

Principles for participation in teaching at the Department of Biomedicine

1. Motivation

High-quality teaching is a core activity at the university. This memo presents principles for the individual job categories in relation to teaching and examination activities. The management team expects the principles to be the starting point in allocation of teaching and examination activities.

Besides the above written, the aim of the memo is to give all employees (Danish and non-Danish speaking) an idea of what we expect from them in relation to teaching. The memo does not cover all tasks or types of agreements, and according to the ordinary managerial rights, the management team still reserves the right to reallocate or divide additional tasks as necessary (within the limitations following from the job structure, employment contracts, agreements with the grant givers, etc.).

3. Principles for participation in teaching and examination

3.1 PhD students

PhD students (Danish speaking and non-Danish speaking) are employees with an obligation to teach 150 hours (including preparation) during their PhD. The main supervisor is obliged to provide supervision. PhD students are not to act as examiners.

The department expects all PhD students to teach to the extent that they are obliged to. The student, main supervisor and the team leader have a mutual obligation to agree on a satisfactory teaching participation.

PhD students on an integrated PhD programme likewise have an obligation to teach 150 hours (including preparation), however their teaching tasks can only take place during part B.

3.2 Post docs, including Marie Curie employees

From the job structure concerning a post doc, it appears that: The position entails mainly research. In addition, a certain amount of teaching may also be required. Furthermore, other duties (not related to teaching) may also be implicated to some extent. The university determines the specific allocation of the various tasks, which may vary over time.

The department expects a postdoc (Danish and non-Danish speaking) to teach to some extent. Health's guidelines¹ assign a level of teaching corresponding to the level of a PhD student. A precondition to teach is supervision from an educational supervisor, usually the group leader.

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https://health.medarbejdere.au.dk/fileadmin/www.health.au.dk/Medarbejdere.health.au.dk/Undervisning_og_eksamen/131126_bilag_hvem_maa_eksaminere_gaeldende_rev.pdf

The EU guidelines allow Marie Curie employees to teach if the employee and group leader agree on it. Guidance of students in the research group is considered teaching.

The DFF sets out the following rules: The Department can direct fixed-term scientific staff employed at postdoc level to teach to a certain extent and do other assignments to some extent. However, the teaching task and other assignments must not exceed 20% of the weekly working hours financed by the grant giver. Teaching activities and other assignments must be within the field of the employee's research area. The grant recipient is responsible for coordinating the above in consultation with the department.

In general, postdocs cannot obtain permission to participate in examinations. However, it is possible to seek exemption if the postdoc wishes to qualify for university research positions. Participation in examinations requires supervision from an educational supervisor responsible for marking.

The department expects all postdocs (both Danish speaking and non-Danish speaking) to teach to the extent of Health's guidelines, with the exception of postdocs paid by the Marie Curie research funds.

The postdoc, his/her group leader and the team leader have a mutual obligation to agree on a satisfactory level of teaching.

3.3 Assistant professors and tenure track assistant professors on department funds

Teaching is a mandatory part of the employment. Participation in examinations is subject to supervision and educational upgrading.

The leader of the teaching team will appoint an educational supervisor to the assistant professors.

The department expects all assistant professors and tenure track assistant professors funded by the department to teach to the same extent as the other members of their local teaching team – taking into account that an assistant professor is not fully qualified as a lecturer and examiner.

3.4 Assistant professors on external funding

Teaching is a mandatory part of the employment. Participation in examinations is subject to supervision and educational upgrading.

The leader of the teaching team will appoint an educational supervisor to the assistant professors.

The department cannot direct employees employed full-time on EU projects to teach, and therefore, as a rule, they cannot be employed as assistant professors, as the qualifications necessary for the teaching activities are to be achieved in an assistant professorship. Upon the request of the employee, the employee and the team leader may enter into an agreement on teaching, but the employee cannot specify the teaching hours used as eligible within the EU financial reporting.

The department expects the teaching task of all externally funded assistant professors to correspond to 50% of the teaching task of the other members of the local teaching teams – still taking into account that an assistant professor is not fully qualified as a lecturer and examiner.

3.5 Associate professors, professors with special responsibilities (MSO), professors

Teaching, administration and examination are a mandatory part of the employment.

The department cannot direct employees employed full-time on EU projects to teach. Employment as an associate professor with full-time employment at the department on EU funds therefore requires that the head of department exempts the employee from teaching. Upon request of the employee, the employee and the head of department can enter into an agreement on participation in teaching, but the employee cannot specify the hours used as eligible within the EU financial reporting.

The department reserves the right to include a period with increased teaching tasks in return for a previous period without teaching.

The department expects all associate professors, professors with special responsibilities (MSO) and professors to take an equal part in the teaching activities in the local teaching teams.

4. Expected performance

4.1 Affiliation with teaching teams

PhD students and post docs are affiliated with the same teaching team as their supervisor/group leader. Upon request, this rule may be deviated from to the extent that it is relevant. The management team decides (after consulting the employee) the affiliation of the individual assistant professors, associate professors and professors.

4.2 Supervision

In general, the supervisor/group leader is responsible for the teaching supervision of the PhD student/postdoc. The local teaching team can delegate the supervision task to another member of the academic staff if so agreed in the team. The teaching team should keep a list of PhD students/postdocs, including their supervisor, involved in teaching. The team leader and the deputy head of department will appoint an educational supervisor to the assistant professors.

4.3 Extent of teaching activities

Each teaching team is responsible for all the teaching activities within the specific teaching team. The teaching team divides all activities among the teachers affiliated with the team. Student instructors/teaching assistants and/or clinical associate professors can supplement the teaching in some circumstances as agreed with the head of department.

The distribution of teaching activities may vary: PhD students and postdocs follow the guidelines described above. Group leaders with several PhD students and postdocs have the same teaching tasks as other group leaders. However, in exceptional cases compensation may occur.

4.4 Employees on external funding (assistant professors, associate professors and professors)

As a rule, the teaching task of an employee on external funds is only approximately 50% of the teaching task of an employee on department funding. The group leaders must inform the teaching team leaders about new appointments. In addition to entering into an agreement on reduction in the teaching contribution, the management team, the member of academic staff and the centre director/group leader can agree to limit the employee's contribution to one or more teaching tasks. A reason for this may e.g. be difficulty in solving the width of teaching duties due to language barriers etc.

4.5 Agreement on reduction in teaching tasks for staff in career-track positions on department funds

The management team can exempt employees responsible for other specific tasks partially from teaching. Currently, this concern, among other things, managerial tasks (deputy-heads of department and centre directors), functions as ambassadors, etc. In addition, in connection with the establishment of centres, a reduced contribution to teaching from newly recruited employees may be agreed. The head of department decides the reductions and informs the team leaders.

4.6 Agreement on extra teaching – when and how?

The management team and an academic staff member can agree on extra teaching. The management team will inform the team leaders about the agreement. The teams can also be supplemented by lecturers who have entered into an agreement with the management team to teach at the department as part of an agreement on housing of their activities. The management team must inform the relevant team leaders.

4.7 Possibilities for workload reduction or substitution

In general, it is not possible to get reductions from teaching, but a reduction may be included in an agreement if it is due to specific tasks. Nor is it an option to send someone else in one's place to teach one's lecture. However, it is possible to enter into agreements on (re)allocation of teaching tasks among employees affiliated with a centre if it is beneficial to the department as well.

4.8. Postponement of participation in teaching

The management team expects that an employee who has been granted reduced or no teaching for a period of time due to the terms of an external funding accepts increased teaching activities in a subsequent period (up to 3 years).

5. Approval and revision

This version has been approved by the members of the teaching organization and has been presented to LSU and Department Forum for orientation in 2021.

It will be revised in January 2022.

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