

Circular concerning protocol on
certain terms of employment of academic staff at
universities

2015

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Circular on protocol concerning certain terms of employment of academic staff at universities

General comments

1. On 18 September 2015, the Ministry of Finance and the Danish Confederation of Professional Associations agreed on the enclosed protocol on certain terms of employment for academic staff at universities who are employed in positions covered by the ministerial order of 1 July 2015 on job structure for academic staff at universities issued by the Ministry of Higher Education and Science.

2. Together with the collective agreement for state-employed academics, this protocol constitutes the basis for the collective agreement terms.

3. With this circular, the name of the protocol is changed compared with previous protocols in that the term job structure is no longer used. In future, the job structure will be issued as a ministerial order by the Ministry of Higher Education and Science and not as an appendix to the Ministry of Finance circular. As a service, the Ministry of Higher Education and Science's protocol on job structure is, however, enclosed as an appendix this time.

4. The protocol comes into force on 1 September 2013.

5. The protocol contains certain terms of employment for the following positions:

- a) Academic assistant
- b) Postdoc
- c) Assistant professor/researcher
- d) Associate professor/senior researcher
- e) Professor
- f) Professor with special responsibilities
- g) Senior adviser
- h) Teaching assistant professors/teaching associate professors
- i) Clinical professor

6. Allowances marked * are pensionable.

7. Unless otherwise indicated, allowances etc. are stated in annual basic amounts as of 31 March 2012.

8. Regarding the rules governing advertisement of positions, please refer to the current ministerial order on the appointment of academic staff at universities, currently executive order no. 242 of 13 March 2012.

9. Circular comments which relate to a single provision are listed as notes to such provisions. This does not affect the legal status of the provision or note. Other comments are stated at the front of the circular under 'General comments'.

Significant changes

10. The most significant changes compared with the protocol on the job structure for academic staff at universities (State Employer's Authority no. 055-07) include:

- a) The protocol has been updated in accordance with the changes in the Ministry of Higher Education and Science's ministerial order on the job structure for academic staff at universities, including in particular with regard to tenure track appointments.
- b) With effect from 1 April 2015, the allowance for senior advisers has been increased from DKK 87,900 to DKK 89,100.
- c) Provisions on allowance levels for assistant professors and associate professors without research obligations employed before 1 July 1993 have been repealed as they are no longer relevant.
- d) Various interim provisions for previous job categories have been repealed as they are no longer relevant.
- e) Certain provisions which are regulated elsewhere in the collective agreement for academic staff have been deleted from the protocol.

Commencement

The circular comes into force on 18 September 2015. At the same time, circular of 13 June 2007 on the job structure for academic staff at universities (State Employer's Authority no. 055-07) is repealed.

Remuneration for members of academic assessment committees

The remuneration of members of academic assessment committees will continue according to the rules set out in agreement of 22 June 1993 between the Ministry of Finance and the Danish Confederation of Professional Associations (civil servants committee). The agreement is being negotiated.

Copenhagen, 18 September 2015

Ministry of Finance, Agency for Modernisation

Jesper Johansen Meisner

Protocol to the collective agreement for state-employed academics

Protocol concerning certain terms of employment of academic staff at universities

1. Scope

The protocol applies to academic staff at universities under the Ministry of Higher Education and Science, who are employed in positions covered by the ministerial order of 1 July 2015 on job structure for academic staff at universities issued by the Ministry of Higher Education and Science.

I. Positions below the level of assistant professor

2. Academic assistant

Appointment to the post of academic assistant is for a maximum period of three years. Reappointment for more than three years is not possible.

(2) Academic assistants are accorded a special annual allowance of DKK 37,200*.

II. Positions at the level of assistant professor

3. Postdoc

Employment as a postdoc is for a fixed period of up to four years at the same university.

(2) In connection with absence due to maternity/paternity or adoption leave and based on an application, the period of employment is extended by a period corresponding to the period of absence.

The period of employment can only be extended by the number of weeks of maternity/paternity or adoption leave to which the employee is entitled under the law, including childcare days held in association with such leave.

If a fixed-term period of employment expires during maternity/paternity or adoption leave, the employee resumes his or her work after the period of leave for a period equivalent to the period during which the employee has been on leave during the period of employment.

The period of employment may be extended in the event of long-term illness.

(3) Postdocs are accorded a special annual allowance of DKK 49,300*.

4. Assistant professor/researcher

Assistant professor/researcher positions can be fixed-term positions, see subsection 2, or permanent positions, see subsection 3.

(2) Appointment to a post of assistant professor/researcher is for a period of up to four years – in the clinical area, however, up to five years.

The reappointment of an employee in a fixed-term position is possible, however the appointment may not exceed eight years. The post is terminated without further notice unless permanent appointment is obtained. It is assumed that the employee will provide information on any previous employment.

(3) In case of permanent employment as an assistant professor/researcher, after a maximum of six years, the employee is transferred to a position as an associate professor/senior researcher, provided that he or she is deemed academically qualified. The transfer takes effect from the first day of the month following the positive assessment.

The academic assessment of permanently employed assistant professors/researchers normally takes place within the last six months before their transfer to employment on associate professor terms. The employee may, however, request to have his or her qualifications assessed at an earlier date within the first four years. If this assessment is negative, the employee may request a new assessment within the last six months of the transfer to employment on associate professor terms. A maximum of two assessments can be made.

If the employee fails to submit a request to have his or her qualifications assessed within the sixth year of appointment, or if the academic assessment is not positive, the employment authorities must immediately initiate dismissal proceedings according to the collective agreement rules.

(4) In connection with absence due to maternity/paternity or adoption leave and based on an application, the period of employment for temporarily appointed assistant professors/researchers is extended by a period corresponding to the period of absence. For permanently employed assistant professors/researchers, the deadline for the academic assessment is postponed correspondingly based on an application.

The period of employment/deadline for assessment can only be extended/postponed by the number of weeks of maternity/paternity or adoption leave to which the employee is entitled under the law, including childcare days held in association with such leave.

If a fixed-term period of employment expires during maternity/paternity or adoption leave, the employee resumes his or her work after the period of leave for a period equivalent to the period during which the employee has been on leave during the period of employment.

The period of employment/deadline for assessment may be extended/postponed in the event of long-term illness.

(5) Assistant professors/researchers are accorded a special annual allowance of DKK 49,300*.

III. Positions at the level of associate professor

5. Associate professor/senior researcher

Associate professor/senior researcher positions are normally permanent appointments, but may also be fixed-term, e.g. in connection with the appointment of visiting associate professors or in connection with special projects.

(2) Associate professors/senior researchers are accorded a special annual allowance of DKK 89,100*.

IV. Positions at the level of professor

6. Professor

Professorships are normally permanent appointments, but may also be fixed-term, e.g. in connection with the appointment of visiting professors or in connection with special projects.

(2) The remuneration received by professors corresponds to salary grade 37. However, following personal reclassification salary grade 38.

7. Professor with special responsibilities

Appointments to professorships with special responsibilities are fixed-term appointments; however, see subsection 3. Appointments can be for three to eight years. Appointments may be extended, but may not exceed eight years.

(2) In addition to the basic salary based on the salary scales in the collective agreement for academics, a pensionable allowance is accorded for the duration of the fixed-term employment as a professor with special responsibilities. The allowance is agreed locally.

Unless otherwise agreed, an annual allowance of DKK 171,700 is paid.*

Upon the transfer to appointments as professors with special responsibilities, employees appointed under the old remuneration system are transferred to the new remuneration system. Any compensatory allowance paid in connection with the transfer is offset against the allowance associated with the appointment as a professor with special responsibilities.

(3) Following the expiry of the period of appointment, the employee is transferred to employment as an associate professor and remunerated accordingly.

In connection with the appointment of professors with special responsibilities, the rules on the negotiation of allowances etc. for associate professors apply.

Circular comments on section 7(2) and (3):

The transfer to employment as a professor with special responsibilities is not regarded as a new position under section 27 of the collective agreement for state-employed academics, and any compensatory allowance granted is therefore still paid when the person reverts to being employed and remunerated as an associate professor.

8. Clinical professor

The appointment of a clinical professor is subject to agreement with the university hospital or other healthcare institution in question.

The appointment of a clinical professor is either as a professor at a university combined with part-time employment as a medical consultant at a university hospital or other healthcare institution, or the person may be employed as a medical consultant at a

university hospital or other healthcare institution alongside his or her part-time professorship.

The annual remuneration for professors is DKK 172,700*.

Circular comments on section 8(1):

The pension contribution is determined in the protocol of 17 September 1998 between the Ministry of Research, the Association of Danish medical specialists and the Danish Association of Junior Hospital Doctors concerning pension contributions on the remuneration for part-time clinical professors and allowances for clinical associate professors.

V. Special positions

9. Senior adviser

Appointments to senior adviser positions are normally permanent, but fixed-term employment is also possible.

(2) Senior advisers are accorded a special annual allowance of DKK 87,900*.

With effect from **1 April 2015**, the annual allowance for senior advisers is DKK 89,100*.

10. Teaching assistant professor and teaching associate professor

Appointments are usually without any time limit. The following institutions appoint teaching assistant professors/teaching associate professors:

1. Business language studies at Copenhagen Business School, Aarhus University, University of Southern Denmark and Aalborg University
2. Economics courses at mercantile degree programmes Aarhus University
3. Department of Nutrition, Exercise and Sports at the University of Copenhagen
4. Department of Sports Science and Clinical Biomechanics at the University of Southern Denmark
5. Sport Science degree programme at Aarhus University and Aalborg University
6. Admission courses for technical and natural science degree programmes at Aalborg University and DTU–Technical University of Denmark.
7. Degree programmes where the teaching is either of a creative, practice-oriented or artistic nature, remedial with no entitlement to merits, or concern introductory courses at faculties of humanities and faculties of theology.

(2) Based on their qualifications, candidates are appointed either as teaching assistant professors or teaching associate professors.

(3) Teaching assistant professors and teaching associate professors receive the following allowances:

Teaching assistant professors/teaching associate professors

At time of employment	DKK 34,100*
After three years of employment	DKK 43,900*
Teaching associate professors	DKK 71,800*

(4) No later than six months before the expiry of the sixth year of employment, an assessment must be made of the teaching assistant professor's qualifications with a view to assessing whether the assistant professor is qualified at teaching associate professorship level. The teaching assistant professor must be informed of the result of the assessment no later than three months before the expiry of his or her sixth year of employment.

If the assessment is positive, the teaching assistant professor is appointed to a teaching associate professorship upon the expiry of the period of employment.

If the teaching associate professor assessment is negative, the teaching assistant professor may be employed for a further period of up to two years. In such case, the employee may request that a new assessment be carried out no later than six months before the expiry of this period. If the new assessment is not positive, the teaching assistant professor leaves his or her post without further notice at the end of the period.

(5) In special cases, e.g. in connection with long-term illness or maternity/paternity leave, the period of employment may be extended by up to a total of one year.

(6) If an applicant for a teaching assistant professorship/teaching associate professorship has acquired special qualifications significant to the duties associated with the post without, however, being qualified for appointment as an associate professor, an assistant professorship may be offered for a shorter period than six years, and the associate professor assessment may take place correspondingly sooner.

(7) Direct appointment as a teaching associate professor can take place, but is always conditional on the applicant being positively assessed before the appointment, and normally also having at least six years of relevant work experience.

VI. General provisions

11. Fixed-term appointments

In connection with appointments to fixed-term positions, the post is terminated without further notice, unless re-employment has taken place. For professors with special responsibilities, reference is also made to section 7(3).

(2) During the period of employment, the employment may be terminated in accordance with the usual collective agreement rules.

12. Special provisions for existing employees

The terms of employment of assistant professors who were employed before 1 September 2013 under the protocol of 12 June 2007 on the job structure for academic staff at universities, remain unchanged.

(2) Employees who as of 30 June 1993 and according to previous job structures were entitled to allowances higher than the ones set out in the circular on the job structure at institutions of higher education under the Ministry of Education (APD 44/93), section 3(3), still receive the higher allowances. The allowances are discontinued upon the employee leaving his or her position.

(3) Employees with the job descriptions 'head of department' (*afdelingsleder*) and 'lecturer' (*docent*) can, if they so wish, continue to use these job titles.

13. Commencement

The protocol comes into force on 1 September 2013. At the same time, protocol of 12 June 2007 on the job structure for academic staff at universities is repealed.

(2) The protocol can be terminated by the Ministry of Finance and the Danish Confederation of Professional Associations concurrently with the collective agreement in accordance with the rules set out in same.

Copenhagen, 18 September 2015

Confederation of Professional
Associations
Finn R. Larsen

Ministry of Finance,
Agency for Modernisation
Jesper Johansen Meisner

Agreement between the Ministry of Finance and the Danish Confederation of Professional Associations on remuneration for members of academic assessment committees at institutions of higher education under the Ministry of Education

Pursuant to Section 45(1) of the Act on Civil Servants in the State, the Folkeskole (the Danish Primary and Lower Secondary School) and the Evangelical Lutheran Church of Denmark (*Lov om tjenestemænd i staten, folkeskolen og folkekirken*), see consolidation act no. 681 of 2 October 1986, and section 2(2) of the main agreement between the Ministry of State Salaries and Pensions and the civil servants' central associations on 27 October 1969, the following has been agreed:

1. The agreement applies to institutions which are covered by the protocol on the job structure for academic staff at institutions of higher education under the Ministry of Education.

2. For members of academic assessment committees, remuneration is paid in accordance with rate A in the Ministry of Finance's circular on the remuneration of co-examiners with the following number of hours of co-examination duties: Number of hours

Assessment of	Fee per assessment	Plus per applicant	Maximum fee per assessment
Professors	15	3	45
Associate professors	8	2	38
Assistant professors	8	1	23
Part-time lecturers	5	1	20
Doctoral dissertations	20		20
PhD dissertations	16		16
Prize dissertations	10		10

3. No remuneration may be paid to members of academic assessment committees who are employed by the same institution as the person appointing the assessment committee.

4. The agreement is effective for assessment committees appointed after 1 July 1993 and may be terminated by either party giving three months' notice to expire on 31 March, but no earlier than 31 March 1995.

(2) At the same time, the agreement of 9 April 1991 between the Ministry of Finance and the Danish Confederation of Professional Associations (civil servants committee) on remuneration for members of academic assessment committees at institutions of higher education under the Ministry of Education is repealed.

Copenhagen, 22 June 1993

Danish Confederation of Professional
Associations
(civil servants committee)
Alex Nielsen

Ministry of Finance
On behalf of the Minister
By order
Hans C. Jensen

Minister for Higher Education and Science's ministerial order of 1 July 2015 on the job structure for academic staff at universities

Under section 29(3) of the Act on Universities (the University Act) (*Lov om universiteter*), see consolidation act no. 261 of 18 March 2015, it is stipulated that:

1. The rules on the job structure and the content of the job categories that can be used for academic staff at universities under the Ministry of Higher Education and Science, are presented as Appendix 1 to this ministerial order.

2. This Ministerial Order enters into force on 17 July 2015.

Ministry of Higher Education and Science, 1 July 2015

Esben Lunde Larsen

/Celina Vestergaard Bryde