



CAI Guidelines for Association of ZHAW Senior Research Staff with the CAI

1. Purpose of this document

This document provides guidelines and the framework for the association of individual ZHAW senior research staff members with the Centre for Artificial Intelligence CAI at the School of Engineering (SoE).

2. Basis

These guidelines are to be considered in addition to the official document “Richtlinie Assoziierung Forschungspersonal an den Instituten und Zentren der SoE” ([T_RL_Richtlinie_Assoziiierung_Forschungspersonal.pdf](#)), which provides the general SoE-wide framework for association of ZHAW SoE staff. The regulations in this document are an extension of the above document, not a replacement. While the official document regulates mainly how an association is initiated and handled on the side of the “source” organizational unit, these guidelines here clarify criteria and processes on the “destination” side (CAI).

3. Description and general purpose

The association of individuals with CAI ...

- ... should be based on a *concrete* plan for substantial involvement / collaboration (to be provided with the application, see below)
- ... should have a clearly defined purpose, duration and *outcome* (academic collaboration, project work, publications etc.)
- ... should have a concrete impact on *daily* scientific work of the associated member as well as the involved CAI staff
- ... should provide *mutual* benefits for the associates and their outgoing organizational units, as well as for the CAI

The CAI associate researcher ...

- ... must be a senior researcher / lecturer / professor at ZHAW
- ... should have an existing track record in AI (e.g., relevant peer-reviewed publications)
- ... should identify and contact in advance a CAI senior staff member that endorses the association based on mutual research interests. This person, called “*endorser*”, serves as point of contact for the associate researcher, and also acts as a mentor to ensure that the association achieves its goals.

4. What do we offer?

- A (shared) desk space at the CAI offices
- Personal access to the CAI infrastructure (e.g., computing resources)



- An experienced CAI researcher as contact / mentoring person
- Association with CAI can be mentioned in one's CV

- Participation in CAI events, colloquia, group meetings and discussions

5. What do we expect?

- Active participation in the academic life of the CAI (meetings, discussions, colloquia, supervising and giving advice to BSc / MSc / PhD students)
- Engagement in an existing or new relevant research activity
- Commitment to mention the CAI association in scientific publications and presentations, as well as on personal website, social network profiles etc.
- Commitment to give an introductory seminar presentation at the CAI colloquium during the first 3 months of the association

6. Duration, number of associates, timeline

- Duration: 3 years, renewable upon mutual agreement. A yearly checkpoint between the associate and the endorser about the goals and outcomes of the association is envisaged
- Total number of associates: typically, ca. 2 associates per endorsing senior member of CAI personnel (not more than 50% of total number of CAI personnel)
- Application deadlines: 2x per year (30.6. and 30.11.)
- Possible start dates: 1.9. or 1.2. (corresponding to semester start)

7. Application documents

- [Application form](#) signed by head of institute / center of the outgoing ZHAW unit
- Academic CV including publication list and AI track record
- Letter of motivation (approx. 2 pages), outlining purpose and goals of the association (according to Section 3, see above)
- Name of endorser at CAI (that has agreed to endorse the application)

8. Selection procedure

- A committee of ca. 5 CAI staff members from all CAI groups, including the CAI leadership, reviews the applications
- The acceptance decision is formed according to the following criteria:
 - a. AI track record of candidate
 - b. Agreement of a CAI staff member to act as endorser for the entire duration of the association
 - c. Plan for collaboration (mutual benefits, expected outcome)
 - d. Maximum number of possible associates according to Section 6



- The decision is communicated by email to the applicant (cc. supervisor and head of outgoing institute/center)

9. Association agreement

In case of a positive decision, an association document is signed by the associate and the head of the CAI specifying

- a. Beginning, duration and end of the association
- b. Name of endorser at CAI
- c. Agreement to use CAI infrastructure (e.g., shared desk space, computing resources) on a personal basis (fair-use policy)
- d. Commitment of associate to mention the CAI affiliation in talks / publications / website / profiles