

Memo regarding workload reductions at CAS

External project funding is essential to enable the school to maintain and continue to improve the standard of our research. So the submission of applications for external funding is in the interests of the school, the departments and individual researchers. When researchers are granted workload reductions to take part in externally funded projects, their departments are allowed to appoint staff to cover their teaching commitments during the project period. Consequently, the school recommends that external project applications should allow for workload reductions as far as this is possible; and that such workload reductions are taken into account when planning teaching in our respective departments.

Date: 5 April 2019

Page 1 / 4

Before submitting such applications, please contact the relevant head of department with a view to arranging the nature, extent and timing of workload reductions. When workload reductions are granted, they will be registered in the Vip-O-Matic system.

At the School of Culture and Society, the following guidelines should be used in connection with applications for project funding and workload reductions and their subsequent registration in Vip-O-Matic.

Before submitting a project application: External project applications should always comprise full workload reductions, which means workload reductions for full salary months. One month's workload reduction means that you must invest *your full working hours* (research and teaching) for one month in the project concerned. But the school will only register the reduction of your teaching hours in Vip-O-Matic.

You can contact your project finance administrator and ask them to calculate your actual salary costs. Mia Just (mia.just@au.dk) can tell you who to contact. They can also help you to work out the whole project budget, and the research support office can help you too:

http://medarbejdere.au.dk/administration/forskning_talent/forskningsstøttenheden/kontakt/.

With a view to ensuring that our teaching is always based on research at associate professor or professor level, the school places a strict limit on the number of workload reductions covering teaching alone, unless full workload reductions are not an option. Before submitting applications for funding which does not cover full workload reductions, applicants must arrange the extent to which they can be relieved of their teaching commitments with their head of school and department.

When researchers take part in externally financed projects, the school asks them to contribute co-financing in the form of some of their research time in addition to the months for which they have been granted a workload reduction. The degree of co-financing depends on how much research time the member of staff concerned has available (typically 40% of their working hours), and on any other research commitments during the project period.

Please remember to apply for full cover for travelling expenses, publications, workshops, special IT equipment or other acquisitions; and for funding covering the costs of part-time and full-time technical/administrative staff.

When you receive your grant: When you receive confirmation of your grant, please send it to your project finance administrator along with your original application budget. In collaboration with your project finance administrator, you should draw up a timetable of project activities. Your project finance administrator is responsible for gaining the approval of the head of school, and in this connection you will receive an email from the research consultant (with a copy to the relevant head of department) explaining how many hours you can register in Vip-O-Matic.

A full workload reduction relieves you of your teaching commitments and any administrative tasks during the months concerned. But you also undertake to invest your research time in the project during the months for which you have been granted a workload reduction.

NB: Co-financed time is in addition to the months for which a workload reduction has been granted and always consists of research time. Co-financed time is not registered in timesheets, but reveals to your funder that you will probably spend some research time on the project in addition to the time spent during the months for which a workload reduction has been granted.

The timing of workload reductions and the way in which they can be planned in relation to other commitments must be agreed with your head of department.

A full working year consists of 1,643 hours (822 per semester) excluding holidays and public holidays. The vast majority of academic staff at the school spend 60% of their time on teaching and 40% on research.

Once the research time has been deducted, the total number of working hours for teaching and administration is 986, which is 493 hours per semester (1,643 x 0.6 divided by 2).

Examples:

An associate professor has been granted a full workload reduction for six months and will be registered for $(6/12 \times 1,643 \times 0.6) = 493$ hours in Vip-O-Matic. This means that he/she will not have to teach at the school for an entire semester.

An assistant professor applies for a full workload reduction for a month and is granted $(1/12 \times 1,643 \times 0.6) = 82$ hours, which can be deducted from his/her total working hours in Vip-O-Matic.

A professor applies for 2 x 2 months of workload reduction in the same year $(4/12 \times 1,643 \times 0.6) = 328$ hours, which can be deducted from the total number of working hours in Vip-O-Matic.

An associate professor receives a workload reduction of DKK 75,000 from an external fund. This sum can be converted based on the associate professor's monthly salary $((75,000/50,000)/12 \times 1,643 \times 0.6) = 123$ hours, which can be deducted from the total number of working hours in Vip-O-Matic

Commissioned research: When the university's staff perform consultancy tasks which could in principle be performed by other people, the university is not allowed to undercut the market. So the following recommended hourly rates must be applied (applicable as of 1 February 2015). Please contact Arts Finance for help to produce tenders and make calculations.

Income-generating activities – recommended hourly rates (as of 1 April 2019)

- Professors: DKK 1,539
- Associate professors: DKK 1,220
- Assistant profs./postdocs/research assistants with a PhD: DKK 1,007
- PhD students/research assistants without a PhD: DKK 850
- Students: DKK 385

When the university's staff take part in research collaborations with external partners other than large public and private foundations – or in commissioned research projects – the school may choose to co-finance such projects, so the hourly rates are subject to negotiation. Please contact the head of school and the research consultant when a specific agreement on the hourly rates of researchers has to be negotiated. This is because

it is often necessary to specify hourly rates including overheads, administration etc. to make sure that the school is covered sufficiently.

Page 4/4

In principle, the recommended hourly rates are as follows:

Grant-financed research – hourly rates

- Professors: DKK 932
- Associate professors: DKK 788
- Assistant profs./postdocs/research assistants with a PhD: DKK 695
- PhD students/research assistants without a PhD: DKK 566
- Students: DKK 329

Please feel free to contact research consultant Signe Engelbreth Larsen if you have any further questions: saelarsen@cas.au.dk.