

# Agreement on working hours at the Faculty of Arts (2023-2025)

This is an English translation of *Arbejdstidsaftale på Faculty of Arts (2023-2025)* (*Agreement on working hours at the Faculty of Arts (2023-2025)*). In the event of a discrepancy between the translation and the Danish version, the Danish text is valid.

## 1 General comments

This agreement has been adopted by the local management (represented by the dean) and the academic staff (represented by union representatives) at the Faculty of Arts, Aarhus University.

The agreement has the status of a local agreement on working hours within the framework of [the ministerial order on job structure for academic staff at universities \(order no. 1443 of 11/12/2019\)](#), which states that the university management determines the way in which tasks are allocated, and that the weighting of these tasks may vary over time. It is not possible to enter into local agreements on working hours at department or school level. See section 12 Appendix A: Current ministerial orders, circulars, agreements, guidelines and policies.

## 2 Basic principles and objective

This agreement on working hours applies to all tenured and fixed-term academic staff who have research responsibilities at the Faculty of Arts. The agreement specifies the standard number of working hours for tasks performed by tenured and part-time academic staff who have teaching responsibilities.

The objective of the agreement is to provide the basis of a transparent, balanced and realistic allocation of various tasks, including the provision of coherent working hours for research and academic development, and to balance the resources available to the faculty with the responsible and quality-conscious performance of the tasks in question. The agreement seeks to provide academic staff at the Faculty of Arts with uniform conditions and transparency with regard to their teaching and other tasks.

### 3 Standard working hours and their allocation

One year of work for a full-time member of academic staff (with five weeks of holiday and one week of special holiday) amounts to 1,643 hours or 822 hours per semester. The agreement covers the standard number of working hours for tasks relating to teaching, supervision and exams, PhD degree programmes, administration and staff recruitment, comprising 60 per cent of the working hours of full-time assistant professors, associate professors and professors (986 hours per annum/493 hours per semester). The remaining 40 per cent of their working hours (657 hours per annum/329 hours per semester) are spent on research-related tasks and are not covered by this agreement. 80 per cent of the total working hours of full-time teaching assistant professors, teaching associate professors and research assistants with no research responsibilities (1,314 hours per annum/657 hours per semester) are allocated to registered tasks; and 20 per cent (330 hours per annum/165 hours per semester) to academic development and administration. (See section 13 Appendix B 13.1 Allocation of working hours.) In the absence of any other agreements with which they must comply, PhD students, postdocs and part-time academic staff are subject to the standard working hours specified in this agreement. (See section 13 Appendix B 13.2 PhD students, postdocs and part-time academic staff.)

### 4 Research, knowledge exchange, research-based public sector consultancy and research administration

Tasks relating to research, knowledge exchange, research-based public sector consultancy and research administration are not covered by this agreement. These tasks include research activities, publishing, editorial work on academic publications and peer reviews, participating in research programmes, research units and academic committees/working groups, participating actively in or planning conferences, seminars and networks, preparing and/or participating in applications for internal and external research funding and administering projects and grants, submitting applications for visiting scholars and handling their visits, and basic tasks and other administration connected with research, knowledge exchange and research-based public sector consultancy including registering activities in [PURE](#). The overall expectation in terms of research activities is stated in the memo entitled [Supervision of research at the Faculty of Arts](#).

## 5 Allocating working hours

The standard rates for working hours reflect the expected average number of hours connected to the various tasks described below in sections 7, 8, 9 and 10. The allocation of hours to specific tasks is subject to advance agreement with or the instructions of the immediate supervisor of the member of academic staff. It is not possible to enter into local agreements on standard rates for working hours which deviate from the rates specified in this agreement on working hours.

Within a framework that has been approved by the head of school, the school management team may allocate hours to the performance of tasks which are not mentioned specifically in the agreement. For instance, hours can be allocated to the performance of ad hoc tasks which support quality assurance and the development of the faculty's degree programmes, such as major revisions of academic regulations or special tasks in support of [the university's quality assurance policy](#).

Any time spent on the performance of tasks which are funded externally is not covered by the agreement and is not registered. This applies, for example, to external assessment work, the co-supervision of PhD students at other faculties or universities, external examining and external evaluations.

## 6 Balancing the allocation of working hours

For each member of staff, a holistic approach must be adopted to the allocation of working hours to research, teaching and other tasks. Thus, the weighting of research, teaching and other tasks for each member of staff may vary over time. Any deficit in hours for members of staff with research responsibilities will be regarded as a postponed responsibility for teaching and other tasks, while a surplus of hours will be regarded as a postponed responsibility for research. During the annual [staff development dialogue \(SDD\)](#), the management and staff discuss the current situation with a view to planning the work to be done and preventing the occurrence of major, long-term imbalances. If imbalances arise in the working hours done by staff, future tasks will be planned with a view to restoring the balance. These individual agreements will be based on a holistic approach to the department's common obligations. If there is an imbalance of up to and including 986 hours, the aim is to

restore the balance within a period of two years. If the imbalance is more than 986 hours, the aim is to restore the balance within a period of four years.

Special terms and conditions apply to staff employed on a fixed-term basis. The management and staff member concerned must ensure that the agreed research or development time has been used when the period of employment ends, and that the number of working hours is in balance. The work done by all PhD fellows for their school must be planned with a view to ensuring that the maximum amount of work for the school is not exceeded (see section 12 appendix 12.5 Graduate School and section 13 Appendix B 13.2 PhD students, postdocs and part-time academic staff). Assistant professors and teaching assistant professors must not accumulate a major surplus of hours during their employment, nor may they have a surplus of hours when their employment period ends. Any deficit in working hours on transition from assistant professor/tenure-track assistant professor to associate professor, or from teaching assistant professor to teaching associate professor, will be deleted. On transition from associate professor to professor, the number of working hours registered will continue unchanged. Any surplus in working hours when staff resign their position cannot be disbursed in the form of additional salary or supplements.

The school's overall working hours balances will be discussed once a year by the faculty liaison committee and the school liaison committee. Based on a report by the head of school, the school liaison committee will discuss the school's use of hours including hours allocated to tasks which are not specified in this agreement.

## 6.1 Research leave and research grants

Once in roughly every seven semesters, associate professors and professors can be granted one semester of research leave which they fund themselves. Their semester responsibilities will be adjusted accordingly. Assistant professors are granted one semester of research leave funded by the school during the course of their assistant professorship. This is agreed in accordance with the [policy for assistant professors at Arts](#). Their semester responsibilities will be adjusted accordingly. Agreements on research leave must be made with the head of department at the staff development dialogue conducted at least two semesters before it is to be held. Any agreement about research leave must take account of the department's need for teaching in the

semester in question. If an assistant professorship lasts for more than three years, the teaching responsibility is adjusted from 60% to 50% during the extension in excess of three years.

For activities financed by **external funding**, the hours devoted to tasks covered by this agreement will be reduced in accordance with the terms and conditions described in the funding agreement in question. The timing of such workload reductions is subject to agreement with the head of department.

## 6.2 Registered absences

**Registered absences** (illness, the first and second day your child is ill, childcare days, parental leave etc.): The responsibilities of full-time staff during the semester concerned will be reduced by 7.4 hours for each day of absence, which will be allocated in proportion to the way in which the working hours of the member of staff concerned are allocated.

## 6.3 Competence development

When staff are involved in competence development relating to tasks covered by this agreement, their semester responsibilities will be adjusted by agreement with the head of school. Here are some examples of competence development: agreed participation in a Danish language course, courses for new PhD supervisors, and courses and workshops designed to maintain and develop pedagogical-didactic competences, including the university teacher-training course. No hours are registered for competence development relating to research and knowledge exchange (cf. section 4 above).

<b>Competence development activities</b>	<b>Standard number of working hours</b>
Completion of the university teacher-training course (assistant professors and teaching assistant professors)	150 hours
<u>Danish language course</u> (in Danish) (tenured academic staff)	By agreement

## 6.4 Registering working hours

Assistant professors, associate professors, professors, teaching assistant professors and teaching associate professors: the working hours spent on tasks covered by this agreement will be registered, and an accumulated account of the hours spent on these tasks will be kept. These working hours will be registered by the schools.

## 7 Teaching, supervision and exams

The director of studies has overall responsibility for planning and using the resources relating to the school's degree programmes and will allocate these resources to the various tasks involved (teaching, supervision and exams). When planning each semester, the head of department and staff will discuss how to allocate the various tasks in question.

### 7.1 Teaching

Each lesson lasts 45 minutes. There are two categories of teaching with a preparation norm of 3 and 1.5 hours respectively to cover teaching preparation (including team meetings, using the university's digital learning platforms, drawing up teaching plans, bibliographies and compendiums, adjusting programmes, conducting evaluations etc.)

<b>Form of teaching (timetabled lessons)</b>	<b>Preparation norm</b>	<b>Conversion factor</b>
Standard teaching (including lectures)	3 hours	4
Duplicated standard teaching in the same semester	1.5 hours	2.5
Teaching based on exercises in specific skills (for instance language exercises, music teaching), including propaedeutic courses	1.5 hours	2.5
Team teaching	1.5 hours	2.5
Collective supervision, including supervision in connection with <ul style="list-style-type: none"><li>exams, exam projects, thesis workshops, feedback on assignments etc.</li></ul>	1.5 hours	2.5

<ul style="list-style-type: none"> <li>• placements and project assignments, etc.</li> <li>• feedback on exams/re-examinations</li> <li>• ancillary subjects such as information searching and digital research infrastructures</li> <li>• introductions to master's degree programmes etc.</li> <li>• group working processes etc.</li> </ul>		
Excursions, excavations etc.	By special agreement	Max. 7.4 hours per day

## 7.2 Individual supervision

<b>Supervision activity</b>	<b>Preparation norm</b>	<b>Conversion factor</b>
Individual supervision during the semester/before the exam	0.5 hours	1.5
Feedback after written exams	0.25 hours	1.25

## 7.3 Thesis supervision

<b>Attempt</b>	<b>Standard number of working hours</b>
First attempt	20 hours
Other attempts	5 hours each attempt

Hours of supervision will also be registered even if the thesis is not submitted. Even though the board of studies grants dispensation from a thesis submission deadline, this extension does not generate extra hours of supervision.

## 7.4 Final master's projects for professional master's degree programmes (supervision and exams)

<b>Attempt</b>	<b>Standard number of working hours for supervision and assessment</b>

First attempt	15 hours for exam and supervision when the process has involved teaching 18 hours when the process has not involved teaching
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Even though the board of studies grants dispensation from the submission deadline for a final master's project, the extension does not generate extra hours of supervision.

## 7.5 Exams

The standard number of working hours applies to ordinary exams, re-examinations and all attempts to pass exams. The number of hours for written exams covers preparing exam questions, marking assignments, contacting co-examiners and discussing grades, assessments/grading and exam administration. The number of hours for oral exams covers preparing exams (including producing exam questions and reading synopses), conducting exams, discussing grades, assessments/grading and exam administration. If an internal co-examiner is used, the same standard number of hours is used as the number applying to the examiner. The assessment of whether students have complied with the prerequisites for taking an exam (of any form) does not generate any hours.

<b>Form of examination</b>	<b>Standard number of working hours</b>
<b>Written</b>	
Written assignments	6 minutes per page (cf. max. number of pages stated in the academic regulations)
Portfolio assignments	6 minutes per page (cf. max. number of pages stated in the academic regulations)
Master's thesis	7 hours (irrespective of the number of pages)
<a href="#"><u>Prize theses</u></a>	7 hours (irrespective of the number of pages)
<b>Oral</b>	
Oral exams	Exam duration as stated in the academic regulations + half the exam duration for preparation
<b>Other exams</b>	

Active and satisfactory participation in the teaching	30 minutes
Entrance exam	Determined by the school

## 7.6 Cheating in exams (including plagiarism), complaints and appeals

Activity	Exam type	Standard number of working hours
Reporting cheating in exams to the Educational Law office	Ordinary exams and re-examinations	4 hours per case
Reporting cheating in exams to the Educational Law office	Theses	5 hours per case

	Standard number of working hours
<b>Complaints</b>	2 hours per complaint

Appeals	Standard number of working hours
Members of board of appeals	3 hours per appeal
Chairs of board of appeals	5 hours per appeal

## 8 PhD programmes (5+3 and 4+4 schemes) and higher doctoral dissertations

### 8.1 Supervision of 5+3 and 4+4 PhD students

Supervisors	Standard number of working hours
Principal supervisor	120 hours for complete 5+3 or 4+4 PhD programmes
Co-supervisor	60 hours for complete 5+3 or 4+4 PhD programmes

PhD students on 4+4 programmes part A: thesis supervision is included in the 120 hours.

## 8.2 PhD dissertations: assessments and defence proceedings

<b>Chairs of assessment committees</b>	<b>Standard number of working hours</b>
Assessments	30 hours
Assessments of PhD dissertations submitted in a new, revised form (re-assessments)	By agreement with the head of graduate school and the head of school

## 8.3 Members of academic assessment committees (assessments of PhD applications)

	<b>Standard number of working hours</b>
PhD programmes with up to and including 35 enrolled students	22 hours per annum
PhD programmes with more than 35 enrolled students	30 hours per annum
The head of the graduate school may deem it necessary to award up to 15 hours extra per member per annum for programmes with a large number of applicants	

## 8.4 Higher doctoral dissertations: Assessments and defence proceedings

<b>Members of assessment committees</b>	<b>Standard number of working hours</b>
Chairs	60 hours

## 9 Administration

### 9.1 Basic tasks

Basic tasks include general administrative tasks, correspondence, participating in department/school/teacher meetings, tasks relating to the use of Aarhus University's

IT systems, record-keeping, maintaining teaching portfolios, and preparing, conducting and following up on staff development dialogues.

<b>Job category</b>	<b>Standard number of working hours per semester</b>
Assistant professor, associate professor and professor	25 hours
Teaching assistant professor, teaching associate professor and research assistant	Included in the 20 per cent allocated to academic development

## 9.2 Transport

The time spent travelling to a campus other than the place of employment is calculated according to the following hourly rates.

<b>Campus</b>	<b>Standard number of working hours</b>
Aarhus/Herning	2 hours each way
Aarhus/Foulum	2 hours each way
Aarhus/Emdrup	4 hours each way

## 9.3 Administrative functions

The terms and conditions – including hourly compensation – for dealing with administrative management tasks for directors of studies, research programme directors and PhD programme directors are agreed by the dean and the joint union representative at faculty level but by the dean and the trade union DM for heads of department. The current agreements can be found [here](#) (in Danish).

## 9.4 Union and occupational health and safety representatives

The terms and conditions – including hourly compensation – for union representatives and occupational health and safety representatives at the schools are agreed by the head of school and the school's joint union representative.

## 9.5 Councils, boards, committees and ad hoc working groups

The terms and conditions – including hourly compensation – for members and chairs of permanent committees such as boards of studies, degree programme boards, the Academic Council, business committees and the diversity committee are agreed by the dean and the joint union representative. The current agreements can be found [here](#) (in Danish). Participation in ad hoc working committees at Aarhus University normally generates twice the time taken by the meeting in question. The terms and conditions relating to the nomination of external councils or committees at ministerial level are stated in the memo entitled [\*Honoring af rådsarbejde\*](#) (in Danish).

## 10 Recruiting new members of staff

### 10.1 Onboarding

Hours are set aside for new tenured assistant professors, associate professors, professors, teaching assistant professors and teaching associate professors in accordance with Aarhus University's policy regarding [onboarding](#) for new staff at Aarhus University. No account of working hours will be kept for staff appointed during the periods 15 March-1 July and 15 October-1 February, so no hours will be registered for their onboarding.

	<b>Standard number of working hours per semester</b>
Onboarding in connection with new appointments at Aarhus University	20 hours

### 10.2 Assistant professor's supervisors

In the semester during which supervision starts, hours will be allocated for the supervision of assistant professors in accordance with the [policy for assistant professors at Arts](#). If more than one supervisor is involved, these hours will be allocated by agreement with the head of department.

	<b>Standard number of working hours</b>
Assistant professor supervision	30 hours

### 10.3 Members of appointment and assessment committees for main academic positions

During the recruitment of new staff, tenured staff at associate professor level or above can perform tasks connected with appointment and assessment committees (as academically relevant staff representatives or chairs of assessment committees). These tasks are outlined in [Guidelines regarding advertising for, assessing and appointing academic staff at the Faculty of Arts](#).

#### 10.3.1 Academic staff representatives on appointment committees

<b>Job category</b>	<b>Standard number of working hours</b>
<b>Professorship</b>	
For the full process	17 hours
For every 5 applicants above 20 applicants	2 hours
<b>Associate professor/senior researcher</b>	
For the full process	15 hours
For every 5 applicants above 20 applicants	1 hour
<b>Assistant professor/researcher</b>	
For the full process	13 hours
For every 5 applicants above 20 applicants	1 hour

#### 10.3.2 Chairs of assessment committees

<b>Job category</b>	<b>Standard number of working hours</b>
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<b>Professorship</b>	
For the full process (appointment and assessment committees)	50 hours
If more than 5 applicants are assessed	5 hours per assessment in excess of 5 assessments
<b>Associate professorship</b>	
For the full process (appointment and assessment committees)	40 hours
If more than 5 applicants are assessed	3 hours per assessment in excess of 5 assessments
<b>Assistant professor</b>	
For the full process (appointment and assessment committees)	35 hours
If more than 5 applicants are assessed	2 hours per assessment in excess of 5 assessments

10.4 Members of appointment or assessment committees (chairs and co-assessors) for other, general positions

<b>Job category</b>	<b>Standard number of working hours</b>
Postdoc	5 hours per postdoc assessment + 1 hour per applicant shortlisted Maximum 23 hours per advertisement
Research assistant	0.5 hours per applicant shortlisted
Part-time lecturer	0.5 hours per applicant Assessments of applicants for long-term appointments (3 years) must be agreed with the head of school.
Teaching assistant	0.5 hours per applicant

Teaching assistant professor	0.5 hours per applicant
Teaching associate professor	0.5 hours per applicant

## 11 Date of commencement and expiry, interim evaluation and termination

By agreement with the joint union representative, all three schools have been operating with the standard working hours specified in this agreement since 1 September 2022. The agreement comes into effect on 1 January 2023 and applies until 31 December 2025. In connection with the transition to this agreement, all the hourly accounts registered under the agreement on working hours at the Faculty of Arts of 15 December 2017 (updated on 26 February 2019) will continue unchanged.

### 11.1 Interim evaluation of the agreement

An interim evaluation will be carried out in November/December 2023 with a view to making any necessary minor adjustments. In connection with this interim evaluation, it is possible to adjust the standards for working hours if the schools' hourly balance has improved. If it is possible to improve the schools' hourly balance, thereby releasing the necessary resources, the standard number of working hours for basic tasks will be increased as of 1 September 2024 to 30 hours per semester.

This agreement can be adjusted on an ongoing basis if the parties to the agreement agree that this should be done.

### 11.2 Termination of the agreement

Both parties have the option of terminating the agreement at three months' notice with effect from 31 August and 31 January respectively.

7. feb. 2023

Date \_\_\_\_\_



Dean, Johnny Laursen

Date 03-02-23



Joint union representative, Lars Bo Gundersen



## 12 Appendix A: Current ministerial orders, circulars, agreements, guidelines and policies

### 12.1 Ministerial orders (in Danish)

[Danish \(Consolidation\) Act on universities \(\*Universitetsloven\*\), order no. 778 of 07/08/2019](#)

[Danish \(Consolidation\) Act on legal relations between employers and employees \(\*Funktionærloven\*\), order no. 1002 of 24/08/2017](#)

[Ministerial order on job structure for academic staff at universities, order no. 1443 of 11/12/2019](#)

### 12.2 Circulars (in Danish)

[Circular on the protocol for certain terms of employment for academic staff at universities \(CIR1H no. 9886 of 04/11/2021\)](#)

[Circular on the agreement regarding part-time lecturers and teaching assistants at universities and other institutions under the Ministry of Higher Education and Science \(CIR1H no. 9271 of 16/03/2022\)](#)

[Circular on teaching paid by the hour, and circular on the remuneration of co-examiners \(CIR no. 12407 of 17/01/2001\)](#)

### 12.3 Aarhus University's policy

[Staff policy at Aarhus University](#)

[University Pedagogical Programme](#)

### 12.4 Policy and guidelines at the Faculty of Arts

[Policies and strategies at the Faculty of Arts](#)

[Supervision of research at the Faculty of Arts](#)

## 12.5 Graduate School

[Guidelines: PhD students' paid work for departments \(840 hours\)](#)

## 12.6 Ministry of Higher Education and Science (in Danish)

[Collective agreements, agreements and job structures applying to institutions of higher education](#)

## 13 Appendix B: Standard working hours and their allocation

### 13.1 Allocation of working hours per semester

#### 13.1.1 Main academic positions

<b>Job category</b>	<b>Degree programmes, administration, recruitment and PhD-related tasks</b>	<b>Research, knowledge exchange, research-based public sector consultancy and research administration</b>
Fixed-term and tenure-track assistant professor Associate professor Professor	60% - 493 hours	40% - 329 hours

#### 13.1.2 Other, general positions with no research responsibilities

<b>Job category</b>	<b>Teaching and supervision</b>	<b>Academic development and basic tasks</b>
Teaching assistant professor and teaching associate professor Research assistant with teaching responsibilities	80% - 657 hours	20% - 165 hours

#### 13.2 PhD students, postdocs and part-time academic staff

<b>Job category</b>	
PhD student	Tasks are subject to the <a href="#">Guidelines: PhD students' paid work for departments (840 hours)</a> . The work done by all PhD fellows for the school must be planned with a view to ensuring that a balance has been achieved on completion of their PhD degree programme within the prescribed duration of their studies.
Postdoc with school responsibilities	The working hours of postdocs are agreed with the head of school 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 therefore be subject to particular requirements.
Part-time lecturer and teaching assistant	The work done by staff in this category must be done within the number of hours for which they are employed and in accordance with the standard number of hours specified in the <a href="#">Circular on the agreement regarding part-time lecturers and teaching assistants at universities and other institutions under the Ministry of Higher Education and Science</a> (in Danish).