



AARHUS
UNIVERSITY

NATURAL SCIENCES AND TECHNICAL SCIENCES

Pay agreement catalogue for staff at units at the Faculties of Natural Sciences and Technical Sciences

Valid from 1 January 2022 - 31 December 2024

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1 Introduction

The pay agreement catalogue at Natural Sciences (Nat) and Technical Sciences (Tech), Aarhus University (AU) includes academic staff (VIP) and technical administrative staff (TAP) employed by these units.

The pay agreement catalogue is valid from 1 January 2022 - 31 December 2024 and until it is amended due to the conclusion of a new agreement or terminated at three months' notice by either party.

Chapter 2 deals with academic staff (VIP) whose pay and terms of employment are regulated by a collective agreement for academics employed by the state, as well as the classification of academic ranks and titles at universities or the job structure for the Bachelor of Engineering programme and the export engineer programme.

Chapter 3 covers technical administrative staff members (TAP). A special pay agreement has been entered into for academic staff in administrative positions who primarily work on tasks within research, education, research-based consultancy and knowledge exchange.

Chapter 4 deals with the formal aspects of commencement and termination.

Chapter 5 consists of appendices to the pay agreement catalogue.

1.1 Pay as a strategic tool

Nat/Tech wishes to use the new pay pool (Ny Løn)¹ as a strategic tool to support the recruitment, motivation and retention of highly qualified staff who contribute to meeting the objectives of the faculty's strategy. As part of the incentive structure, the objective of the catalogue is to ensure that local wage formation is based on known and transparent criteria in relation to granting supplements.

The new pay systems, which have gradually been introduced in the state sector since 1997, make it possible to extend local pay formation, so that salaries can be adapted to the individual employee to a greater extent, and so that the pay structure can be adapted to the individual workplace. It has become possible to use salaries and pay formation in a targeted manner as an active management instrument to support the institution's goals and values in the context of the local staff policy. The basic element in the pay system is basic pay or interval pay. Basic pay is the most frequently used, and consists of one basic pay with several pay scales as well as supplements for qualifications or functions and one-off bonuses. The interval pay system consists of a minimum and maximum pay for each individual staff group, and there is generally no supplement element in the model.

The aim of the new pay systems is to provide the basis for more flexible pay formation as well as a differentiated and individualised use of pay.

The purpose of this catalogue is to provide the framework for negotiation between management representatives, employee representatives and the unions authorised to negotiate in connection with new appointments and extensions, where the content of the position changes significantly and during the annual salary negotiations². In the case of other extensions, where there is a particular reason to do so, the party entitled to negotiate may ³request a briefing on extension from HR. Pay is negotiated at the individual departments and is based on the employee's competences, qualifications and responsibilities.

In general, new pay systems will be used as a supplementary management tool to:

- Enhance the correlation between pay and effort.
- Ensure efficiency, flexibility, quality, readjustment and development.
- Contribute to retention and recruitment of qualified staff.
- Promote qualifications and skills development

¹ Please refer to the Employee and Competence Agency (Medarbejder- og Kompetencestyrelsen) for further information about the new pay pool (Ny Løn) (medst.dk)

² Read more about the negotiation process at the annual salary negotiations on this website ([link](#))

³ Union representative, staff negotiating themselves (read more about this [here](#)) or the trade union.

1.2 Overall pay structure

The starting point for the remuneration of employees at Nat/Tech is the collective agreements entered into between the state and the trade unions. The individual employee's pay is determined in accordance with a centrally agreed basic pay which can be supplemented by locally agreed supplements. These supplements are linked to the particular qualifications and functions of employees. The supplements are negotiated locally and can be awarded in connection with the appointment of employees as well as during employment at the annual salary negotiations, at which time an increase in the previously awarded supplements is also possible. There is an additional possibility of awarding a one-off bonus in recognition of an extraordinary effort.

Below are descriptions of the various forms of remuneration and types of supplements which may be included in the composition of pay packages for employees at Nat/Tech:

- Basic pay and position-related supplements
- Supplement for qualifications
- Supplement for responsibilities
- One-off bonuses
- Pension

In the pay agreement catalogue, supplements for responsibilities are stated as annual base amounts at 31 March 2012 level, excluding pension entitlements. One-off bonuses are stated at the current level (current DKK), as they are agreed at this level.

The amounts stated in the pay agreement catalogue specify a framework within which the head of department/centre is authorised to negotiate supplements. Supplements beyond the framework and other supplements not mentioned in the pay agreement catalogue must be approved by the dean.

1.2.1 Basic pay and position-related supplements

Basic pay and any position-related supplements, see the collective agreement, are specified on the basis of the specific type of position. For several types of position, the basic pay is dependent on the employee's seniority.

The basic pay and position-related supplements are non-negotiable, as they set centrally in the collective agreement on the basis of the given employee's position, educational background and seniority.

1.2.2 Supplement for qualifications

Supplements for qualifications are granted on the basis of the individual's professional, personal or collegial qualifications. An employee's qualifications are typically assessed on the basis of task performance. Examples of qualifications could be education, experience, results, collaborative skills, innovativeness, readiness to change and commitment.

For the technical and administrative staff (TAP) the criteria for the award of supplements for qualifications, as well as the amounts, are specified in the respective pay agreements for the various employee groups at Aarhus University, see chapter 3.

Supplements for qualifications are pensionable.

Supplements for qualifications are generally permanent unless otherwise agreed. However, employees lose their supplements for qualifications when changing to a new job category as they are then entitled to new pay negotiations.

Similarly, the qualifications of new employees are assessed based on the background against which they are offered the position.

The size of the supplement may vary within the maximum limits. Within the framework of the specified limits, supplements may be negotiated as either one or several small sums or as an aggregate amount.

1.2.3 Supplement for responsibilities

Supplements for responsibilities are granted to employees with responsibilities entitling them to such supplement under a specific agreement. A supplement for responsibilities is given for performing special functions for which the tasks are in addition to the normal content and area of responsibility of the position. Supplements for responsibilities are granted to the extent that the responsibilities do not already result in supplements under current regulations, including central collective agreements, circulars, etc.

Supplements for responsibilities are pensionable.

Supplements for responsibilities are paid when the responsibility is awarded on the grounds of the criteria described in the Pay agreement catalogue. The supplements for responsibilities in the pay agreement catalogue are disbursed without further negotiation with the party authorised to negotiate, but there is a written briefing on this.

Awards of supplements for responsibilities that are not included in this pay agreement catalogue must be approved by the dean prior to the agreement being concluded with the party authorised to negotiate.

It is generally not possible to receive a supplement for responsibilities for doing more than one function, as it is preferred that functions are undertaken by a broad cross-section of employees. Any derogation from this must be approved by the dean.

Union representatives may, however, receive a supplement for their duties at the same time as performing another function.

The supplement for responsibilities is paid only for as long as the responsibilities are undertaken and is discontinued without further notice once the employee no longer performs the responsibilities or by the agreed end date at the latest.

Management and employees are both obligated to ensure that the supplement for responsibilities at all times follows the responsibilities and that information on its termination is given to HR.

1.2.4 One-off bonuses

One-off bonuses may be granted for exceptional efforts in connection with extraordinary tasks or events beyond what is normally expected of the employee in the position. A one-off bonus is granted following an individual assessment.

One-off bonuses are generally awarded at the annual pay negotiations.
One-off bonuses are agreed at present value and are not pensionable.

1.2.5 Pension

Pensions are paid on basic pay and pensionable salary supplements in accordance with the collective agreement.

There is a supplementary payment for public servants (tjenestemænd).

1.3 Salary determination and negotiation

The dean authorises the department head/center director to determine and negotiate the pay within the framework of applicable central agreements, as well as the framework specified in this pay agreement catalogue.

The size of the amounts stated in the pay agreement catalogue specify a framework and criteria within which the department head/centre director can negotiate supplements.

Supplements are negotiated between the department head/centre director and the party authorised to negotiate. The process is supported by HR.

2 Academic staff (VIP)

Chapter 2 deals with academic staff whose pay and terms of employment are regulated by the collective agreement for state-employed academics and the job structures⁴:

- Circular on job structure for academic staff at universities
- Circular on job structure of Bachelor of Engineering and Export Engineering

Pay for members of academic staff consists of:

- Basic pay in accordance with the collective agreement with the Danish Confederation of Professional Associations (*AC-overenskomsten*) Scale 4 (two-year), scale 5, scale 6 and scale 8.
- Position-related supplements fixed in collective agreements, see the job structure.
- Any supplements for qualifications according to the pay agreement catalogue
- Any supplements for responsibilities according to the pay agreement catalogue
- Pension in accordance with the collective agreement

Below is a list of the pay structure for the individual academic positions with the above pay elements divided into the following sections:

- **2.1** and **2.2**: Supplement for qualifications
- **2.3**: Supplement for responsibilities
- **2.4**: One-off bonus and recruitment supplements

⁴ Read the different rules and regulations [here](#)

2.1 Supplement for qualifications for academic staff under job structure at universities

Supplements for qualifications mentioned in this chapter relate to employees who are covered by the **job structure for academic staff at universities**.

Supplements for qualifications are granted on the basis of the individual's professional, personal or collegial qualifications. An employee's qualifications are typically assessed on the basis of the performance of tasks in teaching, consultancy, research, talent development and communication. Examples of qualifications could be education, experience, results, collaborative skills, innovativeness, readiness to change and commitment.

In order to be considered for a supplement for qualifications, there is a condition that employees cooperate with their colleagues in a way that contributes to the continued development of the academic environment at the department. Furthermore, the employee must demonstrate commitment and ability in relation to the performance of organisational and administrative tasks.

The purpose of granting supplements for qualifications is to retain qualified staff and to provide a financial incentive for the continued development of the employee's research, teaching, academic or talent-development skills as well as administrative qualifications and competences.

For associate professors, senior researchers, senior advisers and professors in salary grade 37 and 38, supplements for qualifications are awarded as A, B and C supplements. To progress from one supplement to another supplements, the first supplement framework must have been fully utilised.

The amount of supplements for modules of DKK 15,000 cannot be deviated from, but several supplements may be granted at the same time. An exception is when, due to previously awarded supplements, an employee is unable to fully utilise the maximum framework for the position. In these cases, it is possible to award a lower or higher supplement in connection with the annual pay negotiations in order to complete the framework.

Any other exemptions in the form of deviations from the modular system must be approved by the dean.

See also section 1.2.2 for a more detailed description of the framework for awarding supplements for qualifications.

Research Qualifications are assessed on the basis of peer-reviewed written work in the form of articles in journals, books/proceedings and conference papers, editing books, etc., as well as external grants and awards. Invited keynote lectures for international conferences and participation in international research collaborations are also included in the assessment. Finally, research-administrative work (e.g. memberships of research councils, private foundations or research policy bodies) also have priority.

Educational qualifications are assessed on the basis of work on courses and projects as well as student guidance at Bachelor's, Master's and PhD levels. Contributions to the development of new

areas of education and courses as well as work on developing educational methods are also included. Furthermore, supplements for qualifications may be awarded for formal authorisation and specialist approvals.

Knowledge exchange is divided into research-based consultancy and collaboration with the business community and public authorities, as well as knowledge dissemination. Qualifications within consultancy and collaboration with business/public authorities are assessed on the basis of contributions to government agencies and organisations/businesses and/or collaboration with private companies, as well as participation in commissions and committees within knowledge exchange. Products may be contributions to scientific articles, reports and other publications targeted at consultancy or collaborative projects with companies/government agencies and institutions. Products may also include the development of databases or programs or participation in governing bodies. Knowledge dissemination is assessed on the basis of lectures, popular-science articles and other activities aimed at the general public, upper-secondary schools, and primary and lower education, etc.

Talent development is assessed, among other things, on the basis of student guidance of research talents and the development of new initiatives aimed at supporting the development of young talents, e.g. through improvements to the PhD programme.

Extraordinary efforts of particularly distinguished nature which are not rewarded with any other supplements may also justify a supplement for qualifications. Such extraordinary efforts may include efforts in relation to internationalisation, interdisciplinary collaboration, administrative tasks etc.

2.2.1 PhD fellow

Pay type	Amount
Basic pay	Scale 4 (lowest) to 8 (highest)
Position-related supplement (not pensionable)	DKK 14,900
Supplement for qualifications	Up to DKK 10,000

Criteria for supplements for qualifications	Amount of supplement
According to an individual assessment, the supplement may be granted to PhD fellows who have demonstrated that they have the qualifications, or who make extraordinary efforts and demonstrate an exceptionally high level of quality in the performance of their tasks.	The supplement may be paid out in smaller sums of DKK 5,000 and <u>up to</u> a total of DKK 10,000.

2.1.2 Research assistant

Pay element	Amount
Basic pay	Scale 4 (lowest) to 8 (highest)
Position-related supplement	DKK 37,200
Supplement for qualifications	Up to DKK 30,000

Criteria for supplements for qualifications	Amount of supplement
According to an individual assessment, the supplement may be granted to research assistants who have demonstrated that they have the qualifications, or who make extraordinary efforts and demonstrate an exceptionally high level of quality in the performance of their tasks.	The supplement may be paid out in smaller sums of DKK 5,000 and <u>up to</u> a total of DKK 30,000.

2.1.3 Postdoc

Pay element	Amount
Basic pay	Scale 4 (lowest) to 8 (highest)
Position-related supplement	DKK 49,300
Supplement for qualifications	Up to DKK 15,000

Criteria for supplements for qualifications	Amount of supplement
According to an individual assessment, the supplement may be granted to postdocs who have demonstrated that they have the qualifications, or who make extraordinary efforts and demonstrate an exceptionally high level of quality in the performance of their tasks.	The supplement may be paid out in smaller sums of DKK 5,000 and <u>up to</u> a total of DKK 15,000.

2.1.4 Assistant professor/researcher (fixed-term)

Pay element	Amount
Basic pay	Scale 4 (lowest) to 8 (highest)
Position-related supplement	DKK 49,300
Supplement for qualifications	Up to DKK 30,000

Criteria for supplements for qualifications	Amount of supplement
After a individual assessment supplement may be granted to assistant professors/researchers (fixed-term) who have demonstrated that they have the qualifications, or have made a particularly satisfactory effort during the period of employment.	The supplement may be granted as an aggregate amount or as smaller sums of a minimum of DKK 15,000. A total supplement of <u>up to</u> DKK 30,000 may be granted.

2.1.5 Assistant professor/researcher (tenure track)

Pay element	Amount
Basic pay	Scale 4 (lowest) to 8 (highest)
Position-related supplement	DKK 49,300
Supplement for qualifications	Up to DKK 45,000

Criteria for supplements for qualifications	Amount of supplement
After a individual assessment supplement may be granted to assistant professors/researchers (tenure track) who have demonstrated that they have the qualifications, or have made a particularly satisfactory effort during the period of employment. Supplements are awarded to assistant professors/researchers (tenure track) who have received a satisfactory interim evaluation.	The supplement may be granted as an aggregate amount or as smaller sums of a minimum of DKK 15,000. A total supplement of <u>up to</u> DKK 45,000 may be granted.

2.1.6 Associate professor/senior researcher/senior adviser

Pay element	Amount
Basic pay	Scale 8
Position-related supplement	DKK 91,282
Supplement for qualifications	Up to DKK 120,000

A supplement	
Criteria for supplements for qualifications	Amount of supplement
<p>The A supplement for associate professor/senior researcher/senior adviser is usually awarded to associate professors/senior researchers/senior advisors who demonstrate qualifications within the fields of research, education, knowledge exchange and talent development area corresponding – as a minimum – to the qualifications on which their appointment as an associate professor/senior researcher/senior adviser was based. The supplement is granted based on a concrete individual assessment.</p> <p>Furthermore, it is a precondition that the employee makes and has made appropriate efforts with regard to knowledge dissemination and the performance of administrative tasks.</p>	<p>The supplement is usually awarded in full as a single aggregate amount at the time of appointment but can in some specific, individual cases be awarded as small portions adding up to a multiple of DKK 15,000.</p> <p>A total amount of <u>up to</u> DKK 45,000 may be granted.</p>

B supplement	
Criteria for supplements for qualifications	Amount of supplement
<p>The B supplement for associate professors/senior researchers/senior advisers can be awarded to associate professors/senior researchers/senior advisors who demonstrate qualifications within the fields of research, education, knowledge exchange and talent development who, over a number of years, demonstrate continued professional development that exceeds the basis for granting the A supplement.</p> <p>Furthermore, it is a precondition that the employee has – for an extended period of time – handled his or her share of the administrative work.</p>	<p>The supplement may be granted as an aggregate amount or as smaller sums of a minimum of DKK 15,000.</p> <p>A total supplement of <u>up to</u> DKK 45,000 may be granted.</p>

C Supplement	
Criteria for supplements for qualifications	Amount of supplement
<p>The C supplement for associate professors/senior researchers/senior advisers can be awarded to associate professors/senior researchers/senior advisers who demonstrate qualifications within the fields of research, education, knowledge exchange and talent development of a scope and of a quality significantly exceeding the efforts on which their appointment as an associate professor/senior researcher/senior adviser at Nat/Tech was based.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Several research publications of exceptionally high quality • Teaching of very high quality • Research-based consultancy and knowledge exchange of very high quality • Attraction or retention of highly qualified staff • Attraction of external funding <p>Gaining a higher doctoral degree on a basis that corresponds to the requirements at Aarhus University may also be included in the grounds for awarding a C supplement for associate professors.</p>	<p>The supplement may be granted as an aggregate amount or as smaller sums of a minimum of DKK 15,000.</p> <p>A total amount of <u>up to</u> DKK 30,000 may be granted.</p>

2.1.7 Professor (LR 37)

Professors in salary grade 37 (LR 37) are entitled to negotiate individually, but they may let their union representative or trade union conduct the negotiations.

Pay element	Amount
Basic pay	Salary grade 37
Professor supplement ⁵	DKK 51,400 Previously agreed supplement awarded automatically in connection with employment.
Supplement for qualifications	Up to DKK 90,000

A supplement	
Criteria for supplements for qualifications	Amount of supplement
The A supplement for professors can be granted to professors who exhibit qualifications in the fields of research, education, knowledge exchange or talent development of a scope and of a quality demonstrating – over a period of several years – a continued academic development exceeding the level on which their appointment as a professor was based.	The supplement may be granted as an aggregate amount or as smaller sums of a minimum of DKK 15,000. A total amount of <u>up to</u> DKK 45,000 may be granted.

B supplement	
Criteria for supplements for qualifications	Amount of supplement
<p>The C supplement for professors can be granted to professors who exhibit qualifications in the fields of research, education, knowledge exchange and talent development that far exceed the efforts on which their appointment as professors was based and thus what would normally be expected of professors at Nat/Tech. Examples:</p> <ul style="list-style-type: none"> • Several research publications of exceptionally high quality • Extremely high standards of teaching • Extremely high level of efforts within the field of knowledge exchange • Significant attraction of external research funding • Attraction or retention of highly qualified staff 	<p>The supplement may be granted as an aggregate amount or as smaller sums of a minimum of DKK 15,000. A total amount of <u>up to</u> DKK 45,000 may be granted.</p>

⁵ At Danish universities, there is a fixed practice of agreeing a pensionable salary supplement of DKK 51,400 for professors.

2.1.8 Professor (LR 38)

The position of professor in salary grade 38 (LR 38) is regulated by the Ministry of Finance. In special cases, the Dean may decide that professors should be placed in LR 38. Pay grade 38 positions are awarded by recommendation from the department head to the dean.

Professors in salary grade 38 are entitled to negotiate individually, but they may let their union representative or trade union conduct the negotiations.

Type	Amount of supplement
Basic pay	Salary grade 38
Professor supplement ⁶	DKK 51,400 Previously agreed supplement awarded automatically in connection with employment.
Supplement for qualifications	Up to DKK 60,000

A supplement	
Criteria for supplements for qualifications	Amount of supplement
The A supplement for professors can be granted to professors who exhibit qualifications in the fields of research, education, knowledge exchange or talent development of a scope and of a quality demonstrating – over a period of several years – a continued academic development exceeding the level on which their appointment as a professor on LR 38 at Nat/Tech is based.	The supplement may be granted as an aggregate amount or as smaller sums of a minimum of DKK 15,000. A total amount of <u>up to</u> DKK 45,000 may be granted.

B supplement	
Criteria for supplements for qualifications	Amount of supplement
The C supplement for professors can be granted to professors who exhibit qualifications in the fields of research, education, knowledge exchange and talent development that far exceed the efforts on which their appointment as professors was based and thus what would normally be expected of professors on LR 38 at Nat/Tech.	The supplement may be granted as an aggregate amount or as smaller sums of a minimum of DKK 15,000. A total of <u>up to</u> DKK 15,000 may be granted, after which the dean must be involved.

⁶ At Danish universities, there is a fixed practice of agreeing a pensionable salary supplement of DKK 51,400 for professors.

Other general positions

2.1.9 Teaching assistant professor

Pay element	Amount
Basic pay	Scale 4 (lowest) to 8 (highest)
Position-related supplement	DKK 34,100 on appointment DKK 43.900 after 3 years of employment
Supplement for qualifications	No framework – contact HR

2.1.10 Teaching associate professor

Pay element	Amount
Basic pay	Scale 4 (lowest) to 8 (highest)
Position-related supplement	DKK 71,800
Supplement for qualifications	No framework – contact HR

2.2 Supplement for qualifications for academic staff under job structure for Bachelor of Engineering

Supplements for qualifications mentioned in this chapter relate to employees who are covered by the **job structure for Bachelor of Engineering and Export Engineering**

The purpose of granting supplements for qualifications is to retain qualified staff and to provide a financial incentive for the continued development of the employee's teaching, academic or talent-development skills as well as administrative qualifications and competences.

For associate professors (Bachelor of Engineering) and senior professors of engineering (Bachelor of Engineering), supplement for qualifications is awarded in A, B and C supplements. To progress from one supplement to another supplements, the first supplement framework must have been fully utilised.

The amount of supplements for modules of DKK 15,000 cannot be deviated from, but several supplements may be granted at the same time. An exception is when, due to previously awarded supplements, an employee is unable to fully utilise the maximum framework for the position. In these cases, it is possible to award a lower or higher supplement in connection with the annual pay negotiations in order to complete the framework.

Any other exemptions in the form of deviations from the modular system must be approved by the dean.

See also section 1.2.2 for a more detailed description of the framework for awarding supplements for qualifications.

2.2.1 Assistant professor (Bachelor of Engineering)

Pay element	Amount
Basic pay	Scale 4 (lowest) to 8 (highest)
Position-related supplement	DKK 43,900
Supplement for qualifications	Up to DKK 45,000

Criteria for supplements for qualifications	Amount of supplement
After an individual assessment supplement may be granted to assistant professors (Bachelor of Engineering) who have demonstrated that they have the qualifications, or have made a particularly satisfactory effort during the period of employment.	The supplement may be granted as an aggregate amount or as smaller sums of a minimum of DKK 15,000. A total supplement of <u>up to</u> DKK 45,000 may be granted.

In connection with the recruitment of assistant professors in the job structure for Bachelor of Engineering programmes and Global Business Engineering/Export Engineering programmes, in special cases – for example in situations where recruitment is proving particularly difficult – a special, temporary pensionable pay supplement may be granted for the period up until the transfer to tenure as associate professor. In other words, in these cases, an additional supplement for qualifications corresponding to the difference up to associate professor, i.e. DKK 35,900. The supplement will lapse without further notice in the event of transition to employment as associate professor (Bachelor of Engineering).

2.2.2 Associate professor (Bachelor of Engineering)

Pay element	Amount
Basic pay	Scale 8
Position-related supplement	DKK 79,800
Supplement for qualifications	Up to DKK 120,000

A supplement	
Criteria for supplements for qualifications	Amount of supplement
<p>The A supplement for associate professors (Bachelor of Engineering) is usually awarded to associate professors (Bachelor of Engineering) who demonstrate qualifications within the fields of education, knowledge exchange and talent development corresponding – as a minimum – to the qualifications on which their appointment as an associate professor (Bachelor of Engineering) was based. The supplement is granted based on a concrete individual assessment.</p> <p>Furthermore, it is a precondition that the employee makes and has made appropriate efforts with regard to knowledge dissemination and the performance of administrative tasks.</p>	<p>The supplement is usually awarded in full as a single aggregate amount at the time of appointment but can in some specific, individual cases be awarded as small portions adding up to a multiple of DKK 15,000.</p> <p>A total amount of <u>up to</u> DKK 45,000 may be granted.</p>

B supplement	
Criteria for supplements for qualifications	Amount of supplement
<p>The B supplement for associate professors (Bachelor of Engineering) can be awarded to associate professors (Bachelor of Engineering) who demonstrate qualifications within the fields of education, knowledge exchange and talent development that over a many-year period continue to demonstrate an academic development beyond the basis for awarding the A supplement.</p> <p>Furthermore, it is a precondition that the employee has – for an extended period of time – handled his or her share of the administrative work.</p>	<p>The supplement may be granted as an aggregate amount or as smaller sums of a minimum of DKK 15,000.</p> <p>A total amount of <u>up to</u> DKK 45,000 may be granted.</p>

C Supplement	
Criteria for supplements for qualifications	Amount of supplement
<p>The C supplement for associate professors (BSc) can be awarded to associate professors (BSc) who demonstrate qualifications within the fields of education, knowledge exchange and talent development of a scope and of a quality significantly exceeding the efforts on which their appointment as an associate professor (BSc) at Nat/Tech was based.</p> <p>An example is teaching of very high quality</p>	<p>The supplement may be granted as an aggregate amount or as smaller sums of DKK 15,000.</p> <p>A total amount of <u>up to</u> DKK 30,000 may be granted.</p>

2.2.3 Senior professor of engineering

Senior professors of engineering are entitled to negotiate individually, but they may let their union representative or trade union conduct the negotiations.

Pay element	Amount
Basic pay	Salary grade 37
Position-related supplement	There are no position-related supplements for senior professors of engineering
Supplement for senior professors of engineering	DKK 31,700 Previously agreed supplement awarded automatically in connection with employment.
Supplement for qualifications	Up to DKK 100,000

A supplement	
Criteria for supplements for qualifications	Amount of supplement
The supplement can be granted to a senior professor of engineering who exhibits qualifications in the areas of education, knowledge sharing, innovation (e.g. involvement in projects) and business collaboration of a scope and quality that over a period of several years demonstrate continued professional development that exceeds the basis for the appointment as a senior professor of engineering.	The supplement may be granted as an aggregate amount or as smaller sums of a minimum of DKK 15,000. A total supplement of <u>up to</u> DKK 45,000 may be granted.

B supplement	
Criteria for supplements for qualifications	Amount of supplement
<p>The C supplement for senior professors of engineering can be granted to senior professors of engineering who exhibit qualifications in the fields of education, knowledge exchange or innovation and business collaboration that far exceed the efforts on which their appointment as a senior professor of engineering was based and thus what would normally be expected of senior professors of engineering at Nat/Tech.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Extremely high standards of teaching • Exceptional efforts in development of programmes and programme quality • Extremely high level of efforts within the field of knowledge exchange • Significant attraction of external funding • Attraction or retention of highly qualified staff 	<p>The supplement may be granted as an aggregate amount or as smaller sums of a minimum of DKK 15,000. A total amount of <u>up to</u> DKK 55,000 may be granted.</p>

Other general positions

2.2.4 Temporary lecturer (Amanuensis)

Pay element	Amount
Basic pay	Scale 4 (lowest) to 8 (highest)
Position-related supplement	DKK 34,100
Supplement for qualifications	No framework – contact HR

2.3 Supplement for responsibilities

The supplements for responsibilities mentioned in this chapter are paid without further negotiation with the party authorised to negotiate when the supplement is awarded on the grounds of the criteria described. The party authorised to negotiate receives written notification about it. The specified descriptions of responsibilities are not exhaustive.

Awards of supplements for responsibilities that are not included in this chapter must be approved by the dean prior to the agreement being concluded with the party authorised to negotiate. See also section 1.2.3 for a more detailed description of the framework for awarding supplements for responsibilities.

2.3.1 Deputy head of department

Criteria for supplements for responsibilities	Amount of supplement
A supplement for responsibilities is granted to deputy heads of department.	DKK 68,200

2.3.2 Centre director

Criteria for supplements for responsibilities	Amount of supplement
A supplement for responsibilities is granted for undertaking the function of centre director.	The size of the supplement is determined based on an individual assessment in which emphasis may be placed on finances, external grants and the number of employees. The size of the supplement is negotiated with the dean.

2.3.3 Head of section/section coordinator

The head of section/section coordinator reports to the head of department. The function involves academic management responsibility for a teaching group or a research unit. The section manager/section coordinator handles a number of defined administrative and personnel tasks at department level, which are specifically agreed with the head of department.

Criteria for supplements for responsibilities	Amount of supplement
A supplement for responsibilities is granted for undertaking the function of head of section/section coordinator. The dean approves heads of section/section coordinators upon recommendation from the head of department.	DKK 34,100

2.3.4 Director of studies

In collaboration with the boards of studies, the directors of studies are responsible for the practical organisation of degree programmes at the faculty. Heads of studies report to the vice-dean for education.

Criteria for supplements for responsibilities	Amount of supplement
A supplement for responsibilities is granted for performing the duties of a director of studies for the degree programmes at Nat/Tech.	<p>The amount is the same as the classification in the circular⁷, and the size of the supplement is determined according to the number of student FTEs.⁸</p> <ul style="list-style-type: none">• 150 FTEs DKK 13,600• 151-599 FTEs DKK 21,100• 600-1,199 FTEs DKK 61,100• More than 1,200 FTEs DKK 87,300 <p>However, an additional supplement of DKK 25,000 is granted for heads of studies with fewer than 600 FTEs.</p>

⁷ Appendix 6 in Circular on the collective agreement for academics employed by the state ([no. 043-19](#))

⁸ Student full-time equivalents (FTE) follow the academic year and are calculated on the HR website ([link](#)) each year to September.

2.3.5 Head of degree programme

The head of degree programme is responsible for development, coordination and administrative tasks in relation to one or more specific degree programmes. The head of degree programme must also ensure that programme-oriented supervision of the degree programme/students is provided. Heads of degree programme report to the vice-dean for education.

Criteria for supplements for responsibilities	Amount of supplement
A supplement for responsibilities is granted for undertaking the function of programme head of degree programme.	<p>The size of the supplement is determined based on the number of students affiliated with the programmes.⁹</p> <ul style="list-style-type: none">• 0-249 students DKK 17,000• 250-500 students DKK 34,100 <p>For more than 500 students, the starting point is a supplement of DKK 34,100, but a change in the supplement may be made on the basis of a specific individual assessment and after approval by the dean.</p>

2.3.6 PhD programme committee member

A PhD programme committee member acts as internal co-examiner in connection with a qualifying examination and the chair in connection with a defence to ensure coherent quality and compliance with formal requirements. In addition, together with the other members of the committee, the member carries out academic evaluation of graduates on the programme in connection with the admission of new PhD students and recommends appropriate candidates for the admissions committee. Finally, together with the other members of the committee, the member discusses the PhD degree programme at programme level.

Criteria for supplements for responsibilities	Amount of supplement
A supplement for responsibilities is granted for undertaking the responsibilities of a PhD programme committee member.	DKK 12,800

⁹ The number of students on degree programmes at Nat/Tech is calculated on the HR website ([link](#)) each year to October.

2.3.7 PhD programme director

A PhD programme director has the same responsibilities as the PhD programme committee member. In addition, the PhD programme director advises the head of graduate school on the PhD degree programme at graduate school level, reviews the progress reports, approves exemptions and is head of graduate school's delegate in cases where there are precedent rulings.

Criteria for supplements for responsibilities	Amount of supplement
A supplement for responsibilities is granted for undertaking the responsibilities of chairman of the PhD field committee.	<p>The size of the supplement is determined based on the number of PhD students per programme committee.¹⁰</p> <ul style="list-style-type: none">• 0-45 PhD students (small committee) DKK 21,300• 46 PhD students (large committee) DKK 34,100

2.3.9 Admissions committee member

Together with the other members of the admissions committee, the member of the admissions committee performs the academic evaluation of graduates at graduate school level in connection with admission of new PhD students. Members recommend to the dean graduates to be offered admission to the graduate school. Furthermore, members of the admissions committee advise the head of graduate school on admissions procedures.

Criteria for supplements for responsibilities	Amount of supplement
A supplement for responsibilities is granted for undertaking the responsibilities of member of an admissions committee.	DKK 21,300

¹⁰ The number of PhD students is calculated on the HR website ([link](#)) every year to October.

2.3.10 Chair of the board of studies

The chair of the board of studies is responsible for ensuring that the board considers all key issues relating to the department's degree programmes, including educational strategies.

Criteria for supplements for responsibilities	Amount of supplement
For undertaking the responsibilities of chair of the board of studies a supplement for responsibilities is granted.	<p>The size of the supplement is determined according to the number of student FTEs.¹¹</p> <ul style="list-style-type: none">• 0 - 599 student FTEs (small committee) DKK 21,300• from 600 student FTEs (large committee) DKK 34,100

2.3.11 Union representatives

Please refer to Au's central agreement on incentive supplements for union representatives.

2.3.12 Success in attracting large grants

See appendix 5.1 for principles for awarding supplements in connection with attracting large grants (*Performance Pay Revised*).

2.3.13 Other supplements for responsibilities

An individual supplement may be granted on account of extraordinary responsibilities that exceed the normal scope and responsibilities of the position and where no supplement for qualifications has already been granted as a result of the special contribution.

Grants of such additional special supplements for responsibilities that are not mentioned in the pay agreement catalogue require approval from the dean. An exception is supplements for responsibilities for special academic functions at an individual department. These can be granted via recommendation to the head of department.

¹¹ Student full-time equivalents (FTE) follow the academic year and are calculated on the HR website ([link](#)) each year to September.

2.4 One-off bonuses

One-off bonuses may be granted for exceptional efforts in connection with extraordinary tasks or events beyond what is normally expected of the employee in the position. A one-off bonus is granted following an individual assessment.

One-off bonuses are generally awarded at the annual pay negotiations.

One-off bonuses are agreed at present value and are not pensionable.

2.4.1 Recruitment supplement

In exceptional cases and where necessitated by the labour market situation, units may agree special personal supplements with a view to ensuring recruitment or retention. For permanent as well as permanent positions, the dean may at any time determine the amount of special individual supplements in connection with recruitment and retention. Supplements awarded in connection with the recruitment of a new employee are negotiated with the person authorised to negotiate before the employment contract is signed.

Within the framework of this pay agreement catalogue, a one-off bonus may also be granted in connection with recruitment of up to DKK 20,000.

3 Technical/administrative staff (TAP)

For technical/administrative staff (TAP), pay agreements are negotiated centrally at AU. The central pay agreements are framework agreements which define the minimum amounts of supplements and one-off bonuses. Together with the collective agreements, these pay agreements provide the framework for Nat/Tech's pay agreement catalogue for technical/administrative staff.

The individual pay agreements for technical/administrative staff are available at <https://medarbejdere.au.dk/en/administration/hr/payroll/pay-agreements-for-technical-administrative-staff>

3.1 AC-TAP (VIP support)

In addition to AU's centrally determined pay agreements for technical/administrative staff, the following pay agreement has been entered into for the technical and administrative employees, who primarily work with supporting tasks within research, education, research-based consultancy and knowledge exchange. E.g. for the use of special advanced research infrastructures. They do not have a fixed position-related supplement, but are assigned a supplement for qualifications corresponding to their qualifications.

The purpose of awarding a supplement for qualifications is:

- To recruit and secure the retention of qualified employees,
- To provide a financial incentive for the continued development of the employee's formal and informal qualifications and competences, as well as the use of these in the performance of tasks.

The award of supplements is to ensure that employees' pay development through employment is related to their development of qualifications, competences and quality in the performance of their tasks. Several supplements may be granted at a time.

Criteria	Amount of supplement
On appointment, academic staff in administrative positions are awarded supplements based on an individual assessment of the individual employee's qualifications. Through employment, academic staff in administrative positions are awarded a supplement in relation to the further development of qualifications and quality in the performance of their tasks.	At the start of the employment, the supplement can be granted as an aggregate amount of a minimum of DKK 20,000, and in addition after subsequent pay negotiations in smaller amounts as full-number multiples of DKK 15,000.

Entry into force and termination

The agreement has been revised and replaces the previous pay agreement catalogue of 1 February 2019. The agreement comes into force when signed by the parties, and is valid from 1 January 2022. The agreement will be renegotiated before 31 December 2024. After this, the pay agreement catalogue is valid until it is amended due to the conclusion of a new agreement or terminated at three months' notice by either party.

If terminated by one of the parties, the agreement is terminated for all parties.

Date: / 2021

Date: / 2021

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Dean of Natural Sciences:
Aarhus University

Eskild Holm Nielsen
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5 Appendices

Chapter 5 consists of appendices to the pay agreement catalogue.

5.1 Principles for awarding supplements in connection with attracting large grants

Agreement pending

5.2 Promotion programme from associate professor/senior researcher to professor

Natural Sciences Programme for Promotion to Professor ([link](#))

Technical Sciences Programme for Promotion to Professor ([link](#))

5.3 Historical positions and supplements

A number of different historical positions and supplements at Nat/Tech are listed below.

5.3.1 Compensatory supplement

In connection with the transition from the old salary system to the new pay pool (Ny Løn) (1 January 1998), it was possible to receive a "compensatory supplement" if the total salary step in the old salary system was higher than the highest pay scale in the new system. This option is no longer available, but employees with a "compensatory supplement" will continue with the supplement, and it will be included as part of the total sum in A, B and C supplements for associate professor/senior researcher/senior adviser and all professors.

5.3.2 MSK supplement

In the period 2008-2011, the Danish Confederation of Professional Associations collective agreement included an option to award supplements to associate professors with special qualifications (MSK supplement). This contractual MSK supplement is not to be included as part of A, B and C supplements for associate professor/senior researcher/senior adviser.

5.3.3 Special supplement for senior professors of engineering

Staff employed at the Department of Engineering before 1 January 2012 may have a non-pensionable and unregulated supplement for qualifications because they have previously been covered by "*Performance-related pay for managers at self-governing educational institutions*".

5.3.4 Professor MSO

As a result of the new classification of academic ranks and titles at universities, new fixed-term positions may not be established as professor MSO, with effect from 1 January 2020. Staff already employed in the job category retain the title and terms of employment until the post expires. Below is a description of the previously agreed terms and conditions for professor MSO.

A professor MSO is paid a basic pay according to the basic pay scale set under the collective agreement with the Danish Confederation of Professional Associations. In addition, a pensionable supplement is granted under the job structure which was locally agreed at ST has been agreed at DKK 171,700 at 31 March 2012 level. In addition, a position-related supplement is awarded of DKK 51,400. A professor MSO is paid such that the total net pay is on a par with that of a professor in pay grade 37 (incl. professor A supplement).

Professor MSOs are employed and remunerated as associate professors or senior researchers after the end of their employment period, and the special responsibility supplement thus ceases.

On return to associate professor or senior researcher, there will be a local negotiation of supplements, although a full associate professor/senior researcher/senior adviser A - as well as a full associate professor/senior researcher/senior adviser B supplement is guaranteed.

Salaries for professor MSOs are negotiated by the employee's union representative, see Circular about protocol on certain terms of employment for academic staff at universities (section 7 (3)).

Professor MSO, A supplement

Criteria	Amount of supplement
Professors MSO A supplements are automatically awarded in connection with the collective agreement-related supplement in connection with employment as a professor MSO.	DKK 51,400 + 171,700.

Professor MSO, B supplement

Criteria	Amount of supplement
The professor MSO B supplement can be granted to professor MSOs who exhibit qualifications in the fields of research, education, knowledge exchange or talent development of a scope and of a quality demonstrating – over a period – a continued academic development exceeding the level on which their appointment as a professor MSO was based.	The supplement is awarded as a single amount of DKK 15,000

5.3.5 Thematic coordinators

Criteria	Amount of supplement
For performing the function of thematic coordinator, a supplement for responsibilities is granted.	DKK 25,000