for habilitation
 - ☐ aiming for habilitation
 - ☐ **Habilitation without employment at the University of Basel**
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Appendices:

- ☐ **Job description**
- ☐ **Project description with research plan**

¹ According to the Regulation for Academic Personnel at the University of Basel (*Ordnung für das Wissenschaftliche Personal an der Universität Basel*, OWP)



A copy of the postdoctoral agreement is to be provided to the Office of the Dean of Research at the faculty within the first six months of employment (email: forschungsdekanat-phil1@unibas.ch). The original is to be retained by the postdoc.

When the employment period ends, the latest, updated version of the postdoctoral agreement is to be provided to the Office of the Dean of Research.

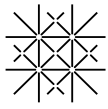
The postdoctoral agreement can be terminated at any time at the request of the postdoc.

If the postdoc is aiming for a habilitation, the Habilitation Regulations of the University of Basel (*Habilitationsordnung der Universität Basel*) apply along with the Supplementary Provisions of the Faculty of Humanities and Social Sciences to the Habilitation Regulations (*Ergänzende Bestimmungen der Philosophisch-Historischen Fakultät zur Habilitationsordnung*).

If the postdoc's academic achievements and/or expected output are assessed negatively by the mentor and/or the person responsible for the position before the end of the agreed postdoctoral period, the postdoctoral agreement/position will not be extended. If the postdoctoral position is linked to an employment contract at the University of Basel, the contract will not be extended either. The "Funding plan" page details the procedure to be followed if the postdoc is not extended. Section 23 of the Regulation for Academic Personnel at the University of Basel (*Ordnung für das Wissenschaftliche Personal an der Universität Basel*, OWP) applies, as do the Guidelines for Employing Doctoral Students and Postdocs at the Faculty of Humanities and Social Sciences (Assistant Guidelines) (*Richtlinie zur Anstellung von Doktorierenden und Postdocs an der Phil.-Hist. Fakultät / Assistierenden-Richtlinie*) dated 20 October 2016.

Date, mentor's signature

Date, postdoc's signature



1. Job description and postdoc project

If the postdoc is employed at the University of Basel (both structural and non-structural positions), the “Job Description” document, which precisely defines the tasks, rights and duties involved, must be signed by both the mentor and the postdoc and sent to the decentralized HR office within the first six months of employment.

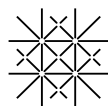
The postdoctoral agreement is to be submitted as described on the back of the cover sheet.

The postdoc project deals with the following topic:

A project description with a research plan is to be attached to the postdoctoral agreement.

Date, mentor's signature

Date, postdoc's signature



1. Funding plan

The following rules apply for postdocs. More details can be found in Section 23 of the OWP. The Guidelines for Employing Doctoral Students and Postdocs at the Faculty of Humanities and Social Sciences (Assistant Guidelines) (*Richtlinie zur Anstellung von Doktorierenden und Postdocs an der Phil.-Hist. Fakultät / Assistierenden-Richtlinie*) dated 20 October 2016 also apply at the Faculty of Humanities and Social Sciences:

Postdoc employed in a structural position at the University of Basel (research assistant with a PhD¹)	A research assistant with a PhD is limited to a two-year position that may be extended by four years. If the assistant's performance is assessed negatively in the first two years, the extension option ceases to apply.
Postdoc not employed in a structural position (project assistant²)	Project assistant positions are limited to the duration of the externally funded project and can only be extended within this framework; details are provided below.

The maximum term of employment is six years. If essential for academic training, and particularly in the case of family responsibilities, it may be extended by a maximum of one further year in justified cases.

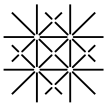
If the mentor and/or the person responsible for the position are critical of the contract extension, the regular progress meeting must be conducted with the Dean of Research or his/her delegate. If the contract for a two-year structural assistant position is not extended, the persons who conducted the regular progress meeting must explain the reasons to the faculty management in writing at least two months before the end of the contract (three months is recommended) and provide a copy to the postdoc. Decisions not to extend non-structural positions must also be communicated in writing at least two months before the end of the contract (three months is recommended).

An information sheet about all University of Basel advisory services can be found [here](#). This also includes information on maternity/paternity regulations, compulsory Swiss military, civilian and fire service, and any deputizing arrangements that may result from these.

The postdoc hereby confirms that he/she has taken note of the information sheet:

Date, postdoc's signature

² According to the OWP



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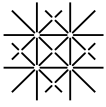
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The mentor and postdoc agree the following funding plan for the postdoctoral research at the University of Basel and the following responsibilities for each party:

Date, mentor's signature

Date, postdoc's signature

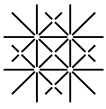


1. Publications

If the postdoc is aiming for a cumulative habilitation, he/she should obtain and consult the faculty guidelines and the relevant information sheet stating the subject-specific habilitation requirements. An overview is provided here of the postdoc's published works and planned publications. This can be updated continuously throughout the postdoctoral phase.

Date, mentor's signature

Date, postdoc's signature



2. Regular progress meeting (including agreement of objectives)

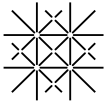
The regular progress meeting, which is to take place at least once a year, is documented below. The following topics are to be addressed and documented along with the resulting objectives:

- **Working conditions (only if employed at the University of Basel)**
- **Academic qualification work, research activities, activities performed and skills acquired during employment, output etc.**
- **Professional prospects and career opportunities**

Date:

__ meeting

Mentor and postdoc signatures:



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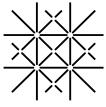
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Date:

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of Basel

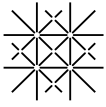
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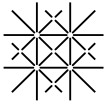
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Date:

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Mentor and postdoc signatures:



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