

The logo for the University of Lausanne (Unil) is written in a stylized, cursive script.

UNIL | Université de Lausanne

The logo for ACIDUL is written in a bold, blocky, sans-serif font with a slight drop shadow effect.

Association du corps intermédiaire et des
doctorant-e-s de l'Université de Lausanne

ACIDUL welcomes you to the *corps intermédiaire* of the University of Lausanne!

By signing your contract, you are integrating the *corps intermédiaire* (that is to say, roughly speaking, the non-professorial teaching staff of the **University of Lausanne (Unil)**). Simultaneously, you become a member of the **Association du corps intermédiaire et des doctorant-e-s de l'Université de Lausanne (ACIDUL)**, which federates and represents the *corps intermédiaire* of the Unil and safeguards its interests.

With this brochure, ACIDUL would like to

- present the composition and the role of the *corps intermédiaire*;
- present the **internal workings of the Unil**;
- present what **ACIDUL** can do for you and what you can bring to it, and
- give you the **means of obtaining information** about your situation in the institution.

**Une version française de cette brochure est
disponible sur le site www.unil.ch/acidul.**

The *corps intermédiaire* at the Unil

The *corps intermédiaire* and the *corps professoral* (professorial staff) form the *corps enseignant* (teaching staff) of the Unil. The students and the **administrative and technical personnel (PAT)**, or *personnel administratif et technique*, which also includes certain researchers, as well as certain additional functions such as *suppléants*, *chargés de cours* and *privat-docents*, complete the composition of the academic community.

The *corps intermédiaire* of the Unil consists of more than a thousand collaborators. It is made up of the following functions:

- **assistant diplômé** (approximately two thirds of the staff),
- **premier assistant**,
- **maître assistant (MA)** and
- **maître d'enseignement et de recherche (MER)**.

The doctoral students funded by the **Fonds national suisse de la recherche scientifique (FNS)**, the Swiss National Fund for Scientific Research, or by other **external funds (FE)** are not officially part of the *corps intermédiaire* but have interests akin to those of its members. For the most part, they may take part in the life of the Unil as if they were members of this staff.

The *corps intermédiaire* plays two main roles within the Unil:

- At an **individual level**, you are taking part in the academic succession of the institution by carrying out your own doctoral or post-doctoral research, by integrating research communities and by acquiring teaching and other specific competences.
- At a **collective level**, you are participating in the smooth running of the University by fulfilling teaching, research and administrative tasks. In practice, the relative importance and composition of each of these elements varies greatly from one faculty or unit (institutes, sections, centres, departments, etc.) to another.

Each function is defined by different conditions as to the duration of the commitment, contract renewals, the type of tasks to be carried out (for instance, the amount of time allocated to personal research), earnings, social contributions, etc.

For a full description of each function, its conditions for hire and its work methods, please consult ACIDUL's website: www.unil.ch/acidul. You will find there, amongst other things, links to the laws, regulations and directives that concern you. ACIDUL will also readily inform you about all these questions and can help you to highlight your rights.

You may also refer to the website of the Human Resources Service (*Service des ressources humaines*): www.unil.ch/srh.

The *cahier des charges*

The *cahier des charges* constitutes the basis of the working relationship between each member of the *corps intermédiaire* and the University: "Each collaborator of the University exercises his/her own functions according to his/her *cahier des charges*" (art. 47, Law on the University of Lausanne [LUL]). Establishing one's *cahier des charges* diligently with one's unit of affiliation is a sure means of initiating good working relationships. **ACIDUL therefore insists on the necessity of examining this document with all due attention.**

The *cahier des charges*

- **describes the activities you perform at the University** (teaching, research and administrative tasks must be set out in percentages, without being too vague or too rigid);
- **must imperatively indicate the time set aside for your personal research** (minimum 50% for *assistants diplômés* and *premiers assistants*);
- **can contain specific indications**, such as possible hours of attendance (for receiving students, supervising experiments, managing resources open to the public, etc.), when it is necessary.

ACIDUL would like to draw your attention to the following points:

- Signing the *cahier des charges* **must not be a precondition for signing the work contract.**
- The *cahier des charges* that you sign **must correspond to the one stated in the job offer** or during the job interview.
- The *cahier des charges* **must reflect your tasks** in the best manner. **Remember to bring your *cahier des charges* up to date**, even in the course of your contract, so that it may continue to protect you adequately.

Assistants are hired by their unit, not by their thesis director. Therefore they also depend on the unit for the distribution of their tasks. Their *cahier des charges* must reflect this situation. Models do exist for certain faculties: do take the time to find out about these.

For **FNS and FE doctoral students** who benefit from an allowance, a *cahier des charges* must also be established (art. 4, Rectorate's directive 1.31).

The *cahier des charges* for **MAs** and **MERs** is suggested during the hiring process. It should be open to negotiation. Moreover, the *cahier des charges* is also used during procedures for the mandate renewals for MERs, or in the promotion of MAs (see Rectorate's directives 1.5, 1.6 and 1.13).

Do not hesitate to contact us (acidul@unil.ch) and to refer to our website (www.unil.ch/acidul) for more information.

The structure of the Unil

The University of Lausanne is a public-law establishment that enjoys a certain autonomy from the political authorities on which it depends, such as the *Département de la formation, de la jeunesse et de la culture* (DFJC) of the State of Vaud. **Decisions are made by numerous authorities at several levels, many of which require the participation of the *corps intermédiaire*.**

At the level of the **University**, you will find

- the **University Council**, a representative authority that acts as a legislative and advisory body (the *corps intermédiaire* occupies 8 out of 44 seats, on the basis of elections organised within the faculties),
- the **Rectorate**, an executive authority made up of the **Rector**, the **vice-rectors** and their teams (the Rectorate, which can also enact directives, is seconded by several central services, such as the Human Resources Service [SRH], the Financial Service, etc.),
- the **Personnel Commission (CoPers)**, independent from the Rectorate and allowed for by the Law on personnel (LPers), and
- the **advisory commissions**, adopted by the Rectorate to ensure the participation of the different bodies and personnel in the decision-making process (the *corps intermédiaire* is represented by delegates nominated during ACIDUL's annual *Assemblée générale ordinaire*).

At the level of the **Faculty**, you will find

- the **Faculty Council**, a legislative authority (the *corps intermédiaire* occupies 18% of the seats, on the basis of elections),
- the **Dean's Office**, an executive authority made up of the **Dean** and the **vice-deans**, seconded by secretaries and associates, and
- the **faculty commissions**, which can be permanent, such as the commissions for academic planning, the examination commissions or the pedagogical commissions; or temporary, such as the commissions for the nomination of professors, MERs and MAs.

Finally, the **unit** is the place where you work. According to their size, units are supplied with a council (representative or universal), a committee and/or commissions, in which the *corps intermédiaire* may often participate. Find out how your unit works. The unit is managed and represented by its supervisor, president or director.

In parallel with this internal structure, several **university associations**, independent but recognised by the Rectorate, take part in the decision-making. The student associations, affiliated to the faculties, are also gathered under the **Fédération des associations d'étudiants (FAE)**, or Federation of Student Associations.

ACIDUL

The main goal of the Association is to federate and represent the members of the *corps intermédiaire* and the doctoral students of the Unil to defend their interests before the University and political authorities.

It represents the *corps intermédiaire* before the Rectorate of the Unil.

It also handles the management of the representation of the *corps intermédiaire* within the commissions through a system of elections during the *Assemblées générales ordinaires* (which take place annually in the autumn).

ACIDUL also attends to the better circulation of information to and between the members of the *corps intermédiaire* and the doctoral students of the Unil.

Finally, it will answer your questions, assist you or redirect you to the competent authorities in case of a problem.

History

On May 5th, 2003, a petition having gathered more than 400 signatures was presented to the head of the DFJC. This petition aimed to **improve work and hiring conditions for assistants**.

Following this first mobilization, the establishment of an *Assemblée générale constitutive* on June 17th, 2003, then the acceptance of our statutes by the Rectorate and the recognition of the existence of our association as an interlocutor representing the *corps intermédiaire*, have enabled to **officialize the existence of ACIDUL**.

ACIDUL has since defended the interests of the *corps intermédiaire* and the doctoral students of the University before the Rectorate and the State of Vaud.

Organisation

ACIDUL consists of the whole of the *corps intermédiaire* of the Unil, as well as the doctoral students who request it. All doctoral students are therefore welcome to the General Assembly, to the Committee and within the work groups, whatever their professional status at the Unil.

ACIDUL is subsequently organised thus:

- The **General Assembly (AG)**, or *Assemblée générale*, is the highest ranking body of the association. It elects the members of the Committee as well as the delegates to the advisory commissions, and assigns work groups to take care of specific problems.
- the **Committee**, or *Comité*, is composed of maximum 14 members. It represents the Association before the academic and political authorities, executes the decisions of the AG, answers the queries of the members of the *corps intermédiaire*, etc. All the members of the ACIDUL may present themselves to the Committee.

- the **Secretary General**, or *Secrétaire general*, manages the current affairs of ACIDUL as well as the administration for the Association, represents ACIDUL before extra-academic institutions when mandated by the Committee, and answers the electronic mail.
- the **work groups** take care of the more complex cases, which are delegated to them by the AG.

All members of ACIDUL are welcome to the various meetings.

Current cases

ACIDUL treats many cases. For an outline of **the association's activities**, please consult its website: www.unil.ch/acidul. Among the closed cases, two in particular **mobilized the forces of the Association**:

- During the General Assembly held on October 25th, 2007, ACIDUL reacted to the fact that the new academic calendar would involve a **reduction of the work duration for assistants from 60 to 59 months**. On November 19th, 2007, the Rectorate announced that **the sixtieth month would be guaranteed** to assistants having fulfilled the requirements necessary to the obtainment of the fifty-ninth month.
- On April 1st, 2008, ACIDUL submitted a petition to the Rectorate of the Unil, in opposition to the introduction of a new directive on doctoral students financed by the FNS. The directive as proposed sought to introduce a **new statute whose conditions were unsatisfactorily expounded**. ACIDUL's opposition enabled **the substantial improvement of the contents of this directive**.

Why should you get involved in the life of the University?

The authorities representing the *corps intermédiaire* always need your participation. Getting involved in the life of the University, on all levels, will help you to better situate yourself within the institution, to be better informed on the subtleties of the system, to avoid problems or tensions within your section, and also... to be conscious that there are hundreds of us in the same situation, who share activities and similar objectives.

Your involvement can be of two kinds:

- **It is possible to get involved in the organisation of the University itself.** This involvement can take place on several levels: within your unit, within your faculty, or even at the level of the University.
- **Your involvement can also take place within the different associations**, either in the association for doctoral students and/or *corps intermédiaire* of your faculty, or in ACIDUL, at the level of the University.

For an introduction to our activities, **do attend our *Assemblée générale ordinaire*, which takes place annually during the autumn semester.**

Useful links

Associations

ACIDUL is your interlocutor of choice for the defence of your interests and to answer questions about your rights, rules and regulations, etc.: acidul@unil.ch, www.unil.ch/acidul.

The *corps intermédiaire* of the different faculties has sometimes also been gathered into one association. To find out whether the *corps intermédiaire* is represented in your faculty, please refer to the relevant page on the central website of the Unil: www.unil.ch/interne/page40485.html.

Services and centres of the Unil

- ***Service des ressources humaines (SRH)***

For all questions relating to your function, your contract, your salary, etc.: www.unil.ch/srh.

- ***Service d'orientation et de conseil (SOC)***

For your professional orientation: www.unil.ch/soc.

- ***Service des affaires sociales et culturelles (SASC)***

To find housing, study abroad, or to request funding: www.unil.ch/sasc.

- ***Centre de soutien à l'enseignement (CSE)***

For course evaluations, signing up for training courses, or receiving other kinds of help relative to your teaching: www.unil.ch/cse.

- ***Centre de langues (CdL)***

To familiarize yourself with a foreign language, or improve your skills in a language other than French: www.unil.ch/cdl.

Others

- ***Ecole de français langue étrangère (EFLE)***

For non-French-speaking employees and students: www.unil.ch/efle.

- ***Bureau de l'égalité des chances***

Against all forms of discrimination on campus, particularly in relation to professional situations: www.unil.ch/egalite.

- ***DialogUnil***

An independent network for exchange, mediation and support: www.unil.ch/dialog.

Laws, regulations and other official texts

The entirety of the laws concerning employment at the Unil is available on the website of the Human Resources Service: www.unil.ch/srh/page34120.html.

You will find, amongst other things:

- the Law of July 6th, 2004 concerning the University of Lausanne (LUL),
- the Application regulations of April 6th, 2005 for the July 6th, 2004 Law concerning the University of Lausanne (RALUL) and
- the Regulations of June 13th, 2007 concerning the assistants of the University of Lausanne.

You will find yet several more documents concerning the *corps intermédiaire* on the webpage for the internal directives of the Unil, point 1 (human resources): www.unil.ch/interne/page41076.html#4.

You can also consult the regulations of your faculty, available on its website.

If you are an assistant, don't miss the annual meeting for new assistants, soon after classes begin in September. Numerous collaborators will be introducing themselves on this occasion.

And, most importantly, attend the next General Assembly of ACIDUL!

**Questions ?
Problèmes ?
Solutions ?
Want to get involved ?**

acidul@unil.ch
www.unil.ch/acidul

The informations provided in this brochure are valid as of August 1st, 2009. Modifications to the regulations cannot be excluded. Refer to ACIDUL's website in order to be kept fully informed of the current situation. This brochure is updated annually.

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