

**Agreement on working hours, Faculty of Arts
(finalised on 11 December 2017)**

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Dean

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1. Objectives of the agreement

With regard to academic staff with a research commitment at the Faculty of Arts, the overall objective of this agreement on working hours is to ensure a balance between research and teaching tasks, enabling the faculty to continue to provide research-based teaching and conduct research, knowledge exchange and talent development activities in accordance with the requirements of the Danish University Act. The agreement will help to ensure uniform terms and conditions and transparency for academic staff at the faculty in relation to the work done at the faculty's schools and centres. The agreement also contains norms for working hours for full-time and part-time academic staff who only have teaching commitments and no research commitments.

Finally, the agreement aims to establish simple guidelines enabling managers and staff to discuss and agree on the best possible way to utilise the available resources of the faculty's schools and centres as a whole. The weight attached to the various tasks may vary over time – not only for individual members of staff, but also for the staff at each school as a whole.

2. General terms applying to the agreement on working hours

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

The finalisation of this agreement means that local agreements at school level may not be entered into unless they are permitted specifically under this agreement. Any local changes in the hourly norms which are needed owing to exceptional, long-term factors must be agreed with the dean – and the union representative and Faculty Liaison Committee must be informed.

One year of full-time work as a member of academic staff (including 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 lasting 45 minutes.

For academic staff with a research commitment (assistant professors, associate professors and professors), the hours allocated to tasks relating to research and knowledge exchange (see details below) amount in principle to 40 per cent of the total number of working hours (657 hours per annum). The hours allocated to tasks relating to teaching, including supervision, talent development and other teaching-related and administrative tasks including assessment work (see details below), amount in principle to 60 per cent of the total number of working hours (986 hours per annum).

As described above, the allocation of hours for assistant professors is 40 per cent relating to research and knowledge exchange (if relevant), and 60 per cent relating to teaching including supervision, talent development (if relevant) and other teaching-related tasks. This allocation of working hours has been calculated on the basis of the fact that

assistant professors are assured of one full research semester with no teaching commitments during their three years of employment. The allocation of working hours in the fourth and fifth years for assistant professors appointed for more than three years is 50 per cent relating to research and knowledge exchange (if relevant), and 50 per cent relating to teaching including supervision, talent development (if relevant) and other teaching-related tasks. Research semesters are not granted during the fourth and fifth years of employment. Work must be planned to ensure that a point of balance is reached when assistant professorships end.

The allocation of working hours for postdoc students must be agreed with the head of school with due regard for the fact that such positions primarily involve research and the fact that this type of appointment is often externally financed and may be subject to specific requirements.

The working commitments of PhD students in relation to the school at which they work are described in the memorandum of 1 November 2012 containing guidelines for work done by PhD students for the faculty's schools ([see here](#)).

With regard to research assistants, teaching assistant professors and teaching associate professors with no research commitments, 20 per cent of the working hours must be dedicated to academic development (including academic and social meetings such as teachers' meetings and departmental/school meetings, introductory meetings about IT systems, and data registration in the PURE system). The same rules apply to full-time research assistants whose work primarily involves teaching, and to visiting associate professors. Part-time lecturers and teaching assistants may not be employed for more than 780 working hours per annum. A certain amount of time may be allocated to development in special circumstances, and subject to agreement.

All categories of academic staff are described in the memorandum on job structure for academic staff at universities ([see here](#)), the memorandum on the agreement regarding part-time lecturers at universities and others under the Ministry of Higher Education and Science (Ministry of Education) (23.5.2012) ([see here](#)), and the memorandum on teaching paid on an hourly basis and the memorandum on the remuneration of co-examiners (17.01.2001) ([see here](#)).

For all academic staff (including postdoc students) with a research commitment, 65 hours per annum are set aside for the preparation of and participation in various tasks with no fixed norm such as participation in obligatory academic and social meetings (for instance introductory meetings about new IT systems, data registration in the PURE system, staff meetings, teachers' meetings, departmental/school meetings and committee meetings at faculty and university level). The 65 hours per annum devoted to the various tasks mentioned above are calculated as follows: 25 hours per annum are taken from the 40 per cent relating to research and knowledge exchange, and 40 hours per annum are taken from the 60 per cent relating to teaching etc.

In case of registered absences from work (illness, the first and second day of children's illness, childcare days, parental leave etc. and days off work granted under AU's staff policy), the full-time working year is reduced by 7.4 hours for each day of absence using

the 60/40 allocation for teaching and research respectively. When the students are offered lessons to compensate for absences, supplementary teaching hours with preparation are allocated to the teacher concerned.

Please see AU's guidelines for staff policy: ([see here](#)) and the Danish Salaried Employees Act relating to absences due to illness, holidays with pay and leave of absence etc. ([see here](#)).

It is generally the case that staff who are remunerated by external funding for research, teaching or similar tasks will not be credited by their school for the hours spent on such tasks. For instance, this applies to external assessment work, external co-examiner work and external evaluations.

3. General tasks for academic staff with a research commitment relating to research and knowledge exchange

40 per cent of the total working hours of academic staff with a research commitment are devoted to tasks relating to research and knowledge exchange, including public-sector consultancy. These tasks are described below, although this is not a complete list. The weight attached to the various tasks may vary over time and in relation to the category of the position involved.

The research tasks performed by each member of academic staff (cf. the memorandum of 21 February 2013 on reviewing research at the Faculty of Arts ([see here](#))) comprise not only research activities but also the publication of research results; editorial work on academic publications; peer reviews; participation in academic committees/working groups, research programmes and research units; and active participation by contributing papers to national and international conferences, seminars and networks (including planning such events). Research activities may also include preparation for and/or participation in applications for internal and external research funding submitted by themselves or others, as well as research-related administration connected with projects and grants that have been obtained (but see section 5.5). The submission of such applications also includes relevant information meetings and applications for visiting researchers as well as the management of their visits.

There are two main categories of knowledge exchange activities: participation in knowledge exchange projects with the rest of society, and participation in the public debate and similar activities (cf. the Danish University Act and ministerial order no. 367 of 25.03.2013 ([see here](#))). The development of research and knowledge exchange competences is also included in the 40 per cent of total working hours allocated to research commitments.

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

60 per cent of the total working hours of academic staff with a research commitment are devoted to tasks relating to teaching, including supervision and talent development (teaching PhD courses) and other teaching-related and administrative tasks including assessment work. These tasks are described below, although this is not a complete list. The weight attached to the various tasks may vary over time and in relation to the category of the position involved.

The teaching and supervision tasks of academic staff normally comprise all types of teaching and supervision at BA, MA and PhD level, assistant professor teaching, executive Master's degree level and other supplementary/further education activities.

The number of hours spent on teaching and the composition of the teaching in terms of various teaching and supervision elements are determined by the director of studies in dialogue with the board of studies, head of department and teacher concerned.

The general tasks relating to teaching (including supervision and talent development) are stated below, with norms being stated in section 5:

- 1) Preparing teaching (including team meetings, establishing electronic conference rooms, producing teaching plans, bibliographies, compendiums, programme adjustments and updating electronic teaching systems) (see section 5.1).
- 2) Conducting teaching (and evaluation), including PhD courses and group/individual supervision (including reading and commenting on assignments) (see section 5.1).
- 3) Testing and examinations (including producing exam assignments, preparing and conducting oral exams, assessing written exam assignments, working as an internal co-examiner, contact with co-examiners and exam administration, and processing complaints and appeals) (see section 5.2).
- 4) Supervising and assessing theses, prize essays, teacher-training courses for assistant professors, PhD dissertations (including participating in defence proceedings) and higher doctoral dissertations (including participating in defence proceedings) (see section 5.3).
- 5) Assessment work in connection with staff appointments (see section 5.4).
- 6) Contributions to major teaching/educational development projects (for instance extensive changes in academic regulations, quality assurance, developing new degree programmes) (see section 5.5).
- 7) Competence development relating to teaching and supervision (including PhD supervision) (see section 5.5).
- 8) Participating in external committees, boards and working groups by arrangement with the head of school (see section 5.5).
- 9) Exceptional time spent travelling in connection with regular teaching at a campus other than their own place of work (see section 5.5).

5. Calculating norms for working hours for academic staff with a research commitment in relation 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 utilised at the Faculty of Arts are (and should be) diverse, requiring preparation which is diverse in terms of its scope and nature. In order to support the quality of our degree programmes while protecting the working hours of staff, various standard types of teaching have been identified (types 1 and 2) or supervision (types 3 and 4) with various associated norms for preparation.

- 1) For teaching special skills based on exercises (language exercises or music teaching, for instance), including introductory language courses, 1.5 hours of preparation time are allowed for each lesson (calculation factor 2.5).
- 2) For types of teaching other than type 1), 3 hours of preparation are allowed for each lesson (calculation factor 4).
- 3) For *group supervision* for groups of students or classes, 1.5 hours of preparation are allowed for each lesson (calculation factor 2.5).
Group supervision may involve supervision related to testing/exams and supervision for other activities such as:
 - Supervision in connection with exams, exam projects, thesis workshops, feedback on assignments etc.
 - Supervision in connection with practical/project assignments etc.
 - Supervision in connection with feedback on tests/exams/re-examinations.
 - Supervision in connection with courses involving the use of practical tools such as information searching, digital research infrastructures etc.
 - Supervision in connection with introductions to Master's degree programmes etc.
 - Supervision in connection with group working processes etc.

4) For *individual supervision*

- a. Before tests/exams/re-examinations the preparation time allowed is half the individual supervision time (calculation factor 1.5).
- b. After tests/exams/re-examinations some preparation time is allowed in connection with feedback on written exam assignments (calculation factor 1.25).
- c. 20 hours are allocated to the supervision of theses (this can be divided: 15 hours for the principal supervisor and 5 hours for the co-supervisor). When thesis contracts are extended, 5 hours are allocated the first time and 5 hours the second time.
- d. For the final executive Master's assignment, please see section 5.2.

Group supervision (type 3) is a separate part of a course of teaching (introduction for Master's students, thesis workshops, information searching and research ethics, for instance). It can also be integrated in a course of teaching (for instance type 2 teaching supplemented by group supervision in connection with writing assignments or giving oral presentations). Individual or group supervision to supplement a course of teaching constitutes an agreed, limited part of the overall course.

Special circumstances:

- If a teacher is able to teach several parallel classes in the same semester using the same teaching material, 1.5 hours of preparation time are allocated to each lesson that can be duplicated in this way (calculation factor 2.5).
- For team teaching involving several teachers in the same lesson, 1.5 hours of preparation time are allocated to each teacher (calculation factor 2.5).
- Excursions, excavations etc. are arranged on an *ad hoc* basis with the head of school, but may not exceed 7.4 hours per day. Preparation must be arranged separately.
- The management and staff would like to gain more experience of EDU-IT-based teaching activities, so this agreement contains no specific details of this area. EDU-IT will continue to be included in teaching activities, and it is still possible to reach local agreements between the head of school and staff assuming special tasks connected to the development of EDU-IT. Both parties involved in EDU-IT activities are entitled to request a discussion of current practice in connection with the mid-term status meeting for this agreement.

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

5.2.1 Examiners: preparing and conducting exams/re-examinations

The forms of test and exam utilised at the Faculty of Arts are diverse; but teachers normally have to prepare exam questions or assignments, correct assignments/conduct oral exams, and evaluate students/award grades.

For written exam assignments – preparing questions,¹ grading assignments, discussing and awarding grades – the following working hours are allocated:

- 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) Theses: 10 hours per thesis.
- 4) Final executive Master's assignments: 15 hours for the exam and supervision when teaching has been provided, and 18 hours when no teaching has been provided.

For each oral exam – preparing questions, conducting exams, discussing and awarding grades – the following working hours are allocated:

- 1) Exam duration plus half the exam duration for preparation.
- 2) When exams are combined with a take-home assignment, the written assignment is calculated as outlined above, plus the exam duration plus half the exam duration for preparation.
- 3) In case of “active, satisfactory participation”, 30 minutes are allocated per student.
- 4) 5 minutes are allocated per standard page for portfolio exams. If active participation is required before students register for exams, no remuneration is made for this.

Supervision in connection with exams is provided in the form of either group or individual supervision with preparation (see calculation factor in section 5.1).

5.2.2 Internal co-examiners: preparing and conducting exams/re-examinations

The calculation factors are the same as those specified for examiners (see above).

5.2.3 Plagiarism, complaints and appeals

For reporting plagiarism or cheating at exams: 4 hours per case, but 5 hours for theses.

For complaints: 2 hours per case.

¹ Very large compendiums of assignments, as required in some history exams for instance, are subject to special agreements with the head of school.

For appeals: 3 hours per case (plus an additional 2 hours for the chair of the appeals board).

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

Supervision and type of assessment	Norms for working hours
PhD dissertations – supervision	In general, 30 hours of supervision are allocated (20 hours for principal supervisors and 10 hours for co-supervisors) per semester per PhD student. Supervision in connection with re-writing dissertations can be arranged with the head of graduate school and the head of school.
– assessment	30 hours for the chair, 16 co-examiner hours for external members. ²
– re-assessment	By arrangement with the head of graduate school and head of school.
Teacher-training for assistant professors (assistant professor supervisors)	30 hours (observation, supervision and written statement). Calculated in the semester in which the supervision starts. If more than one supervisor is involved, the hours are shared.
Teacher-training for assistant professors (assistant professors)	150 hours. ³
Higher doctoral dissertations – Assessment and defence proceedings	60 hours for the chair, 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 regarding remuneration for members of academic assessment committees at institutions of higher education under the Ministry of Education.

³ Cf. the rules and practice regarding teacher-training courses 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 regarding remuneration for members of academic assessment committees at institutions of higher education under the Ministry of Education.

5.4 Norms for working hours in relation to assessment work when appointing new members of staff

Type of assessment	Chairs of assessment committees	Members of assessment committees
Professorships (shortlisting)	<p>50 hours are allocated to the chair of the assessment committee for shortlisting, assessment work and participation in the appointment process.</p> <p>If there are more than 20 applicants, 2 extra hours are allocated for every 5 applicants in excess of 20.</p> <p>If there are more than 5 applicants, 5 hours are allocated for each assessment in excess of 5.</p>	<p>17 hours are allocated to each assessment committee member for the overall process.</p> <p>If there are more than 20 applicants, 2 extra hours are allocated for every 5 applicants in excess of 20.</p>
Associate professorships (shortlisting)	<p>40 hours are allocated to the chair of the assessment committee for shortlisting, assessment work and participation in the appointment process.</p> <p>If there are more than 20 applicants, 1 extra hour is allocated for every 5 applicants in excess of 20.</p> <p>If there are more than 5 applicants, 3 hours are allocated for each assessment in excess of 5.</p>	<p>15 hours are allocated to each assessment committee member for the overall process of assessment up to 20 applicants.</p> <p>If there are more than 20 applicants, 1 extra hour is allocated for every 5 applicants in excess of 20.</p>
Assistant professorships (shortlisting)	<p>35 hours are allocated to the chair of the assessment committee for shortlisting, assessment work and participation in the appointment process.</p> <p>If there are more than 20 applicants, 1 extra hour is allocated for every 5 applicants in excess of 20.</p> <p>If there are more than 5 applicants, 2 hours are allocated for each assessment in excess of 5.</p>	<p>13 hours are allocated to each assessment committee member for the overall process of assessment up to 20 applicants.</p> <p>If there are more than 20 applicants, 1 extra hour is allocated for every 5 applicants in excess of 20.</p>

Postdocs	5 hours per postdoc assessment + 1 hour per applicant, but no more than 23 hours per assessment. ^[1]
Part-time lecturers	1/2 hour per applicant for short-term appointments For long-term appointments (3 years), an agreement must be made with the head of school
Teaching assistants/ research assistants	1/2 hour per applicant
PhD students	22 hours per annum for each member of PhD programmes with less than 35 registered students 30 hours per annum for each member of PhD programmes with more than 35 registered students The number of students is calculated on 1 November each year for the following year. The head of graduate school may deem it necessary to allocate up to 15 hours extra per annum for each member when the task of assessment is particularly onerous.
Teaching assistant professors	1/2 hour per applicant
Teaching associate professors	1/2 hour per applicant

^[1] 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 regarding remuneration for members of academic assessment committees at institutions of higher education under the Ministry of Education.

5.5 Norms for working hours in connection with various other tasks

- For teachers employed by the Danish School of Education, 4 working hours are allocated for travel (each way) in connection with teaching at a campus other than their own place of work (Aarhus or Emdrup).
- The working hours spent on competence development are subject to specific agreement with the head of school in each case. However, this does not cover competence development relating to research and knowledge exchange cf. above (see section 3).
- The working hours spent on large-scale teaching and educational development projects, very large research projects or other types of development projects are subject to specific agreement with the head of school in each case. The working hours spent on large-scale competence development involving many employees are generally agreed by the head of school and local union representative.
- The working hours spent on appointing external councils or committees at ministerial level (or similar level) without hour-for-hour compensation are agreed with the head of school.

6. Norms for working hours in connection with preparing teaching (academic staff with no research commitment)

Part-time lecturers

The norm for preparation is 2.5 hours for each lesson (calculation factor 3.5).⁵

Teaching assistant professors and teaching associate professors

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

Research assistants

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

Teaching assistants

The norm for preparation is 1.5 hours for each lesson (calculation factor 2.5).⁶ However, this does not apply to introductory language teaching, which generates a preparation norm of 40 minutes for each lesson.⁷

⁵ Memorandum on agreement regarding part-time lecturers at universities and others under the Ministry of Higher Education and Science (Ministry of Education) (23.5.2012)

⁶ Memorandum on teaching paid on an hourly basis and memorandum on the remuneration of co-examiners (17.01.2001)

⁷ Memorandum on teaching paid on an hourly basis and memorandum on the remuneration of co-examiners (17.01.2001)

7. Registering working hours, method and responsibility

Working hours are registered using the support of the Vipomatic IT system.

Working hours are stated, validated and made available for each member of staff and their manager twice a year and always before staff development dialogues with a view to planning research and teaching in the subsequent semesters.

8. Guidelines for changes in allocation of working hours

1) Allocation of working hours to research and teaching

The working hours allocated to research (40 per cent) and teaching/other tasks (60 per cent) should be viewed as a whole and over time in relation to each member of staff. The management and staff share responsibility for discussing the following issues at the annual staff development dialogue:

- Long-term (and major) imbalances corresponding to 986 hours should be avoided, 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 by the head of school and member of staff concerned if an imbalance in excess of 986 hours is expected. Major imbalances should be redressed within four years based on an all-round evaluation in relation to the member of staff and school concerned.

Special terms apply to members of staff on temporary contracts: the management and member of staff concerned must ensure that the necessary/agreed research time/development time has been observed and that the working hours are in balance on termination of the period of employment.

No members of staff are entitled to have any type of extra working hours disbursed in the form of wages or bonuses; and nor may the management demand that any deficits in working hours should be paid by staff members.

2) Changes in working hours in connection with external funding

In connection with applications for external funding/financing for research or teaching projects or public-sector consultancy, a reduction of research and/or teaching tasks is agreed corresponding to the terms and conditions described in the grant application/financing agreement in question, and in accordance with the faculty's policy in this area.

9. Status and follow-up:

The balance of working hours is evaluated on a regular, ongoing basis.

Heads of school are entitled to allocate hours on an *ad hoc* basis to redress minor local issues, but must inform the Faculty Liaison Committee if they do this.

The agreement is evaluated each year with a view to making any necessary minor adjustments, and in this connection the current status of the balance in hours is

announced at the schools, (cf. section 7), including any allocation of extra hours by the head of graduate school in connection with PhD assessments (cf. section 5.4).

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The parties have agreed to carry out a mid-term status review in August/September 2020. In this connection it has been agreed to evaluate the portfolio exam, joint supervision and e-learning in particular.

10. Commencement, status and termination of the agreement

The agreement comes into force on 1 January 2018. The agreement applies until 1 January 2022.

Both parties have the option of terminating the agreement with three months' notice for termination on 31 August or 31 January.

Date _____

Johnny Laursen, Dean

Marie Vejrup Nielsen, Joint Union Representative

APPENDIX A

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 regarding absences from work 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

Danish Salaried Employees Act

<https://www.retsinformation.dk/Forms/r0710.aspx?id=123029>

Memorandum on job structure for academic staff at universities of 13 June 2007.

<https://www.retsinformation.dk/forms/R0710.aspx?id=6039>

Memorandum on job structure for academic staff at universities of 2013

<http://fivu.dk/lovstof/gældende-love-og-regler/uddannelsesinstitutioner/stillingsstruktur-28-6-2013.pdf>

Memorandum on the agreement regarding part-time lecturers at universities etc. under the Ministry of Higher Education and Science (the Ministry of Education)

<https://www.retsinformation.dk/Forms/R0710.aspx?id=142004>

Memorandum on teaching paid on an hourly basis and memorandum on the remuneration of co-examiners

<https://www.retsinformation.dk/Forms/R0710.aspx?id=5373>

Agreement of 22 June 1993 between the Ministry of Finance and the Danish Confederation of Professional Associations regarding remuneration for members of academic assessment committees at institutions of higher education under the Ministry of Education

<http://hr.modst.dk/~media/Circular/1993/044-93-pdf.ashx>

Rules and practice regarding teacher-training courses for assistant professors (revised in May 2013).

http://upnet.au.dk/fileadmin/upnet/Adjunktkurser/Regler_og_praksis_vedroerende_adjunktkurset_i_universitetspaedagogik.pdf

Guidelines of 1 November 2012 regarding work done by PhD students for the faculty's schools. http://phd.au.dk/fileadmin/grads.au.dk/AR/Institutarbejdsregler_DK.pdf

Procedures for research reviews at the Faculty of Arts of 21 February 2013

<http://medarbejdere.au.dk/fakulteter/ar/politikkerogdelstrategier/forskningstilsyn/>