



*This English translation is provided for convenience purposes only. The original German text fully prevails.*

## Guidelines for the Classification of Academic Positions

### 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:

<sup>1</sup> **Classification** of University staff is decided by the Executive Board of the University.

<sup>2</sup> [...].

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

<b>Employment Classification</b>	<b>Tasks</b>
<b>Student Assistants without a Bachelor's Degree</b>	Students employed to perform minor tasks in research and teaching.
<b>Student Assistants with a Bachelor's Degree</b>	Students employed to perform minor tasks in research and teaching.
<b>PhD Candidates</b>	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 tasks are performed.
<b>Teaching and Research Assistants</b>	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.
<b>Postdoctoral Researchers</b>	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.
<b>Senior Teaching and Research Assistants</b>	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.
<b>Academic Associates</b>	<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"> <li>• <b>Temporary Teaching &amp; Research Staff:</b> 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.</li> </ul>



<b>Employment Classification</b>	<b>Tasks</b>
<b>Academic Associates wst</b>	<p>Special high-level tasks in a scholarly capacity.</p> <ul style="list-style-type: none"> <li>• <b>Lecturer – Research:</b> special tasks in research support/methodology development and teaching. Own research and management of direct reports. Coordinating and steering research group.</li> <li>• <b>Lecturer – Teaching:</b> special tasks in teaching, delivering continuing education in pedagogy. Own research. Management of direct reports.</li> </ul>
<b>Heads of Academic Units</b>	<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>
<b>Resident Physicians</b>	<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>
<b>Attending Physicians</b>	<p>Independent performance of medical activities in one or more special fields, specialist in the area of assignment with increased requirements. Management responsibility. Participation in further training. Specialist title acquired.</p> <p>Employment as a senior physician is only possible if medical duties make up at least 50% of the relevant employment level. For the term "medical duties", see above under Resident physicians.</p>
<b>Chiefs of Service</b>	<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**

<b>Employment Classification</b>	<b>Pay Category/ Pay Level</b>	<b>Conditions for Assignment to a Pay Category</b>
<b>Swiss National Science Foundation (SNSF)</b>	UZH guideline	The classification of positions funded by SNSF is done in accordance with the provisions and guidelines of UZH.
<b>Third-Party Funds</b>	UZH guideline	The classification of positions funded by third parties is done in accordance with the provisions and guidelines of UZH.
<b>Student Assistants without a Bachelor's Degree</b>	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>eHR entry (web application for HR tasks) MA Kreis<sup>1</sup>: MB/SB, P<sup>2</sup>: 154, PK<sup>3</sup>: VSAO</p>
<b>Student Assistants with a Bachelor's Degree</b>	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 provisional confirmation serves as the reference.</p> <p>General information:</p> <ul style="list-style-type: none"> <li>- Temporary position</li> <li>- This position is only offered to students (also students who are not matriculated at UZH)</li> </ul> <p>eHR entry (web application for HR tasks) MA Kreis: MB/SB, P: 155, PK: VSAO</p>

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

<sup>2</sup> P = plan position

<sup>3</sup> PK = pension fund





Employment Classification	Pay Category/ Pay Level	Conditions for Assignment to a Pay Category
<p><b>Teaching and Research Assistants</b></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"> <li>- Minimum employment level: 50% as of 01.01.2024<sup>5</sup></li> <li>- Temporary position</li> <li>- 3 years as a rule</li> <li>- Possibility to extend employment by 1 year, for a maximum total of 6 years (§ 15 PVO-UZH)</li> <li>- Years worked as a PhD candidate and as a teaching and research assistant <b>are treated as cumulative</b>, regardless of the source of funding.</li> <li>- Purpose of employment: PhD conferral (§ 10 c para. 2 University Statutes), mandatory matriculation</li> </ul> <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>

<sup>5</sup> Lower employment level possible for PhD candidates with family care obligations or ESKAS scholarship holders



<i>Employment Classification</i>	<i>Pay Category/Pay Level</i>	<i>Conditions for Assignment to a Pay Category</i>
<p><b>Postdoctoral Researchers</b></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"> <li>- Temporary position</li> <li>- 3 years at the most</li> <li>- 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 <b>are no longer carried over to the position as postdoctoral researcher.</b></li> </ul> <p>eHR entry (web application for HR tasks) MA Kreis: ME/SE, P: 153, PK: VSAO</p>



<b>Employment Classification</b>	<b>Pay Category/Pay Level</b>	<b>Conditions for Assignment to a Pay Category</b>
<p><b>Senior Teaching and Research Assistants with or without a Habilitation</b> (venia legendi)</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: - 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>



<b>Employment Classification</b>	<b>Pay Category/Pay Level</b>	<b>Conditions for Assignment to a Pay Category</b>
<b>Senior Teaching and Research Assistants Ambizione SNSF</b>	20/03	<p>SNSF Promotion of Young Researchers. Yearly pay raises of 1 pay level (starting with basic pay category/level 20/03).</p> <p>General information:</p> <ul style="list-style-type: none"><li>- Temporary position according to the guidelines of SNF.</li></ul> <p>eHR entry (web application for HR tasks) MA Kreis: ME/SE, P: 150, PK: VSAO</p>
<b>Assistant Professors (female) PRIMA SNSF</b>		<p>SNSF Promotion of Excellent Female Researchers. Salary classification as assistant professors, therefore the Professorships Department is responsible.</p>





<b>Employment Classification</b>	<b>Pay Category/Pay Level</b>	<b>Conditions for Assignment to a Pay Category</b>
<p><b>Academic Associates wst</b></p> <p>(also valid in human, dental, and veterinary medicine)</p>	<p>23</p>	<p><b>Senior Lecturer – Research and Senior Lecturer – Teaching</b></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>



<b>Employment Classification</b>	<b>Pay Category/Pay Level</b>	<b>Conditions for Assignment to a Pay Category</b>
<p><b>Heads of Academic Units</b></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"> <li>- Permanent position</li> </ul> <p>eHR entry (web application for HR tasks) MA Kreis: MD/SD, P: 130, PK: BVK</p>
<p><b>Resident Physicians</b></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"> <li>- 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.</li> <li>- Temporary position</li> <li>- 6 years as a rule</li> <li>- Possibility to extend employment up to 9 years.</li> </ul> <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"> <li>- the planned permanent employment of a resident physician makes an essential contribution to maintenance of operations,</li> <li>- the employee provides a service,</li> <li>- the necessity of a permanent position is evident in the job description.</li> </ul> <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>



<b>Employment Classification</b>	<b>Pay Category/Pay Level</b>	<b>Conditions for Assignment to a Pay Category</b>
<p><b>Attending Physicians</b></p> <p>(Human Medicine / Veterinary Medicine / Dental Medicine)</p>	<p>21 - 25 from pay level 01</p>	<p>The Human Resources Department determines the classification on the basis of the job description. Attending physicians are classified from pay level 01. Depending on the number of years working as an attending physician, pay level classification may be higher.</p> <p>General information:</p> <ul style="list-style-type: none"> <li>- Temporary position</li> <li>- 3 years as a rule</li> <li>- Possibility to extend employment up to 9 years.</li> </ul> <p>The period of time employed as resident physician is added to the maximum employment time as attending physician. This may not exceed 15 years (RP and AP together).</p> <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"> <li>- the planned permanent employment of an attending physician makes an essential contribution to maintenance of operations,</li> <li>- the employee provides a service,</li> <li>- the necessity of a permanent position is evident in the job description.</li> </ul> <p>- A permanent position from pay 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: ME/SE, P: 122, PK: VSAO</p>
<p><b>Chiefs of Service</b></p> <p>(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:</p> <ul style="list-style-type: none"> <li>- Permanent position</li> </ul> <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>