

This is an English translation of *Forhåndsftale om løn for videnskabeligt personale (VIP) ved Det Humanistiske og Samfundsvidenskabelige Fakultet (SSH)*. In the event of a discrepancy between the translation and the Danish version, the Danish text is valid – also published in *AAU-Håndbogen*.

Case Number: 2021-212-00015/2021-201-00074

**Aalborg University**

**Salary agreement for Academic Staff  
at the Faculty of Social Sciences and Humanities (SSH)**

## **Areas covered by the agreement**

The agreement covers academic staff at the Faculty of Social Sciences and Humanities (SSH) represented by the signatory organisations and recruited according to the *Ministerial Order on the Job Structure for Academic Staff at Universities* under the Ministry of Higher Education and Science (the job structure) in force at the time and the *Collective Agreement for Publicly Employed University Graduates* or the *Organisation Agreement for Social Workers in the State Sector* in force at the time.

Organisations that may later be represented at SSH will be asked to join the agreement.

## **Purpose**

The salary agreement establishes the principles and procedures for negotiating salary supplements and one-time salary payments for academic staff members at SSH.

The agreement is to:

- support the goals and strategies of the faculty in the core tasks of research, teaching and knowledge collaboration
- be viewed as an incentive scheme for academic staff
- motivate staff members to maintain a high level of productivity and compliance with the goals and strategy of the faculty
- create coherence between strategy, staff policy, working environment and salary
- contribute to transparency in wage-setting and thereby
  - with visibility of the basis and principles for determining salary, ensure staff knowledge of local wage-setting
  - contribute to the recruitment and retention of well-qualified staff

## **Wage-setting**

The salary and employment conditions of academic staff are regulated by the *Ministerial Order on the Job Structure for Academic Staff at Universities* under the Ministry of Higher Education and Science (the job structure) in force at the time, the *Protocol on certain conditions of employment conditions for academic staff at universities*, and the *Collective Agreement for Publicly Employed University Graduates*.

The agreement is based on the new salary system where basic salary and position-based supplements are centrally agreed, while agreements on qualification- and function-based supplements and one-time salary payments are made between local management and the union representative (authorised by the organisation).

With regard to the collective agreement, individual supplements for qualifications, etc., may be agreed locally, i.e., on the basis of professional or personal qualifications, competence development, quality of task performance, alignment with similar positions in the rest of the labour market, or with regard to recruitment and retention, and for the performance of special functions that are not a natural part of the person's position. In addition, one-time salary payments can be agreed for performance beyond what is normally expected.

The qualification- and function-based supplements in the present agreement are expressed in annual basic amounts (March 2012 level) for full-time employment. The qualification- and function-based supplements are granted as pensionable supplements.

One-time salary payments are expressed at the current level. One-time salary payments are granted as non-pensionable payments.

In the case of employment in another position, previously awarded qualification- and function-based supplements lapse, and salary negotiations must take place as with other new appointments.

Wage-setting at SSH reflects the faculty's expectations of its staff members. Academic staff members must perform the faculty's core tasks of research, teaching and knowledge collaboration. Academic staff members must provide high quality, research-based teaching. Their research must be documented through peer-reviewed publications and conference contributions, and their work as a whole must promote the faculty's development and reputation in terms of research and teaching. Furthermore, it is essential that academic staff members maintain and increase their interaction with the faculty's surroundings, including attracting external funding, disseminating knowledge to the public sector, and contributing to knowledge collaboration with public and private sector partners. Internally, it is essential that they contribute to the academic, organisational and collegial interaction of teaching and research groups and in the development of teaching and the degree programme(s).

#### **Positions covered by the agreement:**

PhD fellow

Research assistant

Postdoc

Teaching assistant professor

Teaching associate professor and

Instructor in social theory and methods in the social work programme at Aalborg University

Senior advisor

Assistant professor / Researcher

Associate professor / Senior researcher

Associate professor – programme for promotion to professor

Professor with specific responsibilities

Supplements to external lecturers are granted according to the *Salary Agreement for Part-time Lecturers at AAU (Forhåndsaf tale om løn for eksterne lektorer ved AAU)*.

#### **PhD fellow**

Since this is a training position, PhD fellows do not normally receive qualification-based supplements. However, in special cases a qualification-based supplement of DKK 19,700 (March 2012 level) may be granted.

A one-time salary payment may be granted for performance beyond what is normally expected. See the section **One-time salary payments**.

### **Research assistant**

Research assistants may receive a pensionable qualification-based supplement of DKK 19,700 (March 2012 level) based on particular qualifications acquired prior to their employment, such as a relevant PhD degree.

A one-time salary payment may be granted for performance beyond what is normally expected. See the section **One-time salary payments**.

### **Teaching assistant professor**

Teaching assistant professors may receive a pensionable qualification-based supplement of DKK 19,700 (March 2012 level) based on qualifications acquired prior to their employment.

A one-time salary payment may be granted for performance beyond what is normally expected. See the section **One-time salary payments**.

### **Teaching associate professor/Instructor in social theory and methods in the social work programme at Aalborg University**

The categories below apply to teaching associate professors employed as of 1 September 2017 or thereafter. Teaching associate professors employed before this date are included in the associate professor scale, associate professor 1 – 3.

**Teaching associate professor 1:** Teaching associate professors are granted a supplement upon employment of DKK 10,000 (March 2012 level).

**Teaching associate professor 2:** Teaching associate professors with approximately four years' seniority as an associate professor and continued satisfactory and good overall and teaching performance may receive a supplement of DKK 20,000 (March 2012 level). This supplement replaces the teaching associate professor 1 supplement.

**Teaching associate professor 3:** Teaching associate professors with approximately seven years' seniority as an associate professor and continued satisfactory and significant overall and teaching performance may receive a supplement of DKK 30,000 (March 2012 level). This supplement replaces the teaching associate professor 2 supplement.

**Teaching associate professor 4:** Teaching associate professors with approximately 11 years' seniority as an associate professor and continued satisfactory teaching performance, as well as extraordinary professional development may receive a supplement of DKK 40,000 (March 2012 level).

This supplement replaces the teaching associate professor 3 supplement.

A one-time salary payment may be granted for performance beyond what is normally expected. See the section **One-time salary payments**.

### **Postdoc**

In special cases, postdocs may receive a qualification-based supplement of DKK 26,200 (March 2012 level) based on qualifications acquired prior to their employment.

A one-time salary payment may be granted for performance beyond what is normally expected. See the section **One-time salary payments**.

#### **Assistant professor / Researcher**

Since this is a training position, assistant professors do not normally receive qualification-based supplements. However, in special cases assistant professors may receive a qualification-based supplement of DKK 26,200 (March 2012 level) based on qualifications acquired prior to their employment.

A one-time salary payment may be granted for performance beyond what is normally expected. See the section **One-time salary payments**.

#### **Senior advisor**

Senior advisors follow the course for associate professors – associate professor 1 to associate professor 5 supplement.

A one-time salary payment may be granted for performance beyond what is normally expected. See the section **One-time salary payments**.

#### **Associate professor – programme for promotion to professor**

Associate professors in a programme for promotion to professor follow the course for associate professors – associate professor 1 to associate professor 5 supplement.

A one-time salary payment may be granted for performance beyond what is normally expected. See the section **One-time salary payments**.

#### **Associate professor / Senior researcher**

**Associate professor 1:** Associate professors are granted a supplement upon employment of DKK 16,400 (March 2012 level).

**Associate professor 2:** Associate professors with approximately four years' seniority as an associate professor and continued satisfactory and good performance in teaching, research and research dissemination may receive a supplement of DKK 36,000 (March 2012 level). This supplement replaces the associate professor 1 supplement.

**Associate professor 3:** Associate professors with approximately seven years' seniority as an associate professor and continued satisfactory and significant performance in teaching, research and research dissemination may receive a supplement of DKK 55,700 (March 2012 level). This supplement replaces the associate professor 2 supplement.

**Associate professor 4:** Associate professors with more than seven years' seniority as an associate professor and particularly satisfactory performance in research, teaching and/or knowledge collaboration may receive a supplement of DKK 68,000 (March 2012 level). This supplement replaces the associate professor 3 supplement.

Examples include the following criteria:

- particularly valued teaching
- development of teaching materials
- development of new degree programmes
- extensive scientific activity
- extensive activity in knowledge collaboration
- project management
- administrative/organisational tasks/positions of trust
- active career development

**Associate professor 5:** This supplement may be granted to associate professors who, over an extended period of time, have demonstrated and continue to demonstrate particularly satisfactory performance in research, teaching and knowledge collaboration and who, in addition to the general criteria, have solved or are solving important tasks in the following areas:

- research organisation, including acquiring, completing and managing research projects
- education development, such as implementing significant changes in/revitalization of courses, education, or teaching and programme environments, or the development of new degree programmes
- performance of other key organisational functions

The associate professor 5 supplement may also be granted to associate professors who, based on solid expertise, have documented comprehensive and significant performance in research, teaching and/or education equivalent to a higher doctorate.

The associate professor 5 supplement is DKK 85,000 (March 2012 level).

This supplement replaces the associate professor 1-4 supplement.

One-time salary payments may be granted to associate professors at all supplement levels for performance beyond what is normally expected. See the section **One-time salary payments**.

### **Professor with specific responsibilities**

With effect as of 1.1.2020, the job category 'professor with specific responsibilities' has been discontinued; therefore this position is no longer used for employment. Professors with specific responsibilities who are already employed may receive a function-based supplement of DKK 215,000 (March 2012 level).

Upon the expiry of the period of employment, the professor with specific responsibilities is transferred to the position of associate professor in terms of both employment and salary. With the transfer to associate professor, the person concerned will most often be granted an associate professor 5 supplement. However, there must be a specific salary negotiation when transferring to employment as an associate professor.

A one-time salary payment may be granted for performance beyond what is normally expected. See the section **One-time salary payments**.

### **One-time salary payments**

In order to receive a one-time salary payment, the staff member must document extraordinary performance beyond what is normally expected in one or several areas of work. With regard to receiving a one-time salary payment, no areas of work are excluded. Typical examples of areas where performance beyond what is normally expected can be identified include:

- extraordinary performance in research, teaching and/or knowledge collaboration (e.g. editorial work for recognised journals, internationalisation of degree programmes, EU/national expert roles and committees)
- extraordinary performance in organising scientific and academic conferences
- extraordinary performance in connection with participation in several, simultaneous academic assessment tasks (e.g. positions, degrees, and article reviews)
- extraordinary performance in the development of new degree programmes or significant new programme elements in existing degree programmes and in the development of state-of-the-art teaching material (such as the use information technology)
- extraordinary performance in teaching, for example teacher of the year
- extraordinary performance of particular administrative tasks or positions of trust (e.g. simultaneous, long-term participation on several councils and committees: study board, department council, consultation committee/occupational health and safety committee, Academic Council, etc.)
- extraordinary performance in obtaining external research funding
- publishing in highly ranked journals and with recognised publishers
- extraordinary performance in creating and maintaining a good collegial working environment
- extraordinary performance in creating solid collaborations across degree programmes, research groups, departments, faculties
- extraordinary performance in teaching and/or research organisation tasks and communication aimed at promoting the faculty's activities and reputation
- extraordinary performance of a task or tasks due to a sudden or new situation in the organisation (e.g. in the case of illness), including tasks that do not regularly occur (e.g. accreditation of existing and/or new degree programmes)

### **Function-based supplements**

Function-based supplements may be agreed with staff members who perform special functions related to research, teaching/education and knowledge collaboration.

In order to be considered for a function-based supplement, the function must be beyond the person's ordinary work functions/tasks. Function-based supplements are granted based on a job description.

Function-based supplements are received for as long as the function is performed.

Function-based supplements may be granted for performance that includes the following functions:

- Vice head of department
- Head of section
- Head of Research group
- Head of doctoral schools
- Study programme coordinator

For the performance of the functions of head of studies, study board chair and union representative, please refer to separate agreements.

**Procedure for negotiating supplements and one-time salary payments**

Salary negotiations take place at the time of appointment and every year in connection with the annual salary negotiations. In addition, agreements on function-based supplements are concluded at the time the performance of the function begins.

Salary supplements and one-time salary payments are agreed upon specific negotiation between the manager authorised to negotiate and make agreements – or the manager’s designated negotiator – and the authorised union representative or organisation.

A staff member may be recommended for a supplement or one-time salary payment by the management and/or the union representative.

Management notifies the individual staff member of the pre-approval and rejection.

**Entry into force and provisions for termination**

This salary agreement enters into force on 1 January 2022 and is valid until 31 December 2023.

At the same time, the *Faculty of Humanities Local Salary Agreement for Academic Staff* of 3 May 2019 and the *Faculty of Social Sciences Local Salary Agreement for Academic Staff* of 9 October 2017 are hereby terminated.

This agreement may be terminated by either party with three months’ notice. However, before termination the parties must have attempted to renegotiate a new agreement to replace this one.

Aalborg, 17.11.2021

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Date                      Dean, Faculty of Social Sciences and Humanities

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Date                      DM

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Date                      Dansk Psykolog Forening [the Danish Psychological Association] (DPF)



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Date Danish Association of Social Workers (DS)

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Date Djøf

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Date The Union of Architects and Designers (FAOD)

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Date The Danish Union of Cultural and Information Academics (KI)

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Date Danish Association of Medical Specialists (FAS)

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Date The Danish society of engineers (IDA)

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Date Kommunikation og Sprog (KS) [Association for Professionals in language and communication]

Annex

Supplement	March 2012 Level	October 2021 level	
	- annual basic amount	per year	per month
PhD fellow	19,700	21,952.42	1,829.37
Research assistant	19,700	21,952.42	1,829.37
Teaching assistant professor	19,700	21,952.42	1,829.37
Teaching associate professor 1	10,000	11,143.36	928.61
Teaching associate professor 2	20,000	22,286.72	1,857.23
Teaching associate professor 3	30,000	33,430.08	2,785.84
Teaching associate professor 4	40,000	44,573.44	3,714.45
Postdoc	26,200	29,195.60	2,432.97
Assistant professor / researcher	26,200	29,195.60	2,432.97
Associate Professor 1	16,400	18,275.11	1,522.93
Associate Professor 2	36,000	40,116.10	3,343.01
Associate Professor 3	55,700	62,068.52	5,172.38
Associate Professor 4	68,000	75,774.85	6,314.57
Associate Professor 5	88,500	98,618.74	8,218.23
Professor with specific responsibilities	215,000	239,582.24	19,965.19

Senior advisors follow the course for associate professors, associate professor 1 to 5