

Guidelines on Duties and Employment of Assistant Professors with Tenure Track at the University of Bern

The Executive Board of the University of Bern,

by virtue of Article 70 of the University Ordinance of September 12, 2012 (UniV),

resolves the following:

This document stipulates the relevant regulations for assistant professors with tenure track of the University of Bern as to their duties and employment.

The scope of duties primarily encompasses research and teaching. Further tasks may extend to the ambit of continuing and further education, provision of services, leadership, self-management as well as quality assurance and development. Specifications on time frame of employment, secondary employment, salary, disciplinary law and sustainability / resource management are set forth in the terms of employment.

The framework of employment is set forth in the University Act [UniG], the University Ordinance [UniV], the University Statute [UniSt], the regulations governing employment at the University of Bern [Employment Regulations] as well as, subsidiarily, the cantonal law governing personnel [PG] and the Personnel Ordinance (PV). The relevant individual provisions for employment are as stipulated in the contract of employment and/or in the entry agreement.

Tasks and duties

The aim of an assistant professorship with tenure track is to obtain the academic qualification for assuming a professorship position. Assistant professors with tenure track are independent and responsible within their research and teaching assignment, and taking the qualification criteria into account (Art. 70 UniV).

The individually agreed qualification criteria, which form an integral part of the contract of employment, are to be taken into account when defining the tasks, namely in teaching and research. Assistant professors with tenure track are entitled to the degree of freedom necessary to achieve the qualification goals set.

1. Tasks and duties in teaching and research

1.1. Teaching

1.1.1. Basic provisions

Assistant professors with tenure track are responsible for teaching according to the latest scientific insights and didactic principles. Teaching includes disciplinary and inter-disciplinary higher education in the supervised academic field and, as the case may be, in continuing and further education. Nature and scope are in accordance with the performance agreement of the respective faculty of the University of Bern.

1.1.2. Teaching load

A teaching commitment must be proportionate to the qualification criteria and is to be agreed upon on a case-by-case basis. The teaching load benchmark is, in principle, four semester hours per week.

1.1.3. Languages of instruction

In principle, courses are to be conducted in German. If compliant with university practice, other languages may be possible as well.

1.2. Research

1.2.1. Basic provisions

Assistant professors with tenure track perform research in coordination with the faculty and taking the qualification criteria into account. They shall adhere to the general university principles relevant to research.

1.2.2. Intellectual property

Intangible work results created in the course of fulfilment of duties under public sector employment law and while carrying out professional activities shall be automatically assigned to the University of Bern (Art. 70 paragraph 1 UniG). The professor's moral rights shall always be retained.

If research work produces usable results, the fundamentals of contract implementation as set forth in the relevant directives must be observed.

- Weisungen zur wirtschaftlichen Verwertung von immateriellen Arbeitsergebnissen der Universität Bern vom 19.11.2013
- Weisungen betreffend Vertragsfluss der Forschungs-, Entwicklungs- und Dienstleistungsverträge und Annahme von Forschungsbeiträgen an der Universität Bern vom 31.05.2022

1.2.3. Scientific integrity

The university does not and will not tolerate any violations that compromise the discovery and publishing of scientific findings. The integrity officer is the contact person for all members of the university on questions of dishonesty.

- Reglement über die wissenschaftliche Integrität vom 27.3.2007 mit Änderungen

2. Other tasks

2.1. *Promotion of early career researchers and gender equality*

Assistant professors with tenure track shall take an active role in the promotion of early career researchers. They shall, in particular, supervise scientific work (incl. PhD theses), research projects, etc.

Assistant professors with tenure track are committed to promoting real equality and equal opportunities for men and women in their academic field.

- Reglement für die Gleichstellung von Frauen und Männern der Universität Bern vom 14.12.1994

2.2. *Provision of services*

Assistant professors with tenure track shall participate in the provision of ongoing services within the scope of the respective faculty mission and their own tasks and qualification criteria (Art. 110 et seqq. UniV).

2.3. *Participation in the university's self-management*

Assistant professors with tenure track shall, within reason, participate in the university's self-management.

2.4. *Personnel management tasks*

Assistant professors with tenure track who assume personnel management tasks shall do so in keeping with the relevant HR-specific decrees. In the event of conflicts under human resources law, they shall search for appropriate solutions and, if necessary, contact the Human Resources Office in a timely manner.

The university does not and shall not tolerate any form of sexual harassment in the study ambit and at the workplace.

- Personalleitbild der Universität Bern
- Web page of the Human Resources Office of the University of Bern
- Regulations governing employment at the University of Bern (Employment Regulations) of November 29, 2022
- Reglement über die Ombudsstelle der Universität Bern vom 08.12.2020 mit Änderungen
- Sexuelle Belästigung: Grundlagen an der Universität Bern: Dokument vom März 2016
- Web page of the University of Bern on sexual harassment

2.5. *Quality assurance, quality development and evaluation*

Assistant professors with tenure track are committed to quality, efficiency and sustainability. They shall participate in evaluations and other quality assurance and development activities for all areas in their organizational units.

- QSE-Richtlinien für die universitären Kernaufgaben Lehre, Forschung, Weiterbildung und Dienstleistungen vom 19.02.2019
- Ausführungskonzepte der Fakultäten betr. Evaluation von Lehrveranstaltungen

2.6. *Development of language skills*

Assistant professors with tenure track are expected to possess sufficient German language skills to perform their duties, or to acquire the necessary language skills within two years from the start of employment.

2.7. *Public relations*

The interests of the university are to be protected in the context of public appearances and expressions of opinion.

- Weisungen betr. Auftritte und Meinungsäußerungen von Universitätsangestellten mit Aussenwirkung vom 4.11.2008
- Leitlinien der Universitätsleitung zu Information und Meinungsäußerungen vom 23.02.2021
- Richtlinien Social Media der Universitätsleitung vom 29.10.2013

2.8. *Collaboration*

Within the scope of the qualification criteria, disciplinary and interdisciplinary collaboration in teaching, research and, as the case may be, the provision of services within and outside the university is to be strived for.

Terms of employment

The authoritative framework for employment is set forth in the regulations governing employment at the University of Bern (Employment Regulations).

- Regulations governing employment at the University of Bern (Employment Regulations) of November 29, 2022

3. General conditions of employment

3.1. *Recording of working time*

The working time of assistant professors with tenure track is not recorded; assistant professors with tenure track are responsible for ensuring their own compliance with regular working hours. Absences (e.g. vacations or due to illness), on the other hand, must be recorded (Art. 107 (1) Employment Regulations). The regulations concerning the long-term annual leave account, holidays and time credits do not apply (Art. 95 and 96 Employment Regulations).

- Regulations governing employment at the University of Bern (Employment Regulations) of November 29, 2022

3.2. *Requirement of presence*

Assistant professors with tenure track shall, in principle, perform their work on the premises of the university.

Objective reasons are required for absences of more than five consecutive workdays during the lecture period. In this case, the Dean may approve consecutive absences of up to ten workdays at most. During the semester's lecture period, the place of work may be moved to a different location for a maximum of ten workdays. Exceptions may be granted for good cause. (Art. 17 Employment Regulations).

3.3. *Holidays*

Holidays are, in principle, to be taken during the lecture-free time (Art. 19 (1) Employment Regulations).

3.4. *Line of reporting / Assessment*

In administrative matters, assistant professors with tenure track report to the person in charge of managing their organizational unit. Professionally and skill-wise, they shall be assessed by the faculty body responsible for evaluations. The teaching load shall be agreed upon within the scope of the qualification criteria and in consultation with the Faculty Council [Kollegium]. Assistant professors are independent and responsible within their research and teaching assignment (Art. 75 para 2 UniV).

3.5. *Evaluation*

The performance of assistant professors with tenure track shall be evaluated by the Evaluation Committee before the end of two and four years. Pre-defined qualification criteria that need to be met with respect to the envisaged professorship shall constitute the basis for the evaluation. The faculty shall determine the qualification criteria (Art. 53 Employment Regulations).

3.6. *Conversion of professorship*

Provided the qualification criteria have been met, conversion of an assistant professorship with tenure track into an associate or full professorship shall occur no later than after six years (Art. 74 para 3 UniV).

3.7. *Notice periods and time limits*

Assistant professors with tenure track shall initially be employed for four years. Provided the evaluation based on the qualification criteria is positive, employment may be continued for two more years (Art. 48 Employment Regulations).

This period can be extended by a maximum of two years in the event of illness, accident, pregnancy, military and community service or family caregiving responsibilities (Art. 56 (2) Employment Regulations). If maternity leave pursuant to Art. 60 PV was taken during employment as an assistant professor with tenure track, there is an entitlement to an extension of employment for the duration of the maternity leave. The maximum duration of employment pursuant to Art. 74 (3) UniV must not be exceeded overall, even if several grounds for extension apply simultaneously (Art. 56 (3) Employment Regulations).

The employment relationship may be terminated for valid reasons to the end of a semester and observing a notice period of six months (Art. 57 and 74a UniV, Art. 14 Employment Regulations).

Termination of the employment relationship is also possible if, on the basis of an evaluation, a request to that effect is made.

3.8. *Sabbatical leave*

When converting the assistant professorship with tenure track into an associate or full professorship, teaching and research work performed as assistant professor with tenure track may be adequately counted towards the required period of service for the first sabbatical leave, however, up to maximum three years of service (Art. 127 Employment Regulations).

4. Secondary activities

4.1. Secondary employment

Secondary employment within the meaning of Art. 19 UniG is deemed to be activities that do not form part of the basic responsibilities of lecturers and assistants and are largely performed in person (with or without compensation; particularly teaching positions and activities in the service industry, including advisory services, seats on boards of directors and boards of trustees, etc.). Secondary employment is generally subject to approval.

4.2. University mandates

University mandates are carried out on behalf of the university and are not subject to approval. Their purpose is to represent the university in committees, specifically on boards of directors and boards of trustees. University mandates are either ex officio or are carried out on behalf of or based on an appointment or endorsement by the University Executive Board.

4.3. Declaration obligation and compensation for infrastructure

A list of all secondary activities performed during the prior year must be provided to the Rector as a part of the annual self-declaration, regardless of whether these generated additional income or not. The form must be completed every year, even if no secondary activities are performed or if the same secondary activities are performed as in the previous year for which a declaration was submitted.

A fee must be paid for use of the university's infrastructure for all secondary income earned through secondary employment generating personal earnings.

➤ Reglement betreffen Nebentätigkeiten an der Universität Bern vom 01.11.2022

5. Salary

5.1. Basic principle

The salary consists of a basic salary and individually defined salary steps. The basic salary is calculated using the salary grade relevant to the position. A habilitation or, as the case may be, obtaining a habilitation or habilitation equivalence is relevant to salary. The salary steps are determined within the range set forth by the canton, (Art. 68 et seqq. PG).

5.2. Individual salary increments

There is no performance evaluation with an impact on salary for assistant professors with tenure track. They are assigned to salary steps without performance or behavior evaluations (Art. 115 (4) Employment Regulations).

6. Disciplinary law

The Executive Board of the University of Bern as the appointing authority, upon consultation with the faculty, is authorized to issue directives vis-à-vis assistant professors with tenure track. After consultation with the faculty, the Executive Board shall, specifically, take measures to urge a person to fulfill their duties and/or behave properly, or to issue sanctions.

7. Sustainability / Resource management

7.1. Sustainability

The University of Bern promotes sustainable development through teaching, research and continuing education, in service provision and operational running. The university encourages its members to advocate sustainable development and to act accordingly.

7.2. Use of IT resources

IT resources may, in principle, only be used to carry out university tasks. Use of IT resources must, furthermore, be in keeping with the relevant directives.

- Weisungen über die Benutzung der IT-Ressourcen an der Universität Bern vom 26.11.2019

7.3. Use of vehicles

Vehicles owned or hired by the university must be used as safely as possible. Requirements in respect of the running, use and maintenance of vehicles and concerning the vehicle drivers and the insurance situation must be met.

- Weisungen der Universitätsleitung betreffend die Benützung von Fahrzeugen der Universität vom 24.05.2022

8. Transitional and final provisions

8.1. Explicit reference is made to the applicable provisions in the regulations governing employment at the University of Bern (Employment Regulations) of November 29, 2022.

8.2. The guidelines at hand replace the guidelines on duties and employment of assistant professors with tenure track at the University of Bern of September 1, 2020.

8.3. These guidelines enter into force retroactively with effect from January 1, 2023.

Bern, January 18, 2023

On behalf of the Executive Board
The Rector:

Prof. Dr. Christian Leumann

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