

# WUPOL Salary Advancement Associate Professors

Guideline of the WU Rector's Council Member Responsible for Human Resources on the Requirements for Salary Advancements for Associate Professors Pursuant to the Collective Bargaining Agreement for University Staff

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## 1. Purpose

Under the Collective Bargaining Agreement for University Staff (*Kollektivvertrag für die Arbeitnehmerinnen und Arbeitnehmer der Universitäten, KV*), salary advancements within the pay scale for academic staff are granted to associate professors (*assoziierte Professor/inn/en*) after 6, 12, 18, and 24 years, subject to a performance evaluation process. This Guideline specifies the criteria to be met during these six-year periods.

## 2. Scope

This Guideline applies to all of WU's associate professors (*assoziierte Professor/inn/en*) pursuant to § 27 of the Collective Bargaining Agreement for University Staff.

## 3. Regulations

### 3.1. Dimensions of performance evaluation

The job profile of senior faculty members typically includes activities in the following areas:

- Research
- Teaching
- university self-governance, the development of the profession, and society, which, in the following, are subsumed under the term "third mission"

These dimensions provide the basic framework for evaluation procedures and can be further subdivided.<sup>1</sup>

All three dimensions are covered in evaluation procedures. The assessment depends on the candidate's overall performance. It is not possible to opt out of any of the three performance dimensions.

### 3.2. The basic logic of evaluation procedures

The evaluation is based on an activity report written by the associate professor him or herself (self-evaluation). The report covers the six-year period that is subject to evaluation. It consists of a FIDES activity report and a complementary document. The purpose of the complementary document is to show achievements in all performance dimensions that are not recorded in the FIDES system. This includes for example papers that have been submitted but not yet accepted for publication, submitted research project applications, or third mission activities.<sup>2</sup>

WU will take times of employment with reduced hours, leaves of absence, and extended sick leaves into account in the evaluation.

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<sup>1</sup> The working group on the job profile of full professors has already specified the performance dimensions of research, teaching, and third mission in the form of a list of examples covering all sub-dimensions. This open-ended list is intended to serve as an additional point of reference for the evaluation of associate professors (*assoziierte Professor/inn/en*). It is included in Annex 1 of this Guideline.

<sup>2</sup> See Annex 2 of this Guideline for a template for the complementary document.

Salary advancement can be considered under the following conditions:

Associate professors who have successfully completed a qualification agreement concluded before October 1, 2016, are required to perform well in all three dimensions.

Associate professors who have successfully completed a qualification agreement concluded on or after October 1, 2016, are required to perform well in two of the three dimensions and very well in one of the three dimensions.

Good performance is defined as performance that, in its quality and scope, corresponds to the correct fulfillment of the duties and responsibilities specified in the employment contract. Very good performance is defined as performance that exceeds these standards in quality and scope.

Based on the activity report for the evaluation period, the Rector's Council member responsible for human resources decides whether the employee in question meets the requirements for salary advancement. Before making this decision, the Rector's Council member responsible for human resources also obtains assessments from the employee's immediate supervisor and the department chair.

### **3.3. Procedures**

Evaluation procedures are to be carried out in regular intervals of six years. To initiate the procedures, the Personnel Office contacts the associate professor in question in due time and asks him or her to submit the documents required for the evaluation. The associate professor then completes the documents and sends them to the Personnel Office, which then presents them to the Rector's Council member responsible for human resources.

### **3.4. Transitional provisions**

This Guideline applies to salary advancements for all associate professors (*assoziierte Professor/inn/en*). For evaluations during the first six-year period after the entry into effect of this Guideline, the evaluation does not cover the full six years. In such cases, the evaluation is to be based on the aliquot period after the entry into effect of this Guideline. Therefore, only an aliquot part of the required performance is required for positive evaluation.

## **4. Quality Assurance**

This document will be subject to evaluation before July 23, 2024 to ensure that it is up to date.

## Annex 1

Possible specification of the performance dimensions (based on the job profile of full professors)

### A. Research

1. Documented participation in academic discourse, especially in the form of different types of publications (e.g. articles in refereed international journals, monographs, conference proceedings, etc.)

Published original articles covered by the SSCI, SCI, and A&HCI indices
Original articles submitted to journals in this category
Published articles rated A+ or A according to the WU Journal Rating (or comparable publications)
Original articles submitted to journals in this category
Other academic journal articles, including xx peer reviewed
First-published books or monographs, including xx peer reviewed
Book chapters / contributions to edited volumes, legal commentaries
Journal editorships; editorships, including xx peer reviewed
Conference invitations
Conference papers delivered at academic conferences, including xx peer reviewed
Other

2. Third-party funding

Third-party funding raised
Portion of this amount raised through research project applications accepted after peer review
Other

3. Submitted research project applications

Submitted applications (type of funding; funding body; funding amount)
Other

4. Support provided to early-stage researchers

Doctoral graduations of academic staff members
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Habilitation ( <i>venia docendi</i> ) degrees awarded to academic staff members
Academic staff members recruited from international universities
Academic prizes and awards received by academic staff members
Other

## B. Teaching

1. Academic teaching on all degree levels available at WU: bachelor's, master's, doctoral, PhD programs (usually a total of 8 weekly credit hours)

No. of weekly credit hours taught
Distribution of hours taught based on the different academic degree levels
Teaching activities as part of WU executive education programs
Results of course evaluation by students
Research series / research seminars
Other

2. Supervision of academic theses

Academic thesis supervision activities
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3. Program development / development of teaching materials

## C. Contributions to university management, the development of the profession, and to society

1. University development and management (WU in-house)

Formal university management bodies and management positions: (Senate; Academic Programs Committee – StuKo; Equal Opportunities Working Group; staff council; department chair; institute head; academic director)
Working groups (e.g. Sounding Board, WU 2020); academic advisor for student mobility
Search Committees, Habilitation Committees
Personnel development; WU Alumni Club; ZBP Career Center
Other

## 2. Transfer of research, services to the scientific community

Board membership in associations (including activities as an FWF reporter)
Editorial board membership
Conference organization
Activities as a reviewer or assessor (e.g. external examiner; accreditation proceedings)
Other

## 3. Research transfer, services to society (university-community interface)

Organization of events
Presence in the media as an academic expert
Public lectures
Participation in advisory panels
Other

**Performance dimensions – Activity Report**

This is an open-ended list. It is intended to provide examples of activities in the different performance dimensions. It can be expanded at any time (e.g. by adding new types of publications). There are currently no plans to develop a metric to measure performance

## Annex 2

### Complement to the activity report

Name of the associate professor (*assozierte Professorin/assoziierter Professor*):

Period under evaluation<sup>3</sup>:

#### Original articles submitted

Submitted original articles covered by the SSCI, SCI, and A&HCI indices	
Submitted original articles covered by the department journal ranking or the WU Star Journal List	
Other	

#### Third-party funding

Third-party funding raised	
Portion of this amount raised through research project applications accepted after peer review / competitive research funding applications (e.g. FWF, EU, FP, OeNB, WWTF, ...)	
Other	

<sup>3</sup> Please enter the appropriate evaluation period and complete the form with the relevant data for the entire evaluation period

**Research project applications submitted**

Applications submitted (type of funding; funding body; funding amount)	
Other	

**Support provided to early-stage researchers**

Doctoral graduations of academic staff members	
Habilitation ( <i>venia docendi</i> ) degrees awarded to academic staff members	
Academic staff members recruited from international universities	
Academic prizes and awards received by academic staff members	
Other	

**Teaching**

Teaching activities as part of WU executive education programs	
Results of course evaluation by students	<b>Course evaluation results:</b> Total number of evaluated courses: XXXX Period: XXXX
Research series / research seminars	
Program development / development of teaching materials	

Continuing education, e.g. continuing education activities in the field of teaching and didactics, executive education, etc.	
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### **Self-governance and third mission**

In addition to the activity report, please indicate any further activities carried out in the fields of university self-governance and third mission, e.g. involvement in in-house personnel development activities, alumni services, the ZBP Career Center; presence in the media as an academic expert, cooperation with schools, etc.

*This is an open-ended list. Together with the activity report, it is intended to provide examples of activities in the different performance dimensions relevant for associate professors (assoziierte Professor/inn/en). It can be expanded to suit individual cases (e.g. by adding new types of publications).*

## 5. Document Details

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