



UMEÅ UNIVERSITY

# RULE FOR TERMS AND CONDITIONS FOR ACADEMIC LEADERSHIP POSITIONS

Type of document:	Rule <sup>1</sup>
Date of approval:	21 December 2021
Reg. no.:	FS 1.1-2631-21
Approved by:	Vice-Chancellor
Validity:	1 January 2022 until further notice
Field:	Decision structure, delegation and organisation Human resources, equal opportunities and work environment
Office in charge:	Planning Office and Human Resources Office
Replaces documents:	<i>Rule – General terms and conditions for the position of Pro-Vice-Chancellor and Deputy Vice-Chancellor (FS 1.1-1074-16) approved by Vice-Chancellor on 2 June 2016.</i>  <i>Rule – Terms and conditions for the position of Head of Department at Umeå University (Head of Department contract) (FS 1.1-61-17) approved by Vice-Chancellor on 23 March 2021.</i>  <i>Terms and conditions for the appointment of Dean or Deputy Dean at Umeå University (Dean contract) (FS 1.1-61-17) approved by Vice-Chancellor on 14 February 2017.</i>

<sup>1</sup> This document has been translated from Swedish into English. If the English version differs from the original, the Swedish version takes precedence.



## UMEÅ UNIVERSITY

# Table of contents

1.	Description .....	3
2.	Background .....	3
3.	Terms and conditions for the positions of Head of Department and Director of a unit .....	3
3.1.	Salary supplements and funds for research/professional development .....	3
3.2.	Terms and conditions after concluding the position as Head of Department .....	4
4.	Terms and conditions for the position of Director of a centre .....	5
5.	Terms and conditions for the position as Dean, Deputy Dean and Associate Dean .....	5
5.1.	Salary supplements and funds for research/professional development .....	5
5.2.	Terms and conditions after concluding the position .....	5
6.	Terms and conditions for the position as Pro-Vice-Chancellor and Deputy Vice-Chancellor .....	6
6.1.	Salary supplements and funds for research/professional development .....	6
6.2.	Terms and conditions after concluding the position .....	7
7.	Terms and conditions for other academic leadership positions .....	7
8.	Written agreement with the terms and conditions of a position .....	8
9.	Accumulated repatriation time .....	8



## UMEÅ UNIVERSITY

# 1. Description

This rule discusses regulations regarding conditions for academic leadership positions at Umeå University.

# 2. Background

This rule aims to ensure the clear and uniform application of terms and conditions for academic leadership positions at the University and is to serve as help when making decisions related to this area.

Because of its nature and content, this document has not incorporated the work environment, collaboration, sustainability, accessibility, student, and international perspectives. The policy document is judged to have positive effects for gender equality at Umeå University.

Salary supplements in this document refer to financial compensation beyond salary to employees with certain management positions or other special assignments.

This rule applies from 1 January 2022 and to academic leaders appointed after the rule entered into force. For academic leaders appointed before this policy entered into force, the terms and conditions that applied at the time of appointment continue to apply.

# 3. Terms and conditions for the positions of Head of Department and Director of a unit

Head of Department here, unless otherwise specified, also refers to Directors of a unit, Assistant or Deputy Heads of Department, and Assistant and Deputy Directors of a unit. Terms and conditions for Directors of a centre are described in Section 5. Time for the scope of the position is specified in *Rule for appointing academic leadership positions*.

## 3.1. Salary supplements and funds for research/professional development

Remuneration for the position as Head of Department consists of salary and salary supplements. *The Vice-Chancellor's decision-making and delegation procedure* specifies who approves the size of the salary supplement. Prior to approval, consult the Human Resources Office about the size of the salary supplement. The relevant department covers the cost of the entire salary supplement and regular salary equivalent to the scope of the position.

The Dean can decide that the Head of Department can be allocated funds for their own research and professional development while serving as Head of Department. The relevant department or unit is responsible for covering this cost.



## UMEÅ UNIVERSITY

### 3.2. Terms and conditions after concluding the position as Head of Department

At conclusion of the position, an agreement is reached on the terms and conditions for the subsequent period that follows. Assistant Heads of Department, Deputy Heads of Department, and Assistant and Deputy Directors are not offered the same terms and conditions. This means that the salary supplement ceases after conclusion of the position and time for research and professional development is not regulated beyond the terms and conditions of the basic employment.

For Heads of Department, 10 per cent of full time is normally allocated for each year the position is held for research and professional development time after the end of the position (repatriation time), beyond what is regulated in the working hours agreement for teaching staff. The purpose of the repatriation time is to facilitate the return to regular research and teaching. This means that a Head of Department who has held the position for four (4) years receives 4.8 months of research and professional development time, and a Head of Department who has held the position for eight (8) years receives 9.6 months. For other periods in the position, the repatriation time is normally calculated proportionally to the accumulated time. At the end of the position, if the employee has minimal time remaining before retirement or has reached the age specified in Section 32 of the Employment Protection Act (1982:80), an agreement is to be drawn up to reserve less time or no time for research and professional development. Time for research and professional development may only be used immediately in connection with ending the position and may not be used later than five (5) years after the end of the position. The period of use cannot be extended beyond five years.

Instead of time, funds allocated for repatriation time may, at the request of the outgoing Head of Department, be used in whole or in part to cover the costs of material, travel and different types of research supporting activities (e.g., employment of a postdoctoral fellow) based on a decision by the Dean and in consultation with the incoming Head of Department.

After eight (8) years as Head of Department, the salary supplement may be retained in its entirety for one (1) year after the end of the position, provided that the individual maintains employment at Umeå University corresponding to a position of 50 per cent or more. After four (4) years as Head of Department, the salary supplement may be retained in its entirety for six (6) months, under the same conditions as above. For other period of completed positions, the period for received salary supplement is normally calculated proportionally to the accumulated time.

The above conditions only apply if the Head of Department or Director remain employed at Umeå University after concluding the position, but no longer than until retirement. Salary supplements are not paid if the individual is rehired after old-age retirement.

The Dean is responsible for ensuring that a discussion is held with the outgoing and incoming Heads of Department for the period after the Head of Department has left their position. This discussion can cover such aspects as duties during the repatriation time. This discussion is to be initiated in a timely manner with the outgoing Head of Department and be held in consultation with the incoming Head of Department.

The salary supplement after concluding the position is funded by the relevant department. The repatriation time after concluding the position is funded by faculty-wide funds.



## UMEÅ UNIVERSITY

### 4. Terms and conditions for the position of Director of a centre

Remuneration for the position of Director of a centre and, where appropriate, Deputy and Assistant Director, consists of salary and potentially a salary supplement.

The centre's instructions state who approves a salary supplement and its size. Prior to approval, consult the Human Resources Office about the size of the salary supplement.

### 5. Terms and conditions for the position as Dean, Deputy Dean and Associate Dean

Here, Dean, Deputy Dean and Associate Dean mean, unless otherwise stated, Director (corresponding to the Dean), Deputy Director (corresponding to the Deputy Dean) and Assistant Director (corresponding to the Associate Dean) of the Umeå School of Education.

#### 5.1. Salary supplements and funds for research/professional development

Remuneration for positions as Dean, Deputy Dean and Associate Dean consists of salary and salary supplement. Approval of the size of the salary supplement takes place in accordance with the *Vice-Chancellor's decision-making and delegation procedure*. Prior to approval, consult the Human Resources Office about the size of the salary supplement. The relevant faculty funds the entire salary supplement and regular salary equivalent to the position's scope.

Deans<sup>2</sup> are part of local management, which is regulated in the local collective agreement on "*positions covered by management agreements*". This means that salary revisions are decided by the Vice-Chancellor and that no overtime compensation is paid.

If the Vice-Chancellor approves, the Dean and the Deputy Dean can be allocated funds for their own research and professional development. Corresponding decisions can be made by the Dean for the Associate Dean(s). The relevant faculty is responsible for providing this funding.

#### 5.2. Terms and conditions after concluding the position

Forty (40) per cent of full time for Deans and 20 per cent of full time for Deputy Deans is normally allocated for research and professional development time after the end of the position (repatriation time) for each year the position is held, beyond what is regulated in the working hours agreement for teaching staff. The purpose of the repatriation time is to facilitate the return to regular research and teaching. This means that a Dean that has held the position for four years has 19.2 months at their disposal for research and professional development, and a Dean who has held the position for eight years has 38.4 months. The corresponding time for Deputy Deans is 9.6 and 19.2 months, respectively. For other periods of completed positions, the repatriation time is normally calculated proportionally to the accumulated time. An agreement is to be made to reserve other periods or no

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<sup>2</sup> This refers only to assignments as Dean, not Deputy Dean or Associate Dean.



## UMEÅ UNIVERSITY

time for research and professional development, e.g., when the employee at the end of the position has minimal time before retirement or has reached the age specified in Section 32 of the Employment Protection Act (1982:80). Corresponding approval of time allocated for research and professional development can be given by the Dean for the Associate Dean(s). In that case, 10 per cent of full time is normally allocated for each year the position is held.

The repatriation time can only be used in direct connection with the conclusion of the position and must be used within five (5) years of the conclusion of the position. The period of use cannot be extended to include more than five years.

If the outgoing Dean wishes, the earned time for research and professional development can instead be used, in part or in whole, to fund the cost of purchases, material, travel and other types of research-supporting activities (e.g., employing a postdoctoral fellow) if so approved by the Vice-Chancellor for Deans and Deputy Deans, and by the Dean for Associate Deans.

After eight (8) years as Dean or Deputy Dean, the salary supplement may be paid in its entirety for one (1) year after the concluded position, under the assumption that employment at Umeå University continues at a level of 50 per cent or more. After four (4) years as Dean or Deputy Dean, the salary supplement may be paid in its entirety for six (6) months, under the same conditions as above. For other accumulated time in the position, the period for received salary supplement is normally calculated proportionally to the served time.

The above conditions only apply if the Dean, Deputy Dean or Associate Dean remain employed at Umeå University after concluding the position, but no longer than until retirement. Salary supplements are not paid if the individual is rehired after old-age retirement.

Professional development and salary supplements after concluding the position are funded by university-wide funds.

The Vice-Chancellor is responsible for ensuring that a discussion is held with the outgoing Dean and Deputy Dean for the period after the Dean and Deputy Dean have left their positions regarding such aspects as duties during the repatriation time. This discussion is to be initiated in a timely manner and is to be held in consultation with the Head of Department. The Dean has the same responsibility for drawing up plans and holding discussions with Associate Deans.

## 6. Terms and conditions for the position as Pro-Vice-Chancellor and Deputy Vice-Chancellor

### 6.1. Salary supplements and funds for research/professional development

Remuneration for the position consists of salary and salary supplement. The size of the salary supplement is determined by the Vice-Chancellor.

University-wide funds are used for the entire salary and salary supplement during the position period.



## UMEÅ UNIVERSITY

If the Vice-Chancellor approves, the Pro-Vice-Chancellors and the Deputy Vice-Chancellors receive funding for use with their research and professional development during the position period. Funding comes from university-wide funds.

### 6.2. Terms and conditions after concluding the position

For Pro-Vice-Chancellors and Deputy Vice-Chancellors, 50 per cent of full time is normally allocated for each year the position is held. This means, for example, that a Pro-Vice-Chancellor/Deputy Vice-Chancellor who has held the position for three (3) years has 18 months at their disposal for professional development within their discipline.

After six (6) years as Pro-Vice-Chancellor/Deputy Vice-Chancellor, the salary supplement may be paid in its entirety for one (1) year after the concluded position.

The repatriation time can only be used in direct connection with the conclusion of the position and must be used within five (5) years of the conclusion of the position. The period of use cannot be extended to include more than five years.

If the outgoing Pro-Vice-Chancellor/Deputy Vice-Chancellor wishes, the earned time for research and professional development can instead be used, in part or in whole, to fund the cost of purchases, material, travel and other types of research-supporting activities (e.g., employing a postdoctoral fellow) if so approved by the Vice-Chancellor.

The above conditions only apply if the Pro-Vice-Chancellor or Deputy Vice-Chancellor remain employed at Umeå University after concluding the position, but no longer than until retirement. Salary supplements are not paid if the individual is rehired after old-age retirement.

University-wide funds are used for salaries and salary supplements after the position period.

The Vice-Chancellor is responsible for ensuring that a discussion is held with the outgoing Pro-Vice-Chancellor or Deputy Vice-Chancellor for the period after the Pro-Vice-Chancellor or Deputy Vice-Chancellor has left their position regarding such aspects as duties during the repatriation time. This discussion is to be initiated in a timely manner with the outgoing Pro-Vice-Chancellor or Deputy Vice-Chancellor and is to be held in consultation with the Head of Department.

## 7. Terms and conditions for other academic leadership positions

Salary supplement for other time-limited academic management and leadership positions may be given. This is decided as specified in *the Vice-Chancellor's decision-making and delegation procedure*. The salary supplement is determined based on the size of the salary supplements for comparable positions. Examples of positions that can have a salary supplement include Head of Section and Director of Studies or equivalent. The degree of responsibility and the complexity of the duties are considered before deciding on a salary supplement.



## UMEÅ UNIVERSITY

### 8. Written agreement with the terms and conditions of a position

All academic leadership positions are to include a written agreement on the position's terms and conditions. This is to be drawn up between the appointed individual and their manager. The Human Resources Office can provide templates for these types of agreements.

### 9. Accumulated repatriation time

If an individual is appointed to multiple subsequent academic leadership positions the terms and conditions for each position apply for use of repatriation time. The repatriation time can only be used in direct connection with the conclusion of the position and must be used within five (5) years of the conclusion of the position. The period of use cannot be extended to include more than five years. If the new position results in the inability to use repatriation time for previous positions within this time frame, consider using the funds instead for purchases, material, travel and other types of research-supporting activities (e.g., employing a postdoctoral fellow).