



Theologisches Seminar St. Chrischona (tsc)

Admissions and Recruiting Policy

1. Area of validity and general principles

The regulations apply to the admissions and recruiting procedures of lecturers at the Theologisches Seminar St. Chrischona (tsc). With regard to the procedure, the following categories are distinguished:

- Category A: Employment of lecturers of 50% or more.
- Category B: Employment of lecturers of up to 49%.
- Category C: Employment of lecturers for the implementation of a teaching module (guest lecturers).

Unless otherwise provided for in these regulations, the employment law of the Swiss Code of Obligations shall apply to all appointments. For all employment, except as guest lecturers, the personnel regulations of the Theologisches Seminar St. Chrischona (tsc) shall also apply in their current version.

2. Recruitment procedures for lecturers

2.1 General regulations

- In the recruitment procedure for category A lecturers, a search committee must be appointed.
- In the recruitment procedure for category B lecturers, a search committee may be appointed.
- In the recruitment procedure for the appointment of category C lecturers, a search committee is not normally appointed.

2.2 Prerequisite for the nomination

In addition to the professional qualifications of the applicant, the following criteria will be examined in the recruitment procedure:

- Willingness to work at the tsc on the basis of our guiding principles for Communicative Theology.
- Social competence in dealing with students
- Willingness to be involved in the tsc community and to help shape it.
- Adult education skills are an advantage
- Experience in publishing and lecturing is an advantage
- Experience in using Moodle and Microsoft Teams in the classroom is an advantage
- Experience in church and community activities is an advantage

2.3 Formation of the Search Committee

The search committee is appointed by the rector. It shall include at least the following persons:

- Rector and Deputy Rector (Chair)
- Leaders of the Bachelor's degree programmes
- Representatives of the teaching staff
- Representation of the students (student representatives)

2.4 Initiation of the procedure and job advertisement

The search committee formulates subject-relevant criteria for the position to be filled.

A category A post is advertised publicly.

2.5 Evaluation of the job applications

The search committee evaluates the applications received. Based on the evaluation, it makes a shortlist of suitable candidates. The search committee invites suitable candidates to one or more interviews. It organises appropriate expert interviews with the candidates.

Candidates who are shortlisted are asked to give a trial lesson. The trial lesson is evaluated with the participants present (search committee, students) with regard to professional, didactic and methodological competence.

2.6 Proposal of the Search Committee

Based on the interviews, the professional interview and the trial lesson, the search committee formulates a proposal for election for the attention of the rectorate.

2.7 Decision of the Rectorate

The Rectorate decides on the election proposal of the search committee.

In recruitment procedures for the appointment of lecturers with a maximum of 49% (category B), the Rector decides on the appointment of the suitable candidate.

2.8 Information of the Executive Board

The Executive Board shall be informed of the Rectorate's decision.

3. Employment of guest lecturers

Guest lecturers (category C) are employed on a fee basis for the implementation of a specific teaching module.

The decision to employ a guest lecturer (category C) is made by the head of the degree programme together with the rector.

4. Complaints procedure against admission decisions

Complaints against the course of an application procedure and against the decision of the Rectorate or the Rector are to be submitted in writing to the Executive Board of the Theologisches Seminar St. Chrischona (tsc).

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tsc Rectorate