

**Agreement on working hours at the Faculty of Arts
(agreed on 28 April 2014)**

1. Purpose of the agreement on working hours	2
2. General rules for the agreement on working hours	2
3. General tasks for academic staff with a research obligation related to research and knowledge exchange	4
4. General tasks for academic staff with a research obligation related to teaching, including supervision and talent development	5
5. Calculating norms for working hours of academic staff with a research obligation related to teaching, including supervision and talent development	6
5.1. <i>Norms for working hours in relation to teaching and supervision</i>	6
5.2 <i>Norms for working hours in relation to examinations, re-examinations etc.</i>	8
5.2.1 Preparation time for examiners and conducting examinations/re-examinations	8
5.2.2 Preparation time for internal co-examiners and conducting examinations/re-examinations	8
5.2.3 Complaints and appeal cases	8
5.3 <i>Norms for working hours in relation to supervision and assessment for PhD dissertations, teacher-training courses for assistant professors and doctoral dissertations</i>	9
5.4 <i>Norms for working hours in relation to assessment work in connection with appointments</i>	10
5.5 <i>Norms for working hours in connection with various other tasks</i>	11
6. Norms for working hours in connection with preparing for teaching applying to academic staff without a research obligation	11
7. Support for registration, method and responsibility	12
8. Guidelines for changes in the allocation of working hours	12
9. Commencement, evaluation and termination of the agreement	13
10. Handling previous agreements on working hours	13
APPENDIX A:	14

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Dean

Date: 26/05/2014

Page 1/14

1. Purpose of the agreement on working hours

The overall purpose of this agreement on working hours for members of academic staff who have a research obligation at the Faculty of Arts is to ensure a balance between their research and teaching tasks so the faculty can continue to offer research-based teaching and carry out research as well as knowledge exchange and talent development at the highest international level. The agreement should also help to ensure uniform conditions, balance and transparency for the faculty's academic staff in relation to the work carried out at individual departments and centres. In addition, the agreement contains norms for working hours for academic staff who only have teaching tasks and no research obligations.

So the agreement should help to create a balance between the various tasks of individual members of staff with regard to research, education, talent development and knowledge exchange. The aim of the agreement is to establish simple guidelines enabling managers and staff to discuss and arrange the best possible use of available resources at the faculty's departments and centres viewed as a whole. The weight attached to different tasks may vary over time, both for individual members of staff and for the staff of the department as a whole. But the overall goal is to achieve a balance between the tasks performed.

2. General rules for the agreement on working hours

The agreement applies to all academic staff at the Faculty of Arts with or without a research obligation, although not to full-time managers or specially appointed managers with special contracts/agreements.

This agreement on working hours means that local agreements cannot be introduced at department level unless they comply specifically with the terms of this agreement. When changes in the norms for working hours are necessary owing to issues of an unusual and long-term nature, such changes must be arranged with the dean and union representative.

One year of full-time work for a member of the academic staff (with five weeks of holiday and one week of special holiday) amounts to 1,643 hours per annum or 822 hours per semester. One hour of teaching corresponds to a timetabled lesson of 45 minutes.

For academic staff with a research obligation (assistant professors, associate professors and professors), the hours allocated to tasks related to research and knowledge exchange (see specification below) basically amount to 40 per cent of the total working hours (657 hours per annum); while the hours allocated to tasks related to teaching, including supervision, talent development and other teaching-related and administrative tasks including assessment work (see specification below) basically amount to 60 per cent of the total working hours (986 hours per annum).

As described above, 40 per cent of the work done by assistant professors relates to research and (when relevant) knowledge exchange; while 60 per cent relates to teaching, including supervision, talent development (when relevant) and other teaching-related tasks. This allocation of working hours is based on the assumption that assistant professors have one full research semester with no teaching obligations during their three years of employment. If assistant professors are employed for more than three years, 50 per cent of their work in the fourth and fifth years of their employment will relate to research and (when relevant) knowledge exchange; while 50 per cent will relate to teaching, including supervision, talent development (when relevant) and other teaching-related tasks. Research semesters are not granted in the fourth and fifth years of employment.

— The way the working hours of postdoc students are allocated is arranged with the department head with due consideration of the fact that the prime content of such positions is research, and that this type of appointment is often externally financed and may involve special demands.

The agreed work obligation of PhD students to their department is described in detail in the memo of 1 November 2012 describing guidelines for departmental work by PhD students ([check this here](#)).

— For academic staff with no research obligations – research assistants and teaching assistants as well as teaching assistant professors and teaching associate professors – 20 per cent of their working hours are allocated to academic development (including academic and social meetings such as teachers' meetings and section/department meetings, introductory meetings about new IT systems and entering data into PURE). The same rules also apply to full-time research assistants whose working hours primarily consist of teaching, teaching assistant professors, teaching associate professors and visiting associate professors. In special circumstances and subject to special agreement, part-time lecturers may be granted development time.

Please see a detailed description of all academic staff categories in the circular on the structure of academic staff positions at universities ([check this here](#)).

— 65 hours per annum are allocated to all academic staff with a research obligation (including postdoc students) to prepare and perform miscellaneous tasks not defined in their norm such as attending compulsory academic and social meetings (such as introductory meetings for new IT systems, entering data in PURE, staff meetings, teachers' meetings, section/department meetings, and committee meetings at faculty and university level). These 65 hours per annum for the miscellaneous tasks outlined above consist of 25 hours per annum taken from the 40 per cent of time related to research and knowledge exchange, and 40 hours per annum taken from the 60 per cent of time related to teaching.

For registered absences (due to illness, your child's first and second day of illness, special childcare days, maternity/paternity leave etc. and days off work pursuant to AU's staff policy), the full-time year of work is reduced by 7.4 hours for each day of

absence using the proportional allocation of 60/40 for teaching/research respectively. If the students are offered replacement teaching hours, supplementary teaching hours are allocated including preparation for each teacher involved.

Please see the AU staff policy guidelines ([check them here](#)) and the Danish Act on salaried employees (*funktionærloven*) with regard to absence due to illness, holidays, leave of absence etc. ([check this here](#)).

In general, staff who receive external remuneration for tasks related to research and teaching or similar tasks are not credited at their department for the number of hours related to such tasks. For instance, this applies to external assessment work, external examiner activities and external evaluations.

3. General tasks for academic staff with a research obligation related to research and knowledge exchange

For academic staff with a research obligation, 40 per cent of the total working hours are allocated to tasks related to research and knowledge exchange, including public-sector consultancy services. These tasks are described below, although the list should not be regarded as exhaustive. The weight attached to the various tasks may vary over time and in relation to the category of position in question.

The research work of individual members of academic staff (cf. the memo of 21 February 2013 on research monitoring at the Faculty of Arts) ([check this here](#)) comprises not only their actual research activity but also the publication of research results, editorial work in connection with academic publications, peer reviews, participation in academic committees/working groups and research programmes and research units, and active participation involving papers at national and international conferences, seminars and networks, including the planning of such events. Research activity may also include preparation and/or participation in your own (or other people's) applications for internal and external research funding, as well as research-related administration associated with projects and grants that have been obtained (but see section 5.5). The preparation of applications also includes relevant information meetings and applications for visiting scholars, as well as handling such visits.

The knowledge-exchange activities of each member of academic staff comprise two main categories of activity: participation in knowledge-exchange projects with the rest of society, and participation in the public debate and other similar activities (cf. the objects clause of the Danish University Act, ministerial order no. 367 of 25.03.2013) ([check this here](#)). Competence development with regard to both research and knowledge exchange is also included in the 40 per cent of total working hours allocated to research obligations.

4. General tasks for academic staff with a research obligation related to teaching, including supervision and talent development

For academic staff with a research obligation, 60 per cent of the total working hours are allocated to tasks related to teaching, including supervision and talent development (PhD teaching) and other teaching-related and administrative tasks, including assessment work. These tasks are described below, although the list should not be regarded as exhaustive. The weight attached to the various tasks may vary over time and in relation to the category of position in question.

The teaching and supervision activities of individual members of academic staff typically comprise all types of teaching and supervision at Bachelor's, Master's and PhD level; as well as assistant professor teaching, supplementary Master's degree programmes and other supplementary/further education activities.

The number of working hours related to teaching and the composition of various types of teaching and supervision elements is determined by the director of studies following discussion with the board of studies, head of section and teacher concerned.

The overall tasks related to teaching, including supervision and talent development, are listed below (the appurtenant norms are stated in section 5):

- 1) Preparing teaching (including team meetings, establishing electronic conference rooms, drawing up teaching plans, bibliographies, compendiums, programme adjustments and updating electronic teaching systems) (see section 5.1)
- 2) Conducting teaching (including evaluation), including PhD courses, and collective and individual supervision (including reading and commenting on assignments) (see section 5.1)
- 3) Conducting exams (including drawing up examination assignments, preparing and conducting oral exams, assessing written examination assignments, being an internal co-examiner, contacting co-examiners, examination administration and processing complaints and appeals) (see section 5.2)
- 4) Supervising and assessing theses, prize theses, teacher-training programmes for assistant professors, PhD dissertations (including participation in PhD defence proceedings) and doctoral dissertations (including participation in defence proceedings) (see section 5.3)
- 5) Assessment work in connection with appointments (see section 5.4)
- 6) Contributing to major teaching and educational development projects (for instance extensive changes in academic regulations, quality assurance and the development of new degree programmes) (see section 5.5)
- 7) Competence development related to teaching and supervision (including PhD supervision) (see section 5.5)
- 8) Participating in external committees, councils and working groups by arrangement with the department head (see section 5.5)
- 9) Special travelling time in connection with regular teaching at a campus other than your place of employment (see section 5.5)

5. Calculating norms for working hours of academic staff with a research obligation related to teaching, including supervision and talent development

5.1. Norms for working hours in relation to teaching and supervision

The forms of teaching and learning at the Faculty of Arts are (and should be) diverse, requiring preparation of a diverse scope and nature. To support the quality of our degree programmes as well as possible and to protect the working hours of staff, various standard types of teaching (types 1 and 2) or supervision (types 3 and 4) have been established with related preparation norms.

- 1) For teaching special skills involving a good number of exercises (language exercises and music teaching, for instance), including introductory teaching, 1.5 hours of preparation will be allocated for each teaching hour (conversion factor 2.5)
- 2) For teaching other than type 1), 3 hours of preparation will be allocated for each teaching hour (conversion factor 4)
- 3) For *collective supervision* for groups of students or classes, 1.5 hours of preparation will be allocated for each teaching hour (conversion factor 2.5)
Collective supervision may include supervision related to exams, for instance:
 - Supervision in connection with exams, active participation, exam projects, thesis workshops, feedback on assignments etc.
 - Supervision in connection with placement and project assignments, etc.
 - Supervision in connection with feedback on exams/re-exams

Collective supervision may include supervision that is not related to exams, for instance:

- Supervision in connection with ancillary subjects such as information searching and digital research infrastructures
- Supervision in connection with Master's introductions etc.
- Supervision in connection with group working processes etc.

4) *Individual supervision:*

- a. Before exams/re-exams a preparation time is allocated amounting to half the individual supervision time (conversion factor 1.5)
- b. After exams/re-exams a preparation time is allocated in connection with any feedback on written examination assignments that have been submitted (conversion factor 1.25)
- c. 20 hours of supervision are allocated for theses (this can be split as follows: 15 hours for the main supervisor and 5 hours for the assistant supervisor). If thesis contracts are extended, 5 hours are allocated the first time this occurs and 5 hours the second time

Page 7/14

Collective supervision (type 3) constitutes a separate part of a course of teaching (Master's introductions, thesis workshops, information searching and research ethics, for instance), or is integrated into a course of teaching consisting of teaching (for instance type 2 teaching, supplemented by collective supervision in connection with writing assignments and making oral presentations). When teaching is supplemented by individual or collective supervision, the supervision constitutes a specified and limited part of the overall course of teaching in question.

Special circumstances:

- When the same teaching is provided by the same teacher for a number of different classes in the same semester, the preparation time is 1.5 hours for each hour of teaching that is copied (conversion factor 2.5)
- When team teaching is provided by several teachers for the same lessons, the preparation time is 1.5 hours for each teacher (conversion factor 2.5)
- Excursions, excavations etc. must be arranged on an ad hoc basis with the department head, but may not exceed 7.5 hours a day. Preparation must be arranged separately

5.2 Norms for working hours in relation to examinations, re-examinations etc.

5.2.1 Preparation time for examiners and conducting examinations/re-examinations

There are many different forms of examination at the Faculty of Arts, but for teachers they normally involve preparing examination questions/drawing up assignments, marking assignments/conducting oral examinations, and evaluating examinations/giving grades.

The following rules apply to written examination assignments – preparing examination questions,¹ marking assignments, and discussing and giving grades:

- 1) Written assignments of 10 pages or less: 5 minutes per standard page
- 2) Written assignments of 11 pages or more: 4 minutes per standard page
- 3) Master's theses: 10 hours per thesis

The following rules apply to oral examinations – preparing examination questions, conducting examinations, and discussing and giving grades:

- 1) Length of the examination plus half the length of the examination for preparation
- 2) In combination with take-home assignments, written assignments are calculated in accordance with the rules above plus the length of the examination plus half the length of the examination for preparation

The supervision of students in connection with examinations involves either collective or individual supervision with preparation (see conversion factors in section 5.1).

5.2.2 Preparation time for internal co-examiners and conducting examinations/re-examinations

The same calculation applies as that applying to examiners (see above)

5.2.3 Complaints and appeal cases

For complaints: 1 hour per complaint.

For appeals: 2 hours per appeal (plus 2 extra hours for the chairperson of the board of appeals).

¹ Extremely large compendiums of assignments such as those required in some history exams (for instance) are subject to special agreement with the department head concerned.

5.3 Norms for working hours in relation to supervision and assessment for PhD dissertations, teacher-training courses for assistant professors and doctoral dissertations

Supervision and type of assessment	Norms for working hours
PhD dissertations – supervision	The point of departure is a total of 30 hours of supervision (20 hours for the principal supervisor and 10 hours for the co-supervisor(s)) per semester per PhD student. Supervision in connection with re-writing dissertations can be arranged with the head of graduate school and department head.
– assessment	30 hours for the chairperson, 16 co-examiner hours for external members ²
– re-assessment	To be arranged with the head of graduate school and department head
Teacher-training programme for assistant professors (assistant professor supervisors)	30 hours (observation, supervision and written statement). Allocated in the semester during which supervision starts. If several supervisors are involved, the hours are divided between them.
Teacher-training programme for assistant professors (assistant professors)	150 hours ³
Doctoral dissertations – Assessment and oral defence proceedings	60 hours for the chairperson, 20 co-examiner hours for external members ⁴

See Appendix A.

² Cf. section 2 of the "Agreement of 22 June 1993 between the Ministry of Finance and the Danish Confederation of Professional Associations on payment to members of academic assessment committees at institutions of higher education under the Danish Ministry of Education."

³ Cf. "Rules and practice concerning the course in university teaching for assistant professors", revised in May 2013.

⁴ Cf. section 2 of the "Agreement of 22 June 1993 between the Ministry of Finance and the Danish Confederation of Professional Associations on payment to members of academic assessment committees at institutions of higher education under the Danish Ministry of Education."

5.4 Norms for working hours in relation to assessment work in connection with appointments

Type of assessment	Norms for working hours
Professorships	15 hours per assessment + 3 hours per applicant, but a maximum of 45 hours per assessment. ⁵ Plus an extra 15 hours for the chairperson if there are more than two applications.
Associate professorships	8 hours per assessment + 2 hours per applicant, but a maximum of 38 hours per assessment. ⁶ Plus an extra 8 hours for the chairperson if there are more than two applications.
Assistant professorships/postdocs	8 hours per assistant professorship assessment/5 hours per postdoc assessment + 1 hour per applicant, but a maximum of 23 hours per assessment. ⁷ Plus an extra 8 hours for the chairperson if there are more than two applications.
Part-time lectureships	Half an hour per applicant for short-term appointments. Assessments for long-term appointments (3 years) must be arranged with the department head concerned.
Teaching assistants/research assistants	Half an hour per applicant.
PhD students	22 hours per annum per member of research programmes with less than 35 registered students. 30 hours per annum per member of research programmes with more than 35 registered students.
Teaching assistant professors	Half an hour per applicant.
Teaching associate professors	Half an hour per applicant.

In special circumstances, for instance if there are an exceptional number of applicants, exceptions may be made to the rules for hourly compensation for appointment assessment work, subject to specific agreement with the department head.

See Appendix A.

⁵ Corresponding to the rules in section 2 of the "Agreement of 22 June 1993 between the Ministry of Finance and the Danish Confederation of Professional Associations on payment to members of academic assessment committees at institutions of higher education under the Danish Ministry of Education."

⁶ Corresponding to the rules in section 2 of the "Agreement of 22 June 1993 between the Ministry of Finance and the Danish Confederation of Professional Associations on payment to members of academic assessment committees at institutions of higher education under the Danish Ministry of Education."

⁷ Corresponding to the rules in section 2 of the "Agreement of 22 June 1993 between the Ministry of Finance and the Danish Confederation of Professional Associations on payment to members of academic assessment committees at institutions of higher education under the Danish Ministry of Education."

5.5 Norms for working hours in connection with various other tasks

- Four hours each way are allocated for the time spent travelling in connection with teaching at a campus other than the place of employment (Aarhus Campus and Emdrup Campus) for teachers employed by the Department of Education.
- Working hours spent in connection with competence development are allocated following specific agreements with the department head in each case. However, this does not include competence development related to research and knowledge exchange (cf. above under section 3).
- Working hours involved in major teaching and educational development projects, very large research application projects or other types of development project are allocated following specific agreements with the department head in each case. As a general rule, the extent of the working hours spent on extensive courses of competence development involving a great number of staff will be agreed by the department head and local union representative.
- The working hours connected with appointments to external councils or committees at ministerial level or similar appointments which do not generate hourly compensation must be arranged with the department head.

6. Norms for working hours in connection with preparing for teaching applying to academic staff without a research obligation

Part-time lecturers

The norm for preparation is 2.5 hours for each hour of teaching (conversion factor 3.5).⁸

Teaching assistant professors and teaching associate professors

The norm for preparation is the same as that outlined above for academic staff with a research obligation.

Research assistants

The norm for preparation is the same as that outlined above for academic staff with a research obligation.

Teaching assistants

The norm for preparation is 1.5 hours for each hour of teaching (conversion factor 2.5).⁹ However, this does not apply to introductory teaching, for which a preparation norm of 40 minutes is allocated for each hour of teaching.¹⁰

See Appendix A.

⁸ "Circular on the agreement on part-time lecturers at universities etc. under the Danish Ministry of Science, Innovation and Higher Education (the Ministry of Education)" (23.5.2012).

⁹ Circular on non-tenured teaching and circular on the remuneration of co-examiners (17.01.2001).

7. Support for registration, method and responsibility

a) Support for registration

The registration of working hours will be supported by the Vip-o-matic IT system, which will be developed to handle new user needs for registration.

b) Method of registration

From 1.8.2014 all departments and centres are expected to start registering working hours using Vip-o-matic. Registrations from 1.8.2014 onwards will be made in an updated Vip-o-matic version.

60 per cent of working hours will be registered once a year for each member of staff before their staff development dialogue with a view to planning research and teaching in subsequent semesters.

c) Responsibility for registration

Guidelines will be drawn up complete with a description of where responsibility for correct registration lies.

8. Guidelines for changes in the allocation of working hours

1) Distribution of working hours between research and teaching

The distribution of working hours related to research (40 per cent) and teaching and other tasks (60 per cent) should be seen as a whole and over time in relation to each member of staff. The management and individual members of staff are jointly responsible for discussing and trying to achieve the following (as a minimum) at the annual staff development dialogues:

- Long-term imbalances larger than (normally) the equivalent of 986 hours should never arise, and work should be organised with a view to ensuring that a balance can be achieved within a two-year period.
- An agreement must be reached between the department head and the member of staff concerned if an imbalance in excess of 986 hours is expected. Major imbalances must be redressed within four years based on an overall assessment in relation to the member of staff and department concerned.

Special terms apply to staff on limited-term contracts, with the management and staff member concerned ensuring that the necessary/agreed research time/development time has been covered on expiry of the contract, and that the number of working hours is in balance.

It is not possible to demand payment for any kind of surplus hours in the form of a salary or bonus, nor can any payment be demanded in respect of deficits.

2) Changes in allocation of working hours based on external funding

When external grants/funding are obtained for research or teaching projects or public-sector consultancy, a reduction in research and/or teaching tasks must be agreed corresponding to the terms described in the grant application/funding agreement in question, and in accordance with the faculty's policy in this area.

9. Commencement, evaluation and termination of the agreement

The agreement comes into force on 1 August 2014. The agreement applies until 1 August 2017. The agreement will be evaluated once a year with a view to making any minor adjustments. So the first evaluation will be in August/September 2015.

Both parties have the option of terminating the agreement with three months' notice with effect from the end of the following semester.

10. Handling previous agreements on working hours

When this agreement comes into force on 1 August 2014, all the staff at the Faculty of Arts will have the same conditions for their working hours with a view to ensuring a future balance in working hours between research and teaching.

With due regard for the work of the departments and the working hours of individual members of staff, a statement of any imbalances arising in the distribution of working hours prior to this agreement must be produced no later than 31.12.2014. This statement will be based on local agreements and with due regard for local registration practice and the handling of agreements, possibly with the inclusion of local union representatives. If there are any special circumstances in specific areas which render this impossible, the management must take the initiative no later than 31.12.2014 to agree another deadline with the union representative in the area concerned. This means that imbalances arising on the basis of previous local systems and agreements will not be included directly in the new statement based on the new joint agreement on working hours, but will be shown in the new registration system.

On entering into this agreement, heads of departments and centres undertake to ensure that in connection with the annual staff development dialogues the heads of section discuss with each member of staff the potential for using the above-mentioned statement to achieve a balance between teaching and research hours with due regard for agreements that have already been entered into.

Date

Date

Mette Thunø, dean

Per Dahl, joint union representative

APPENDIX A:

Objects clause of the University Act, ministerial order no. 367 of 25.03.2013.
<https://www.retsinformation.dk/Forms/R0710.aspx?id=145366>

AU's staff policy guidelines and the Danish Salaried Employees Act (*funktionærloven*) regarding absence due to illness, holidays and leave etc.
http://medarbejdere.au.dk/fileadmin/www.medarbejdere.au.dk/hr/Politikker_strategier/Politikker/Personalepolitik_for_AU_2011_skaerm.pdf

The Danish Salaried Employees Act (*funktionærloven*)
<https://www.retsinformation.dk/forms/r0710.aspx?id=123029>

Circular of 13 June 2007 on the job structure for academic staff at universities.
<https://www.retsinformation.dk/forms/R0710.aspx?id=6039>

Memorandum of 2013 on the job structure for academic staff at universities
<http://fivu.dk/lovstof/gældende-love-og-regler/uddannelsesinstitutioner/stillingsstruktur-28-6-2013.pdf>

Circular on the agreement on part-time lecturers at universities etc. under the Danish Ministry of Science, Innovation and Higher Education (the Ministry of Education)
<https://www.retsinformation.dk/Forms/R0710.aspx?id=142004>

Circular on non-tenured teaching and circular on the remuneration of co-examiners
<https://www.retsinformation.dk/Forms/R0710.aspx?id=142004>

Agreement of 22 June 1993 between the Ministry of Finance and the Danish Confederation of Professional Associations on payment to members of academic assessment committees at institutions of higher education under the Danish Ministry of Education.
<https://www.perst.dk/~media/Circular/1993/044-93-pdf.ashx>

Rules and practice concerning the course in university teaching for assistant professors (revised in May 2013).
http://upnet.au.dk/fileadmin/upnet/Adjunktkurser/Regler_og_praksis_vedroerende_adjunktkurset_i_universitetspaedagogik.pdf

Guidelines for departmental work done by PhD students of 1 November 2012.
http://phd.au.dk/fileadmin/grads.au.dk/AR/Institutarbejdsregler_DK.pdf

Memo on research monitoring at the Faculty of Arts of 21 February 2013
http://medarbejdere.au.dk/fileadmin/www.medarbejdere.au.dk/hovedomraader/Arts/Politikker_og_delstrategier/Notat_Forskningstilsyn_Arts_24_02_2014.pdf