

Implementation of departmental pool at the Department of Culture and Language

Guidelines, autumn 2025

The 'Agreement on the determination of compensation for teaching, preparation and certain administrative tasks for the academic staff at the Faculty of Humanities' includes a departmental pool (described in Section 5.1) which is intended to compensate essential operational and development tasks that fall outside those stipulated in the standard agreement.

This memo describes the implementation of this part of the agreement at the Department of Culture and Language (Danish acronym: IKS).

The common standard agreement states the following about the departmental pool:

'A special compensation pool (departmental pool) is established to compensate for significant operational and development tasks that fall outside the compensations set in the standard agreement. Tasks that can be compensated may include, but are not limited to, subject coordination, other coordination tasks, research management, editorial work, committees established at the departmental level, major revisions of study programmes, activities to improve the study environment, project applications, competence development, and initiatives related to the department's strategy.'

It is not possible to compensate tasks from the departmental pool that are already standardised in this agreement.

The guidelines and principles for the distribution of the pool are determined by the head of the department in consultation with the departmental council and the department's union representative. The pool is managed and distributed by the head of the department. It must be possible for employees to apply for the pool themselves and to nominate colleagues. Likewise, agreements on shares of the pool can be made with the head of the department in advance.

For each professor and lecturer in the department, 25 hours per semester are allocated to the pool, and for each assistant professor, 10 hours. The pool's hours are primarily distributed to employees with research obligations but can be allocated to other job categories for specific tasks.

The pool is distributed once per semester. All hours in the pool should, in principle, be distributed at each allocation, but a surplus or deficit of 15 percent is acceptable.

The head of the department must ensure that an overview of the pool's distribution is prepared annually. This overview must be available to the department's employees and presented to the departmental council and the cooperation committee to evaluate whether the pool is functioning as intended.'

At IKS, the departmental pool is distributed administratively according to three sub-pools:

1. Strategic pool: This pool supports activities that strengthen and develop the Department's focus areas. The Department Council advises the head of department on which areas to promote, taking into account the Department's strategy.
2. Operating pool: This pool supports recurring tasks not included in the common standard agreement, as well as fixed compensation agreements for specific activities. The range of tasks associated with this sub-pool is agreed upon by the head of department, the Department Council and the Department's union representative(s). The determination and prioritisation of teaching hours is handled by the department management in consultation with the relevant parties. Among other things, the sub-pool is intended to cover:
 - research group management
 - centre management
3. Ad hoc pool: From this pool, the department management makes ongoing allocations when tasks requiring special compensation emerge. These tasks may include major agreed dissemination efforts, special initiatives related to tasks outside the strategic initiatives, etc.

All academic staff may submit requests for compensation from this pool. Agreements to this effect must generally be made before work commences.

The head of department presents the specific distribution to the union representative(s) and the Department Council once per semester, and an overview of the distribution is published on the Department's intranet.

Guidelines for distribution, autumn 2025

A deficit from spring 2025 of 612 hours is being carried over into autumn 2025, but the departmental pool has been increased by 500 hours due to the Department's income from the ERC applications. This means that the final deficit carried over to the 2025 autumn semester is 112 hours, leaving 1,843 hours available for distribution in autumn 2025.

Strategic initiatives

- The strategic pool is distributed according to these priorities:
 1. Fund applications of over DKK 1 million for IKS
 - Applications and re-applications for major ERC grants, Centres of Excellence and the like have special priority. Compensation is agreed with the head of department.
 - First-time applications to other funds are compensated with 35 working hours for the PI. The PI can suggest distribution between co-applicants.
 - Reapplications are compensated with 10 working hours for the PI. The PI can suggest distribution between co-applicants.
 - Cross-faculty applications where the IKS employee is responsible for the Work-Package are compensated with 15 working hours for the WP manager.
 - Sub-projects in larger consortium applications that require a separate staffing plan, budget preparation, etc. are compensated with 35 working hours.
 - Applications for Carlsberg Monograph Fellowships and the Nordic Humanities Centre are not compensated
 2. Advisory support for large-scale research applications

- It is generally considered part of the research group's work to provide colleagues with advisory support, both in terms of applications and manuscripts.
 - Peer reviewers in the Faculty's qualification process of applications are compensated according to the agreement with the Faculty.
 - Extraordinary advisory support tasks on large-scale applications are compensated by agreement with the head of department.
3. Student retention
 - Special activities aimed at retaining students are compensated by agreement with the department management. The head of studies coordinates requests and applications on behalf of the programme group and the Board of Studies.
 4. Recruitment of students
 - Special activities aimed at recruiting students to the department's programmes are compensated by agreement with the department management. The head of studies coordinates requests and applications on behalf of the programme group and the Board of Studies.
 5. Recruitment of academic staff

In addition to the hours allocated according to the standard agreement, the following hours are distributed from the departmental pool.

 - Participation in the work of search committees is compensated with five hours per advertised position
 - Shortlisting of applications is compensated with 1.5 hours per 10 applications for positions receiving more than 10 applications
 6. Special activities to digitise the education portfolio.
 7. Skills development of junior associate professors through SDU Research Academy. 25 hours per participant.
 8. Skills development programmes for heads of research are compensated by semester based on meeting activity
 9. Development of further and continuing education programmes for new revenue opportunities.
 10. Work environment, well-being and department culture
 - Initiatives that develop the working environment and well-being across the department are compensated in agreement with the department management.
 - A particular focus point is the inclusion of international employees. Compensated by agreement.

The operating pool (sub-pool 2) is distributed according to the following guidelines:

1. Tasks of heads of centre and heads of research
 - Heads of strategic centres are compensated with 40 working hours.
 - Heads of research groups with 5–14 unique members (professors, associate professors, assistant professors, postdocs, PhD students and research assistants with research tasks employed at IKS) are compensated with 40 working hours.
 - Heads of research groups with 15 or more unique members are compensated with 60 working hours.
 - Heads of centres and research groups can apply for additional compensation for particularly demanding tasks. Applications should be sent directly to the Head of Department.
2. Special efforts in connection with revision of programme regulations
 - Task fulfilment is compensated in agreement with the department management.

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