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Directives concerning Sabbaticals for Professors of ETH Zurich

from 12 October 2009 (valid from 1 June 2016)

The President issues the following directives, based on Art. 2 Abs. 2 of the *Ordinance of the ETH Board for professors at the Federal Institutes of Technology (ETH Professorial Ordinance)* «Professorenverordnung ETH» of 18 September 2003¹:

1. Sabbaticals

- 1.1. The Professor is entitled to a one half-year, fully paid, or a one one-year, partially paid, sabbatical² in seven years of office. Generally, this sabbatical may be taken after six years in office or six years after the last sabbatical leave.
- 1.2. The decision on whether a sabbatical leave is granted is based on the Professor's achievements in teaching and research.
- 1.3. A qualified replacement for teaching, examinations, and the supervision of doctoral students, must be ensured.
- 1.4. The sabbatical should be spent, at least partially, at a University abroad or in industry. This does not represent a paid vacation.
- 1.5. After the sabbatical, the respective professor should be active at ETH Zurich for at least a further three semesters.
- 1.6. Before submitting an application, the Professor must obtain the approval of the Department Head. The Department Head will consult with the Director of Studies³.
- 1.7. Applications must be submitted to the President at least one semester before the planned beginning of the sabbatical.

The application should provide information on:

- a) the duration of the sabbatical or the number of semesters affected and therefore, whether the semester(s) should be fully paid or only partially;
- b) the funding of expenses, such as flight and accommodation costs, as well as other conceivable official travel during the sabbatical:
 - i. without further explanation, the application can contain coverage of outgoing and return flights, travel by train, as well as expenses in connection with official duties. The above-mentioned cost are billed to the professors funds;

¹ Translation from the original German document "Professorenverordnung ETH"; SR 172.220

² Art. 23 Ordinance of the ETH Board for professors at the Federal Institutes of Technology (ETH Professorial Ordinance) «Professorenverordnung ETH»

³ Effective 1 June 2016

- ii. upon a well-founded request the President may approve the use of funds of the professor for accommodation and other expenses;
- iii. all other expenses (meals, rental and private cars, public transportation, representation expenses, travel and accommodation for family members) are not covered by ETH funds or the funds of the professor⁴;
- c) the place where the sabbatical will be spent;
- d) the activity/function during the sabbatical;
- e) the teaching replacement including the name of the professor who will be teaching the basic courses;
- f) the replacement responsible for the supervision of diploma and doctoral students;
- g) the signed approval by the Department Head;
- h) income (salary, compensation, cost sharing by host university, institution or industry) during the sabbatical⁵.

1.8. When in doubt, the President confers with the Rector, the Vice President of Research and Corporate Relations as well as the head of the corresponding department.

1.9. The decision is communicated by letter from the Office for Faculty Affairs. A negative decision is communicated by means of a decree (Verfügung).

2. Additional Sabbaticals, representing a Performance-Oriented Salary Measure

2.1. In addition to the regular sabbaticals in accordance with paragraph 1, the President can grant a sabbatical leave outside the seven-year cycle in recognition of an outstanding performance under the terms of Art. 3 Bst. c of the «Richtlinien des Präsidenten zu den leistungsorientierten Lohnmassnahmen für die Professorinnen und Professoren der ETH Zürich» of 29 April 2009⁶.

2.2. Applications for an additional sabbatical term must be submitted to the President by the responsible Department Head.

2.3. In addition, the provisions for research holidays (sabbaticals) apply in accordance with paragraph 1.

3. Sabbaticals used for stays at the Collegium Helveticum

3.1. Professors who wish to stay at the Collegium Helveticum can apply for an additional half-year or, in exceptional cases, a one-year fully funded sabbatical. This sabbatical does not affect the claim for a regular sabbatical leave.

3.2. A Sabbatical used for a stay at the Collegium Helveticum can only be taken once.

3.3. In addition, the provisions for sabbaticals apply in accordance with paragraph 1.

⁴ Effective 1 June 2016

⁵ Effective 1 August 2012

⁶ RSETHZ 509

4. Unpaid Vacation

- 4.1. The President may grant the Professor an unpaid sabbatical, provided that this is not contrary to the interests of ETH⁷.
- 4.2. A qualified replacement for teaching, examinations, and the supervision of doctoral students, must be ensured.
- 4.3. Before submitting an application, the Professor must obtain the approval by the Department Head. The Department Head will consult with the Director of Studies⁸.
- 4.4. Applications must be submitted to the President at least one semester before the planned beginning of the sabbatical.

The application should provide information on:

- a) the reason for the unpaid leave of absence;
- b) the duration;
- c) the replacement responsible for the teaching duties as well as the supervision of diploma and doctoral students;
- d) a signed approval by the Department Head.

5. Final Clauses

- 5.1. The «Weisungen der Schulleitung betreffend Urlaube von Professorinnen und Professoren der ETH Zürich» of 23 August 1999⁹ are overruled retroactively as of 1 August 2009 and replaced with the directives at hand.
- 5.2. The directives at hand become operative retroactively as of 1 August 2009.

Zurich, 12 October 2009

The President

Ralph Eichler

⁷ Art. 24 Ordinance of the ETH Board for professors at the Federal Institutes of Technology (ETH Professorial Ordinance) «Professorenverordnung ETH»

⁸ Effective 1 June 2016

⁹ RSETHZ 510.10