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Guidelines for the Classification of Academic Positions

(Vetsuisse-Faculty: see separate document)

Legal Provisions

§ 21 of the UZH Employment Ordinance (PVO-UZH) contains the following principle:

The salaries of University staff are based on the principles and the salary system of general employment law. In exceptional cases, this principle may be set aside.

§ 32 para. 1 PVO-UZH contains the following delegation of competencies to the Executive Board of the University:

¹ **Classification** of University staff is decided by the Executive Board of the University.

² [...].

This competence of the Executive Board of the University was delegated to the Human Resources Department with the decision (*Verfügung*) dated 14 August 2020 based on § 3 para. 2 PVO-UZH in conjunction with § 27 para. 1 and 3 of the Organization Regulations of the Executive Board of the University dated 2 June 2020.



Description of General Employment Classifications

Employment Classification	Tasks
Student Assistants without a Bachelor's Degree	Students employed to perform minor tasks in research and teaching.
Student Assistants with a Bachelor's Degree	Students employed to perform minor tasks in research and teaching.
PhD Candidates	Junior academic position with a general outline of rights and responsibilities: Completion of the PhD thesis mainly during working hours, in accordance with the faculties' general outlines of rights and responsibilities. A higher employment level can be chosen if additional qualification-related tasks are performed. Employment is only permitted in one category of junior academic positions. It is therefore not possible for a person to be employed as a "PhD Candidate" and "Teaching and Research Assistant" at the same time.
Teaching and Research Assistants	Junior academic position with a general outline of rights and responsibilities: Completion of the PhD thesis in accordance with the faculties' general outlines of rights and responsibilities, support in teaching and research, possibly support in other tasks at the chair. Employment is only permitted in one category of junior academic positions. It is therefore not possible for a person to be employed as a "PhD Candidate" and "Teaching and Research Assistant" at the same time.
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	<p>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 possible in accordance with § 10 of the employment ordinance of the University of Zurich (<i>Personalverordnung der Universität Zürich, PVO- UZH</i>).</p> <ul style="list-style-type: none"> • Temporary Teaching & Research Staff: temporary activities in teaching, research or academic administration that do not correspond to the nature of a junior academic position; e.g. collaboration on research projects, publications or service assignments of the chair. These positions are intended to relieve chairs, institutes and seminars of work that is not relevant to qualification and which require little or no work experience.



Employment Classification	Tasks
Academic Associates wst	<p>Special high-level tasks in a scholarly capacity.</p> <ul style="list-style-type: none"> • Lecturer – Research: special tasks in research support/methodology development and teaching. Own research and management of direct reports. Coordinating and steering research group. • Lecturer – Teaching: special tasks in teaching, delivering continuing education in pedagogy. Own research. Management of direct reports.
Heads of Academic Units	<p>Heading a unit with multiple reporting academic associates, employees in junior academic positions and administrative and technical staff. Close cooperation with heads of department/institute. Qualified scientific research work tied to supervision of PhD candidates and teaching.</p>
Resident Physicians	<p>Examining and treating patients (diagnosis, therapy and documentation), research and teaching according to job description, specialization in a field. Employment as a resident physician is only possible if medical duties make up at least 50% of the relevant employment level.</p> <p>Medical duties are understood to mean clinical activities and other medical activities on healthy, sick or deceased humans and animals, e.g. also those on test persons within the framework of studies, on clients who use medical services (e.g. travel medicine) as well as on parties involved in proceedings in the field of forensic medicine.</p>
Postgraduate - Resident Dentists (PG-Teaching and research assistants Center for Dental Medicine)	<p>Junior academic position. Structured further training at the Center for Dental Medicine (ZZM). Acquisition of the corresponding specialist title from the Swiss Dental Association (SSO) or the corresponding advanced training certificate from the respective professional associations.</p>
Chiefs of Service	<p>Heading a department with corresponding technical, nursing and medical staff, deputizing for the senior physician or head of clinic, scientific and consultative duties.</p>



Assignment to Individual Employment Classifications

Employment Classification	Pay Category/ Pay Level	Conditions for Assignment to a Pay Category
Swiss National Science Foundation (SNSF)	UZH guideline	The classification of positions funded by SNSF is done in accordance with the provisions and guidelines of UZH.
Third-Party Funds	UZH guideline	The classification of positions funded by third parties is done in accordance with the provisions and guidelines of UZH.
Student Assistants without a Bachelor's Degree	10/03 - 11	<p>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.</p> <p>General information:</p> <ul style="list-style-type: none"> - Temporary position - This position is only offered to students (including students who are not matriculated at UZH)
Student Assistants with a Bachelor's Degree	13/03 – 11	<p>eHR entry (web application for HR tasks) MA Kreis¹: MB/SB, P²: 154, PK³: VSAO</p> <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 provisional confirmation serves as the reference.</p> <p>General information:</p> <ul style="list-style-type: none"> - Temporary position - This position is only offered to students (also students who are not matriculated at UZH) <p>eHR entry (web application for HR tasks) MA Kreis: MB/SB, P: 155, PK: VSAO</p>

¹ MA Kreis = employee circle; M = employment with monthly salary / S = hourly paid employment

² P = plan position

³ PK = pension fund



Employment Classification	Pay Category/ Pay Level	Conditions for Assignment to a Pay Category						
<p>PhD Candidates</p> <p>Fast-Track PhD Candidates (with a Bachelor's degree)</p> <p>MD-PhD (Track I with a Bachelor's degree in medicine Track II medical studies are completed)</p>	<p>Regulations on Pay (LR) 25</p>	<p>Pay rates for PhD candidates are based on the standards set by SNSF.</p> <p>Pay rates (monthly pay x 12), As of 01.01.2024:</p> <table border="0" style="margin-left: 40px;"> <tr> <td>1st year</td> <td>CHF 49'854.85</td> </tr> <tr> <td>2nd year</td> <td>CHF 51'444.65</td> </tr> <tr> <td>from 3rd year</td> <td>CHF 53'034.40</td> </tr> </table> <p>These rates are valid for an employment level of 80%.</p> <p>Valid as of 1.1.2024: The rates apply to an employment level of 80%.⁴</p> <p>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). Employment is only permitted in one category of junior academic positions. It is therefore not possible for a person to be employed as a "PhD Candidate" and "Teaching and Research Assistant" at the same time.</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) - Years worked as a PhD candidate and as a teaching and research assistant are treated as cumulative, regardless of the source of funding. - Purpose of employment: PhD conferral (§ 10 c para. 2 University Statutes), mandatory matriculation <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. The transfer takes effect the month after the degree was awarded; the date printed on the diploma or on the provisional confirmation serves as the reference. If it is unclear whether it is the final diploma or a sufficient confirmation, the relevant faculty must be consulted.</p> <p>The faculties are responsible for determining the validity of doctoral diplomas. eHR entry (web application for HR tasks) MA Kreis: MO, P: 152, PK: VSAO</p>	1st year	CHF 49'854.85	2nd year	CHF 51'444.65	from 3rd year	CHF 53'034.40
1st year	CHF 49'854.85							
2nd year	CHF 51'444.65							
from 3rd year	CHF 53'034.40							

⁴Further information on the new employment model and its implementation can be found in regulations on the general outline of rights and responsibilities of the faculties for teaching / research assistants and doctoral candidates and under www.graduates.uzh.ch



Employment Classification	Pay Category/ Pay Level	Conditions for Assignment to a Pay Category
<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>Employment is only permitted in one category of junior academic positions. It is therefore not possible for a person to be employed as a "PhD Candidate" and "Teaching and Research Assistant" at the same time.</p> <p>General information:</p> <ul style="list-style-type: none"> - Minimum employment level: 50% as of 01.01.2024⁵ - Temporary position - 3 years as a rule - Possibility to extend employment by 1 year, for a maximum total of 6 years (§ 15 PVO-UZH) - Years worked as a PhD candidate and as a teaching and research assistant are treated as cumulative, regardless of the source of funding. - Purpose of employment: PhD conferral (§ 10 c para. 2 University Statutes), mandatory matriculation <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. The transfer takes effect the month after the degree was awarded; the date printed on the diploma or on the provisional confirmation serves as the reference.</p> <p>If it is unclear whether it is the final diploma or a sufficient confirmation, the relevant faculty must be consulted.</p> <p>The faculties are responsible for determining the validity of doctoral diplomas.</p> <p>eHR entry (web application for HR tasks) MA Kreis: MC/SC, P: 151, PK: VSAO</p>

⁵ Lower employment level possible for PhD candidates with family care obligations or scholarship holders



Employment Classification	Pay Category/Pay Level	Conditions for Assignment to a Pay Category
<p>Postdoctoral Researchers</p>	<p>18/03</p>	<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>If it is unclear whether it is the final diploma or a sufficient confirmation, the relevant faculty must be consulted.</p> <p>The faculties are responsible for determining the validity of doctoral diplomas.</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. <p>eHR entry (web application for HR tasks) MA Kreis: ME/SE, P: 153, PK: VSAO</p>



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 Human Resources Department determines the classification on the basis of the job description.</p> <p>Exceptional circumstances The Human Resources Department determines the classification on the basis of the job description.</p> <p>General information: <ul style="list-style-type: none"> - 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>eHR entry (web application for HR tasks) MA Kreis: ME/SE, P: 150, PK: VSAO</p>



Employment Classification	Pay Category/Pay Level	Conditions for Assignment to a Pay Category
Academic Associates (also valid in human, dental, and veterinary medicine)	from 16 from 17 – 20	Classification with a Bachelor's degree. Classification with a licentiate, diploma or Master's degree. General information: - Permanent position eHR entry (web application for HR tasks) MA Kreis: MD/SD, P: 131, PK: BVK
	17 / 03	Temporary Teaching & Research Staff: - Project based employment: maximum duration of two years - Master's degree; in exceptional cases PhD - little or no relevant work experience eHR entry (web application for HR tasks): MA-Kreis: MD/SD, P: 139, PK: BVK Standard salary classification: LK 17 / 03 Deviating classifications from LK 17 / 03 (based on the requirements for the tasks) must be requested from HR Business Partners
Academic Associates wst (also valid in human, dental, and veterinary medicine)	21 - 23	Completed university education. The Human Resources Department determines the classification on the basis of the job description. Relevant past work experiences are considered.
	21 - 22	Lecturer – Research and Lecturer – Teaching Completed university education. The Human Resources Department determines the classification on the basis of the job description. Relevant past work experiences are considered. The position must be approved by the Executive Board of the University (UL). The UL approval must be submitted for the classification. eHR entry (web application for HR tasks): MA Kreis: MD/SD, P: 132, PK: BVK



Employment Classification	Pay Category/Pay Level	Conditions for Assignment to a Pay Category
<p>Academic Associates wst</p> <p>(also valid in human, dental, and veterinary medicine)</p>	<p>23</p>	<p>Senior Lecturer – Research and Senior Lecturer – Teaching</p> <p>Completed university education.</p> <p>The Human Resources Department determines the classification on the basis of the job description. Relevant past work experiences are considered.</p> <p>The position must be approved by the Executive Board of the University (UL). The UL approval must be submitted for the classification.</p> <p>General information: - Permanent position</p> <p>eHR entry (web application for HR tasks): MA Kreis: MD/SD, P: 132, PK: BVK</p>



Employment Classification	Pay Category/Pay Level	Conditions for Assignment to a Pay Category
<p>Heads of Academic Units</p> <p>(also valid in human, dental, and veterinary medicine)</p>	21 - 23	<p>Completed university education.</p> <p>The Human Resources Department determines the classification on the basis of the job description. Relevant past work experiences are considered.</p> <p>General information:</p> <ul style="list-style-type: none"> - Permanent position <p>eHR entry (web application for HR tasks): MA Kreis: MD/SD, P: 130, PK: BVK</p>
<p>Resident Physicians</p> <p>(Human Medicine / Veterinary Medicine / Dental Medicine)</p>	19 - 21	<p>The Human Resources Department determines the classification on the basis of the job description.</p> <p>General information:</p> <ul style="list-style-type: none"> - No automatic change to pay category 20 from 3rd year of professional experience following state board examination. Pay category changes always depend on the job description. This also applies to moving from pay category 19 to 20. - Temporary position - 6 years as a rule - Possibility to extend employment up to 9 years. <p>A permanent position is possible provided the tasks mainly involve provision of services. Permanent positions must be approved in writing by the dean. The following criteria apply:</p> <ul style="list-style-type: none"> - the planned permanent employment of a resident physician makes an essential contribution to maintenance of operations, - the employee provides a service, - the necessity of a permanent position is evident in the job description. <p>Classification of resident physicians in veterinary medicine undergoing continuing education is based on ULB 2017-145.</p> <p>eHR entry (web application for HR tasks): MA Kreis: MC/SC, P: 123, PK: VSAO</p>



Employment Classification	Pay Category/Pay Level	Conditions for Assignment to a Pay Category						
<p>Postgraduate - Resident Dentists (PG-Teaching and research assistants Center for Dental Medicine)</p>	<p>Regulations on Pay (LR) 03</p>	<p>Further training to obtain the corresponding specialist title.</p> <p>Pay rates (monthly pay x 13), as of 01.01.2024:</p> <table> <tr> <td>1st year</td> <td>CHF 78'271.12</td> </tr> <tr> <td>2nd year</td> <td>CHF 88'055.49</td> </tr> <tr> <td>from 3rd year</td> <td>CHF 97'839.16</td> </tr> </table> <p>These rates are valid for an employment level of 100%.</p> <p>The higher classification per year of further training is mandatory. Any cost-of-living allowances will be paid. According to ULB 2016-54</p> <p>eHR entry (web application for HR tasks): MA-Kreis: MC/SC, P: 123, PK: VSAO</p>	1st year	CHF 78'271.12	2nd year	CHF 88'055.49	from 3rd year	CHF 97'839.16
1st year	CHF 78'271.12							
2nd year	CHF 88'055.49							
from 3rd year	CHF 97'839.16							
<p>Chiefs of Service (Human Medicine / Veterinary Medicine / Dental Medicine)</p>	<p>25 - 26</p>	<p>The Human Resources Department determines the classification on the basis of the job description.</p> <p>General information: - Permanent position</p> <p>Permanent position from level 24 is only possible with written approval from the Executive Board of the University.</p> <p>eHR entry (web application for HR tasks) MA Kreis: MD/SD, P: 121, PK: BVK</p>						