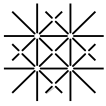


Guidelines for postdoctoral researchers (postdocs) at the Faculty of Business and Economics (Dated February 20, 2017)

1. Postdocs are employees of the university, holding a Ph.D., whose employment aims at furthering academic qualification ("Qualifikationsstellen").
Employees holding a Ph.D., but being employed at the university predominantly to provide services in teaching, administration and research, are not subject to these guidelines, since they are not considered to be postdocs in the above-mentioned sense.
2. The Faculty of Business and Economics offers two types of postdoc positions with different employment durations:
 - a) The first type concerns candidates holding a Ph.D. from universities other than the University of Basel, who are specifically recruited to conduct research at the Faculty of Business and Economics and aim at furthering their academic qualification. After the first two years, usually, given the candidates' performance, their contract will be prolonged for another four years.
 - b) The second type concerns candidates holding a Ph.D. from the Faculty of Business and Economics, who are temporarily employed as postdocs in order to conduct and publish additional work related to their doctoral thesis. These candidates' contracts should not be prolonged after the first two years if no further academic qualification can be achieved within these positions. In their cases, longtime employment at the same university, i.e. the University of Basel, will not further the candidates' academic career, but rather to the opposite.
3. Both types of postdocs are employed with a part-time equivalent of at least 60%.
4. Postdocs are attached to a specific professor, to whom they report directly.
5. The postdoc's attachment to a professor, as well as any specific tasks and conditions of employment, are stated in his or her job description.
6. Postdocs are supported in their academic development:
 - a) The first contact for the postdoc is to his or her associated professor, who aims to be regularly available for this purpose.
 - b) Professors hiring postdocs will, within the first month of employment and together with the dean of research, determine a second contact person for the respective postdocs.
 - c) All parties involved, i.e. postdoc, professor, and the second contact, convene biannually in order to discuss the academic performance and career prospects of the postdoc. The first meeting is to be scheduled 20 months after the start of employment at the latest. This first meeting also intends to support the professor in his or her decision whether the candidate's employment should be continued.
 - d) In case of disagreement and / or possible conflicts with the professor, the postdoc should approach the second contact person with this issue.



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7. The employment conditions at the Faculty of Business and Economics are designed to further postdocs' academic qualifications:
 - a) The postdocs should at least have 60% of their time available for their own research and further academic qualification. Work related to a research project for which the postdoc was employed is treated as his or her own work, as long as academic publications may result.
 - b) Postdocs must have the opportunity to hold at least one course a year in their area of research independently. The respective course will be credited towards his or her possible teaching duties.
 - c) Postdocs should receive support in attending academic events aiming at acquiring additional skills that are needed in an academic career (e.g. in courses in didactics, presentation techniques, project management).
 - d) Within reason, postdocs should be enabled to attend national and international conferences in order to present their research.
 - e) The Faculty of Business and Economics provides up to 2'000,- CHF max. for university-funded postdocs. For postdocs funded by third parties, all costs resulting from activities under c) and d) are to be covered by the respective third party funds. In case the third party funds may not or only partially cover the candidates' expenses in this context, the Faculty of Business and Economics may decide to fully or partially cover them. A corresponding amount will be reserved in the faculty's annual budget, to which the chairs contribute adequately.
8. Postdocs contribute to the faculty's success in research and teaching:
 - a) They fulfill potential teaching requirements in agreement with their associated professor and the dean of studies.
 - b) They support the associated professor in supervising Ph.D. students as well as in the acquisition of third party funds.
 - c) The Faculty of Business and Economics is to be indicated as their primary affiliation in regard to their publications and presentations. This also holds for findings resulting from research mainly conducted during their employment at the University of Basel, even if published or presented after the contract has ended.
 - d) As members of Group III, they are, if needed, available for smaller tasks in the academic self-administration (e.g. as representatives of Group III in hiring or evaluation committees, the curriculum committee or the faculty assembly.).

Transitional provisions:

The guidelines become effective after approval by the faculty assembly.

Postdocs can apply for financial support in accordance with 7e as of 2017.

Professors may request an additional contact person for currently employed postdocs who have been hired before these guidelines became effective.

Adopted by the Faculty Committee on February 6, 2017.

Adopted by the Faculty Assembly on February 20, 2017.

Prof. Dr. Aleksander Berentsen
Dean