

This is an English translation of *bekendtgørelse nr. 1190 af 21. august 2023 om stillingstruktur for kunstnerisk og videnskabeligt personale ved Det Kongelige Danske Kunstakademis Skoler for Arkitektur, Design og Konservering, Arkitektskolen Aarhus samt Designskolen Kolding* (Ministerial Order no. 1190 of 21 August 2023 on Job Structure for Artistic and Academic staff at the Royal Danish Academy of Fine Arts, Schools of Architecture, Design and Conservation, the Aarhus School of Architecture and the Kolding School of Design). In the event of a discrepancy between this translation and the Danish version, the Danish version as published on *retsinformation* is valid.

## **Ministerial Order on the Job Structure for Artistic and Academic staff at the Royal Danish Academy of Fine Arts, Schools of Architecture, Design and Conservation, the Aarhus School of Architecture and the Kolding School of Design**

Pursuant to section 10, subsection 1, no. 4 of the Act on Higher Artistic Educational Institutions (*Lov om videregående kunstneriske uddannelsesinstitutioner*), cf. Consolidation Act no. 787 of 8 August 2019, and by the authority granted under section 2, no. 4, of Ministerial Order no. 979 of 24 June 2022, on the delegation of the powers of Minister of Higher Education and Science to the Danish Agency for Higher Education and Science, the following is stipulated:

1. The rules on the job structure and the content of the job categories that can be used for artistic and academic staff at the Royal Danish Academy of Fine Arts, Schools of Architecture, Design and Conservation, the Aarhus School of Architecture and the Kolding School of Design are stipulated in Appendix 1 to this Ministerial Order.

2. This Ministerial Order enters into force on 1 November 2023.

(2) Ministerial Order no. 962 of 24 August 2015, on the Job Structure for Artistic and Academic staff at the Royal Danish Academy of Fine Arts, Schools of Architecture, Design and Conservation, Aarhus School of Architecture and the Kolding School of Design is repealed.

*The Danish Agency for Higher Education and Science, 21 August 2023*

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**Job Structure for Artistic and Academic staff at the Royal Danish Academy of Fine Arts, Schools of Architecture, Design and Conservation, the Aarhus School of Architecture and the Kolding School of Design**

*General comments*

This appendix defines the job structure and the content of the job categories that can be used for all employees in artistic and academic positions with tasks related to research- and art-based teaching (hereinafter referred to as teaching), artistic development activities and research at higher artistic educational institutions.

The job structure, which enters into force on 1 November 2023, is a revised version of the job structure of 1 September 2015. The job structure applies to positions either advertised or filled without advertisement on 1 November 2023 and thereafter.

The job structure contains an exhaustive description of the job categories that can be used for artistic and academic staff. Thus, only persons employed in positions covered by the job structure may undertake tasks with teaching, artistic development activities and research at the institutions.

The job structure provides the framework for the positions. The management of each higher artistic educational institution defines the specific job content and specifies the tasks in each job advertisement.

The detailed provisions regarding advertisement and assessment are stipulated in the current Ministerial Order on employment of artistic and academic staff at higher artistic educational institutions under the Ministry of Higher Education and Science, as well as in the locally established rules pursuant to this Ministerial Order.

Attention is drawn to the fact that the Act on Fixed-Term Employment (*Lov om tidsbegrænset ansættelse*)<sup>i</sup> contains a special provision regarding researchers and lecturers in section 5, subsection 2.

The institution is obligated to make career prospects visible for the artistic and academic staff, particularly for those in fixed-term positions. This is done, among other things, through ongoing discussions about potential career paths both within and outside the institution for each employee.

Absence due to maternity/paternity or adoption leave as well as long-term illness extends the maximum limits for the total period of employment set out in this appendix by a period corresponding to the period of absence.

When this job structure enters into force, employees who are employed under the previous job structure retain their job titles and terms of employment. No new positions as teaching assistant professor/teaching associate professor concurrently employed in the fields of architecture or design can be established after this Ministerial Order enters into force, while those already employed in this job category will retain their job titles and terms of employment until the expiration of their period of employment.

*Act on Higher Artistic Educational Institutions*

The job structure has been drafted within the framework of the Act on Higher Artistic Educational Institutions. The job structure is therefore expected to be implemented accordingly.

According to the Act on Higher Artistic Educational Institutions, the purpose of the Royal Danish Academy of Fine Arts, Schools of Architecture, Design and Conservation, the Aarhus School of Architecture and the Kolding School of Design is, on an artistic and academic basis

- to provide education up to the highest level in architecture, design and conservation;
- to engage in artistic research; and
- to conduct research within architecture, design and conservation.

The higher artistic educational institutions must also contribute to disseminating knowledge of working methods and results within their fields of expertise.

According to the Act on Higher Artistic Educational Institutions, each higher artistic educational institution independently decides the research conducted at the institution. Specifically, this means the institution's management determines the exact weighting of the research, artistic development and teaching activities. The weighting of the various activities may vary over time. The institution can order the employees to perform specific tasks within the institution's purpose, including administrative tasks.

### *Research, artistic development and teaching*

The core tasks of the higher artistic educational institutions are to conduct research, engage in artistic development activities and offer teaching up to the highest level. Research and artistic development activities is the primary basis for the teaching activities, but as tasks of the higher artistic educational institutions, research, artistic development activities and teaching are equal. The teaching activities are the primary method of dissemination and application of artistic and research-based knowledge in society.

The management of the institutions, at all levels, is responsible for ensuring coherence between the research and the artistic development activities conducted and the study programmes offered by the institution.

### *Research*

The higher artistic educational institutions are obligated to conduct research within the institution's fields of expertise on an academic basis. Each institution has freedom of research and makes its own decisions about the research conducted at the institution.

Each artistic-academic employee has freedom of research within their academic area of employment subject to the obligations resulting from their employment. Freedom of research also applies to projects carried out with external funds. However, the higher artistic educational institutions must be informed of and approve all projects if these interfere with the institution's activities and its ability to manage and distribute the work.

### *Artistic development*

Artistic development is part of an artistic process where new artistic knowledge and insight is obtained through reflection, documentation and dissemination of an artistic practice. The artistic development must lead to a publicly available result that can contribute to the further development of the academic area in question.

The knowledge and insight obtained through the artistic development is integrated into the educations through the employees conducting artistic development.

It is required for all employees with an obligation to conduct artistic development that the employee and their respective supervisor continuously discuss how to best ensure that proposals and ongoing artistic

development can be organized and/or developed in the period leading up to the next discussion, for example in connection with the annual development interview.

### *Documentation of artistic development*

All staff members who conduct artistic development must create and continuously maintain documentation for this.

The documentation may consist of an outline of the results that the individual – possibly in collaboration with others – has produced within the past 5 years, including whether – and if so where – it has been made public, published or geographically located, whether the results has been exhibited on the basis of an artistic assessment and whether the result has been created on the basis of a competition.

Furthermore, the documentation may consist of reflections on the artistic method and technique as well as relevance in relation to the artistic practice. Finally, the documentation may include the public dissemination of the artistic results.

Other elements may also be relevant to the higher artistic educational institution or for the individual. It is up to each institution to determine which elements should be included in the documentation.

In connection with the advertising of positions as associate professor and professor, documentation for artistic development must be included in the assessment of whether an applicant is qualified. However, this does not apply in cases where artistic development is not included as part of the job advertisement.

### *Pedagogical-didactic competencies for teaching*

The higher artistic educational institutions are responsible for ensuring that academic staff performing teaching duties have the necessary pedagogical-didactic competencies required to perform their specific teaching duties.

Employees in principal positions (assistant professor, associate professor and professor) and in other positions with teaching obligations must continuously maintain and develop their acquired pedagogical-didactic competencies. The higher artistic educational institutions must have a plan for the maintenance and development of these competencies.

All employees with teaching obligations and their respective supervisors must continuously discuss how best to ensure the maintenance and development of the employees' pedagogical-didactic competencies in the period until the next discussion, for example in connection with the annual development interview.

### *Teaching Portfolio*

All staff members who teach must create and continuously maintain a teaching portfolio.

Through a teaching portfolio, the individual's teaching experience and competency development are documented regardless of the level of the position and the terms of employment (e.g. full-time, part-time, fixed-term).

The documentation of teaching experience may consist of courses, lectures, teaching programmes and evaluation, including how the students have been involved in the evaluation. Furthermore, the documentation may consist of experience with supervision and assessment as well as course and/or educational management.

The documentation of pedagogical-didactic competency development may consist of a pedagogical programme or equivalent pedagogical-didactic courses or other pedagogical-didactic competency development.

Other elements may also be relevant to the higher artistic educational institution or the individual lecturer. It is up to each higher artistic educational institution to decide which elements should be included in a teaching portfolio.

In connection with the advertising of position as teaching associate professor, associate professor and professor, a teaching portfolio or equivalent documentation of teaching experience and qualifications must be included in the assessment of whether an applicant is qualified. The applicant is required to have completed a pedagogical programme or an equivalent programme.

If, in exceptional cases, the higher artistic educational institution wishes to appoint an applicant who has research qualifications at the level of an associate professor, but whose teaching qualifications is not assessed to be at a sufficiently adequate level, the higher artistic educational institution must draw up a programme plan to ensure that the applicant can obtain the required pedagogical-didactic competencies within a period of up to two years.

### *Pedagogical programme*

It is the higher artistic educational institution's responsibility to ensure that assistant professors and teaching assistant professors and complete a pedagogical programme.

The content of the pedagogical programme may be tailored to the specific areas of activities covered by the positions, for instance the dissemination of research, artistic development or teaching. The scope, form and general content of the pedagogical programme must be specified in the higher artistic educational institution's plan for pedagogical-didactic competency development.

Supervision and guidance are part of a pedagogical programme.

### *The framework of the job structure*

In the job structure, a distinction is made between principal positions and other positions.

The principal positions constitute a progressive career path and consist of the job categories assistant professor, associate professor and professor. Each position contains both research, including an obligation to publish and to disseminate, and teaching. When it is required in the job advertisement, the position also includes artistic development.

The principal positions are described in section 1. As the employment as an assistant professor requires academic qualifications at PhD level, the PhD fellow is described together with the principal positions.

The other positions that the institution can use as needed are described in section 2.

## *Description of the individual positions*

### **1. PhD fellow and principal positions**

#### **1.1. PhD fellow**

The position of PhD fellow is a fixed-term educational position.

#### **1.2. Assistant Professor**

The position of an assistant professor is a full-time position, but employment on a part-time basis is possible.

Employment as an assistant professor requires academic qualifications at PhD level. Furthermore, the artistic qualifications may be required in the job advertisement.

The higher artistic educational institution decides whether a position is advertised as part of a tenure-track programme or as a fixed-term employment.

Job advertisements must state whether positions are part of a tenure-track programme or as fixed-term employment.

Assistant professors employed under a tenure-track programme as well as in a fixed-term position must complete a pedagogical programme.

The assistant professorship is an educational position where the main responsibilities are research, including the obligation to publish and disseminate, and teaching with related examination obligations. Furthermore, the position may include responsibilities within artistic development. In addition, other tasks may have to be performed to a limited extent.

The higher artistic educational institution determines the exact weighting of the various responsibilities. The weighting may vary over time, but a balance must be ensured to enable the assistant professor to qualify for the level of an associate professor within the areas relevant to the position.

#### **Tenure-track employment**

The position of assistant professor may be filled as part of a tenure track-programme under which the employee after a maximum of six years transfers to employment as an associate professor. Such transfer requires that the employee is assessed and found to be academically qualified.

Advertisements of tenure-track positions must clearly stipulate and ensure transparency about the criteria that will be emphasised in the academic assessment prior to the transfer from assistant professor to associate professor. The criteria may be divided into general expectations with regard to, for example research, artistic development, teaching and knowledge dissemination. The higher artistic educational institution is required to continuously follow up on the assistant professor's development in relation to the criteria set up.

The academic assessment will normally take place within the last six months of the assistant professor's period of employment. However, the employee may request to have his or her qualifications assessed at an earlier time within the first four years of employment. If the conclusion is that the employee is not academically qualified, he or she may request another assessment within the last six months of the period of employment. Thus, academic assessment can take place a maximum of two times.

If the academic assessment is positive, the assistant professor transitions to a position as associate professor with effect from the 1<sup>st</sup> of the month following the positive assessment.

If the employee fails to submit a request to have his or her qualifications assessed within the last year of employment, or if the employee is assessed and found not to be academically qualified, the higher artistic educational institution must immediately initiate dismissal proceedings in accordance with the rules of the collective agreement.

### **Fixed-term employment**

The position of assistant professor may be filled on a fixed-term basis for a period of up to four years.

Re-employment of an employee in several consecutive fixed-term positions is possible, however a person can be employed as postdoc and assistant professor at the same institution for a maximum period of 6 years.

A written assessment of the teaching qualifications of the assistant professor must be provided no later than three months before the end of the period of employment.

### **1.3. Associate Professor**

The position of associate professor is a full-time position, but employment on a part-time basis is possible.

It is normally a permanent employment position, but in exceptional cases it may also be fixed-term.

The position of associate professor may be filled by tenure-track assistant professors who have been assessed and found to be qualified for the level of associate professor or in connection with job advertisements in respect of which an academic assessment must also be carried out. Applicants are also assessed on the basis of the qualifications required in the job advertisement, e.g. requirements for artistic qualifications at the level of associate professor.

Employment as an associate professor requires research and teaching qualifications at the level that can be achieved through the satisfactory completion of a period of employment as an assistant professor, but may also be obtained in other ways.

Applicants are required to have documented research at an international level. When artistic qualifications at associate professor level are required in the job advertisement, it is further required that the applicant has carried out original artistic development at a high international level.

In connection with filling the position, particularly qualified efforts and new developments within the teaching area must weigh in the overall assessment.

If, in exceptional cases, the higher artistic educational institution wishes to appoint an applicant who has artistic qualifications at the level of associate professor, but whose research qualifications are not assessed to be at a sufficiently adequate level, the higher artistic educational institution must draw up a programme plan to ensure that the applicant can obtain the required research qualifications within a period of up to 3 years.

If, in exceptional cases, the higher artistic educational institution wishes to appoint an applicant who has research qualifications at the level of associate professor, but whose teaching qualifications are not

assessed to be at a sufficiently adequate level, the higher artistic educational institution must draw up a programme plan to ensure that the applicant can obtain the required pedagogical-didactic competencies.

In both of the above-mentioned cases, the programme is concluded with an expert assessment of the employee's research or pedagogical-didactic competencies in accordance with the rules in the ministerial order on the appointment of artistic and scientific staff at higher artistic educational institutions at the Ministry of Higher Education and Science's field of responsibility (*bekendtgørelse om ansættelse af kunstnerisk og videnskabeligt personale ved de videregående kunstneriske uddannelsesinstitutioner på Uddannelses- og Forskningsministeriets område*). The assessment must be initiated no later than four months before the end of the programme. If the employee is assessed and found not to be academically qualified, the higher artistic educational institution must immediately initiate dismissal proceedings in accordance with the collective agreement rules.

The associate professorship is a position where the main responsibilities are research, including publication and dissemination duties, and teaching with related examination duties. Furthermore, the position as associate professor may hold responsibilities within artistic development, including academic leadership of tasks within artistic development. In addition, associate professors may be responsible for academic leadership of research, study programme and course management, guidance and supervision as well as academic assessment work.

The associate can also carry out other tasks within the institution's purpose, including administrative tasks.

The higher artistic educational institution determines the exact weighting of the various responsibilities. The weighting of the responsibilities may vary over time.

### **1.3.1. Programme for promotion to professor**

The higher artistic educational institution may offer particularly talented associate professors a programme for promotion to professor. Particularly talented applicants responding to an open advertisement for an associate professor position may also be offered the programme upon employment. The specific content of the promotion programme is decided by each higher artistic educational institution.

The higher artistic educational institution is responsible for clearly stipulating and ensuring transparency about the criteria that will be emphasised in the academic assessment of associate professors prior to the transfer from associate professor to professor. The criteria may be divided into general expectations for e.g. research, teaching, artistic development, research/course management, supervision and knowledge dissemination. The higher artistic educational institution is required to continuously follow up on the associate professor's development in relation to the criteria set up.

The promotion programme may have a duration of up to 8 years for each associate professor. The associate professor then transfers to employment as a professor. Such transfer requires that the employee is assessed and found to be academically qualified for employment at the level of professor.

At the latest, the academic assessment must take place within the last 6 months of the agreed duration of the promotion programme. Subject to agreement with the higher artistic educational institution, the assessment may be carried out at an earlier point in time.

If the assessment is positive the associate professor immediately transfers to terms of employment as a professor with effect from the 1<sup>st</sup> of the month following the positive assessment.



If the associate professor fails to request an assessment of his or her qualifications no later than 6 months before the end of the promotion programme, or if the associate professor is assessed and found not to be academically qualified, his or her employment as an associate professor will continue outside the promotion programme. However, the higher artistic educational institution may offer the associate professor an additional attempt at qualifying before the end of the specific promotion programme. A maximum of 2 academic assessments may be carried out.

#### **1.4. Professor**

The position of professor is a full-time position, but employment on a part-time basis is possible.

The professorship is a position where the main responsibilities are research, including publication and dissemination duties, and teaching with related examination duties. Furthermore, the position as associate professor may hold responsibilities within artistic development, including academic leadership of tasks within artistic development. In addition, associate professors may be responsible for academic leadership of research, study programme and course management, guidance and supervision as well as academic assessment work.

A professorship normally takes the form of permanent employment, but may also be fixed-term in exceptional cases.

The institution determines the exact weighting of the various responsibilities. The weighting of the various responsibilities may vary over time.

Applicants for professorships must be able to document a high degree of original academic production at an international level, including development of the academic field, and experience from teaching at different levels, test/exams, course/study programme management as well as contributions to the development of teaching activities and teaching material, hereby documenting that the applicant has developed the academic discipline from a research and teaching perspective.

In addition, an applicant to a professorship will be assessed on the basis of the qualifications required in the job advertisement. For instance, it may be to perform artistic development at the highest international level, including if the applicant has developed the academic discipline artistically. Emphasis must be placed on the applicant's ability to perform research and teaching management tasks and artistic management tasks, if it appears from the job advertisement. Additionally, emphasis must be placed on the applicant's ability to fulfil other obligations e.g. in relation to the institution's external cooperation.

## **2. Other positions**

### **2.1. Research Assistant**

The position of research assistant is a fixed-term position. The main responsibilities are research and/or artistic development and, to a limited extent, teaching in relation to this. A small number of working hours may be devoted to academic development and the performance of other duties.

Applicants must hold academic qualifications at master's degree level.

Employment is for a maximum period of three years. Re-employment after three years of employment is not possible. At the end of the period of employment, the position of research assistant is terminated without further notice.

## **2.2. Teaching Assistant**

The position of teaching assistant is a part-time position involving the independent performance of teaching duties, normally of an elementary nature, or instruction supplementing teaching provided at the level of assistant professor, associate professor or professor. Teaching assistants carry out teaching activities in the relevant subject as directed by the institution. Teaching assistants must have special permission to act as examiners.

Applicants must hold academic qualifications at master's degree level.

Employment is for a maximum period of three years. Re-employment is possible provided it is in compliance with the Fixed-Term Employment Act.

## **2.3. Teaching Assistant Professor/Teaching Associate Professor**

The higher artistic educational institution may appoint teaching assistant professors and teaching associate professors. The positions involve teaching with related examination duties and similar tasks. The positions may also involve academic and/or artistic development tasks.

The job categories teaching assistant professor and teaching associate professor may be used in connection with the teaching of creative, practice- or art-based subjects.

Applicants must hold academic qualifications at master's degree level. Applicants are also assessed on the basis of the qualifications required in the job advertisement. Based on their qualifications, candidates are employed either as teaching assistant professor or teaching associate professor.

### **Teaching Assistant Professor**

The position of teaching assistant professor is an educational position for the purpose of qualifying for transition to employment as teaching associate professor after a maximum six years. The position may be either full-time or part-time.

Teaching assistant professors must complete a pedagogical programme.

The period of employment for a teaching assistant must be of a duration which allows the employee to acquire the qualifications necessary to teach at the level of teaching associate professors.

No later than six months before the end of the sixth year of employment, a written assessment must be provided of the teaching assistant professor's teaching qualifications for the purpose of assessing whether the teaching assistant professor has acquired the qualifications necessary to transfer to a position as teaching associate professor. This assessment includes the teaching assistant professor's completion of a pedagogical programme. The teaching assistant professor must be informed of the result of the assessment no later than three months after submitting the request for assessment.

If the academic assessment is positive, the teaching assistant professor transitions to a position as teaching associate professor with effect from the 1<sup>st</sup> of the month following the positive assessment.

If the employee fails to submit a request to have his or her teaching qualifications assessed before the end of the period of employment, or if the employee is assessed and found not to be academically qualified, the higher artistic educational institution may, however, choose to employ the person for an additional period of up to two years. The person concerned can make a request for a renewed assessment no later than six

months before the end of this period. If the renewed assessment is positive the teaching assistant professor transitions to a position as teaching associate professor with effect from the 1<sup>st</sup> of the month following the positive assessment. If the teaching assistant professor fails to submit a request to have his or her qualifications assessed within the set deadline or if he or she is assessed not academically qualified, the higher artistic educational institution must immediately initiate dismissal proceedings in accordance with the rules of the collective agreement.

### **Teaching Associate Professor**

The position as teaching associate professor normally takes the form of permanent employment, but may also be fixed-term. The positions may be either full-time or part-time.

Employment is contracted either through qualification as a teaching associate professor following a period of employment as a teaching assistant professor or following advertisement. Employment for the position of teaching associate professor always requires that the applicant has been assessed and found to be qualified to teach at this level.

In addition to teaching duties and any academic development tasks, the position of teaching associate professor may include supervision and guidance of teaching assistant professors.

### **2.4. Artistic Professor**

The position of an artistic professor is a fixed-term position, that may be filled for a period of up to eight years. The position may be either full-time or part-time.

A position as artistic professor is created for the purpose of hiring an employee who has special competencies within artistic development. The position must be within one of the higher artistic educational institution's core areas, a strategic priority or an area where there is a particular need for high academic competence as part of the development of new areas within artistic development.

An applicant to a position as artistic professor is assessed on the qualifications required in the job advertisement, as it must be documented that the exercise of artistic development is at the highest international level, including that the applicant has the potential to further develop the subject area.

The weighting of the various responsibilities may vary over time. The artistic professor may be tasked with the academic management of artistic development.

At the end of the employment period, the person in question will be employed and paid as an associate professor. If the person in question does not possess the necessary research competencies to be employed as an associate professor, the person in question can be employed on the condition that his or hers research qualifications are upgraded.

### **2.5. Part-time Lecturer**

The position of part-time lecturer is a part-time position with the main emphasis on teaching.

The purpose of a part-time lectureship is to enable the employment of lecturers with relevant practical experience or specific qualifications at a high level.

Part-time lecturers must independently plan and teach courses as instructed by the institution, such as lecturing, conducting exams and other evaluations.

Applicants must hold academic qualifications at master's degree level.

Employment as a part-time lecturer requires either:

- relevant practical experience at a high level which has not been achieved through academic employment, or
- employment in an academic principal position with another higher artistic educational institution or university.

Teaching qualifications are included in the assessment of applicants for a part-time lectureship.

A part-time lecturer who is employed on the merits of his or her relevant practical experience must possess in-depth, up-to-date knowledge of the possible applications of the subject/academic discipline. The knowledge is/has been acquired through employment within the subject/academic discipline.

Both permanent and fixed-term employment is possible.

## **2.6. Postdoc**

Employment as postdoc requires academic qualifications at PhD level.

The position of postdoc is a fixed-term academic position. The position may be filled for a period of up to four years at the same institution.

The position of postdoc is normally a full-time position, but employment on a part-time basis is also possible.

The position will be heavily weighted in favour of research and/or artistic development. In addition, there will be a certain amount of teaching activities. The performance of other duties may be required to a limited extent.

The higher artistic educational institution determines the exact weighting of the various responsibilities. The weighting of the various responsibilities may vary over time.

Re-employment of an employee in several consecutive fixed-term positions is possible, however a person can be employed as postdoc and assistant professor at the same institution for a maximum period of 6 years.

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<sup>i</sup> Consolidation Act no. 907 of 11 September 2008 on fixed-term employment.