

Job Structure for Academic Staff at Universities 2013

General comments

This memorandum stipulates the job structure and the contents of the job categories which may be assigned to academic staff at universities under the Ministry of Higher Education and Science

The job structure which comes into effect on 1 September 2013 constitutes a revision of the structure of 1 January 2007 and applies to posts advertised on or after 1 September 2013. For positions that do not require advertisement, the job structure is valid for posts that are filled on and after 1 September 2013.

The job structure provides the framework for the positions. The university management defines the specific job content and specifies the tasks in the individual advertisements. The job structure contains an exhaustive description of the job categories that apply to the academic staff. It is thus only persons employed in positions that are covered by the job structure who can perform teaching and research at the universities.

The exact provisions regarding advertisement and assessment are stipulated in the Ministry of Finance's circular on government positions and the ministerial order in force at any time on the appointment of academic staff at universities (the Appointment Order) and any local determined specific rules under this order.

Attention is drawn to the fact that section 5 (2) of the Fixed-Term Employment Act ¹ contains a special provision regarding researchers and lecturers. According to this provision, fixed-term employment contracts can be renewed a maximum of two times, the maximum number of successive periods of employment thus being three. This means that researchers/teaching staff cannot subsequently be appointed to the same position for additional period(s) of employment. It should be emphasised that a specific assessment must be made in each individual case. It is still possible to appoint the researcher/lecturer to a new position at the university.

It is recommended that the university management informs the academic staff – including, in particular, fixed-term employees – of the career prospects available, e.g. by discussing the career opportunities with the individual employee.

In connection with absence due to maternity/paternity leave or adoption leave as well as long-term illness, the maximum limits for the total employment period set out in this memorandum are prolonged corresponding to the length of the period of absence.

Staff who at the commencement of this job structure are employed according to the previous job structure, or who are employed at sector research institutes that are integrated into universities, and who therefore are employed according to the job structure of sector research institutes retain their present job titles and employment conditions.

¹ Cf. Ministerial Order no. 907 of 11 September 2008

The University Act

The job structure has been prepared within the framework of the University Act. The job structure must, therefore, be implemented in accordance with the provisions of the Act, including among other things the provisions regarding researchers' freedom of expression and freedom of research

The universities have academic freedom and must safeguard this and the ethics of science².

The rector may allocate specific tasks to specific staff³. The academic staff has academic freedom and is free to conduct research within the university's strategic research framework during the time when they are not performing their allocated tasks. The academic staff cannot be occupied with tasks during all of their working hours for an extended period of time, resulting in them in fact being deprived of their freedom of research.

Time to conduct free research must also be ensured in connection with research-based public-sector consultancy and tasks undertaken under agreements. However, it is not possible to define exactly the amount of time to be allocated to free research, as it will vary over time from area to area and from researcher to researcher. For example, a researcher may have less time to conduct free research during a period with research-based public-sector consultancy or tasks undertaken under an agreement than at other times⁴.

The individual researcher enjoys academic freedom within his or her academic work area with the obligations resulting from employment. The individual researcher is thus free to choose methodology, approach and subject within the strategic framework laid down by the university for its research activities as laid down in the development contract⁵.

As central knowledge-based bodies and cultural repositories, the universities must exchange knowledge and competencies with society and encourage its employees to take part in the public debate⁶.

Structure of the Memorandum

In connection with the revision, the structure of the Memorandum concerning the job structure has been changed, which means that positions that may be used within the entire university field will, in future, be categorized according to level.

The positions have been divided up into the following levels:

1. Positions below the level of assistant professor
2. Positions at the level of assistant professor
3. Positions at the level of associate professor
4. Positions at the level of professor

² Cf. section 6 (2) of the Consolidation Act no. 367 of 25 March 2013 on universities (The University Act)

³ Cf. section 14 (6) of the University Act

⁴ Cf. the explanatory notes to section 1 no. 21 (section 14 (4-12) in bill L143 introduced on 10 February 2011

⁵ Cf. the explanatory notes to section 17 (2) in bill L125 of 15 January 2003.

⁶ Cf. section 2 (3) of the University Act

The job structure comprises, furthermore, a number of other job categories that may be used within delimited areas. The memorandum distinguishes between principal positions and special positions and includes a description of the individual position categories in terms of job content and qualification requirements etc.

Doctors can be employed in a principal position or in a special clinical position. Both types of positions can be combined with a clinical position outside the university. If the principal position is outside the university, the following special clinical position types are used: clinical professor, clinical associate professor or clinical instructor.

Principal positions

Going forward, the principal positions will include assistant professor/researcher, associate professor/senior researchers, professor with special responsibilities, and professor. The principal positions constitute coherent career progression.

The universities' core activities consist of conducting research and providing research-based teaching up to the highest international level. The university must ensure equal interplay of research and education. Therefore, the principal positions involve both research – including the duty to publish and disseminate academic material – and research-based teaching.

The universities must ensure that the study programmes offered are based on sound and internationally recognised research to ensure the quality of the research-based teaching⁷.

It is the responsibility of the university management at all levels to ensure coherence between the research conducted and the educational programs provided by the university. Similarly, it is the responsibility of the university management to ensure that the balance between research and teaching is maintained in order for the university to be able at all times to cover the need for research-based teaching and thus meets its obligation to conduct research and provide research-based education up to the highest international level.

The university's research and educational results must contribute to promoting growth, prosperity and the development of society. As a central knowledge-based body and cultural repository, the university must exchange knowledge and competencies with society. As an integrated part of its activities, the university exchanges knowledge and competencies with a wide range of stakeholders, organisations, authorities, public-sector and private enterprises, etc. The university must also contribute to ensuring that the most current knowledge within relevant subject areas is made available to non-research-oriented higher education⁸.

The university may, furthermore, provide research-based Public Sector Consultancy, including guidance, public authority tasks, development work, communication and operational duties. In connection with appointments to the job varieties of researcher and senior researcher, the university may, in this connection, under certain circumstances and to a limited extent deviate from the requirement that the posts must include teaching responsibilities, for example in the case of researchers from sector research institutes or the business community who have no experience of

⁷ Cf. the general explanatory notes to bill L125 introduced on 15 January 2003

⁸ Cf. section 2 (6) of the University Act with explanatory notes

teaching but possess other relevant competencies. It is, furthermore, possible to a limited extent in special fields, e.g. museums, libraries and the forensic areas to allow teaching responsibilities to be replaced wholly or partly by other academic duties incumbent on the place of employment.

Special positions

Special positions are not part of the continuous career paths at the universities and are therefore not considered principal positions. Special positions are used by the universities as required.

It is normally assumed that an employee holding a clinical position has, concurrently, a position involving the treatment of patients. A medical position, for example, typically requires employment at a hospital or a similar healthcare institution which conducts teaching, or that the employee operates a general practice.

A post as clinical associate professor or clinical professor assumes that the doctor is a specialist or has similar qualifications. A clinical professorship is normally filled by chief physicians.

Description of the individual positions

1. Positions below the level of assistant professor

1.1. PhD Fellow

The post of PhD fellow is a fixed-term education position.

The appointment of PhD fellows is subject to the protocol to the agreement covering staff with university degrees in the state sector.

PhD fellows may be employed in the clinical area.

1.2. Research Assistant

The post of research assistant is a fixed-term academic position. The principal duties are research and/or teaching. A minor part of working time may be spent on academic development as well as the performance of other responsibilities.

The post is held for a maximum of three years. Reappointment is not possible. At the end of the period of employment, the post is terminated without further notice.

Applicants for the post of research assistant must have a master's degree.

1.3. Assistant Lecturer

The post of assistant lecturer is a part-time position with a view to independent performance of teaching duties, normally of an elementary nature, or instruction that supplements teaching provided at the level of assistant professor, associate professor or professor. Assistant lecturers carry out teaching activities in the relevant subject according to the regulations of the institution. Assistant lecturers must have special permission to act as examiners.

Applicants for the post of assistant lecturer must have a master's degree.

The post is held for a maximum of three years. Reappointment is possible to the extent this is in accordance with the Fixed-Term Employment Act, cf. above. The specific number of hours, etc., is fixed for each semester within the agreed framework.

The positions will be filled in accordance with the State Employer's Authority's Circular on Hourly-paid Teaching (Cirkulære om timelønnet undervisning) and the Circular on Remuneration of External Examiners (Cirkulære om censorvederlag).

1.4. Part-time Lecturer

The post of part-time lecturer is a part-time position with main emphasis on the performance of qualified teaching duties. The objective of a part-time lectureship is to enable the appointment of lecturers with relevant practical experience or special qualifications at high level.

Part-time lecturers must independently plan and implement teaching activities according to the institution's regulations, hold lectures, prepare and carry out examinations and other assessments. Both permanent and fixed-term employment is possible. The specific number of hours and any participation in examinations, etc., is fixed for each semester within the agreed framework.

Applicants for the post of part-time lecturer must have a master's degree as well as additional qualifications at high level, for example particular areas of specialization, expertise or practical experience achieved through employment involving practical application of the discipline. Teaching qualifications form part of the basis of the assessment.

The employment is subject to the terms of the circular concerning the agreement relating to the Memorandum on part-time lecturers at universities, etc. under the Ministry of Higher Education and Science.

2. Positions at the level of assistant professor

2.1 The position of postdoc

Applicants for the post of postdoc must hold academic qualifications at PhD level.

The post of postdoc is a fixed-term academic position. The post may be filled for a period of up to four years at the same university.

The post of postdoc is basically a full-time position, but employment on a part-time basis is also possible.

Normally, the post will be heavily weighted in favour of research. In addition, a certain amount of teaching may also be required. Other duties may, furthermore, have to be performed to a limited extent.

The university determines the exact ratio between the various responsibilities. The ratio may vary over time.

The position contains no enhancement of pedagogical competencies. The post of postdoc, therefore, may not alone qualify for appointment as associate professor/senior researcher.

The position may qualify for a career in the private sector or other sectors outside the university. A postdoc position may also qualify for subsequent appointment to assistant professor/researcher.

2.2 The position of assistant professor/researcher

Applicants for the position of assistant professor/researcher must hold academic qualifications at PhD level.

The post of assistant professor/researcher may take the form of a fixed-term post held for a maximum of four years – in the clinical area, however, up to five years – or a permanent post as part of which the employee after a maximum of six years transfers to a position of associate professor/senior researcher provided that the employee is recommended for assessment and is deemed qualified.

If the position is permanent, the assessment will normally take place within the last six months of the appointment. The employee may, however, request to have his or her qualifications assessed at an earlier date within the first four years. If this assessment is negative, the employee may request a second assessment within the last six months of the appointment. A maximum of two assessments may thus be conducted.

If the employee fails to submit a request to have his or her qualifications assessed within the last year of appointment, or if the assessment is not positive, the employment authorities must immediately initiate dismissal proceedings according to the collective agreement rules.

The university decides whether a position should be advertised as a fixed-term post or a permanent post. The university and an employee in a fixed-term position may in the course of the employment reach agreement on transfer to permanent employment. Transfer to permanent employment requires no job advertisement.

The reappointment of an employee in a fixed-term position is possible, however the appointment may not exceed eight years. The employee then leaves the post unless permanent appointment is obtained.

When the position is advertised, it must be clearly stipulated whether the post is fixed-term or permanent. Both fixed-term and permanent posts must be filled in the normal manner according to the rules of the Appointment Order, including the rules on advertising and assessment.

When permanent positions are advertised, it must be clearly stipulated which criteria will be emphasised in the assessment on the transfer from the level of assistant professor to associate professor. The employee and management are also expected to follow up on requirements for and expectations of the assessment.

Employees holding positions of assistant professor/researcher may use the job title of assistant professor, researcher. The job title depends on which of the varieties below of the general position the employee is appointed to.

The post of assistant professor/researcher is normally a full-time position, but part-time employment is also a possibility.

A. Assistant Professor

An assistant professorship is a further-education position. The main responsibilities are research (including publication/academic dissemination duties) and research-based teaching (with associated examination duties). In addition to research and research-based teaching, the post may also include a duty to share knowledge with the rest of society. In addition, assistant professors may be asked to perform other duties.

The university determines the exact ratio between the various responsibilities. The ratio may vary over time, but a balance has to be struck for the assistant professor to be able to improve his or her qualifications in areas relevant to the position (typically research and teaching).

Supervision is provided, as well as the opportunity to enhance pedagogical competencies with a view to a written assessment of the assistant professor's teaching qualifications.

B. Researcher

The post of researcher is a further-education position. The main responsibilities are research (including publication/academic dissemination duties) and research-based Public Sector Consultancy. In addition, a certain amount of teaching may also be required. Furthermore, researchers may, to a limited extent, be asked to perform other duties.

The university may in special circumstances and to a limited extent depart from the requirement that the post must include teaching duties.

The university determines the exact ratio between the various responsibilities. The ratio may vary over time, but a balance has to be struck for the researcher to be able to improve his or her qualifications in areas relevant to the position (typically research, research-based Public Sector Consultancy and teaching).

Supervision is provided, as well as the opportunity to enhance pedagogical competencies with a view to a written assessment of the researcher's teaching qualifications.

3. Positions at the level of associate professor

3.1. The post of associate professor/senior researcher

The position of associate professor/senior researcher can be attained by employees at a level of assistant professor provided that the employee is deemed academically qualified. The position may also be attained on the basis of a job advertisement and following a positive academic assessment. Applicants are assessed on the basis of the qualifications stipulated in the job advertisement.

Appointment as associate professor/senior researcher depends on research qualifications at the level that can be achieved by satisfactorily completing a period of employment as an assistant professor/researcher/postdoc, but may also be obtained in other ways.

It is assumed that applicants have received supervision and enhancement of pedagogical competencies and have received a positive written assessment of their teaching qualifications. On appointment, other qualifications may also be required, e.g. in relation to knowledge and technology transfer and, for example, patenting and cooperation with external parties.

The post of associate professor/senior researcher normally takes the form of permanent appointment, but may also be fixed-term, for example in connection with the appointment of visiting associate professors or in connection with special projects.

Employees holding positions of associate professor/senior researcher may use the job title of associate professor or senior researcher. The job title depends on which of the varieties below of the general position the employee is appointed to.

The post of associate professor/senior researcher is normally a full-time position, but part-time employment is also a possibility.

A. Associate Professor

The associate professorship consists mainly of research (including publication/academic dissemination duties) and research-based teaching (with associated examination duties). In addition to research and research-based teaching, the post may also include a duty to share knowledge with the rest of society – including participation in public debate. Furthermore, associate professors may be asked to manage research, provide guidance and supervision of assistant professors and researchers as well as take part in academic assessments.

The university determines the exact ratio between the different responsibilities. The ratio may vary over time.

B. Senior researcher

The post of senior researcher consists mainly of research (including publication/academic dissemination duties) and research-based Public Sector Consultancy. In addition, a certain amount of teaching may also be required. Furthermore, senior researchers may be asked to manage research, provide guidance and supervision of assistant professors and researchers as well as take part in academic assessments.

The university may under special circumstances and to a limited extent depart from the condition that the post must include teaching duties.

The university determines the exact ratio between the various responsibilities. The ratio may vary over time.

4. Positions at the level of professor

4.1. Professor

The professorship consists mainly of research (including publication/academic dissemination duties) and research-based teaching (with associated examination duties). Moreover, research-based Public Sector Consultancy may be required. In addition, the post may also include a duty to share knowledge with the rest of society – including participation in public debate. Furthermore, professors may be asked to manage research, provide guidance and supervision of assistant professors and researchers as well as take part in academic assessments.

The post of professor normally takes the form of permanent appointment, but may also be fixed-term, for example in connection with the appointment of visiting professors or in connection with special projects.

The university determines the exact ratio between the different responsibilities. The ratio may vary over time.

Applicants for a position of professor are assessed on the basis of the qualifications stipulated in the job advertisement, but must also be able to document a high degree of original academic production at international level, which documents that the applicant has contributed to developing the academic discipline. Emphasis must also be placed on an assessment of the applicant's ability to manage research and any other management functions, for example in relation to the university's cooperation with the outside world. On appointment, other qualifications may also be required, e.g. in relation to knowledge and technology transfer and, for example, patenting and cooperation with external parties.

4.2. Professor with special responsibilities

Normally, the post of professor with special responsibilities is established with a view to appointing particularly talented researchers to develop a special field of research or education within a promising discipline at international level. The position must be within one of the university's core activities, a selected priority or an area in which there is a special need for high academic competence as part of the development of a new field of research or education.

The ratio between the different responsibilities may vary over time for the individual post holder, although emphasis must be placed on the performance of one or more of the special responsibilities. The terms of employment may include research management.

The qualification requirements correspond to those of ordinary professorships. Emphasis must, however, be placed on whether the applicant has the potential to continue the development of the discipline and has documented original academic production at international level.

The professorship is limited to three to eight years with the option of a further extension, but the total employment must not exceed eight years.

At the end of the period, the special responsibilities are discontinued and the employee in question transfers to a position of associate professor at the university. In the clinical area, the person in question transfers to a clinical associate professorship in combination with a position as chief position or another position requiring a specialist education.

5. Special positions

5.1. Senior Adviser

The main responsibilities of a senior adviser consist of research-based Public Sector Consultancy and the communication of research results to authorities, the business community and society in general. Senior advisers also have a duty to keep up-to-date regarding a broad academic area, conduct analyses of broad academic problems and disseminate these in an academically proper manner. The post may also include teaching and research.

The university determines the exact ratio between the different responsibilities. The ratio may vary over time.

Applicants for a position of senior adviser are assessed on the basis of the qualifications stipulated in the job advertisement. Appointment as senior adviser depends on research qualifications at the level that can be achieved by satisfactorily completing a period of employment as an assistant professor/researcher, but may also be obtained in other ways. On appointment, other qualifications may also be required, for example that the applicant, independently, has performed considerable advisory and communication tasks for authorities, the business community or society in general.

5.2. Teaching Assistant Professor/Teaching Associate Professor

At certain institutions/study programmes, assistant professorships and associate professorships may be filled by full-time teachers. These positions are to be found at Applied languages programmes at the Business Schools, University of Southern Denmark and Aalborg University

1. Business language studies at Copenhagen Business School, Aarhus University, University of Southern Denmark as well as Aalborg University
2. Economics programs at Aarhus University
3. Department of Nutrition, Exercise and Sports at the University of Copenhagen
4. Institute of Sports Science and Clinical Biomechanics at the University of Southern Denmark
5. Sports Science program at Aarhus University and Aalborg University
6. Access courses for the technical-scientific study programs at Aalborg University and the Technical University of Denmark
7. Courses where the teaching is either of a creative, practical or artistic nature, remedial with no entitlement to merits, or concern introductory courses in the humanities and theology faculties.

The posts include teaching and related tasks. They may also involve academic development tasks. During the assistant professorship, the institution must make sure that the assistant professor receives pedagogical supervision and guidance. This is the duty of an associate professor or professor, and the institution defines the details and scope of this. The terms and conditions for associate professors include supervision duties.

The posts are normally permanent full-time positions. The posts are advertised as assistant professorships or associate professorships, depending on the relevant qualifications. Six months at the latest before the end of the sixth year of employment, a written assessment of the assistant professor's teaching qualifications must be submitted. If the assessment is positive, the job title of associate professor is bestowed.

If an applicant for a teaching assistance/associate professorship has acquired special qualifications significant to the duties associated with the post without, however, being qualified for appointment as associate professor, an assistant professorship may be granted for a shorter period than six years and the associate professor assessment take place correspondingly sooner. Direct appointment as teaching associate professor can take place, but is always conditional on the applicant being positively assessed before the appointment, and normally also having had at least six years' relevant work experience.

Applicants for the post of teaching assistant professor and teaching associate professor must have a master's degree.

5.3. Instructor on BSc in engineering and export engineering courses

For these positions, reference is made to the Ministry of Finance Circular and associated memorandum from the Ministry of Education on the BSc in engineering and the degree in export engineering.

5.4. Clinical associate professor

A clinical associate professorship is a part-time post with a view to performing qualified teaching duties, including examinations for medical students and students of clinical biomechanics at hospitals that provide teaching in clinical disciplines as well as guidance in research training.

The clinical associate professor must independently plan and conduct teaching activities in the relevant department or unit's area of specialisation and within its current curriculum. The teaching comprises lectures, courses and examinations, guidance regarding research training as well as participation in assessment committees for PhDs and doctorates. The position may include the development of the discipline as well as other duties.

The qualification requirement for the clinical associate professor of medicine is a master's degree in medicine, specialist status as well as further teaching and research qualifications, for example PhD or doctorate. The qualification requirement for the clinical associate professor of clinical biomechanics is a master's degree in clinical biomechanics or similar. The qualification requirement for the clinical associate professor of psychology is a master's degree in psychology and specialist status.

Appointment as clinical associate professor is conditional on the candidate being declared qualified by an academic assessment committee. Teaching qualifications form part of the basis for the assessment. A clinical associate professor is normally expected to conduct research.

A clinical associate professorship is normally fixed-term or permanent. Fixed-term employment covers a period of minimum three years and maximum five years. In special cases, appointments can be made for shorter terms. Reappointment is possible provided it is in compliance with the Fixed-Term Employment Act, cf. above.

The employment is subject to the terms of the circular concerning the agreement relating to the Memorandum on clinical associate professors under the Ministry of Higher Education and Science.

5.5. Part-time clinical professor

A part-time clinical professor performs qualified teaching, supervision and/or communication duties, including examinations for medical students and students of clinical biomechanics at hospitals that provide teaching in clinical disciplines as well as guidance in research training.

The employment is subject to section 9 of the protocol for the collective agreement for academics employed by the state and to the job structure for academic staff at universities in force at any given time.

5.6. Clinical Instructor

The post of clinical instructor is a part-time position with a view to providing independent teaching and guidance duties at hospitals, in practices or clinics. The instruction etc. supplements teaching provided at the level of assistant professor, associate professor or professor. Clinical instructors must have special permission to act as examiners. As part of the position, clinical instructors may also perform other clinical duties.

A clinical instructor may be appointed for a maximum of three years. Reappointment is possible to the extent it is in accordance with the Fixed-Term Employment Act, cf. above. After the first period of employment, the appointment of clinical instructors of odontology may be made permanent.

Applicants for the post of clinical instructor must have a relevant master's degree. Up-to-date experience of relevant clinical work may be required. Where instruction or guidance is provided in a practice, the clinical instructor is required to operate his or her own practice.

5.7. Specialist of Postgraduate Education in Odontology or Senior Clinical Instructor in Dentistry

Specialist of postgraduate education in odontology or senior clinical instructor in dentistry is a part-time position with a view to performing management functions, teaching and treatment duties in connection with clinical teaching of dentistry students.

The specialist of postgraduate education in odontology or senior clinical instructor in dentistry is responsible to the academic management of the discipline. The specialist of postgraduate education in odontology or senior clinical instructor in dentistry is accountable to the academic management

of the discipline for managing, directing and coordinating the duties that are assigned to the clinical instructors and for the ongoing assessment of the students. The specialist of postgraduate education in odontology or senior clinical instructor in dentistry participates in the planning, execution and adjustment of the teaching. Furthermore, the specialist of postgraduate education in odontology or senior clinical instructor in dentistry must participate in teaching-related activities, for example the development of teaching material, examination of patients, trials of new materials, methods and forms of treatment as well as assume responsibility for the treatment of referred patients with treatment needs of particular teaching interest.

Appointment is for a period of three years. The position may subsequently be made permanent.

Applicants for the post of specialist of postgraduate education in odontology or senior clinical instructor in dentistry must have a master's degree in odontology as well as clinical expertise at high level and experience of developing clinical teaching material independently.

5.8. Postgraduate Fellow in Odontology

The training as postgraduate fellow in orthodontics takes place while employed full-time.

The candidate follows a clinical program of further education under supervision.

The post of postgraduate fellow in odontology is advertised and candidates assessed before appointment for a three-year period. Applicants for the post of postgraduate fellow must have a master's degree in odontology as well as two years' full-time employment in practical/clinical odontology, of which at least one year spent on providing dental care for children.

5.9. Postgraduate Fellow in Psychology

The post of postgraduate fellow in psychology is a fixed-term education position.

The candidate follows a clinical program of further education under supervision.

Appointment is for one year with the option of extension for a further year. Applicants for the post of postgraduate fellow in psychology must have a master's degree in psychology as well as subsequent clinical/psychological experience.

5.10. Instructor of Social Theory and Methodology on the Social-Work Program at Aalborg University

The post of instructor of social theory and methodology is normally a permanent, full-time position.

The post consists of teaching and similar duties compatible with the objectives of the institution.

Applicants for the post of instructor of social theory and methodology must have a social-work degree.