



Fact Sheet

Partial Revision of the Regulations on Teaching Appointments for External Instructors (LPR-UZH)

This English translation is provided for convenience purposes only. The original German text fully prevails.

To: deans, administrative heads, Offices of Student Affairs, study coordinators, study program coordinators, co-presidents VFFL

This fact sheet is designed to provide guidance to all staff in organizational units who deal with the appointment of external instructors.

To this end, it summarizes the most important provisions from the regulations and the arrangements set out in employment contracts.

Background

On 16 May 2024, the Executive Board of the University adopted the partial revision of the Regulations on Teaching Appointments for External Instructors at the University of Zurich from 2016. The amendments will enter into force on 1 February 2025.

As part of the partial revision, the wording was changed in several instances to improve the clarity and consistency of the existing regulations. Some content changes were also made, of which the following are particularly worth highlighting:

1. **Flexible salary setting:** The previous fixed classification guideline rates for teaching allowances have been replaced by guide values. This allows the faculties to determine pay in a more flexible way that better takes account of the specific course requirements and the instructor's qualifications. As a rule of thumb, a deviation from the guide values of around +/- 30% is still permissible in the event of different conditions in terms of subject matter (course) or individual (external instructor). The faculties can reasonably deviate above or below the guide values on objectively justifiable grounds.

The regulation contains the following non-exhaustive list of objectively justifiable grounds:

- a. Work involved in preparing and delivering a course and for assessments of academic achievement
 - b. Qualifications and particular competencies of the instructor
 - c. The instructor's professional experience
 - d. Deployment as a deputy
 - e. Faculty's particular specialist interest in an instructor.
2. **Increase in guide values:** The guide values for teaching allowances have been increased by 6%. This will help align the salaries of external instructors with those of internal instructors and external instructors from other Swiss universities. The faculties are required to ensure that the increase is passed on to external instructors and that it is incorporated in the current budgeting process.

3. **Change to the notice period for teaching loads:** The period for notifying instructors about their teaching loads has been shortened from three to two months before the start of the semester. This takes account of the fact that the planning of teaching activities is not yet complete three months before the start of the semester.
4. **Termination:** The termination provision has been adapted to reflect private law. No objective reason is needed to terminate a contract; however, this provision must not be abused. The termination period is three months from the end of a semester.
5. **Reappointment after retirement:** A reappointment after retirement is possible on a temporary basis. In the case of extensions, there is no explicit age limit.
6. **Temporary employment:** In specific cases, in particular if the employment is planned as temporary from the outset, the employment relationship can be limited to a total duration of a maximum of three years. The teaching load can vary over the duration of the contract. The temporary employment relationship can be extended once but may not exceed the total duration.

Existing employment contracts

The partial revision of the regulations means that existing permanent and temporary employment contracts under private law must be renewed.

Human Resources will send out the new contractual documents applicable from 1 February 2025 to the instructors concerned for signature in early September 2024.

By signing, instructors accept the newly structured contract of employment. Instructors are requested to return the signed contract of employment by 31 October 2024 (postmark). If no reply has been received by this date, the employment relationship will be deemed terminated as of 31 January 2025.

Evaluation

To ensure that the revised regulations do not lead to an undesirable level of flexibility in compensation practice, an annual evaluation will be conducted after they are introduced until further notice. It will take the form of an analysis by Human Resources and will be presented to the Executive Board of the University.

For SAP users

To implement the new guide values, a modification in the recording of contact hours and teaching allowances is needed in SAP CM.

The field “Ansatz” (rate) is now called “Richtwert” (guide value). This is based on the previous category guidelines A-D, which are now called “Richtwerte A-D” (guide values A-D).

A new field “angepasster Richtwert” (adjusted guide value) has been added, in which the deviations from the guide value are entered.

Example: according to the guide value, a course is only paid CHF 3,800 instead of CHF 4,200.

The screenshot shows the SAP CM 'Ansätze und Vereinbarungen' form for a 'Lehrauftrag'. The form contains the following data:

Richtwert	4,200.00	spez. Kontingent	<input checked="" type="checkbox"/> ordentliches Kontingent
Angepasster Richtwert	3,800.00	Grund	Aufwand der LV ist geringer
zu haltende SWS	1.00000	berechnete Entschädigung	3,800.00
zu bezahlende SWS	1.00000	zu bezahlende Entschädigung	3,800.00
		Lehrzulage	<input type="checkbox"/>
		Kleinstbetrag	<input type="checkbox"/>
		Blockseminar	<input type="checkbox"/>

If the adjusted guide value is used, the new field “Grund” (reason) must be completed. This field is mandatory. If it is not completed, the process cannot be continued.

The “zu haltende Semesterwochenstunden (SWS)” (semester hours to be held) can then be entered as normal. The field “zu bezahlende Semesterwochenstunden (SWS)” (semester hours to be paid) must match the field “zu haltende Semesterwochenstunden” to ensure that the teaching time actually carried out is paid correctly. However, there are certain exceptions where the “zu bezahlende SWS” (semester hours to be paid) may differ:

Two-semester courses: These are courses that run over two semesters. In this case, the salary can be regulated differently as the work is spread over a longer period.

Unpaid Mandate under Private Law: Courses that are given without payment, for example as part of voluntary activities or special agreements, also fall under this exception.

Courses as part of employment under public law: If the course is part of an employment relationship under public law, the salary can also be regulated differently as it is paid via the employment relationship.

You can find more information on the Human Resources website at:

<https://www.pa.uzh.ch/en/employment-instructors.html>