

Academics/Manager Salary Start Package 2025

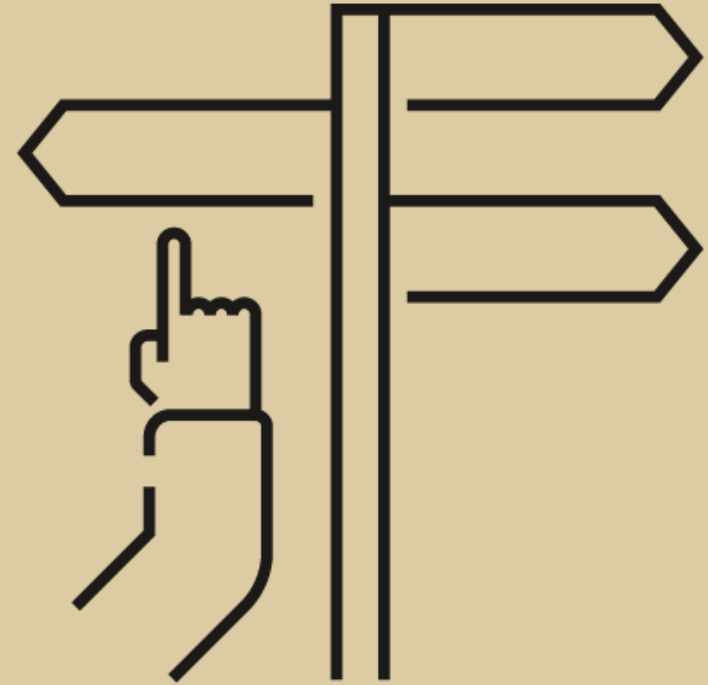


Table of Contents

[Purpose of the Annual Salary Negotiation](#)

[About salary negotiations – in brief](#)

[Who are involved in salary negotiations?](#)

[What can be negotiated?](#)

[What should management do?](#)

[What should the union representative do?](#)

[The overall timeline for Academics/Manager Salary](#)

[Invitation to negotiation meetings](#)

[Guidelines for the salary negotiation system 'SDU Løn'](#)

[Where does the data in the salary negotiation system come from?](#)

[Academic positions for which salary is negotiated](#)

[Worth bearing in mind about specialist and senior consultant positions](#)

[Specialist and senior consultants - tasks and qualifications](#)

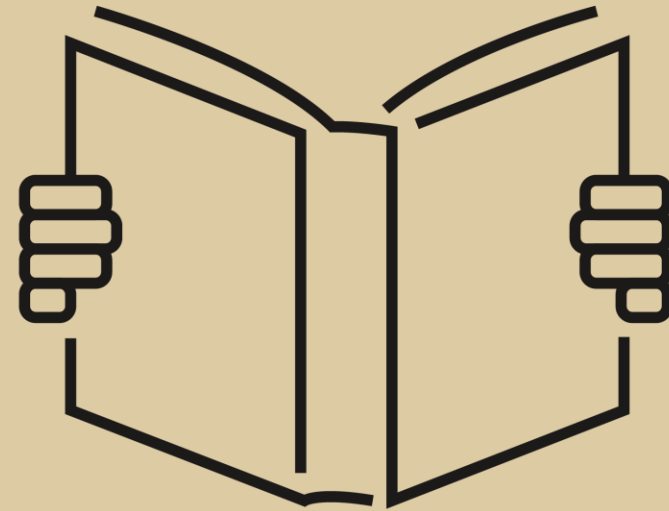
[Process for self-negotiators](#)

[Process for self-negotiators - continued](#)

[Process for part-time academic staff \(D-VIP\)](#)

[Salary statistics for selected groups](#)

[Need more info?](#)



Purpose of the Annual Salary Negotiation



The salary policy for employees at SDU is established based on the personnel policy guidelines of SDU. The general aim of the salary policy is to support the university's mission, core tasks, and long-term strategy.

The salary policy aims to ensure that the specific salary always reflects the content of the specific position as well as the requirements it places on the employee's educational background and specialized knowledge. At the same time, the policy must ensure that the remuneration of each employee considers work effort, qualifications, and flexibility.

The salary policy must ensure that SDU can attract, motivate, develop, and retain qualified employees across all areas so the university is well-prepared to compete for students, research funding, and commercial contracts both nationally and internationally.

The salary policy serves as the overall framework for local salary policies established at the faculties and within the central administration and is implemented through salary negotiations between management, employees, and the trade unions.

About salary negotiations – in brief



In general

- At SDU, salaries are negotiated for all employees once a year
- The negotiation round for 2025 will be conducted in level as of 1 April 2024

The salary negotiation

- Salary negotiations usually take place in the following way:
 - The employee (B party) enters their wishes into the salary negotiation system
 - Management (A party) enters recommendations into the salary negotiation system
 - After the deadline, the parties can see each other's wishes and recommendations
 - Negotiations are planned and held

Agreement conclusion

- An agreement on salary improvement is normally concluded between the union representative and manager
- Specialist and senior consultants, professors and managers can negotiate and agree on salary increases themselves. Self-negotiators can also choose to let their union representative/trade union negotiate/agree on a salary increase

Who are involved in salary negotiations?



The negotiations can be carried out when the following people are present:

→ One or more managerial representatives (A party)

→ NB! The head of the secretariat is responsible for the process at the management level of the faculties. This also applies if the other party has proposed a specific salary result. The dean/head of the secretariat has the right to negotiate

→ The union representative (B party)

→ In most cases, the negotiation is handled for the employee by the union representative

→ The union representative negotiates salaries for all employees covered by the collective agreement/organizational agreement

→ Professors, officers, managers, specialist consultants and senior consultants may choose to conduct the negotiations themselves

→ An employee from SDU HR

→ SDU HR's task is to assist with rules, previous practice, system use, salary calculation and provide secretarial assistance

Negotiations can be conducted in person or online. This is agreed between the parties

If no agreement can be reached about conducting the negotiations online, they will take place in person

What can be negotiated?

Qualification supplement

Awarded as individual supplements on the basis of the employee's professional and/or personal qualifications within comparable areas, internally and externally.

Function-based supplement

Relates to the performance of specific functions that usually are not part of the originally agreed job description.

Typically, temporary and limited to specific tasks. Can be permanent if the additional function has been integrated into the position.

Supplement expires without notice when the function ends or when the employee leaves the function.

One-off payment

Awarded as remuneration for an extraordinary effort in connection with solving major time-limited tasks.

Reclassifications

Administrative officer →
Specialist consultant

Specialist consultant →
Senior consultant

Senior consultant →
Senior consultant with staff management

What should management do?

The division of tasks is agreed internally at the faculty

Ongoing

Consider your employees prior to recommendation



10 January

Recommendations can be entered from 10 January

→ Enter into the system at loen.sdu.dk



2 February

The deadline for entries expires on 2 February



3-5 February

Manager authorised to negotiate approves recommendations from management

→ NOTE: Proposals between the A party and B party cannot be exchanged until **ALL** parties have provided their approval



February, March and April

Negotiations must be completed no later than **30 April 2025**

As a general rule, agreements are concluded and approved at the negotiation meeting



What should the union representative do?

Ongoing

Notify that the system opens for entering salary requests on 10 January

This information must be sent to all employees represented by the union representative



10 January

Notify that the system is open for entering salary requests

→ Enter into the system at loen.sdu.dk



2 February

The deadline for entries expires on 2 February



3-5 February

Manager authorised to negotiate approves recommendations from management

→ NOTE: Proposals between the A party and B party cannot be exchanged until **ALL** parties have provided their approval



February, March and April

Negotiations must be completed no later than **30 April 2025**

As a general rule, agreements are concluded and approved at the negotiation meeting



The overall timeline for Academics/Manager Salary

10 January to 2 February

Open to salary requirements/
recommendations

Negotiations can start no sooner than one week after demands and recommendations have been exchanged.

2 February: Deadline for recommendations expires

Once demands have been exchanged, SDU HR books a time slot for negotiations. Calendar reservations must be accepted/rejected quickly, so that a new time slot can be agreed upon.

February/March/April

Negotiations are ongoing

Negotiations can be held no sooner than one week after the exchange of demands and recommendations.

As a general rule, agreements are concluded and approved at the meeting.

After the negotiation:

No later than 3 weeks after a salary negotiation has been concluded, the employee is informed of the outcome.

Invitation to negotiation meetings

- A 'booking responsible' will be appointed at each faculty, who SDU HR can contact and who has access to the relevant calendars
 - In order to book times for the negotiations, the faculties must inform SDU HR by 10 January 2025, at ny-loen@sdu.dk about who will be the faculty's booking responsible
- SDU HR will send out invitations to the negotiation meetings
 - The invitations to the negotiation meetings will be sent out at the beginning of January 2025
- SDU HR will only schedule negotiation meetings where there is availability in the calendar. Therefore, ensure your calendar is updated and that any vacation is entered
- Managers who are invited to salary negotiations must quickly respond to reservations with acceptance. If you are unable to attend, please contact ny-loen@sdu.dk directly so SDU HR can schedule a new negotiation meeting
- SDU HR will record missing recommendations, cancellations, etc., for use in the 2025 evaluation
- Deans and the University Director emphasize to the management group the importance of prioritizing salary negotiations, adhering to agreed deadlines and negotiation times, and ensuring that managers are well-prepared. It is important to be familiar with the salary policies and to understand the start package that has been prepared





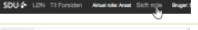





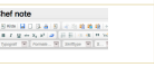




Guidelines for the salary negotiation system 'SDU Løn'

See navigation sheets for more information. The system collects personal data from HCM and salary data from the State's salary system (ØSLDV)

Managers

Navigationsseddel
Nyt lønforhandlingsystem - 'SDU Løn'
Chefer - A-siden




Fase	Forklaring	Navigation
Log på systemet	Gå til websiden sdu.dk/loen og log på med dit SDU-login	
Skift rolle	Brug knappen i topmenuen til at skifte mellem din rolle som ansat og Chef	
Udvælg de ansatte, du vil have vist	Brug drop-down menuerne i toppen af siden til at indsnævre visningen efter Personalkategori, Enhed, By eller Chef.	
Begræns visningen yderligere	Med de to nederste felter kan du begrænse visningen til en given forhandlingsrunde; og til kun at vise ansatte, der har lønkrav.	
Sortér listen	Med klik på kolonne-overskrifterne kan du sortere listen.	
Vis løn-oplysninger	Klip på knappen 'Vis' ud for den ansattes navn	
Vis forhandlingsoplysninger	Klik på knappen 'Åbn' under emnet Forhandling	
Skriv noter om den ansatte	Brug skrivefeltet under 'Chef note' til at gemme notater i forbindelse med den ansatte. Disse noter kan ikke ses af andre end dig selv, og er relateret til den specifikke person.	
Indgiv tilbud til den ansatte	Sæt flueben ved typen under emnet 'Tilbud'	
Begrund tilbuddet	Skriv i skrivefeltet	
Angiv startdato	Brug kalenderknappen til at vælge dato for ønsket ikrafttræden af lønreguleringen. Som standard er datoen altid 01.04. i forhandlingsåret	
Gem tilbuddet	Klik på knappen 'Gem' nederst på siden	


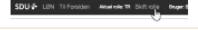







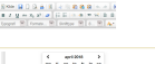


[Link](#)



Union representatives

Navigationsseddel
Nyt lønforhandlingsystem - 'SDU Løn'
Tillidsrepræsentanter




Fase	Forklaring	Navigation
Log på systemet	Gå til websiden sdu.dk/loen og log på med dit SDU-login	
Skift rolle	Brug knappen i topmenuen til at skifte mellem din rolle som ansat og TR	
Udvælg de ansatte, du vil have vist	Brug drop-down menuerne i toppen af siden til at indsnævre visningen efter Personalkategori, Enhed, By eller Chef.	
Begræns visningen yderligere	Med de to nederste felter kan du begrænse visningen til en given forhandlingsrunde; og til kun at vise ansatte, der har lønkrav.	
Sortér listen	Med klik på kolonne-overskrifterne kan du sortere listen.	
Vis løn-oplysninger	Klip på knappen 'Vis' ud for den ansattes navn	
Vis forhandlingsoplysninger	Klik på knappen 'Åbn' under emnet Forhandling	
Skriv noter om den ansatte	Brug skrivefeltet under 'TR note' til at gemme notater i forbindelse med den ansatte. Disse noter kan ikke ses af andre end dig selv, og er relateret til den specifikke person.	
Indgiv lønkrav for den ansatte	Sæt flueben ved typen under emnet 'Krav'	
Begrund kravet	Skriv i skrivefeltet	
Angiv startdato	Brug kalenderknappen til at vælge dato for ønsket ikrafttræden af lønreguleringen. Som standard er datoen altid 01.04. i forhandlingsåret	
Gem lønkravet	Klik på knappen 'Gem' nederst på siden	

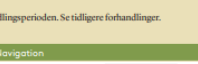


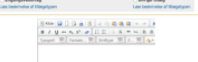




[Link](#)

Employees

Navigationsseddel
Nyt lønforhandlingsystem - 'SDU Løn'
Ansatte



Som ansat kan du bruge systemet til -
Se oplysninger om dine aktuelle lønforhold.
Se oplysninger om fristen for årets lønforhandling. Indgiv lønkrav i forhandlingsperioden. Se tidligere forhandlinger.

Fase	Forklaring	Navigation
Log på systemet	Gå til websiden sdu.dk/loen og log på med dit SDU-login	
Se dine løn-oplysninger	Øverst på siden ses dine aktuelle ansættelses- og lønoplysninger.	
Indgiv lønkrav (Kun i lønkravsperioden)	Klik på knappen 'Lav nyt krav' under emnet Forhandlingsrunde	
Angiv krav	Sæt flueben ved typen	
Begrund dit krav	Skriv i skrivefeltet	
Angiv startdato	Brug kalenderknappen til at vælge dato for ønsket ikrafttræden af lønreguleringen. Som standard er datoen altid 01.04. i forhandlingsåret	
Gem lønkravet	Klik på knappen 'Gem' nederst på siden.	
Returnér til din forside	Klik på knappen 'Tilbage'.	
Se dine tidligere lønforhandlinger	Under emnet 'Historiske forhandlinger' klikkes på knappen 'Vis' ud for den tidligere forhandling, du vil se.	

[Link](#)

Where does the data in the salary negotiation system come from?

- Salary data comes from SDU Payroll (actual salary payments)
- Personal data such as name, weekly working hours, and department come from HCM

The salary negotiation system calculates the annual salary incorrectly if:

- An employee has more than one employment at SDU
- An employee is on leave, e.g., parental leave
- An employee is listed with the incorrect working hours in HCM
 - If an employee is listed with incorrect working hours in HCM, please report this to ny-loen@sdu.dk



Academic positions for which salary is negotiated (not exhaustive)

Academic staff positions (covered by the position structure):

- Research assistant
- PhD
- Postdoc
- Assistant professor
- Associate professor
- Professor

Technical/administrative staff positions:

- Academic employee
- Administrative officer
- Librarians
- Structural engineer
- Specialist consultant
- Senior consultant
- Management positions

Worth bearing in mind about specialist and senior consultant positions



- Specialist and senior consultants have an average weekly working time of 37 hours
- Specialist and senior consultants are expected to be able to prioritize tasks themselves and perform tasks with a high degree of flexibility while also focusing on a balance between private and working life
- The academics collective agreement's - [link](#) - rules for additional work do not apply to specialist and senior consultants. There is thus no 'automaticity' in terms of remuneration nor any requirement that the extra work must be imposed by management
- Additional work can be remunerated once a year with a one-off payment
- Specialist and senior consultants are not covered by the Central Administration's flexitime scheme

Specialist and senior consultants - tasks and qualifications (not exhaustive)

Specialist consultant

- Independent performance of tasks in a specialist capacity
- High professional level within a business-critical SDU area
- Competence to solve complex problems with high professional quality in the performance of tasks
- Solid understanding of political and organisational decision-making processes and ground rules
- Effective and development-oriented task performance in a specialist role
- High work capacity with a solution-oriented focus
- Major responsibility and reliability in the performance of tasks
- Good collaboration skills
- Facilitation of knowledge, feedback and sounding board for colleagues and management in the Central Administration and at SDU
- Understanding of processes and projects

Senior consultant (no staff management)

- Cross-organisational resource who can manage/coordinate cross-functional operational and/or development tasks
- Deep and broad specialist knowledge within a work area
- Documented results in complex operational tasks and/or development projects
- Professional development of an area

Process for self-negotiators

The following are self-negotiators:

- Specialist consultant
- Senior consultant
- Management positions
- Professor

If a self-negotiator wishes for the union representative/trade union to negotiate on their behalf, the self-negotiator must provide a written notification to ny-loen@sdu.dk



1. In the salary negotiation system (loen.sdu.dk), the Head of Secretariat can see which self-negotiators that has to be negotiated (The Head of SDU HR Employees, Josephine Ingversen Lethenborg, is listed as the union representative)
2. Contact the employee to arrange the negotiation
3. Send the negotiation result to the employee for approval
4. The manager receives the employee's acceptance of the negotiation result
5. Send the negotiation result and the employee's acceptance to ny-loen@sdu.dk
6. SDU HR enters the negotiation result into the salary negotiation system
7. The manager and union representative (Head of SDU HR Employees, Josephine Ingversen Lethenborg) sign the negotiation result in the salary negotiation system
8. SDU HR implements the agreed terms

It is the Head of Secretariat's responsibility to ensure that all self-negotiators are negotiated no later than 30 April 2025

Process for self-negotiators - continued

In connection with the allocation of a salary increase, a justification for the salary increase must be provided.

SDU HR prefers that management uses the following phrases in their justification:

One-off payment

The short version: Granted for an extraordinary work effort.

The detailed version: Granted for an extraordinary work effort in connection with...

Qualification supplement

The short version: Granted for a qualified task performance.

The detailed version: Granted for a qualified task performance in connection with...

Function-based supplement

The detailed version: Granted for the function as...

Process for part-time academic staff (D-VIP)

The following are D-VIP:

- Assistant lecturer
- Part-time lecturer

All allowances are agreed upon based on a full-time employment rate of 100% and are adjusted according to the individual employee's working hours.

If a D-VIP wishes for the union representative/trade union to negotiate on their behalf, this must be clearly stated in the salary request submitted to SDU HR.

If a D-VIP wishes for their union representative/professional organization to negotiate on their behalf, it will be negotiated together with the other VIP negotiations in the respective area.

1. D-VIP submits their salary request to ny-loen@sdu.dk no later than 2 February 2025
 - The salary request must clearly indicate whether the D-VIP wishes to be represented by their union representative/trade union
2. SDU HR forwards the salary request to the authorized manager for negotiation
3. Send the negotiation result to ny-loen@sdu.dk (remember to cc the employee)
4. SDU HR forwards the negotiation result to the union representative/trade union for approval
5. SDU HR receives the union representative's/trade union's approval of the negotiation result
6. SDU HR records the negotiation result and implements the agreed terms

It is the Head of Department's/Head of Secretariat's responsibility to ensure that all incoming salary requests are negotiated no later than 30 April 2025

Salary statistics for selected groups

Average annual salary without pension (DKK 1,000)

Source: loen.sdu.dk, 1 April 2024 level

Job categories with 5 employees or less are not included

	<i>SUND</i>	<i>Number of employees</i>	<i>NAT</i>	<i>Number of employees</i>	<i>TEK</i>	<i>Number of employees</i>	<i>SAMF</i>	<i>Number of employees</i>	<i>HUM</i>	<i>Number of employees</i>	<i>FÆL</i>	<i>Number of employees</i>	<i>SDU in total</i>	<i>Number in total</i>
<i>Professor</i>	784	152	842	61	855	36	819	67	761	38	-	-	806	354
<i>Professor WRS</i>	731	15	-	-	-	-	752	7	-	-	-	-	737	25
<i>Associate professor</i>	599	203	604	78	623	147	617	117	608	123	-	-	610	669
<i>Assistant professor</i>	508	62	507	24	508	56	497	43	491	9	-	-	505	194
<i>Postdoc</i>	500	136	483	151	490	93	484	42	483	39	-	-	489	461
<i>Research assistant</i>	433	112	429	77	450	75	432	25	442	31	-	-	437	320
<i>Senior consultant with personnel management</i>	696	11	-	-	714	8	712	6	-	-	737	42	724	70
<i>Senior consultant</i>	638	12	689	6	629	16	698	8	646	6	673	32	661	80
<i>Specialist consultant</i>	587	29	600	20	602	43	592	18	584	10	599	97	597	217
<i>Administrative officer</i>	511	39	503	40	495	35	512	52	494	32	501	184	502	382
<i>Structural engineer</i>	-	-	-	-	-	-	-	-	-	-	547	10	547	10
<i>Librarians</i>	-	-	-	-	-	-	-	-	-	-	496	22	496	22

Need more info?

Read more about the salary negotiations here:

<https://sdunet.dk/en/servicesider/hr/ansaettelsesforhold/loen/loenforhandling>

[Salary policies and local agreements](#) (primarily in Danish)

Questions:

Contact SDU HR at: ny-loen@sdu.dk

