



**The Danish Agency for the Modernisation of Public Administration**

Circular on

## **Job Structure for Academic Staff at the Geological Survey of Denmark and Greenland (GEUS)**

2010

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# Job Structure for Academic Staff at the Geological Survey of Denmark and Greenland (GEUS)

This circular contains partly the Danish Ministry of Climate, Energy and Building's circular of 2 July 2010 on Job Structure for Academic Staff at GEUS, and partly the Protocol of 2 July 2010 to the agreement for academics in the State on the Job Structure for Academic Staff at GEUS.

The circular contains stipulations on pay and conditions of employment of the job structure for academic staff at the Geological Survey of Denmark and Greenland (GEUS), under the Danish Ministry of Climate, Energy and Building.

## General comments

The protocol stipulates the terms and conditions of employment for academic staff at GEUS that are employed in positions covered by the Danish Ministry of Climate, Energy and Building's job structure for GEUS. The Danish Ministry of Climate, Energy and Building's circular stipulates qualification requirements and job descriptions for the positions.

For GEUS, the protocol replaces the protocol of 5 March 1997 on the job structure for academic staff with research assignments at government research institutions (State Employer's Authority No. 015-97), as well as the appendix of 2 April 2001 to the protocol for the collective agreement for academics in the State on the job structure for academic staff at government research institutions (Professor with special responsibilities) (State Employer's Authority no. 018-01).

The protocol covers the following positions:

1. Positions under researcher level (under assistant professor level)
2. Positions at researcher level (assistant professor level)
3. Positions at senior level (associate professor level)
4. Positions at professor level

The Danish Ministry of Climate, Energy and Building's circular on the job structure also contains PhD fellows who are *not* covered by this protocol. PhD fellows are covered by a separate protocol (Appendix 5) for the collective agreement for academics in the State.

The most significant changes in relation to the previous circular and protocol are:

1. The protocol is organised according to Danish Ministry of Climate, Energy and Building's job structure for academic staff at GEUS.
2. The circular and protocol are exclusively aimed at GEUS, and that GEUS can therefore no longer share the job structure with government research institutions.
3. The following job titles no longer apply:
  - a. Research Assistant
  - b. Postgraduate Fellow
  - c. Project Researcher
  - d. Senior Project Researcher
4. The following new job categories have been introduced:
  - a. Academic Assistant
  - b. PhD Fellow
  - c. Postdoc

Circular comments are in italics and appear in relation to the relevant sections.

The supplement specified in the protocol is pensionable.

Regarding the rules for advertising job vacancies, please refer to the then-current recruitment notice for GEUS.

### **Effective date**

This circular takes effect from 1 August 2010. Regarding GEUS, it also replaces Circular No. 25063 of 5 March 1997 on the protocol on the job structure for academic staff with research assignments at government research institutions (State Employer's Authority No. 015-97), as well as Circular No. 12411 of 2 April 2001 on the appendix to the protocol for the collective agreement for academics in the State on the job structure for academic staff at government research institutions (Professor with special responsibilities) (State Employer's Authority no. 018-01).

The Danish Ministry of Finance, the Danish Agency for the Modernisation of Public Administration

Qn 5 July 2010

P.M.V.

E. B.

**Sune Planch Madsen**

Protocol to the collective agreement for academics in the State

## Job Structure for Academic Staff at the Geological Survey of Denmark and Greenland (GEUS)

The protocol covers academic staff at the Geological Survey of Denmark and Greenland (GEUS), who are employed in positions covered by the Danish Ministry of Climate, Energy and Building's circular of 2 July 2010 on the Job Structure for Academic Staff at GEUS.

### I. Positions under researcher level

#### Research Assistant

**Section 1.** Appointment in a position as a research assistant can be for a fixed-term.

The total appointment as a research assistant, including any extensions, cannot exceed 3 years.

At the end of the appointment period, the research assistant leaves without further notice.

**Section 2.** Research assistants receive a special supplement of DKK 28,400 p.a.

### II. Positions at researcher level

#### Postdoc

**Section 3.** A position as a postdoc can be fixed-term for up to 4 years. The total appointment at research level (postdoc/researcher), including any extensions, shall not exceed 8 years. At the end of the appointment period, the staff member leaves without further notice.

Permanent appointment as postdoc is not possible.

*Subsection 2* During the appointment period, GEUS and the staff member can make an agreement on the transition to a position as a fixed-term or permanently appointed researcher.

**Section 4.** Postdocs receive a special supplement of DKK 37,600 p.a.

## Researcher

**Section 5.** Appointment as a researcher can be either fixed-term or permanent.

*Subsection 2* For fixed-term appointment, the researcher can be appointed for a period of up to 4 years. The total appointment at researcher level (postdoc/researcher), including any extensions, cannot exceed 8 years. After the appointment period, the researcher leaves without further notice.

*Subsection 3* If the researcher is appointed in a **permanent position**, they can make a transition to a permanent position as senior researcher/senior advisor, provided that after agreement with GEUS, they have put them self forward for senior assessment, and have been assessed as qualified. Assessment as a senior researcher/senior advisor at GEUS cannot take place before they have 3½ years of combined government specific experience. Experience from a previous appointment as a researcher or postdoc does not count. An assessment can only be conducted a maximum of twice. If the staff member fails to request that their qualifications are assessed within four years, or the second assessment is not positive, a dismissal will immediately thereafter be initiated under the provisions of the collective agreement.

*Subsection 4* If the researcher is appointed in a **fixed-term position**, they can, after agreement with GEUS, put them self forward for senior assessment and if they are assessed as senior qualified they can make the transition to a position as senior researcher with the same appointment period as prior to the transition. The transition to a position as a fixed-term senior advisor is not possible. Assessment as a senior researcher cannot take place at GEUS before they have 3½ years of combined government specific experience. Experience from a previous appointment as a researcher or postdoc does not count. If the staff member fails to request that their qualifications are assessed within four years, or the second assessment is not positive, a dismissal will immediately

thereafter be initiated under the provisions of the collective agreement.

*Subsection 5* GEUS and a staff member who has a fixed-term appointment, can, after agreement, make the transition to a permanent appointment. The transition does not require advertising the post.

*Subsection 6* The position of researcher is basically a full-time post, but employed part-time and with shared employment at GEUS and at another place of employment, for example, a university.

*Circular comments to Section 5:*

*GEUS determines whether a position is advertised as fixed-term or permanent.*

**Section 6.** For researchers, in the case of absence due to maternity or adoption leave, the appointment period is extended by the same amount of time as the length of absence. The appointment period extension may not exceed the number of weeks that the researcher is entitled to leave during maternity or adoption leave, incl. care days taken in relation to the leave.

If a fixed-term appointment period expires during maternity or adoption leave, the researcher resumes their duties after the end of leave for a period equal to the period the staff member took as leave during their appointment period.

**Section 7.** In case of absence due to prolonged illness, the appointment period can be extended corresponding to the period of length of absence.

**Section 8.** Researchers receive a special supplement of DKK 37,600 p.a.

### III. Positions at senior level

#### Senior Researcher

**Section 9.** A position as a senior researcher is normally permanent, but can also be fixed-term, for example, in connection with specific projects. In cases of fixed-term appointments, the senior researcher leaves at the end of the appointment period without further notice.

Transition from appointment as a senior advisor to appointment as a senior researcher requires senior researcher assessment.

*Subsection 2* The position is basically a full-time post, but employed part-time and with shared employment at GEUS and at another place of employment, for example, a university.

**Section 10.** Senior researchers receive a special supplement of DKK 67,100 p.a.

### **Senior Advisor**

**Section 11.** A position as a senior advisor is permanent.

The transition from an appointment as a senior researcher to appointment as senior advisor requires senior advisor assessment.

*Subsection 2* The position is basically a full-time post, but employed part-time and with shared employment at GEUS and at another place of employment, for example, a university.

**Section 12.** Senior advisors receive a special supplement of DKK 67,100 p.a.

## **IV. Positions at professor level**

### **Professor with Special Responsibilities**

**Section 13.** Appointment as professor with special responsibilities (wsr) is fixed-term. The appointment can be for a period of 3-5 years with the option of an extension. The total appointment as a professor wsr, including any extensions, cannot exceed 8 years. When the appointment period ends, the professor wsr leaves without further notice, unless a rescission is agreed, see Subsection 2 on staff already employed at GEUS.

*Subsection 2* If you make the transition from a senior researcher/advisor position at GEUS to the appointment of professor wsr, at the end of the appointment period there is a rescission of the appointment and remuneration as senior researcher or senior advisor.

**Section 14.** In addition to the basic pay scale in the collective agreement for academics, a pensionable supplement is received during the appointment as a professor wsr. The supplement is agreed locally.

If there is no consensus, the supplement is DKK 131,000 p.a.

*Subsection 2* Upon transition from appointment as professor wsr, the staff members who were appointed under the old pay system go over to the new pay system. Any compensatory supplement paid in connection with the transition is offset in the supplement attached to the appointment as professor wsr.

*Circular comments to Section 14. Subsection 2:*

*The transition to appointment as a research professor with special responsibilities is not perceived as an actual position change, and therefore any compensatory supplements received are maintained on transition from the old pay to the new pay, with a rescission to appointment and remuneration as a senior researcher or senior advisor.*

## **Research Professor**

**Section 15.** A position as a research professor is normally permanent, but can also be fixed-term.

For fixed-term appointments, the research professor can be appointed for a period of up to 5 years with the option of an extension for a further 3 years. When the appointment period ends, the research professor leaves without further notice, unless rescission is agreed, see Section 2 for staff already employed at GEUS.

*Subsection 2* If someone makes the transition from a senior researcher/advisor position at GEUS to a fixed-term appointment as a research professor, at the end of the appointment period there is rescission to appointment and remuneration as a senior researcher or senior advisor.

**Section 16.** Research professors receive a salary equivalent to pay grade 37.

## **V. General provisions**

**Section 17.** With an appointment to a fixed-term position, the staff member leaves at the end of the appointment period without special notice, unless they have been reappointed. For professors wsr, please refer to Section 13 - 14 and Section 15 for research professors.

*Subsection 2.* During the appointment period the conditions of employment can

be terminated according to the standard collective agreement rules.

**Section 18.** The supplements stated in the agreement are given in basic amounts per 1 October 1997, and are percent adjusted according to the State's civil servant current salary adjustment agreement.

**Section 19.** The supplements stated in the agreement are pensionable.

## **VI. Transitional rules**

**Section 20.** Staff at GEUS, at the time that this job structure entered into force, are employed according to the job structure for government research institutions of 5 March 1997, as well as the appendix to the job structure for academic staff with research assignments at government research institutions 2 April 2001, shall be employed according to the job structure for GEUS with preservation of unchanged pay and conditions of employment. Any extension of the appointment is subject to conditions that were applicable when appointed.

Staff who, when this job structure enters into force, are employed in positions as research fellow, research assistant, project researcher or senior project researcher maintain unchanged pay and conditions of employment for as long as the appointment lasts, see the job structure of 5 March 1997 for government research institutions, as well as the appendix to the job structure for academic staff with research assignments at government research institution of 2 April 2001. Any extension of an appointment is subject to the conditions that were applicable upon appointment.

## **VII. Effective date, etc.**

**Section 21.** The protocol takes effect from 1 August 2010.

At the same time, regarding GEUS, the protocol of 5 March 1997 on the job structure for academic staff with research assignments at government research institutions is nullified, as well as the protocol of 2 April 2001 on the appendix to the collective agreement for academics in the State on the job structure for academic staff with research assignments at government institutions.

*Subsection 2.* The protocol can be terminated by AC and the Ministry of Finance, together with the collective agreement of academics in the State and in accordance with the rules therein.

Copenhagen on 2 July 2010

AC  
**Erik Jylling**

Ministry of Finance  
P.M.V.  
E.B.  
**Sune Planch Madsen**

# Circular on Job Structure 2010 for Academic Staff at the National Geological Survey of Denmark and Greenland

## General comments

This Job Structure covers the Geological Survey of Denmark and Greenland (GEUS).

GEUS is a separate and independent research institution under the Ministry of Climate, Energy and Building, see the Act on GEUS Section 1. GEUS is responsible for the scientific exploration of the geological conditions of Denmark and Greenland, with corresponding base areas. GEUS will conduct research at the highest international level on issues that are of importance for the exploitation and protection of Denmark and Greenland's geological natural values.

The purpose of the job structure for GEUS is to ensure that the research that GEUS performs is at the highest international level, as well as ensuring objective and uniform assessment of the professional qualifications of the academic staff.

This circular determines the job structure and the general aim and content of the job categories that can be used for the academic staff at GEUS under the Ministry of Climate, Energy and Buildings.

GEUS' management is to ensure that there is a correlation between the research carried out and the needs Danish and Greenlandic authorities and society have on the geological area.

The job structure takes effect on 1 August 2010, and applies to job vacancies that are advertised from 1 August 2010 onwards. The job structure is aimed solely at GEUS, and will replace the existing structure (job structure of 5 March 1997 for government research institutions (State Employer's Authority No.

015-97), as well as Circular No. 12411 of 2 April 2001 on the appendix to the collective agreement for academics in the State on the job structure for academic staff with research assignments at government institutions (professor wsr) (State Employer's Authority No. 018-01).

The job structure only applies to staff in academic positions with research assignments, as well as staff with research-based consultancy.

Other staff are not included in the job structure.

The further provisions of the appointment process, including advertising and assessment, are set out in the then-current Ministerial Order on the appointment and assessment of academic staff at GEUS.

Attention is drawn to the fact in the law on fixed-term appointments, the purpose, among other things, is to establish a framework to prevent abuse obtained from the use of successive fixed-term appointment conditions. By law, it means, among other things, that for staff who are engaged in teaching and research activities that the renewal of several consecutive fixed-term appointments can only happen twice, see Section 5, Subsection 2 A of the Act. A subsequent permanent appointment or subsequent appointment in a new job category is not a renewal subject to the law.

In case of absence due to maternity or adoption, the established maximum limits in the circular for the total extension period of the appointment are equal to the length of the period of absence. It is GEUS that determines whether there should be an extension of a fixed-term appointment as a result of the member of staff's absence due to maternity and adoption leave.

The job category researcher is subject to the special provisions for extension in the case of absence due to maternity or adoption leave or prolonged illness as specified in Subsection 2.2, as well as Section 6 and 7 of the protocol. For PhD students, the provisions of the protocol apply about this for the collective agreement for academics in the State.

Staff at GEUS, who are employed when this job structure takes effect, are employed according to the job structure for government research institutions, and they are employed according to the job structure for GEUS with the conditions that they currently have.

Staff who, when this job structure takes effect, are employed in positions as research fellow, research assistant, project researcher or senior project researcher maintain unchanged pay and conditions of employment for as long as the appointment lasts, see the job structure of 5 March 1997 for government research institutions.

## **The job structure in general**

Positions covered by the job structure are divided into the following levels:

1. Positions under researcher level
2. Positions at researcher level
3. Positions at senior level
4. Positions at professor level

The positions of research assistant, PhD fellows, postdoc fellow and professor with special responsibilities can only be fixed-term.

## **Description of each position**

### **1. Positions under researcher level**

#### **1.1 Research Assistant**

##### **Job description**

The position of research assistant is a fixed-term academic post.

The main duties are research. A smaller proportion of the working time can be used for professional development, as well as other duties, including consultancy assignments and teaching assignments.

##### **Appointment and qualification requirements**

A position as a research assistant may only fixed-term. The total appointment as a research assistant, including any extensions, cannot exceed 3 years.

At the end of the appointment period, the research assistant leaves without further notice.

The qualification requirements are at Master level.

## **1.2 PhD Fellow**

### **Job description**

The position of PhD fellow is a fixed-term educational position. The appointment requires enrolment as a PhD student at a university.

Appointment of PhD fellows is in accordance with the protocol for the collective agreement for academics in the State.

An agreement can be made about shared duties, so that the PhD student can also be associated with another place of employment.

## **2. Positions at researcher level**

### **2.1 Postdoc**

#### **Job description**

The position will primarily be research. Moreover, there can be other duties to a limited extent. The position is at the same level as researcher.

#### **Appointment and qualification requirements**

The appointment requires academic qualifications at a PhD level.

A position as a postdoc can be fixed-term for up to 4 years. The total appointment at research level (researcher/postdoc), including any extensions, cannot exceed 8 years. At the end of the appointment period, the staff member leaves without further notice.

Permanent appointment as a postdoc is not possible.

GEUS and the appointed postdoc can, during the appointment, make an agreement on the transition to a position as a fixed-term or permanent researcher. Such a transition occurs without a new academic assessment.

If a postdoc makes the transition to a position as a researcher, the former appointment as postdoc can give credit in relation to the time at which senior assessment can at the earliest and the latest take place.

Appointment as postdoc cannot in itself qualify for appointment as senior advisor/senior researcher.

The position of postdoc is basically a full-time post, but employed part-time and with shared employment at GEUS and at another place of employment, for example, a university.

## **2.2 Researcher**

### **Job description**

The position of researcher is a further education position, where the main duties are research (including the obligation of publication/academic dissemination) and research-based consultancy and servicing public authorities.

### **Appointment and qualification requirements**

The appointment as a researcher requires academic qualifications at a PhD level.

The appointment as a researcher can be either fixed-term or permanent.

For a fixed-term appointment, the researcher can be appointed for a period of up to 4 years. The total appointment at researcher level (researcher/postdoc), including any extensions, shall not exceed 8 years. At the end of the appointment period, the researcher leaves without further notice.

GEUS determines whether a position is advertised as fixed-term or permanent. GEUS and a researcher, who has a fixed-term appointment, can make an agreement during the appointment to make the transition to a permanent post. The transition does not require the position being advertised.

If the researcher is appointed in a permanent position, they can make the transition to a permanent post as senior researcher/senior advisor, provided that after agreement with GEUS they have put themselves forward for a senior assessment, and have been assessed as qualified. At GEUS, an assessment as a senior researcher/senior advisor can only take place after 3½ years of combined government specific experience. Experience from an earlier appointment as a

researcher or postdoc does not count. An assessment can only be conducted a maximum of twice. If the staff member fails to request that their qualifications are assessed within four years, or the second assessment is not positive, a dismissal will immediately thereafter be initiated under the provisions of the collective agreement.

If the researcher is appointed in a fixed-term post, they can, after an agreement with GEUS, put them self forward for senior review, and if they are assessed as senior qualified, make the transition to a position as a senior researcher with the same appointment period they had prior to transition. The transition to a position as a fixed-term senior advisor is not possible. At GEUS, an assessment as a senior researcher/senior advisor can only take place after 3½ years of combined government specific experience. Experience from an earlier appointment as a researcher or postdoc does not count. If the staff member fails to request that their qualifications are assessed within four years, or the second assessment is not positive, a dismissal will immediately thereafter be initiated under the provisions of the collective agreement.

The position of researcher is basically a full-time post, but employed part-time and with shared employment at GEUS and at another place of employment, for example, a university.

For the position of researcher, in case of absence due to maternity or adoption, the established maximum limits in the circular for the total extension period of the appointment are equal to the length of the period of absence. In case of absence due to prolonged illness, the appointment period can be extended corresponding to the period of length of absence.

### **3. Positions at senior level**

#### **3.1 Senior researcher**

##### **Job description**

A senior researcher position is a post where the main duties are research (including the obligation of publication/academic dissemination) and research-based consultancy and servicing public authorities. There can also be teaching to some extent. Research management, guidance and supervision of researchers, as well as academic assessments can also being included in the work duties.

### **Appointment and qualification requirements**

An applicant for a position as senior researcher is assessed on the qualifications required in the job advertisement. Appointment as a senior researcher requires research qualifications at the level that can be achieved on the basis of a satisfactory period of employment as a researcher/postdoc, but could also be achieved by other means. Postdoc appointment cannot in itself qualify for appointment as a senior researcher. The appointment may also require other qualifications such as in relation to knowledge and technology transfer, as well as for instance, patenting and collaboration with external parties.

A position as a senior researcher is normally permanent, but it can also be a fixed-term appointment, for example, in relation to specific projects. In the case of a fixed-term appointment, the senior researcher leaves at the end of the appointment period without further notice.

Transition from appointment as a senior advisor to appointment as a senior researcher requires senior researcher assessment.

The position of postdoc is basically a full-time post, but employed part-time and with shared employment at GEUS and at another place of employment, for example, a university.

## **3.2 Senior Advisor**

### **Job description**

Senior advisor is a position (at the same level as a senior researcher), where the main duties are research-based consultancy and servicing public authorities, as well as the dissemination of research results to the authorities, the business community and society in general. There is also an obligation to keep up to date on a broad academic discipline and conduct analyses of broad academic issues, and disseminate them in an academically sound manner. Research management, guidance and supervision of researchers, as well as academic assessments can also be included in the work duties.

The position can also include undertaking research assignments and teaching.

### **Appointment and qualification requirements**

An applicant for a position as senior advisor is assessed on the qualifications

required in the job advertisement. Appointment as a senior advisor requires research qualifications at the level that can be achieved on the basis of a satisfactory period of employment as a researcher/postdoc, but could also be achieved by other means. Postdoc appointment cannot in itself qualify for appointment as a senior advisor.

The appointment may also require other qualifications, for example, that the applicant has independently completed important advisory and dissemination assignments for the authorities, the business community and society in general.

A senior advisor position is a permanent appointment.

The transition from appointment as a senior researcher to appointment as senior advisor requires senior advisor assessment.

The position is basically a full-time post, but employed part-time and with shared employment at GEUS and at another place of employment, for example, a university.

## **4. Positions at professor level**

### **4.1 Professor with Special Responsibilities**

#### **Job description**

Professor with special responsibilities involves a fixed-term undertaking of special responsibilities, as well as duties that are associated with research professor positions.

The positions are usually created with a view of appointing exceptionally talented, preferably young researchers to develop an innovative academic discipline at international level. The position must be within one of GEUS' core areas, a priority area or an area where there is a particular need for high academic competence as part of building a new field of research or education.

#### **Appointment and qualification requirements**

The qualification requirements for appointment as a professor wsr correspond to the requirements of research professor positions, although it must be

observed that it is of importance that the applicant has the potential to further develop the discipline and has documented original academic production at international level. There is also to be special emphasis placed on an assessment of their potential to perform them or the special responsibilities that are associated to the specific post.

The distribution of the different duties can, for the individual post holder, vary over time, but with emphasis on the performance of one or more of the special responsibilities. During their appointment, the professor can have the responsibility for research management.

Appoint as a professor wsr can only be a fixed-term post. The appointment can be for a period of 3 to 5 years with the possibility of extension. The total appointment as professor wsr, including any extensions, cannot exceed 8 years. At the end of the appointment period, the professor wsr leaves without further notice, unless rescission is agreed, see below about staff already employed at GEUS.

If there is a transition from a senior researcher/advisor position at GEUS to appointment as a professor wsr, there is, at the end of the appointment period, a rescission to appointment and remuneration as senior researcher or senior advisor.

The position of professor with special responsibilities is basically a full-time post, but employed part-time and with shared employment at GEUS and at another place of employment, for example, a university.

## **4.2 Research Professor**

### **Job description**

A research professorship is a position where the main duties are research (including the obligation of publication/academic dissemination) and research-based consultancy and servicing public authorities. Duties may also include a knowledge exchange with society - including participation in the public debate.

There can also be the responsibility to manage research, guidance and supervision of researchers, as well as academic assessments and teaching.

### **Appointment and qualification requirements**

An applicant for a research professorship is assessed on the qualifications required in the job advertisement, but they must be able to document a high level of original academic production at international level. It must also be demonstrated that the applicant has developed an academic discipline.

Emphasis must also be placed on an assessment of the applicant's ability to undertake research management and any other management functions, for example, in relation to GEUS' external collaboration. The appointment may also require other qualifications, for example, in relation to knowledge and technology transfer, for instance, patenting and collaboration with external parties.

A position as a research professor is normally a permanent appointment, but it can also be fixed-term.

For fixed-term appointments, the research professor can be appointed for a period of up to 5 years with the option of an extension for a further 3 years. When the appointment period ends, the research professor leaves without further notice, unless rescission is agreed, see below about staff already employed at GEUS.

If there is a transition from a senior researcher/advisor position at GEUS to a fixed-term appointment as a research professor, there is, at the end of the appointment period, a rescission to appointment and remuneration as senior researcher or senior advisor.

The position of research professor is basically a full-time post, but employed part-time and with shared employment at GEUS and at another place of employment, for example, a university.