

Guidelines for the remuneration of teaching assignments at the University of Lucerne

from 17/12/2021

The University Council of the University of Lucerne, based on § 11e of the Staff Regulations of the University of Lucerne (SRL 539a), decrees:

1. Initial position

According to § 18 (2)(g) of the Statute of the University of Lucerne (SRL 539c), teaching assignments are awarded by the Faculty Assembly. The faculties shall independently determine the criteria for awarding teaching assignments within the framework of the legal and regulatory requirements and shall ensure the quality of teaching. These guidelines are limited to the provisions on remuneration following the awarding of a valid teaching contract.

2. Scope of application

The scope of application of these guidelines is limited to teaching within the framework of a degree programme (courses that are open to enrolled students, including doctoral students, generally without additional participation fee), excluding continuing education courses, further education courses (in particular CAS, MAS) and scientific conferences.

After consulting with the faculties, the Office of the Vice Rector for Personnel and Professorships shall determine the remuneration for individual classes, examination and correction fees and similar services in an information sheet.

3. Teaching assignments for employees of the University of Lucerne

For employees of the University of Lucerne, any involvement in teaching must in principle be included in the job description or in the employment and training agreement, stating the extent of this involvement. Teaching performed in fulfilment of the employee's duties of employment under labour law shall not be additionally remunerated. If additional teaching assignments are granted by the faculty beyond such an agreement, these shall be remunerated in accordance with items 5-6.

Full-time and part-time professors at the University of Lucerne are not entitled to remuneration for teaching services in excess of the defined teaching load. They shall be compensated for any additional services provided within a reasonable period of time. As an exception and in individual cases, the Dean may approve an additional remunerated teaching assignment if this is necessary to maintain the course of study.

4. Teaching assignments awarded to Habilitation students and to persons who hold a Habilitation degree

According to § 14(2) of the Habilitation Regulations of the University of Lucerne (SRL 539f), there is no entitlement to remuneration for teaching assignments that are granted by the faculty solely with a view to fulfilling the Habilitation requirements. If, on the other hand, Habilitation students teach as part of the Faculty's regular teaching schedule, they shall be remunerated in accordance with items 5–6 if their teaching is not part of an employment contract (item 3).

According to § 14(4) of the Habilitation Regulations, persons holding a Habilitation degree shall, if possible – i.e., if there is a corresponding, proven need on the part of the faculty – be integrated into the regular teaching activities with paid teaching assignments; in this case, remuneration shall be in accordance with items 5-6.

5. Remuneration rates for teaching assignments: Principle

The rates for remuneration for lecturers are:

	In CHF per semester hour (gross)
A. Complex class (including lecture)	3,900
B. Less complex class (e.g. tutorial)	2,790

The terms are to be understood as follows:

Complex classes are those that require a considerable amount of preparation on the part of the lecturer, as is typically the case with lectures in which material is taught. The designation of the classes in question may differ depending on the faculty.

Less complex classes are those in which students work on topics independently and give presentations or write papers, or when (as in tutorials and practical courses) the students work on the material together with the lecturers. Language and reading courses are also usually less complex.

The faculties are responsible for assigning the teaching assignment to one of the two categories and for determining special circumstances in accordance with item 6. Assignments shall be made so as to provide appropriate remuneration, taking into account the associated preparation and supervision work, and to differentiate between the various teaching courses assigned to lecturers in a manner appropriate to the circumstances. Classes requiring comparable effort should be allocated the same amount, while those requiring different amounts of effort should be allocated differently.

6. Individual questions on the remuneration of teaching assignments

As a rule, the rates mentioned in item 5 include correction services (e.g. for pre-seminar and seminar work); any deviations in the form of separate remuneration will be determined by the Office of the Vice Rector for Personnel and Professorships in an information sheet after consultation with the faculties.

For courses taught jointly with other lecturers, remuneration is generally based on the degree of participation on a pro rata basis; in the case of co-teaching, the Dean may permit remuneration of both lecturers in individual cases.

In the case of courses where more than one instance of the course is running in the same semester (e.g., parallel exercise or practical groups), only one course shall be fully remunerated. For the repetition of the course in the same semester, the remuneration amount according to item 5 shall be multiplied by a factor of 0.7.

For one-off teaching sessions (e.g., substitute or guest lectures) that involve considerable additional preparatory work, the amount stated under item 5 shall be multiplied by a factor of 1.2.

Does the remuneration system according to item 5 reflect the professional competences of the lecturer? If the number of classes is so low that the person could not be recruited for a course that is significant for the faculty ("Expert Classes"), the amount stated under item 5 may be multiplied by a maximum factor of 1.5; the Office of the Vice Rector for Personnel and Professorships shall make the final decision on the basis of an application by the Dean.

7. Cancellation of an awarded teaching assignment

A teaching assignment may be cancelled by the Office of the Vice Rector for Personnel and Professorships at the request of the faculty concerned on important grounds, namely if too few students have enrolled for it. The preparatory work carried out prior to the cancellation shall be adequately compensated; in the event of cancellation before or at the latest in the first week of the semester, the compensation shall as a rule amount to a maximum of half of the amount for the cancelled teaching assignment. The Office of the Vice Rector for Personnel and Professorships shall make the final decision on the remuneration amount at the request of the faculty concerned.

8. Allowances and expenses

As a rule, expenses for travel, board and accommodation of lecturers are not compensated separately. In special cases in which the expenses for the lecturer appear to be unreasonable, the Dean may approve the payment of compensation. Details shall be regulated by the Office of the Vice Rector for Personnel and Professorships in a corresponding information sheet.

9. Entry into force and interim regulations

This Guideline shall enter into force with effect from the autumn term 2022.

The faculties and the Department of Health Sciences and Medicine shall notify the Office of the Vice Rector for Personnel and Professorships, by 30 April 2022 at the latest, of any cases in which the implementation of these guidelines could lead to an unacceptable deterioration of the position of long-standing, proven lecturers. The Office of the Vice Rector for Personnel and Professorships shall make the final decision as to whether grandfathering (retention of the last salary granted, without further step increases) shall be granted.

Cantonal Government Councillor Marcel Schwerzmann
President of the University Council