



UNIL | Université de Lausanne

Faculté de biologie et  
de médecine

University of Lausanne  
Faculty of Biology and Medicine

**DIRECTIVE OF THE DEAN'S OFFICE ON  
THE PROVISION OF A SUPPORT POST  
FOR A RESEARCHER IN THE FUNDAMENTAL  
SCIENCES SECTION DURING FAMILY LEAVE**

**Approved by the Dean's Office on December 21<sup>st</sup>, 2022**

The Dean's office of the Faculty of Biology and Medicine (FBM) referring to the following acts (in French):

vu l'art. 8, alinéa 2 et 3 de la Constitution fédérale du 18 avril 1999

vu la Loi fédérale sur l'égalité entre femmes et hommes (LEg) du 24 mars 1995

vu l'article 10 de la Constitution cantonale vaudoise du 14 avril 2003

vu l'art. 14 de la loi sur l'Université de Lausanne (LUL) du 6 juillet 2004

vu la Charte de l'Université de Lausanne

vu la Directive 0.2 de la Direction sur la Promotion de l'égalité à l'Université de Lausanne (UNIL) du 19 mars 2019

vu le Plan d'intention de la Direction de l'UNIL pour la période 2021 - 2026

vu le Plan d'action de l'Université de Lausanne pour l'égalité, la diversité et l'inclusion (EDI) pour la période 2022 - 2026 du Bureau de l'égalité

vu le Plan d'action égalité de la FBM du 1<sup>er</sup> avril 2021

adopts the following directive:

### **Art. 1 - Purpose**

This directive defines the procedures for the granting of a support post when a researcher in the fundamental sciences section (SSF) benefits from leave for family reasons.

### **Art. 2 - Beneficiaries of the support post**

Persons wishing to benefit from a support post according to this directive must satisfy the following criteria:

- They must have embarked upon an academic career in the FBM and are currently at the post-doctoral level or to the maximum level of assistant professor tenure track.
- They must provide evidence of research activity of at least 0.7 EPT in the Fundamental Sciences Section of the FBM.
- They must show that they have already embarked upon an autonomous project (the criteria for autonomy are set out in Annex 1).
- They must be on leave for not less than 4 months for family reasons during the period surrounding the birth or the adoption of a child.

### **Art. 3 - Support post**

1 The aim of the post is to permit the temporary recruitment of a person to support the candidate (for example research technician, research nurse, data manager etc.) in compliance with paragraphs 2, 3, 4 and 5 below. The purpose of this measure is to facilitate the continuity of the current research work and avoid career delays which may be caused by the reorganisation of professional and family life following the arrival of a child.

2 The person recruited for the support post will take up their activity before the researcher has begun their leave and will end their activity by a transitional period with the researcher.

3 The researcher who goes on leave will prepare supervision of the person who is recruited.

4 The support post is in principle limited to one year.

#### **Art. 4 - Financing**

- 1 The department in which the applicant works will in principle finance the support post.
- 2 In the case of maternity leave, the department in which the applicant works will in principle use the amount received from the Loss of Earnings Insurance (APG) to cover part of the necessary financing.
- 3 In response to a recent request by the department, the Dean's Office of the FBM may make up the financing required with a maximum sum of CHF 25'000.- for the support post and request a cost-matching from the department using the APG maternity allowance.

#### **Art. 5 - Procedure**

- 1 To benefit from a support post the applicant must submit a request in the form of a file comprising the information required by the provisions of Art. 6 to the head of the department concerned, at the same time that their application for leave for family reasons is forwarded to the Human Resources Service of the FBM.
- 2 In the case of maternity, the request cannot be made once the applicant has already started maternity leave or once they have returned from maternity leave.
- 3 The applicant forwards the application, in one single PDF file, to the Commission for equality, diversity and inclusion of the FBM (referred to below as the Commission) by email to: [egalite-fbm@unil.ch](mailto:egalite-fbm@unil.ch)
- 4 On the basis of the information described in Art. 2 and after examining the file, the Commission will submit an initial opinion to the attention of the Dean's Office. The Commission may complete the information needed to deliver its preliminary opinion on a particular case by means of a telephone conversation with the candidate and the head of the department.
- 5 After receiving the preliminary opinion of the Commission, the Dean's Office decides whether to grant the amount requested for the support post. The applicant and departmental direction are then contacted by the EDI commission to set up the post and arrange its financing.
- 6 If the financing cannot be ensured fully by the department to which the applicant is attached, the Deans' Office of the FBM may make up the difference. Its decision will be based on the justification provided by the department concerned, the preliminary opinion of the Commission and the budget available at the time when the application is made.

#### **Art. 6 - Application file for the support post**

- 1 The application files for the support post must include the following documents combined in 1 PDF file:
  - A letter of motivation.
  - A CV.
  - A summary of not more than one A4 page describing the achievements, the present status and the research projects of the applicant.
  - The duration and reasons for the leave with supporting documents.
  - An indication of the duration of the support post applied for.
  - A budget detailing the amount of support requested, the amount of the "Loss of earnings insurance" (APG)", other financial support and ensuring that the total budget covers the salary of the person that will be hired for the support position

- A letter of support from the person in charge of the service or department to which the applicant is attached indicating that the Department will match the amount requested for the support post with the APG earnings
  - A description of the tasks to be performed for the support post.
  - A document indicating how supervision of the support post will be organised and who will be responsible for this supervision.
- 2 The same documents are required if an application for an extension is submitted.
  - 3 A one- page report at the end of the support will be requested to enable the impact of this directive to be assessed.
  - 4 Any awarded funding must be clearly indicated in publications, presentations, websites etc. by displaying the logo of the Equality, Diversity and Inclusion Commission on the supported initiative

#### **Art. 7 - ENTRY INTO FORCE**

This directive enters into force on December 21<sup>st</sup>, 2022



Dean



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**ANNEX 1 TO THE DIRECTIVE OF THE DEAN'S OFFICE  
ON THE PROVISION OF A SUPPORT POST  
FOR A RESEARCHER OF EITHER GENDER IN  
THE FUNDAMENTAL SCIENCES SECTION  
DURING FAMILY LEAVE**

**Criteria for research autonomy**

**Approved by the Dean's Office on December 21<sup>st</sup> 2022**

1 Research autonomy is characterised by the following non-cumulative and non- exhaustive dimensions and criteria:

Dimensions	Indicators
<b>Identifiable line of research</b>	- Evidence of an original intellectual contribution to the research project - Clarity and rigour of the research description
<b>Methodology</b>	Methodological and/or intellectual contribution to the host research team
<b>Impact and productivity</b>	Position of the researcher in articles already published
<b>External support</b>	Independent research financing (grant, fellowship,...)

2 The ED I Commission of the FBM determines in its preliminary opinion to the Dean's Office of the FBM (Art. 5 para. 3) whether the profile of the applicant corresponds to a sufficient degree of autonomy to be granted a support post.