

Regulations on Teaching Appointments for External Instructors at the University of Zurich

(dated 29 August 2016)

The Board of the University,

pursuant to § 11 para. 2 of the University Act dated 15 March 1998 (UniG), § 17 of the Statutes of the University of Zurich dated 4 December 1998 (UniO), and § 17 para. 2 of the employment ordinance of the University of Zurich dated 29 September 2014 (PVO-UZH),

resolves the following:

A. Basic Principles

§1 Scope of Application

¹In accordance with § 17 UniO and § 17 PVO-UZH, these Regulations apply to external instructors employed under private law. They also apply mutatis mutandis to people mandated under private law as defined in § 19 of these Regulations.

²If the employment contract pursuant to § 5 or these Regulations does not contain any provisions to the contrary, the employment relationship shall be governed by the Swiss Code of Obligations (CO).

³These Regulations also apply mutatis mutandis to teaching duties paid on an hourly basis.

⁴These Regulations do not apply to privatdozents and adjunct professors who give courses outside of study programs as part of their *venia legendi*.

§ 2 Teaching Duties as Part of Study Programs

The courses given by instructors in accordance with these Regulations are part of the study programs run by the faculties in question.

§ 3 Instructors' Qualifications

As a rule, an academic degree from a recognized higher education institution and specialization in the subject area to which the course is devoted are requirements for teaching appointments. The instructors shall provide the relevant certificates on request.

B. Employment Relationship

§ 4 Responsibility

¹The teaching appointments are prepared by the responsible organizational units for the Human Resources Office. The units also ensure that the designated instructors meet the requirements of § 3.

²The employment contract and any changes to it are signed by the instructor and the responsible person in the Human Resources Office. Human Resources may also delegate this authority to make appointments and changes to the faculties.

³Organizationally, instructors report to a line manager designated by the responsible faculty.

⁴Notice given by the employer and termination agreements with instructors must be signed by the responsible person in the Human Resources Office.

§ 5 Duration

¹A permanent, private-law employment contract with a variable teaching load is concluded with external instructors. Under the employment contract, the teaching load may vary over the entire duration of the contract or no teaching duties may be assigned for one or more semesters.

²A temporary employment contract may be concluded in justified cases, i.e. when a short-term deployment of one or two semesters is planned from the outset. Afterwards, a temporary employment contract for one or two semesters may be concluded only one more time. If the employment relationship continues after a second temporary contract has expired, a permanent employment contract pursuant to para. 1 must be concluded.

§ 6 Teaching Load

The responsible organizational units shall notify the instructors of the content and scope of the teaching load at an early stage as part of the planning of teaching activities. If possible, this should occur no later than three months before the start of the semester.

C. Rights and Obligations of the Instructors

§ 7 Duties

The instructors' duties include preparing and teaching the course and carrying out any assessments of academic achievement.

§ 8 Assessments of Academic Achievement

¹The instructors shall carry out assessments of academic achievement that are components of the course and report the results by the required deadline to the office designated by the responsible organizational unit.

²The type, implementation method and time of the assessments of academic achievement shall be based on the requirements of the faculty/the responsible organizational unit.

§ 9 Quality Assurance

¹Courses are subject to regular evaluation by students.

²The responsible organizational unit may also define additional quality assurance measures for courses being held for the first time.

§ 10 Salary

Gross salary is based on the rates defined by the Board of the University, which are listed in the classification guidelines in the Appendix to these Regulations.

§ 11 Working Hours

¹The instructors shall hold the courses as notified each semester in the agreed scope and at the scheduled times.

²As specified by or in agreement with the responsible organizational unit, the courses may be held in a single or in multiple chronological blocks.

§ 12 Cancellation and Termination

¹If a course is not held, the entitlement to salary payments lapses in accordance with the employment contract. The responsible organizational unit defines the amount of remuneration to be paid for work already performed.

²If the instructor does not teach the course or only teaches part of it, they must notify the responsible organizational unit of this immediately. Their entitlement to salary payments will lapse entirely or be reduced on the basis of the work carried out. The provisions of § 13 of these Regulations remain unaffected by this.

³The responsible organizational unit conducts regular checks to ascertain whether the employment relationship should be maintained. If this is not the case, e.g. because the course is no longer being held due to changes in the study program or if the instructor's teaching performance is inadequate, the responsible organizational unit will ask the Human Resources Office to terminate the permanent employment contract.

§ 13 Continued Pay in the Event of Inability to Work

Continued pay from UZH in the event of inability to work, as in the case of maternity, sickness or accident, is based on Articles 324a and 324b CO. Any further daily sickness benefits insurance is the responsibility of the instructor.

§ 14 Accident Insurance

Instructors are insured against work-related accidents. If they work more than eight hours a week, they shall also be insured against non-work-related accidents (§ 1a para. 1 of the Swiss Federal Accident Insurance Act (UVG), § 13 para. 1 of the Swiss Federal Accident Insurance Ordinance (UVV)).

D. Other Provisions

§ 15 Age Limit

Instructors can generally teach until the end of the semester in which they reach ordinary retirement age. Exceptions shall be handled by the responsible faculty. In the process, it shall base its decision on the university-wide guidelines issued by the Executive Board of the University.

§ 16 Expenses

As a rule, costs incurred by instructors for commuting, meals and accommodation are not compensated. In exceptional cases, and upon prior agreement, a faculty may reimburse expenses in accordance with the conditions and rates set out in the UZH Expense Regulations.

§ 17 Copyright

The copyright to the teaching documents drawn up by instructors shall remain with the author.

§ 18 Security and Other Regulations

The instructor undertakes to comply with the rules and regulations applicable at UZH, in particular the provisions on security and access, the General House Regulations, and the provisions on the use of UZH IT equipment. They shall also adhere to UZH's data protection requirements in the context of cantonal data protection law.

E. Exceptions

§ 19 Private-Law Mandates

If a teaching appointment within the meaning of these Regulations is proven to be impossible for legal or contractual reasons, the course may also be given as part of a private-law mandate in exceptional cases – specifically, when the instructor's main activity outside UZH prohibits additional appointments.

F. Final Provision

These Regulations enter into force on 1 August 2017.

Appendix: Classification guidelines in accordance with § 10

On behalf of the Board of the University

The President:
Silvia Steiner

The Secretary:
Sebastian Brändli

Appendix: Classification Guidelines in Accordance with § 10

In accordance with the Decision of the Board of the University of 29 March 2004	Function	Assignment to category	Compensation ¹ per semester hour (SWS)	Monthly amount per SWS ²
Full professors of other universities	Instructor	A	Fr. 5040	Fr. 840
Associate professors from other universities, external adjunct professors, privatdozents and clinical instructors	Instructor	B	Fr. 4200	Fr. 700
External attending physicians, senior physicians External senior teaching and research assistants, postdoctoral researchers, academic associates External conservators, subject-specific teachers, upper school and vocational school instructors	Instructor	C	Fr. 3960	Fr. 660
External teaching and research assistants/doctoral candidates	Instructor	D	Fr. 3360	Fr. 560

¹Lump sum at the end of each semester

²Amount paid out monthly if total amount exceeds the BVG minimum