

SALARY STRUCTURE FOR SCIENTIFIC STAFF

October 2012
DTU Diplom Positions
Added October 2013
Professor A+ and B+ added November 2016

Sections A, E, F, G and H apply to all scientific staff at DTU.
Sections B, C and D on pages 2–6 apply to all scientific staff with the exception of DTU Diplom employees.
Sections B, C and D on pages 7–9 apply to scientific staff at DTU Diplom.

A. Prerequisites for use of the salary structure

The complete basis for working with individual supplements for scientific staff at DTU is:

- This salary structure for scientific staff
- The [DTU salary policy](#)
- The [DTU salary negotiation procedure](#)
- [Collective agreement with the Danish Confederation of Professional Associations \(AC\)](#), collective agreement with the Danish Society of Engineers (IDA) and [framework agreement on the 'NY løn' salary system](#)

All supplements are stated at the annual March 2012 level exclusive of pension contributions. The current level is found by multiplying the amount by the current adjustment percentage (see the Danish Ministry of Finance's latest salary overview).

The allocation of supplements at a given level is conditional upon the fulfilment of the criteria at the given level and on the member of staff fulfilling the stated criteria at all lower levels of the salary structure for the relevant job category.

The salary structure is prepared on the basis of DTU's joint salary policy and DTU's salary negotiation procedure and applies to scientific staff employed at DTU under the collective agreement with the Danish Confederation of Professional Associations (AC).

This salary structure supplements the AC collective agreement.

The purpose of this salary structure is to create a simple, transparent, and operational structure for the members of staff concerned and thus contribute to:

- fair treatment of members of staff and providing a clear picture of the DTU salary structure as well as avoiding arbitrariness
- ensuring appropriate correlation between salary, results, job content and responsibilities
- using salary as a strategic tool
- highlighting the principles behind and the criteria for local salary formation and thus the correlation between performance, results, quality, and resources
- supporting the implementation of new tasks and development initiatives
- aligning staff and managers' expectations prior to salary negotiations.

Managers and union representatives share responsibility for ensuring that efforts are made to exploit the possibilities inherent in the salary structure.

B. Positions below associate professor/senior advisor/senior researcher level

PhD fellows

- As a PhD fellowship is a training position, no qualifications supplement is generally granted. PhD students may be paid a one-time bonus.

Research assistants

- Research assistants who make a special contribution/demonstrate special skills in carrying out their job tasks may be granted a **qualifications supplement of DKK 15,000** (31 March 2012 level)

Postdocs

- As a postdoc position is a temporary position, a qualifications supplement is only granted under certain circumstances.
- Postdocs who make a special contribution and demonstrate special skills in carrying out their job tasks may be granted a qualifications supplement.
- **The qualifications supplement is DKK 20,000** (31 March 2012 level)

Researchers/assistant professors

- A research position/assistant professorship is a further training position and qualifications supplements are therefore only granted in certain circumstances.
- Researchers/assistant professors who make a special contribution and demonstrate special skills in carrying out their job tasks may be granted a qualifications supplement.
- **The qualifications supplement is DKK 20,000** (31 March 2012 level)

C. Positions as associate professor/senior advisor/senior researcher:

Salary level 1a: Supplement of DKK 0

Members of staff who, in a previous position as an assistant professor, researcher or postdoc, have qualified to carry out the position's tasks independently.

Salary level 1b: Supplement of DKK 20,000 (31 March 2012 level)

Scientific staff with *some* experience in research and publication (for senior advisors: dissemination) as well as teaching, innovation, attracting external funding, or public sector services.

- The scientific staff member must demonstrate successful performance within one or more of the following areas:
 - **Research:** Scientific production and publications in peer-reviewed scientific journals or other similar dissemination of own research field to the outside world.
 - **Teaching:** *Contributions to* the development of or changes in teaching and education.
 - **Public sector services:** Establishing relations with the authorities concerning the performance of tasks in research partnerships, research-based consultancy, and risk assessment.
 - **Innovation:** *Contributions to* patenting, *contributions to* the description of student projects in partnership with industry.
 - **Funding:** *Contributions to* external projects, including attracting external funding.

Salary level 1c: Supplement of DKK 40,000 (31 March 2012 level)

Scientific staff with *considerable* experience in research and publication (for senior advisors: dissemination) as well as in teaching, innovation, or public sector services.

- The scientific staff member must demonstrate successful performance within one or more of the following areas:
 - **Research:** Scientific production and cited publications in peer-reviewed scientific journals or other similar dissemination of own research field to the outside world.
 - **Teaching:** *Initiating and planning* the development of or changes in teaching and education.
 - **Public sector services:** Establishing long-term relations with authorities concerning the performance of tasks in research partnerships, research-based consultancy, and risk assessment.
 - **Innovation:** Ensuring patenting, contributions to the formulation and supervision of student projects in partnership with industry.
 - **Funding:** Participating in external projects, including attracting external funding.

Salary level 2: Supplement of DKK 65,000 (31 March 2012 level)

Scientific staff with *solid experience* in research and publication (for senior advisors: dissemination) as well as in teaching, innovation, or public sector services.

- The scientific staff member must demonstrate successful performance within one or more of the following areas:
 - **Research:** Being established within his/her field with international impact, participating in *national or international* research partnerships.
 - **Teaching:** *Responsibility* for the development of or changes in teaching and education.
 - **Public sector services:** Establishing *long-term* relations with *national or international* authorities concerning the performance of tasks in research partnerships, research-based consultancy, or risk assessment.
 - **Innovation:** *Arranging for* patenting, responsibility for the implementation of student projects in partnership with industry, participating in commercialization of innovation activities.
 - **Funding:** Participating in external *projects*, including attracting external funding and undertaking independent project work.

Salary level 3: Supplement of DKK 90,000 (31 March 2012 level)

Scientific staff, who, in addition to fulfilling the criteria for salary level 2, carry out a number of important tasks *with great conviction*, such as

- **Research:** Participating as a scientific co-organizer of international conferences and regularly serving as a reviewer and external examiner at external institutions, or participating as an invited speaker at international professional conferences.
- **Teaching:** Implementing renewals of or changes to courses and study programmes which attract students.
- **Public sector services:** Establishing and developing strategic partnerships and projects with national or international authorities and industry to the greatest extent possible.
- **Innovation:** Experience with business start-ups, implementation of patenting processes as co-inventor, or active use of patents in the commercialization process.
- **Funding:** Implementing and managing research projects, innovation projects, business partnerships, or projects involving authorities, coordinating EU projects and successfully attracting external funding.

Salary level 4a: Supplement of DKK 115,000 (31 March 2012 level)

Scientific staff, who, in addition to fulfilling the criteria for salary level 3, can be characterized as highly talented staff with an excellent international profile and whose

- scientific level is just below or at professor level
- **or** who, on the basis of strong academic skills, make a significant contribution to
 - teaching and education or
 - innovation or
 - are a *driving force* in the development of public sector consultancy
 - have varied experience with the establishment and development of business collaborations or start-ups
- **and also**
 - attract considerable external funding

In a career path towards a professorship, the staff member will typically go from salary level 4a to a professorship.

Salary level 4b: Supplement of DKK 140,000 (31 March 2012 level)

Scientific staff, who, in addition to the responsibilities mentioned above at salary level 4a, also have important competences such as:

- Academic skills at professor level

- Integrating research results in the teaching at the university to a great extent
- Launching new teaching initiatives and formats of international interest
- Having established himself/herself as a preferred partner and reference within his/her field, with close contact to industry in the fields of contracts and patents
- Participating as a reviewer in national and international foundations for the purpose of distributing research funding.

D. Positions at professor level:

- **Professor with special responsibilities—grade 8 of the AC scale with a supplement of DKK 233,700** (31 March 2012 level corresponding to the base salary for professors)

The salary for professors with special responsibilities has been agreed with the relevant organizations via a preliminary agreement.

The position is normally established with a view to appointing particularly talented, preferably young, researchers to develop a promising discipline at international level.

The position must be within the scope of one of DTU's core activities, a priority area, or an area in which there is a special need for high academic skills as part of the development of a new field of research or education.

The balance between the different responsibilities may vary over time for the individual holder of the position, although the emphasis will be on one or more of the special responsibilities. The professor's terms of employment may include research management.

In order to be appointed professor with special responsibilities, the member of staff must, in addition to fulfilling the criteria for placing at minimum salary grade 4a3A, have demonstrated a very special commitment and talent in research-based teaching and education and/or research-based innovation and/or research-based public sector consultancy. Special emphasis must also be placed on an assessment of the candidate's opportunities to carry out the special assignment(s) of the position in question.

Other qualification requirements are:

- A significant contribution to **teaching** in several of the following areas: Successful completion of teaching, establishment of new courses, renewal of teaching activities, preparation of teaching materials, supplementary pedagogical training, as well as publications in international teaching journals.
- A significant contribution to **education** in several of the following areas: Planning and implementation of study programmes, evaluation of study programmes, undertaking of management duties for study programmes, supplementary training in didactics, active participation in both national and international education forums, publications in international education journals.

and/or

- A significant contribution to **research-based public sector consultancy**. Furthermore, the member of staff must have the potential to develop the subject area further and have documented original scientific production at international level.

and/or

- A significant contribution to **research-based innovation**. Furthermore, the member of staff must have the potential to develop the subject area further and have documented original scientific production at international level.

- **Professor 1—salary grade 37 with a supplement of DKK 60,900 (31 March 2012 level)**
 - Newly appointed professors (recruited both externally and internally) at DTU. The professor will normally be responsible for building up or developing a subject area, and will also be obliged to conduct research management and research-based teaching and/or public sector services. Research-based teaching can in addition to regular tuition for example be specialized guidance and guidance of PhD students.
- **Professor 2—salary grade 37 with a supplement of DKK 91,700 (31 March 2012 level)**
 - Professors who have successfully established or further developed high academic standards in a research group. The professor must also have experience with obtaining external research funding. Professors who fulfil these criteria at the time of employment are eligible for supplement 2.
- **Professor 3—salary grade 37 with a supplement of DKK 131,100 (31 March 2012 level)**
 - Particularly successful professors with an excellent international platform. The professor must also work actively, successfully, and openly with external partners—defined as businesses, research institutions, foundations, and other sources of research funding.
- **Professor A—salary grade 38 with a supplement of DKK 84,900 (31 March 2012 level)**
- **Professor A+—salary grade 38 with a supplement of DKK 109,900 (31 March 2012 level)**

Salary grade 38 is used for the appointment of professors, who, as a minimum, possess the qualifications described under salary grade 37, supplement 3. In addition to the base salary a supplement of DKK 84,900 or 109,000 in qualifications supplement can be given—depending on the competences and qualification level.

A newly appointed professor or a professor, who is appointed under salary grade 37, is entitled to supplement A if he/she has successfully established himself/herself internationally as a leading scholar in his/her field, and if he/she is capable of high-level, high-performance research management.

Supplement A+ can be given if the professor successfully has acted as a professor A for a longer time.

- **Professor B—salary grade 38 with a supplement of DKK 144,200 (31 March 2012 level)**
- **Professor B+—salary grade 38 with a supplement of DKK 179,200 (31 March 2012 level)**

The supplement is granted to leading professors, who, as a minimum, possess the criteria mentioned under supplement A/A+. In addition to the base salary, a supplement of DKK 144,200 or 179,200 in qualifications supplement can be given—depending on the competences and qualification level.

A newly appointed professor or a professor, who is appointed a professor A/A+, is entitled to supplement B if he/she has successfully carried out large-scale research management tasks. Supplement B+ can be given if the professor successfully has acted as a professor B for a longer time.

Supplement B will not *normally* be granted to professors who already receive *function supplements* for other types of research management—as head of a centre, for example.

E. Criteria for function supplements

A function supplement is granted for special functions falling outside the normal scope of the position, and for which the member of staff is not compensated via the base salary and any qualifications supplements. The function supplement is granted as a pensionable supplement. A function supplement is granted as long as the function is being undertaken and lapses when the function ceases, as agreed in the granting letter. In the absence of any such agreement, the function supplement lapses at three months' notice. An accurate description of the function and a concrete reason are therefore important as the supplement is fixed-term by nature. Function supplements are negotiated between the immediate superior/departmental management and the relevant union representative/organization.

Supplements may be granted for the following functions:

Head of section

- No supplements are granted to head of section with less than 5 employees
- Leadership of 5 to 15 employees entails a supplement of **DKK 32,800** (*March 31st 2012 level*)
- Leadership of more than 15 employees entails a supplement of **DKK 45,900** (*March 31st 2012 level*)

Member of the department's senior management team

This supplement can only be granted at departments without section heads, and amounts to **DKK 19,700** (*31 March 2012 level*)

Head of centre

This supplement is only granted to heads of centre, and is determined on the basis of an individual assessment and decision made by The Executive Board.

A separate supplement is granted to heads of basic research centres.

Head of studies

Appendix 6 of the collective agreement with the Danish Confederation of Professional Associations states that "academics covered by a collective agreement who serve as Head of Studies are entitled to pay, etc. pursuant to the provisions of the Danish Ministry of Finance's circular of 13 June 2007". This circular deals with supplements for different groups of heads appointed under the old university act. The supplement granted to heads of studies varies depending on the number of students in accordance with the applicable circular. As DTU's study programmes are interdepartmental rather than department-specific, one **supplement of DKK 32,800 is granted** (*31 March 2012 level*) for all heads of studies [assuming an agreement has been reached with the organizations].

Other types of function supplements

Corporate HR may be advised to grant supplements for special functions where the tasks fall outside the normal scope and responsibilities of the position, and where a qualifications supplement is not already granted on account of a special contribution to the field in question.

Examples of special responsibilities for which a function supplement may be granted:

- Overall responsibility for the department's IT functions
- Special management functions/tasks that fall outside the normal scope of the position
- Special administrative functions that fall outside the normal scope of the position
- Special responsibility for operating a facility.

The size of the function supplement is determined taking into account the complexity of the task and comparing with the general salary level in the area.

F. Recruitment supplement

At the time of employment, recruitment supplements may be granted to members of staff if, exceptionally, their place in the current salary structure is not consistent with the level of salary to which they are entitled. Recruitment supplements are granted as a pensionable supplement.

The member of staff is placed in the salary structure according to his/her qualifications. The difference between the annual salary stated in the salary structure and agreed annual salary can then be granted as a recruitment supplement. The supplement is converted on the first allocation of a qualifications supplement or when changing positions and/or careers.

In extraordinary cases, a recruitment supplement may be granted to members of staff who, as part of their career, decide to take a PhD based on several years of experience as technical/administrative staff or from an industrial or technical company.

G. One-time bonus

One-time bonuses are typically granted in recognition of an individual performance and results achieved, and are thus retrospective. A one-time bonus may also be granted as a supplement leading up to a qualifications supplement. The issue of whether a one-time bonus should be pensionable is to be agreed on a case-by-case basis. All one-time bonuses are negotiated between the immediate superior/departmental management and the relevant union representative/organization.

H. Conclusion and termination of the structure

This salary structure was concluded at a Main Liaison Committee meeting on 16 November 2012 and is valid until another salary structure is adopted or this salary structure is terminated by either party at three months' notice.

SCIENTIFIC POSITIONS AT THE DTU DIPLOM

B. Positions below Associate Professor level

Assistant professor

- An assistant professorship is a further training position, and qualifications supplements are therefore only granted in certain circumstances.
- Assistant professors who make a special contribution and demonstrate special skills in carrying out their assignments may be granted a qualifications supplement.
 - **The qualifications supplement is DKK 20,000 (31 March 2012 level)**

C. Positions as associate professor:

Salary level 1a: Supplement of DKK 0

Members of staff who, in a previous position as assistant professors, have qualified to carry out the position's assignments independently.

Salary level 1b: Supplement of DKK 20,000 (31 March 2012 level)

Associate professors with *some* experience of teaching, development work, and innovation.

- The associate professor must demonstrate successful performance within one or more of the following areas:
- **Teaching:** *Contributions* to the development of or changes to teaching and education.

- **Development:** *Contributions* to development projects in a partnership involving students, scientific staff colleagues, and industry.
- **Innovation:** *Contributions* to the description of student projects in partnership with industry, and contributions to patenting.
- **Funding:** *Contributions* to external projects, including attracting external funding.

Salary level 1c: **Supplement of DKK 40,000** (31 March 2012 level)

Associate professors with *appreciable* experience of teaching, development work, and innovation.

- The associate professor must demonstrate successful performance within one or more of the following areas:
- **Teaching:** *Initiating* and planning development of or changes to teaching and education.
- **Development:** *Participation* in development projects in a partnership involving students, scientific colleagues and industry.
- **Innovation:** *Contribution to the formulation and supervision* of student projects in collaboration with industry, and *ensuring* patenting.
- **Funding:** *Participating* in external projects, including attracting external funding

Salary level 2: **Supplement of DKK 65,000** (31 March 2012 level)

Associate professors with *solid* experience of teaching, development work, and innovation.

- The associate professor must demonstrate successful performance within one or more of the following areas:
- **Teaching:** *Responsibility* for development of or changes to teaching and education.
- **Development:** *Being established* within his/her development area with international impact, participating in national or international development projects.
- **Innovation:** *Responsibility* for the implementation of student projects in partnership with industry, participating in commercialization of innovation activities, and arranging patenting.
- **Funding:** *Participating* in external projects, including attracting external funding and carrying out independent project work.

Salary level 3: **Supplement of DKK 90,000** (31 March 2012 level)

Associate professors, who, in addition to fulfilling the criteria for salary level 2, carry out a number of important tasks *with great conviction*, such as

- **Teaching:** Implementing renewals of or changes to courses and study programmes which attract students.
- **Development:** Participating as a scientific co-organizer of international conferences and regularly serving as a reviewer and external examiner at external institutions, or participating as an invited speaker at international professional conferences.
- **Innovation:** Experience with business start-ups, implementation of patenting processes as co-inventor, or active use of patents in the commercialization process.
- **Funding:** Implementing and managing innovative development projects and business partnerships, coordinating EU projects, and successfully attracting external funding.

Salary level 4a: **Supplement of DKK 115,000** (31 March 2012 level)

Associate professors, who, in addition to fulfilling the criteria for salary level 3, can be characterized as highly talented staff with an excellent international profile and whose:

- academic level is just below or at professor level
- **or** who, on the basis of strong academic skills, make a significant contribution to
 - teaching and education or
 - innovation or
 - are a *driving force* in development projects in partnership with students, colleagues, and industry

- have varied experience with the establishment and development of business partnerships or start-ups
- **and also**
 - attract considerable external funding

Salary level 4b: Supplement of DKK 140,000 (31 March 2012 level)

Associate professors, who, in addition to the responsibilities mentioned above at salary level 4a, have important competences such as:

- Integrating results from development projects in the teaching at the university to a great extent
- Launching new teaching initiatives and formats of international interest
- Having established himself/herself as a preferred partner and reference within his/her field with close contact to industry in the areas of contracts and patents.
- Participating in work with national and international foundations to distribute research funding.

D. Positions at professor level:

- **Professor 1**—salary grade 37 with a **supplement of DKK 60,900 (31 March 2012 level)**

Newly appointed professors (recruited both externally and internally) at DTU. The professor will normally be responsible for building up or developing a subject area and will also be obliged to conduct research management and research-based teaching and/or public sector consultancy.

- **Professor 2**—salary grade 37 with a **supplement of DKK 91,700 (31 March 2012 level)**

Professors who have successfully established or further developed high academic standards in a research group. The professor must also have experience with obtaining external research funding.

- **Professor 3**—salary grade 37 with a **supplement of DKK 131,100 (31 March 2012 level)**

Highly successful professors with an excellent international platform. The professor must also work actively, successfully, and openly with external partners, defined as businesses, research institutions, universities, other educational institutions, foundations, and other sources of research funding.