



^b
**UNIVERSITÄT
BERN**

Faculty of Medicine
Dean's Office

Factsheet for Compiling Application Documents for Advertised Professorships at the Faculty of Medicine of the University of Bern

Personal data

All personal data with an asterisk are mandatory.

If you are applying for job sharing, please fill in the corresponding fields.

The social media profiles are optional.

Academic background

Academic Age

The Swiss National Science Foundation (SNSF) works with the "Net Academic Age" form:

[Your curriculum vitae – all about the CV format \(snf.ch\)](https://www.snf.ch/your-curriculum-vitae)

Maternity leave or other non-productive periods can be deducted from the academic age. The SNSF has drafted a new SciCV for this purpose.

In SciCV academic age is defined as the full-time equivalent (FTE) number of years, which the applicant has worked in academia since their first academic publication. The calculation considers the first publication as the start of an academic career.

An FTE of 1.0 is equivalent to a year spent working in academia full time. This may include research and scholarly work, teaching and academic service activities. Time spent on clinical training or clinical work without doing research does not count as academic work. For example, if during one year someone worked 40% in academia, spent 30% of their time in clinical training, worked 20% as a baker and was not employed during the remaining 10% of that year, then that year would simply count as 0.4 FTE years of work in academia. If the academic age ends up being lower than 1 year in total, then it is rounded up to 1 year.

Mothers can subtract 1.5 FTE years of academic work from their academic age for each child they received. Already included in this compensation are any parental leave and/or reduction of academic work load they may have received. If they need to subtract more than 1.5 FTE years of academic work due to having a child, they may do so but in that case, they have to provide a brief explanation. Fathers and other legal guardians of minors may only subtract the actual time they took off from academic work for parental duties, including parental leave, even if this sums up to less than 1.5 FTE years¹.

Competitive and non-competitive funding

The amount must be shown here (total amount in own currency). A precise list of the funding must be provided in the CV.

¹ <https://scicv.ch/about/>

Previous engagement/achievements in gender equality

How many women/men have you promoted/honoured as a team leader; to what extent have you made a concrete commitment to gender equality at your place of work (committee work, etc.)?

Promotion of team diversity

What is the proportion of women in your leadership team? What is the proportion of part-time in leadership positions? What other diversity categories do you take into account when putting together your team?

Excel-of-the-future: What is the composition of the team (leadership positions)?

Vision of promoting equality and diversity

How do you plan to support young academics in the future, especially women? What is your position on part-time and family time and research? How do you implement Protected Research Time?

Promotion of junior researchers

The faculty attaches importance to the promotion of junior researchers and also evaluates candidates with respect to their achievements in this field. Therefore, it is necessary to indicate how far the candidate has been involved in the promotion of junior researchers. Of special interest is the number of successfully supervised Master's theses, dissertations (including PhDs, habilitations or equivalent etc.), the number of junior researchers who have received additional grants from the candidates own work group, especially for stays abroad, prizes for junior researchers while they were employed by the candidate and the candidate's active involvement in committees for the promotion of junior researchers, including the promotion of women.

"Impact to society / Public outreach"

Services in the field of public relations or politics.

Documents and attachments

The following documents must be uploaded with each application:

1. Cover letter

2. CV

Personal data with professional experience, education / further education (incl. administrative and leadership experience)

3. Details of occupation

3.1 Surgical subjects:

Operation catalogue organised as follows:

- Interventions conducted as operator
- Interventions conducted as assistant
- Interventions conducted as instructor
- Operation statistics of the entire clinic (only by applicants who state they currently run their own clinic).

3.2 Organisational responsibilities

3.3 Scientific work

List of authorised applications for research funding divided into peer-reviewed / not peer-reviewed. The following information is required: supporting institution, year, title of the project, indication of the main or co-applicant, amount. This summary must state how much funding was generated (total amount in own currency, beginning and duration).

4. **List of publications**

The publications should be divided into two categories:

- Original papers in peer-reviewed journals
- Other publications (papers in supplements, comments, editorials, errata, letter, proceedings papers, review without original data, special issues)

Abstracts and publications that have been submitted but not yet accepted should **not** be included.

Desired citation format: see template in the appendix

5. **Research methodology**

Information on research methods which have been single-handedly adopted by the applicant and therefore also can be passed on practically.

6. **Teaching**

List of the courses taught in the last three years divided into education, training, further education and job categories (doctors, care staff etc.)

Information on bedside teaching.

7. **The five most important original papers**

List of the five most important original papers of the research activities

8. **Specification of the topics of gender equality, diversity and promotion of young researchers**

9. **Diploma**

- Enclose copies of diploma and degree certificates, doctorates, habilitation / professorships and other qualifications and further education (MBA, post-graduate studies, Master's degrees, certificate course etc.)

10. **Confirmation of dissertation**

11. **Habilitation confirmation (if available)**

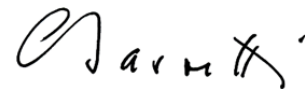
12. **Publication 1-5**

Submission of the documents

The details / documents are to be submitted electronically on the application tool of the Faculty of Medicine at: <https://www.recruiting.medizin.unibe.ch>

Any applications by mail will no longer be considered after 15.2.2022.

Bern, 15.02.2022

A handwritten signature in black ink, appearing to read 'Bassetti', with a stylized flourish at the end.

Prof. Claudio L. A. Bassetti
Dean

Template: list of publications
(in reverse chronological order)

H-Index	
----------------	--

A) Original papers

No. Authors / title / journal / volume / page numbers / year

1	Candidate , other authors. <i>Title of the publication.</i> Journal, volume, initial and final page numbers, year of publication	Relative Citation Ratio (RCR)
2		
3		
4		
5		

etc.

Cumulative RCR	
-----------------------	--

B) Other publications

(in reverse chronological order)

No. Authors / title / journal / volume / page numbers / year

1	Candidate , other authors. <i>Title of the publication.</i> Journal, volume, initial and final page numbers, year of publication	Relative Citation Ratio (RCR)
2		
3		
4		
5		

etc.

Cumulative RCR	
-----------------------	--