

Principles for teaching-related tasks

At the Faculty of Science, responsibility for compiling tasks for full-time science employees (VIP¹) rests with the Head of Department and/or a representative delegated by the Head of Department. This also applies to distribution of teaching-related tasks.

At the Faculty of Science, the following principles have been established for distribution of teaching-related tasks:

1. It is a target that VIPs use an average of 50% of their work hours (i.e. 18.5 hours per week or 840 hours per year for full-time staff) on teaching-related tasks, including study administration, administration of own courses, study leadership and membership of Education Committee/Academic Board etc.
2. VIPs have teaching-related tasks extending to 20-80% of their total work hours (regardless of how their salary is financed). Thus, a VIP should spend at least 20% of their time on research and at least 20% of their time on teaching. A VIP may wish to teach more or less, and an agreement about deviation from 50% of work hours, cf. point 1, must be reached by entering a dialogue between the relevant VIP and his/her Head of Department and/or a representative to whom the Head of Department has delegated the power. Such an agreement may be considered in the event that the VIP has special research-related tasks or if the VIP chooses an alternative career path where the weighting between teaching, research or administration/leadership is different. Agreements about deviation from 50% of work hours can be entered into for a maximum of 2 years at a time.
3. VIPs who are completely or partially financed by external funding can be granted reductions in the level of teaching-related tasks equivalent to how high the level of external funding is. As a starting point, a VIP who is financed 100% by external funding can have teaching-related tasks reduced by 50%, while a VIP who is 50% externally funded may have a reduction of 25%.
4. The extent of teaching-related tasks shall be considered in connection with the VIP's activities in research, teaching, communication and administration.

Fixed standard hours have been established for interdisciplinary study administration tasks cf. this table:

Head of Studies for PhD	200 work hours
Head of Studies for Science	400 work hours
Head of Studies for Pharmacy	350 work hours
Chairperson of Study Board	300 work hours
Censor Chairperson	200 work hours

5. Implementation of these principles resides with the individual departments, and the departments may establish their own hour standards (e.g. chairperson for the department's Education Committee) providing they adhere to the above Faculty principles. The concrete number of hours will depend on negotiation between the VIP and the closest leader.

¹ In this context, VIP is defined as: assistant professor, associate professor, professor. Assistant professors do not normally teach in the first 6 months of their employment but otherwise live up to the principles of the other VIPs. Postdocs are expected to teach up to 55 contact hours per year, equivalent to ca. 20% of their work hours. There are no changes to the principles for PhD students for the distribution of their teaching-related tasks.