



Guideline "Temporary Research & Teaching Support": Pilot 2024-2025

1. Scope of Validity

This guideline outlines the framework conditions for a pilot project to create a new, temporary employment category for research and teaching support. It applies for the duration of the pilot project and will be updated as necessary. The following regulations apply to all faculties.

2. Starting Position

According to the new Regulations for the General Outline of Rights and Responsibilities of the Faculties for Teaching and Research Assistants and Doctoral Candidates of 29 August 2023, from January 1, 2024, onwards, teaching and research assistants or doctoral candidates at chairs, institutes, and seminars will only be involved in qualification-related activities as part of their employment. This will create a need for employees to carry out various temporary non-qualification-related activities in research, teaching, or academic administration to reduce the heavy workload at the faculties affected.

To meet this reported demand from the faculties, a 2-year pilot project (2024-2025) will therefore create the possibility - in addition to the switch to the new employment model for teaching and research assistants and doctoral candidates - of hiring academic associates for such activities on a fixed-term basis for a maximum of 2 calendar years under Section 10 para. 2 of the *Personalverordnung der Universität Zürich (PVO-UZH)* (Employment Ordinance of the University of Zurich) and Section 10d para. 4 of the *Universitätsordnung der Universität Zürich (UniO)* (University Statutes).

The pilot phase is to be used to more accurately assess and understand the need reported by the faculties for **temporary academic associates outside of junior academic positions and third-party projects**. The pilot project will be evaluated by Legal Services and Data Protection and Human Resources after two years.

3. Specification of Requirements for the Position "Temporary Research & Teaching Support"

— Persons:

- Persons without a doctoral objective
- Teaching and research assistants or doctoral candidates who wish to have an additional position for non-qualification-related activities at the chair, institute or seminar in addition to their doctoral employment
- (rather as an exception) people who already have a doctorate and are in transition to their next internal or external position

— Education and training: Master's degree; in certain cases doctorate



4. Permitted Tasks

- Temporary tasks (also several possible, consecutive, overlapping, but all temporary)
- Administrative-technical tasks, but only in connection with other tasks in the area of teaching and research and only to a small extent
- Project work in projects financed exclusively by third-party funds is not to be carried out by these positions, as time limits of more than one year are always possible in these cases

Examples of research tasks:

- Support for publications of the chair
- Commissioned research within one or more research projects
- Organization of events, conferences
- Support for public relations campaigns (incl. social media and websites)

Examples of teaching tasks:

- Teaching courses
- Supervision of students
- Services for examinations and corrections
- Organization of study trips
- Temporary assignments in the administrative area of an institute

5. Key Data of the Employment

- Job title "Teaching/Research MA" / position abbreviation 139
- Group of employees: "academic associates"
- Function name: "Temporary Research & Teaching Support"
- Salary: Standard classification LK 17 / 03 (No classification by the HR department's HR Advisory Service is required). Deviating classifications from 17/03 - based on the requirements for the activities - must be applied for in good time before employment with the HR Advisory Service of Human Resources.
- Time limitation: max. 2 years
- Pension fund affiliation: BVK
- Required documents: standard employment documents (such as CV, job description) and mandatory information on the project (project name, project start, project end)
- Residence and work permits: to be clarified depending on the case

6. Professional Status

- Professional affiliation: in general the Association of Senior Researchers and Teaching Staff ("Vereinigung der fortgeschrittenen Forschenden und Lehrenden", VFFL). Only in the case of sole employment as a Temporary Research & Teaching support, see also <https://www.uzh.ch/cmsssl/en/explore/management/staende.html>.