

GUIDELINE FOR THE EMPLOYMENT OF ACADEMIC STAFF AT LEUPHANA UNIVERSITY LÜNEBURG (WIMI-KODEX)*

* For the purposes of this guideline, this includes academic staff in accordance with Art. 31 NHG as well as teaching staff for special tasks and lecturers in accordance with Art. 32 NHG

On 14 November 2018, the presidential committee adopted the following guidelines for the employment of academic staff at Leuphana University Lüneburg (WiMi Kodex):

Preamble

The academic staff at Leuphana University Lüneburg help to shape the academic culture of the university and the type of cooperation within the university community through their work. The university is therefore committed to a framework that supports the contemporary development prospects of academic staff in the respective academic community in accordance with the university's profile. This is intended to promote the professional and personal development of academic staff and a conducive working culture.

Leuphana University Lüneburg follows a humanistic, sustainable, and action-oriented mission statement. The university is aware that excellent innovative work in research, teaching and academic management can be supported by good employment conditions and attractive career prospects for academic staff. In this sense, this code also serves as a guideline for good academic work, a personnel structure based on dialogue and knowledge transfer, and constructive cooperation within the university community.

Leuphana University Lüneburg promotes a culture of valuing and recognising diversity and supports academic staff regardless of gender, age, family status, educational background, physical disability, nationality, religious affiliation, ethnic or cultural affiliation, and sexual orientation. With this in mind, the university has also adopted a "Diversity as an opportunity" code and developed rules to strengthen diversity at the university.

With this code, Leuphana University Lüneburg is pursuing activities in six fields of action:



I. Predictability of career paths and employment conditions

Leuphana University Lüneburg takes into account the individual professional situations of its employees as well as their personal circumstances. Leuphana makes the length of employment predictable for its employees.

The duration of academic qualification positions is based on the duration of the funding authorisation in the case of third-party funding, and on the duration of the respective qualification phases in the case of funding from state funds. For persons employed for the purpose of a doctorate or habilitation, an initial fixed term of at least three years shall be provided. Extensions are possible within the time periods stipulated by the WissZeitVG. For fixed-term new appointments in accordance with Art. 2 (1) WissZeitVG with qualification objectives other than a doctorate or habilitation, e.g. during the postdoc phase prior to a habilitation, an employment period of two years shall be achieved if possible. In justified exceptional cases, the duration of employment shall not be less than one year, or six months in the case of continued employment. Employment contracts should not be divided up.

While qualification and third-party funded positions are only filled on a temporary basis, positions for academic services or in academic management in the five Schools for Research and central institutions are generally filled on a permanent basis if there is a justified, long-term need. Long-term need is defined as a need that arises independently of individual developments or changes to research projects or study programmes, with similar content and to a similar extent. These permanent positions are created on a subject-specific basis at the suggestion of the dean's offices and central institutions on the basis of regularly updated position planning. A report on this is submitted as part of the annual consultation on the economic and staffing plan.

Permanent positions that can be filled for a justified long-term need for scientific services or in science management are established in accordance with the following principles:

- 1a) Positions for exclusive teaching tasks (teaching staff for special tasks / lecturers),
- 1b) Positions for predominantly teaching tasks with additional tasks in the organisational support of teaching and studies (teaching staff for special tasks/lecturers, with reduced teaching load),
- 2) Positions for tasks relating to infrastructural support for research and teaching, e.g. technical facilities such as laboratories or equipment (scientific departments),
- 3) Positions for science management (administrative positions).

The supervising professors or individuals and the Schools for Research or institutions of the university have a duty of care for those academic staff whose contracts are due to expire and

who require a short-term bridging period, e.g. between two research projects. HR and Legal Affairs informs the academic staff concerned, the supervising professor or individual and the management of the School or institution of the expiry of employment contracts at least 4 months in advance. Subject to the necessary personnel law options, these academic staff should be supported by temporary employment contracts and interim financing, if possible, from the funds of the supervising professor or individual, otherwise from the funds of the School or institution.

Leuphana University Lüneburg cultivates a welcoming culture for new academic staff. It offers a structured induction, career counselling that also includes paths outside academia, and an integration offer for those returning (e.g. after a leave of absence, after a period abroad).

II. Career prospects and organisation of career paths

Leuphana University Lüneburg supports academic staff in developing individual and sustainable career prospects.

Various service facilities at the university (including a Department for Personnel Development for Academic Staff, the Graduate School, the Research Service, the Teaching Service, the Cooperation Service, the Career Service and the Start-up Service) offer a range of counselling and qualification opportunities for academic staff. General counselling services provide career orientation and development. Interdisciplinary qualification programmes support academic staff and early career researchers in research (acquiring third-party funding, research and career planning, project management, publication strategies). The programme is supplemented by overarching topics and key professional skills, such as teamwork and non-violent communication in the workplace.

The university is committed to personnel development for academic staff that reflects the entire diversity of academic staff employment and works towards achieving gender equality and equal opportunities. It establishes a permanent position for personnel development for academic staff. The personnel development for academic staff measures are open to all academic staff. The university's support and further training programmes that shall be developed from this will be prepared and communicated in such a way that academic staff can quickly identify the programmes relevant to them.

The university supports academic staff in familiarising themselves with different career paths and exploring them, including through collaborations with other universities, with

public organisations and private companies. The university supports the exchange of employees within the scope of its own possibilities and those of its personnel law.

The following outstanding career paths are open to academic staff at Leuphana:

- 1) Habilitated academic staff can be appointed to an adjunct professorship (apl. Prof.) in accordance with Art. 21 of the Habilitation Regulations at the request of a School for Research.
- 2) Holders of junior research positions who have successfully applied for excellence formats that are subject to external review (ERC Starting Grants, DFG Emmy Noether, Volkswagen Foundation Freigeist and programmes with comparable qualifications) are given the opportunity to complete doctorates as junior research group leaders (doctoral regulations of the faculties Art. 3 para. 4). The university supports academic staff in achieving eligibility to apply for third-party funded projects within the scope of legal possibilities.
- 3) Academic staff may be assigned management tasks by their line managers and supervisors, subject to instructions.

Leuphana supports academic staff through a realistic feedback culture and academic supervision, including the joint definition of specific development goals and career steps. In terms of responsible personnel development, this includes showing academic staff various career options in order to support them in qualifying for these paths. One way of doing this is through annual performance reviews between supervisors and academic staff in accordance with the service agreement on the introduction of annual performance reviews between the university and the staff council. Leuphana also offers supervisors opportunities to develop a long-term academic leadership culture at the university in order to sensitise them to the special needs of academic staff with fixed-term contracts.

III. Doctoral and habilitation conditions

The university provides doctoral and postdoctoral researchers with employment contracts that are subject to social insurance contributions wherever possible. Postdocs should receive an appropriate level of employment (at least 66%). In addition, the award of scholarships is generally possible, especially within the framework of externally funded doctoral programmes. The university ensures that the job description shows a proportion of working hours for this qualification of at least one third of the agreed working hours or to the extent required by law.

The doctoral phase is supported at the beginning by a binding supervision agreement between doctoral candidates and supervisors. The university provides a framework supervision agreement. The university also endeavours to ensure that it is possible for doctoral candidates to complete their work at the university, even if their supervisors have moved to another educational institution.

In its doctoral procedures, the university ensures that doctoral candidates are assessed by a team of several reviewers. At least one member of the team of assessors should not be a member of Leuphana.

IV. Promotion of an independent and autonomous way of working

Leuphana University Lüneburg supports academic staff within the framework of legal regulations in helping to shape a lively research culture that is oriented towards international standards, and in learning and practising independent academic work.

Academic staff working on their doctorate or habilitation at Leuphana University Lüneburg are supported by an academic "qualification fund" in addition to non-material funding, from which they can apply for cost subsidies for travel or participation in conferences, summer schools and (international) research stays, for example. This gives them the opportunity to obtain professional feedback on research projects at national and international expert level, to practise important scientific practices and to actively participate in the respective international scientific community.

Research staff can submit applications for research start-up funding (formerly small research projects) in accordance with the applicable guidelines.

Leuphana aims to provide continuous staff development for all academic staff. The responsibility for further training measures lies with the line managers. A central further training fund is available.

The university supports academic qualification of its employees within the framework of legal possibilities when applying for attractive funding formats in order to promote early academic independence - especially in the case of demanding funding formats that are particularly preparatory for a career in academia, such as from the DFG and similar academic funding organisations. To this end, academic staff are primarily advised and supported by the Research Service.

In the case of applications for project funding, it is checked whether the supervisors and line managers can transfer or delegate project management to academic staff in accordance with the framework conditions of higher education law (in particular Art. 22 NHG and Art. 31 NHG) and the funding conditions of the third-party funding body. This gives academic staff the opportunity to carry out management activities in accordance with instructions. The project responsibility and formal connection of the project remains with the supervising professor.

In order to give scientific employees the opportunity to gain management experience, they can also be assigned management functions for sub-tasks within their existing collective agreement classification by their supervisors or line managers, such as management responsibility for other employees or responsibility for sub-budgets.

In teaching, academic staff are supported in particular through further training in higher education didactics, individual counselling, coaching, peer counselling and other offers that also have a career-promoting effect both within and outside academia. The aim here is to establish a thematic link between the topics of one's own qualification and the respective courses on offer, taking into account the corresponding module descriptions. To this end, academic staff are advised and supported in particular by the teaching service.

V.Support for family and personal circumstances

The university wants to provide academic staff with child(ren) and caring responsibilities with a clearly structured development without disadvantages.

The university provides 8 childcare places for children of members of the university under the age of 3 years via a day care centre. If booked in advance, the children of academic staff can be looked after while their parents attend committee meetings and conferences at the university. A separate office is available for mothers and fathers to stay in with their children.

Upon request, the university will cover childcare costs during a conference. Furthermore, in the case of fixed-term employment contracts, the possibility of extension in accordance with Art. 2 (1) sentences 4, 5 and 6 WissZeitVG (family and disability policy component) should be utilised. The family policy component takes into account the challenge of reconciling family and career with academic qualifications and serves to compensate for periods that were not or not fully available for academic qualifications.

Leuphana supports academic staff with flexible working hours, alternating between full-time and part-time work, opportunities to work from home in some cases, as well as self-determination over work processes and work organisation that is appropriate for the team and the subject matter. The personal and family situations of academic employees are taken into account in the supervision of qualification work. This applies in particular to the organisation of the work schedule and timetable.



VI. Quality assurance/evaluation

The university continuously reviews its academic infrastructure, its personnel selection procedures, its administration, and its internal services with regard to the recruitment of academics, the "attraction and retention" of academics and career paths within and outside the university.

The cultivation of good scientific practice and good cooperation in the workplace is supported by a dedicated ombudsperson for scientific staff and a service agreement for dealing with conflicts in the workplace.

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