

Compensation rules at the Department of Political Science

Reduction of the teaching obligation for lecturers

The annual work hours for lecturers is regulated the following way:

1700 clock hours for employee with 35 days of vacation (from the year of turning 40)

1732 clock hours for employee with 31 days of vacation (from the year of turning 30)

1756 clock hours for employee with 28 days of vacation (until the year of turning 29)

The allocation of work hours is 70 percent teaching, 20 percent research and competence development, and 10 percent administration. If a lecturer has external research funding, that is first deducted from the total number of hours, and the 70-20-10 allocation is applied to the remaining number of hours. A lecturer should teach an average of at least 25 percent over a three-year period.

Compensation is calculated in teaching hours (th). For all forms of teaching, conversion factor four applies: a clock hour of student contact is thus considered to require three clock hours of preparation and post-work.

Example A: Lecturer without external funding

Annual working hours 1700 clock hours

Administration 170 clock hours

Research/competence development 340 clock hours

Teaching 1190 clock hours = 297.5 lecturer hours

Example B: Lecturer with 50 percent external research funding

Annual working hours 1700 clock hours

Research external funds 850 clock hours

Administration 85 clock hours

Research/competence development 170 clock hours

Teaching 595 clock hours = 149 lecturer hours

Hours for courses

Courses at the introductory level: the number of hours depends on the number of seminar groups and the scope of the course

Elective course at the intermediate level (9 credits): 24 th

Elective course at the bachelor level (7,5 credits): 24 th

Course at the master's level (15 credits): 40 th

In all cases, additional compensation is added if the number of students implies that teaching needs to be expanded. The basic principle is that a seminar group should contain 16 students. Extra compensation can also be added for special activities, such as guest lecturers, study visits, or special educational exercises.

For courses at the introductory level, there is special compensation for examination, corresponding to 1 teaching hour for eight take-home exams. At higher levels examination is included in the teaching hours. Course convenors at the introductory level are compensated by 10 teaching hours.

Thesis supervision and examination

Intermediate level: 2.5 th per thesis for supervision, 1 th for examination

The bachelor level: 3.5 th per thesis for supervision, 1 th for examination

Magister thesis (15 credits): 4 th per thesis for supervision, 1 th for examination

Master's thesis (15 credits): 4.5 th per thesis for supervision, 1.25 th for examination

Master thesis (30 credits): 6 th per thesis, 2 th for examination

Course Development

The development of *new* courses is compensated by 1,5 times the number of teaching hours the first time the course is given. For instance, a teacher who develops a new bachelor course of 24 th receives 36 th for teaching the course. But the second time the course is given the teacher receives normal compensation of 24 th. Revision and development of *existing* courses is considered a normal element of the teaching and is covered within existing hours.

Courses on teaching in higher education

Taking courses on teaching in higher education is included in the lecturers' 20 percent deduction for competence development. PhD students receive compensation for taking *one* such course. Post docs can also receive compensation, given that they have substantial teaching assignments and lack previous training in education. The scope depends on the length of the course. A course equivalent to two weeks is compensated by 20 th.

The PhD program

The total compensation for supervision of a (full activity) PhD student is 20 th per year. These are usually distributed 12-8 between the main supervisor and the assistant supervisor. But other agreements may occur. The total compensation that can be paid for supervision of a doctoral student is 100 th.

Lecturers who serve as discussants at mid-seminars receive compensation of 2 th. For final seminars, the compensation is 6 th. The total compensation for manuscript conferences is 6 th. This is distributed between the participants after agreement with the supervisors.

Administrative tasks

Ten percent of the position as lecturer consists of administration. This includes activities like:

Management of administrative systems (e.g. Primula and Lupin)
Budget committee
Board of supervisors
Department kick-off meetings
Meetings with teacher teams
Teacher meetings
Department board
Public outreach
Mentoring for colleagues
Nomination committee

Research and competence development

Twenty percent of the position as lecturer consists of research and competence development.
This includes:

Applications for research grants
Examinations boards for PhD degrees
Research retreats
Courses on teaching in higher education and other relevant courses
International exchange
Conference participation
Production of teaching materials
Review assignments
Scientific texts for publication

Special assignments at the department

For certain assignments, there is special compensation as a share of the annual work assignment of the position:

Head of department	75% of position
Deputy head of department	based on agreement
Director of studies	40% of position
Director of studies PhD program	20% of position
Peace and conflict studies director	20% of position
Intelligence analysis head	10 % of position
Research seminar organiser	10% of position
Work environment officer	10% of position

For certain assignments, there is special compensation in terms of teaching hours:

Thesis coordinator	40 th
The Research Council chairperson	15 th
Gender equality group chairperson	15 th
Minor Field Studies	10 th
Admission to PhD program	10 th (5 th when admission to own project)
Admission PhD interviews	0.75 th per interview (applies only to PhD students)

PhD council chairperson	10 th
Research council	4 th

Special assignments for the Faculty of Social Sciences

For administrative assignments in committees and councils for the Faculty of the Social Sciences compensation is paid as follows:

Faculty board	7.5 th
The course plan group	7,5 th
Teacher proposal board	9 th
Teacher proposal board, vice chairperson	10 th
Working committee	5 th
The doctoral education council	5 th
The steering committee for gender equality	3.75 th
Board assignment for disciplinary unit	5 th
The Education Council	5 th
Steering committees for programs	2.5 th
Pedagogical Academy assessments*	1,5 th per application
Reviewer of research months	1.5 th
Chairman of reviewers of research months	2.25 th

* and some additional compensation according to a special regulation

Anyone who holds the chairmanship of any of these bodies will be awarded double compensation (excluding reviewer of research months).

Terms for professors

Professors lacking external research funding are granted 50 percent research through faculty financing. Professors who have external research funding receive additional write-downs based on what remains after faculty-funded research is deducted. A professor should teach an average of at least 25 percent over a three-year period.

Example A: Professor without external funding
 50% research faculty financing = 850 clock hours
 50% teaching = 850 clock hours = 212.5 th

Example B: Professor with 50 percent external funding
 50% of 212.5 th = 106.25 th of teaching

Professors are expected to make efforts to attract external research grants for themselves and other employees, supervise PhD students, take a collective responsibility for the research seminar and the research retreat, develop and teach PhD courses, and be active in producing research themselves.