

Guidelines on Duties and Employment of Full and Associate Professors at the University of Bern

The Executive Board of the University of Bern,

by virtue of Article 65 of the University Ordinance of September 12, 2012 (UniV),

resolves the following:

This document stipulates the relevant regulations for full and associate professors [ordentliche und ausserordentliche Professorinnen und Professoren] of the University of Bern as to their duties and employment.

The scope of duties generally includes teaching, research, promotion of early career researchers, continuing and further education, provision of services as well as leadership and self-management tasks. Other tasks extend to, inter alia, quality assurance and development, personal further education and collaboration within and outside the university. 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

1. Tasks and duties in teaching, research, promotion of early career researchers, continuing and further education, as well as provision of services

1.1. Teaching

1.1.1. Basic provisions

Professors are responsible for teaching cutting-edge scientific insights and following the latest didactic principles. Teaching comprises disciplinary and interdisciplinary training and further education in the subject area they oversee. The type and scope of those teaching activities are based on the service agreement and strategy tools of the corresponding faculty of the University of Bern.

1.1.2. *Teaching load*

The performance agreement and strategy tools assume that, in principle, full and associate professors have a teaching load of eight semester hours per week. The strategy and planning tools, however, also offer the option of – in consultation with the supervisor – weighting the teaching loads differently as part of the overall allocation of responsibilities.

The courses must be taught by the professors themselves as a matter of principle.

1.1.3. *Languages of instruction*

Courses shall be conducted in German and, as necessary and if possible, in French. If compliant with university practice, other languages may be possible as well.

The students have the right to perform academic requirements, namely exams and academic work, in German or French (Art. 11 UniG). By agreement with the Executive Board of the University of Bern, English may be provided for in special fields.

1.2. *Research*

1.2.1. *Basic provisions*

Full and associate professors shall conduct research in the relevant academic field, to acquire new scientific insights by virtue of scientific methods. Research shall encompass, in particular, disciplinary and interdisciplinary research planning, research organization and research work, as well as publishing of scientific research findings. When doing so, full and associate professors shall respect the dignity of humankind and nature. They shall consider the moral implications of their work, thereby assuming own ethical responsibility and paying full heed to the relevant directives on ethics of science.

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 (mit Merkblatt) betr. Vertragsfluss der Forschungs-, Entwicklungs- und Dienstleistungsverträge und Annahme von Forschungsbeiträgen an der Universität Bern gemäss Art. 107a-b UniV vom 1.12.2004/8.6.2010

1.2.3. *Scientific integrity*

The Executive Board of the University of Bern sets great store by the rules of scientific integrity. The university does not and will not tolerate any violations that compromise the discovery and publishing of scientific findings. Quality in research is to have priority over quantitative aspects.

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

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

Full and associate professors shall promote young academics capable of an academic career by all appropriate means, in particular, by way of supporting their scientific work.

Full and associate professors 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

1.4. *Continuing and further education*

Within the framework of their respective performance agreement, full and associate professors shall contribute to continuing and further education. Scope and procedure, as well as remuneration and suchlike, of continuing education courses are in keeping with the university rules.

- Reglement für die Weiterbildung an der Universität Bern vom 10.12.2013 mit Änderungen

1.5. *Provision of services*

The professors are inherently responsible for the service, specifically in the case of orders commissioned by public institutions and other clients. In this context – particularly if any remuneration is paid – the provisions regarding secondary activities must also be observed.

The performance agreement of the respective organizational unit is authoritative for full and associate professors with ongoing service obligations (Art. 110 et seqq. UniV). The available portion of income may be used, within the scope of the performance agreement of the organizational unit, for remuneration of services rendered [Leistungsentgelt].

2. Leadership and self-management tasks

2.1. *Leading an organizational unit*

Full and associate professors shall manage institutes, departments, clinics, divisions and other organizational units. This responsibility is part of the basic mission; there shall be no additional pay. The tasks involved encompass institute management, personnel management, financial and risk management, functions within the institute's assembly, compliance with regulatory requirements, internal control and reporting to superior entities.

- Übersicht über die wichtigsten Aufgaben der geschäftsführenden Instituts-Direktoren und Instituts-Direktorinnen vom 20.12.2009/06.10.2015/14.08.2018

2.2. *Personnel management*

2.2.1. *Basic principles*

In their role as superiors, full and associate professors shall perform their management tasks observing the personnel mission statement of the University of Bern. In personnel management, they shall adhere to the processes and specifications of the Human Resources Office, in particular, with respect to work permits, sick leaves and job cuts.

- 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
- Web page of the University of Bern on sexual harassment

2.2.2. *Selection and supervision of employees*

Full and associate professors are responsible for the selection, management, support, training and development of their staff members (Art. 3 Employment Regulations). They are also responsible for disciplinary measures.

Special rules apply to the employment of dependants.

- Richtlinien über die Anstellung von Ehegatten und Ehegattinnen, Lebenspartner/-innen und Verwandten vom 26.10.2004

2.2.3. *Annual appraisal*

An annual appraisal shall be conducted with the employees. This meeting serves, on the one hand, as an employee development tool and, on the other hand, to assess performance and conduct.

- Wegleitung zum Mitarbeitendengespräch MAG der Personalabteilung

2.2.4. *Conflicts under human resources law*

In the event of conflicts under human resources law, the superiors shall search for appropriate solutions and, if necessary, contact the Human Resources Office in a timely manner. Opportunities for mediation are also provided by the office of the ombudsperson of the University of Bern, the Counselling Centre Universities of Bern or the contact point of the Personnel Office of the Canton of Bern (Anspruchsstelle Personalamt ASP).

- Reglement über die Ombudsstelle der Universität Bern vom 08.12.2020 mit Änderungen

2.2.5. *Preventing sexual harassment*

The university does not and shall not tolerate any form of sexual harassment in the study ambit and at the workplace. Sexual harassment is prohibited and punishable by law. The document "*Sexuelle Belästigung an der Universität Bern*" (in German) provides information on the duties and obligations of the University of Bern and the legal options available to affected employees and students.

- Sexuelle Belästigung an der Universität Bern: Grundlagen, Dokument vom März 2016

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

Full and associate professors shall participate in the university's self-management, specifically, in faculty meetings, faculty committees, the Senate, etc. Refusal to perform such tasks is only possible on objective grounds and for a limited period.

2.4. *Responsibility in the ambit of work safety and health protection*

Full and associate professors are responsible for health protection, work safety and environmental safety. Depending on level of exposure to hazards of the respective institute or division, they shall appoint a person suitable to serve as a representative for these areas. They shall subsequently draw up a functional description and approve the funds and resources needed to implement the tasks involved.

- Vorlagen für Funktionsbeschriebe betr. Gesundheitsschutz- und Sicherheitsbeauftragte, Biosicherheitsbeauftragte, Chemikalien-Ansprechpersonen, Strahlenschutz-Sachverständige sowie KOPAS der Fachstelle Sicherheit (<http://www.sicherheit.unibe.ch>)

3. **Other tasks**

3.1. *Quality assurance, quality development and evaluation*

Full and associate professors are committed to quality, efficiency and sustainability. They shall use the quality assurance and development system (Qualitätssicherung und -entwicklung, QSE) to help review, improve and further develop their performance. Quality assurance and development extend to teaching, research, continuing education, promotion of early career researchers, provision of services and university self-management. Within this scope, the professors shall participate in evaluations and other QSE 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

3.2. *Personel further education*

Full and associate professors ensure they obtain any further education needed to perform their tasks (specifically, teaching qualification, planning and organization, research work, personnel management and public relations), e.g., through attending university teaching courses, obtaining advice and information on effective teaching or through leadership training.

3.3. *Acquisition of language skills*

Full and associate professors 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.

3.4. *Public relations*

Full and associate professors contribute to the public presentation of the university. 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

3.5. *Collaboration*

Disciplinary and interdisciplinary collaboration in teaching, research and, as the case may be, in the provision of services is expected within and outside the university. Collaboration with other universities and/or their facilities and units, as well as with other scientific facilities and with institutions and bodies active in university policy, shall take place within the scope of interuniversity agreements.

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

4. Conditions concerning worktime

4.1. *Recording of working time*

Professors' working time is not recorded; they 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. 53a UniV, Art. 95 and 96 Employment Regulations).

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

4.2. *Requirement of presence*

Full and associate professors shall, in principle, perform their work on the premises of the university. If they carry out work to be done at a place of work of their own choice, they must be able to reach the University of Bern within a short period of time.

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).

4.3. *Holidays*

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

4.4. *Sabbatical leave*

The university, in agreement with the faculty, may, in principle, grant a sabbatical after six completed years of service (Art. 22 UniG; Art. 53f UniV, Art. 116 ff. Employment Regulations). Sabbaticals may only be postponed for important reasons. A report needs to be written detailing the sabbatical.

Extraordinary sabbatical leaves may be granted to Deans and Vice-Rectors after their term of office has ended.

4.5. *Notice periods and deadlines*

The employment relationship may, in principle, be terminated to the end of a semester giving a notice period of six months (Art. 57 UniV, Art. 14 (2) and (3) Employment Regulations).

4.6. *Age limit*

The normal retirement age pursuant to cantonal law governing personnel is 65. Retirement shall occur latest at the end of the semester in which the age of 65 is reached (Art. 68 UniV).

The rights and duties of professors emeriti are governed by the Executive Board of the University of Bern in directives.

- Weisungen betr. die Stellung der emeritierten Professorinnen und Professoren der Universität Bern vom 21.01.2014

5. Secondary activities

5.1. *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.

5.2. *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.

5.3. *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. Supervising professors shall arrange for the other lecturers and assistants in their organizational unit to submit the self-declaration.

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

- Regulations regarding secondary activities at the University of Bern from November 1, 2022

6. Salary

6.1. 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. The salary steps are determined within the range set forth by the canton (Art. 68 et seqq. PG).

6.2. Individual salary increments

There is no performance evaluation with an impact on salary for full and associate professors. They are assigned to salary steps without performance or behavior evaluations (Art. 52d UniV).

6.3. Function allowances

Rectors, Vice-Rectors and Deans shall receive an annual function allowance (Art. 115 et seq. UniV).

Management of institutes, departments, clinics, divisions and other organizational units are a part of the basic mission; there shall be no additional pay (see sect. 2.1.).

7. 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 full and associate professors. 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.

8. Sustainability / Resource management

8.1. 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.

8.2. 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

8.3. 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 / Directives of the University Board of Directors concerning the use of vehicles owned and hired by the University

9. Final provisions

- 9.1. Explicit reference is made to the applicable provisions in the regulations governing employment at the University of Bern (Employment Regulations) of November 29, 2022.
- 9.2. These guidelines replace the Guidelines on Duties and Employment of Full and Associate Professors dated September 1, 2020.
- 9.3. 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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