



Guidelines for the Classification of Academic Positions

Description of General Employment Classifications

<i>Employment Classification</i>	<i>Tasks</i>
Student Assistants without Bachelor's Degree	Students employed to perform minor tasks in research and teaching. If more demanding tasks are performed, the student assistant can be assigned to a higher pay level.
Student Assistants with Bachelor's Degree	Students employed to perform minor tasks in research and teaching. These persons will be assigned to pay category 13 as soon as they have been awarded their Bachelor's degree, regardless of the type of work.
PhD Candidates	Junior academic position with a general outline of rights and responsibilities: Completing the doctoral thesis with 60% "protected time". A higher employment level can be chosen if additional tasks are performed.
Teaching and Research Assistants	Junior academic position with a general outline of rights and responsibilities: Independent research, support in teaching and research, possibly support in other tasks at the chair.
Postdoctoral Researchers	Junior academic position with a general outline of rights and responsibilities: Independent management of research projects, co-supervision of Master's theses and possibly PhD theses, support in teaching and research, possibly support in other tasks at the chair.
Senior Teaching and Research Assistants	Junior academic position with a general outline of rights and responsibilities: Independent management of research projects, heading a research group, supervision of Master's theses and PhD theses, acquisition of third-party funds, designing/teaching own courses, support in other tasks at the chair.
Academic Associates	Special tasks in a scholarly capacity at a professorial chair, e.g. research, teaching, upkeep of specialized equipment. Generally a permanent position; a temporary position in accordance with § 10 of the employment ordinance of the University of Zurich (<i>Personalverordnung der Universität Zürich, PVO-UZH</i>).

Assignment to Individual Employment Classifications

<i>Employment Classification</i>	<i>Pay Category/ Pay Level</i>	<i>Conditions for Assignment to a Pay Category</i>
Swiss National Science Foundation (SNSF)	UZH guideline	The classification of positions funded by SNSF is undertaken in accordance with the provisions and guidelines of UZH.
Third-Party Funds	UZH guideline	The classification of positions funded by third parties is undertaken in accordance with the provisions and guidelines of UZH, with the exception of Marie-Curie employments.
Student Assistants without Bachelor's Degree	10/03 - 11	Student assistants are assigned to pay category 10. The responsible unit (e.g. institute/department) selects a pay level from 03 to 11, depending on the job requirements and tasks.
Student Assistants with Bachelor's Degree	13/03 - 11	<p>A transfer from pay category 10 to 13 must be completed as soon as the Bachelor's degree has been awarded. The responsible unit (e.g. institute/department) selects a pay level from 03 to 11, depending on the job requirements and tasks. The transfer takes effect the month after the degree was awarded; the date printed on the diploma or on the confirmation serves as the reference.</p> <p>General information: - Temporary position - This position is only offered to students (also students who are not matriculated at UZH)</p>

Human Resources

Employment Classification	Pay Category/ Pay Level	Conditions for Assignment to a Pay Category						
<p>PhD candidates</p> <p>Fast-Track PhD Candidates (with Bachelor's degree)</p> <p>MD-PhD (Track I with Bachelor's degree in medicine Track II medical studies are completed)</p>	<p>Regulations on Pay (LR) 30</p>	<p>Pay rates for PhD candidates is based on the standards set by SNSF.</p> <p>SNSF Pay Rates for PhD Candidates (monthly pay x 12):</p> <table style="margin-left: 40px;"> <tr> <td>year 1</td> <td>CHF 47'040.00</td> </tr> <tr> <td>year 2</td> <td>CHF 48'540.00</td> </tr> <tr> <td>from year 3</td> <td>CHF 50'040.00</td> </tr> </table> <p>These rates are valid for an employment level of 60%. Employment levels for PhD positions can be up to 100%, with corresponding adjustments made to the salary. Any additional salary costs are covered by the responsible unit (e.g. institute, department, chair, or clinic). The yearly pay increase takes effect on the first day of the month in which employment commenced (also if employment began on another day of the month).</p> <p>General information</p> <ul style="list-style-type: none"> - Temporary position - 3 years as a rule - Possibility to extend employment by 1 year, for a maximum total of 6 years (§ 15 PVO-UZH) <p>Years worked as a PhD candidate and as a teaching and research assistant are treated as cumulative, regardless of the source of funding.</p>	year 1	CHF 47'040.00	year 2	CHF 48'540.00	from year 3	CHF 50'040.00
year 1	CHF 47'040.00							
year 2	CHF 48'540.00							
from year 3	CHF 50'040.00							
<p>Teaching and Research Assistants</p>	<p>17/03</p>	<p>Basic category for persons with a university degree/Master's degree but no doctoral degree. New employees are always assigned to pay level 03, regardless of any past work experience. Work experience is not considered. Pay raises in recognition of good performance (performance appraisal) are possible (in accordance with cantonal provisions).</p> <p>General information:</p> <ul style="list-style-type: none"> - Temporary position - 3 years as a rule - Possibility to extend employment by 1 year, for a maximum total of 6 years (§ 15 PVO-UZH) <p>Years worked as a PhD candidate and as a teaching and research assistant are treated as cumulative, regardless of the source of funding.</p> <p>If the employment relationship continues, the employment classification must be changed to that of a postdoctoral researcher (new employment classification) as soon as the doctoral diploma has been issued.</p>						

Human Resources

Employment Classification	Pay Category/ Pay Level	Conditions for Assignment to a Pay Category
Postdoctoral Researchers	18/03	<p>Basic category for persons with a university degree/Master's degree and doctoral degree.</p> <p>New employees are always assigned to pay level 03, regardless of any past work experience as PhD candidates or as teaching and research assistants. Past work experience is not considered. Pay raises in recognition of good performance (performance appraisal) are possible (in accordance with cantonal provisions).</p> <p>A transfer from teaching and research assistant to postdoctoral researcher (from pay category 17 to 18) must be completed as soon as the doctoral diploma or a temporary academic record from the dean's office is issued. The date printed on the diploma or on the confirmation serves as the reference. The transfer takes effect the following month and is done according to the system: "Up one category, down two levels."</p> <p>General information:</p> <ul style="list-style-type: none"> - Temporary position - 3 years at the most - Possibility to extend employment for a maximum total of 6 years (§ 15 PVO-UZH). Years worked as a PhD candidate and teaching and research assistant are no longer carried over to the position as postdoctoral researcher.

Human Resources

Employment Classification	Pay Category/Pay Level	Conditions for Assignment to a Pay Category
<p>Senior Teaching and Research Assistants with or without a Habilitation (<i>venia legendi</i>)</p>	<p>19/03</p> <p>20</p> <p>21 or 22</p>	<p>Basic category for persons with a university degree and a doctoral degree, possibly with higher levels of responsibility, more than 2 reporting employees, demanding responsibilities or tasks, e.g. as a deputy head of unit or part-time head of administration.</p> <p>Additional responsibilities compared with pay category 19, e.g. with more than 6 reporting employees. The staff at Human Resources determines the classification on the basis of the job description.</p> <p>Exceptional circumstances The staff at Human Resources determines the classification on the basis of the job description.</p> <p>General information: - Temporary position - 3 years at the most - Possibility to extend employment by three years, for a maximum total of 9 years (§ 15 PVO-UZH)</p> <p>Years worked as a postdoctoral researcher are carried over to the position as senior teaching and research assistant. A postdoctoral researcher subsequently employed as a senior teaching and research assistant can remain a maximum of 9 years.</p> <p>New employees are always assigned to pay level 03, regardless of any past work experience. Work experience is not considered. Pay raises in recognition of good work are possible (in accordance with cantonal provisions).</p>
<p>Senior Teaching and Research Assistants Ambizione SNSF</p> <p>Senior Teaching and Research Assistants PRIMA SNSF</p>	<p>20/03</p> <p>21/03</p>	<p>SNSF Promotion of Young Researchers (exceptional case).</p> <p>SNSF Promotion of Excellent Female Researchers (exceptional case).</p> <p>General information: - Temporary position according to the guidelines of SNF.</p>

Human Resources

Employment Classification	Pay Category/Pay Level	Conditions for Assignment to a Pay Category
<p>Academic Associates</p> <p>(also valid in human, dental, and veterinary medicine)</p>	<p>from 16</p> <p>from 17 - 20</p>	<p>Classification with a Bachelor's degree.</p> <p>Classification with a licentiate, diploma or Master's degree.</p> <p>The staff at Human Resources determines the classification on the basis of the job description. Relevant past work experiences are considered.</p> <p>General information: - Permanent position</p>
<p>Head of Academic Unit</p> <p>(also valid in human, dental, and veterinary medicine)</p>	<p>21 - 23</p>	<p>The staff at Human Resources determines the classification on the basis of the job description. Relevant past work experiences are considered.</p> <p>General information: - Permanent position</p>
<p>Resident Physicians Human Medicine</p> <p>Resident Physicians Dental Medicine</p> <p>Resident Physicians Veterinary Medicine</p>	<p>19 - 21</p> <p>19 - 21</p> <p>19 - 21</p>	<p>The staff at Human Resources determines the classification on the basis of the job description.</p> <p>General information: - Temporary position - 3 years as a rule - Possibility to extend employment by up to 6 years.</p>
<p>Attending Physicians Human Medicine</p> <p>Dentists (level/duties of "attending physician" in human medicine)</p> <p>Veterinarians (level/duties of "attending physician" in human medicine)</p>	<p>21 - 25</p> <p>21 - 25</p> <p>21 - 25</p>	<p>The staff at Human Resources determines the classification on the basis of the job description.</p> <p>General information: - Temporary position (a permanent position is only possible upon receiving written approval from the dean of the faculty). - Permanent position from level 24 is only possible upon receiving written approval from the Executive Board of the University.</p>

Human Resources

<i>Employment Classification</i>	<i>Pay Category/Pay Level</i>	<i>Conditions for Assignment to a Pay Category</i>
Chief of Service Human Medicine	25 - 26	The staff at Human Resources determines the classification on the basis of the job description.
Chief of Service Dental Medicine	25 - 26	General information: - Permanent position - Permanent position from level 24 is only possible upon receiving written approval from the Executive Board of the University.
Chief of Service Veterinary Medicine	25 - 26	