

Personnel Ordinance of the University of Zurich (PVO-UZH)

(Dated 29 September 2014)^{1, 2}

The Board of the University,

On the basis of § 11 subpara 2 of the University Act dated 15 March 1998³,

has resolved the following:

(Excerpt §§ 41-61)

C. Particular Rights and Obligations of Professors

Inaugural Lecture

§ 41. ¹ Within a year of assuming their teaching duties, professors are to hold a public inaugural lecture.

² Professors who have already held a public lecture at the University may be released from this obligation by the Executive Board of the University.

Teaching Obligations

§ 42. ¹ Professors are required to conduct courses.

² As a rule, teaching obligations cover:

- a. 6–10 semester hours for full professors;
- b. 4–6 semester hours for associate professors;
- c. 2–4 semester hours for assistant professors and SNSF professors.

³ The Executive Board of the University may approve exceptions in justified cases.

Visiting Professors

§ 43. The responsible faculty defines the individual teaching obligations for visiting professors. The responsible faculty may define additional duties in an outline of rights and responsibilities.

Credit for Courses in Continuing Education Programs

§ 44. Courses in continuing education programs held at the University are credited to the workload of full and associate professors in the amount of up to two semester hours if:

- a. The courses are not remunerated separately; and
- b. The Dean of the relevant faculty grants approval.

Examinations and Expert Opinions

§ 45. ¹ Professors are required to conduct examinations in their subject area.

² They provide expert reports on final theses, dissertations, and habilitation papers in their field and act as reviewers in professorial appointment procedures and similar procedures.

University Self-Administration Policy

§ 46. ¹ Professors assume offices and duties in keeping with the University's policy of self-administration.

² They attend meetings of the University Senate and of the relevant faculty.

Sabbaticals

§ 47. ¹ After nine semesters of research and teaching at the University, professors are entitled to take a sabbatical of one semester every six years on average. During sabbaticals, professors are released from any teaching obligations.

² Professors have no entitlement to a sabbatical during the final two years before retirement.

³ The Executive Board of the University takes the final decision on granting a sabbatical. In exceptional cases, it may:

- a. Shorten the period of six years between sabbaticals; or
- b. Approve a sabbatical in the final two years before retirement.

Management Responsibilities

a. General

§ 48. ¹ Heads and directors are responsible for the organization and management of their institute, department, clinic, or other organizational unit.

² Separate regulations are reserved for the Faculty of Medicine, based on § 6 of the University Act.

b. Staff Management

§ 49. ¹ Each professor is responsible for the management, development, and supervision of the staff under their direct report.

² The professors draw up job descriptions and outlines of rights and responsibilities of the staff under their direct report in consultation with those staff members.

Evaluation of Professors

§ 50. ¹ Professors are evaluated by the Executive Board of the University in consultation with the Dean of the relevant faculty.

² The Board of the University issues rules governing the details.

Retirement

a. General

§ 51.¹ Professors retire at the end of the semester in which they reach the age of 65.

²In exceptional cases, the Executive Board of the University may continue to employ a professor after retirement for a limited time on the basis of a private law employment relationship. Professors retain their academic position for the duration of their employment.

b. Early Retirement

§ 52.¹ If the Canton or the University contributed to a purchase sum in the pension fund, retirement before the age of 65 is generally only possible after 15 years of actual service and, at the earliest, at the end of the semester following the professor's 60th birthday.

²Persons wishing to retire before the age of 65 must inform the Executive Board of the University two years in advance.

Part 4: Secondary Employment, Inventions, and Works Protected by Copyright

A. Basic Principle

§ 53.¹ The University recognizes the significance of university-related secondary employment and of professional cooperation between University staff and third parties.

²The University supports the development and exploitation of inventions and is committed to the protection of intellectual property.

³The Executive Board of the University issues a regulation governing the secondary employment of professors.

B. Secondary Employment

Definition

§ 54.¹ Secondary employment pertains to activities that are carried out by University staff under their own name, outside the framework of their University obligations, and, as a rule, for remuneration.

²Secondary employment particularly includes advisory activities, external teaching obligations, mandates in governing boards, management positions, and other contracted services.

Scope of Application

§ 55.¹ §§ 53–61 apply to the University's academic staff hired to work full time. Special provisions remain reserved in the field of medicine.

²§ 56 subpara 1, items a–d apply to the University's academic staff hired on a part-time basis. The other provisions of this section apply only if:

- a. University working hours, infrastructure, or staff are required;
- b. Mandates in governing boards or management positions are assumed.

Conditions for Permission

§ 56. ¹ Secondary employment is permitted if it:

- a. Does not interfere with the fulfillment of University duties;
- b. Is compatible with the staff member's position at the University;
- c. Does not constitute direct competition to the University;
- d. The interests of the University and its rights as an employer as well as the interests of the University community are not compromised;
- e. Does not exceed an annual average of one day per calendar week.

² In justified cases, the Executive Board of the University may grant exceptions.

Permission

§ 57. ¹ Permission for the assumption of secondary employment must be obtained from the Executive Board of the University in the following cases:

- a. If there is any doubt concerning the legitimacy of the secondary employment;
- b. If University working hours, infrastructure, or staff are required;
- c. For mandates in governing boards or management positions.

² Permission may be made contingent on a reduction of the employment level.

Revocation of Permission

§ 58. The Executive Board of the University may revoke its permission if the underlying conditions no longer apply or if incorrect information was provided in the application for permission.

Application for Permission

§ 59. ¹ The application for permission must be submitted before the secondary employment is scheduled to begin.

² The application must contain information on:

- a. The type of secondary employment;
- b. The expected workload;
- c. The estimated gross income;
- d. The scope of University infrastructure required;
- e. Additional costs to the University.

Tax Obligations

§ 60. ¹ As a rule, persons engaged in secondary employment are obliged to pay tax to the University.

² Net income from secondary employment up to CHF 50 000 is exempt of tax (allowance). A 10% tax is levied on net income that exceeds the allowance. In the case of part-time employees, the allowance is reduced in proportion to their employment level.

³ Persons engaged in secondary employment must compensate the University for the use of University infrastructure or staff. The Executive Board of the University decides on the amount of compensation.

Supplementary Provisions for Professors

§ 61. ¹ Secondary employment of a professor requires permission if:

- a. The level of secondary employment amounts to an average of more than half a day per calendar week per year;
- b. The professor's income from secondary employment and the associated financial benefits are expected to exceed a net income of CHF 50 000.

² Professors are required to present the following information to the Executive Board of the University at the end of each calendar year:

- a. The type and volume of the secondary employment;
- b. The University infrastructure and staff that was required;
- c. The income earned.

³ The regulation governing the secondary employment of professors stipulates further details.

¹ [OS 70.67](#); for basis see [AB1 1/30/2015](#).

² Entry into Force: 1 April 2015

³ [LS 415.11](#).