



## **Fact Sheet**

### **Administrative Procedure for SNSF Assistant Professorships**

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#### **Responsibilities**

HR administration of SNSF assistant professors (SNSF-FP) is the responsibility of the Professorships Department.

The other staff employed within the framework of an SNSF assistant professorship are supervised by the UZH Human Resources department.

The SNSF informs UZH of approved assistant professorships. After assuming the post within the framework of the SNSF assistant professorship, the grant recipients are given the title of SNSF assistant professor.

Applicants who have received a commitment from the Swiss National Science Foundation (SNSF) are subsequently informed and congratulated in a letter from the President of UZH on their appointment to the SNSF-EP within the framework of the SNSF assistant professorships conferred on them. The new SNSF assistant professors are asked by the President to inform the Professorships Department that they have taken up their post as SNSF-FP and of the host institution they have chosen at UZH as soon as possible. The President invites the individuals in question to sign up for an inaugural meeting with the Office of the President. New SNSF assistant professors are encouraged to talk to the dean of their faculty if this has not already occurred.

#### **B. Administrative procedure**

##### **a) Creating a profit center and a project (WBS element)**

A profit center and a project (WBS element/former cost center) must be created for each new SNSF assistant professorship approved by the SNSF. The Research, Innovation and Academic Career Development department sends the list of the new SNSF-FPs to Managerial Accounting and Grants Management.

At the same time, the Research, Innovation and Academic Career Development department informs the respective faculty controllers of the new professorships and asks them to create a new profit center for each new SNSF professorship.

After the profit center has been created, Grants Management creates a project/WBS element and communicates the WBS element to the SNSF-FP.

The SNSF-FPs need the WBS element to complete the form for the employment decision and also communicate it to the SNSF so that the grant funds can be transferred.



#### **b) Hiring procedure**

SNSF-FPs are hired with a public-law, limited-term employment decision for the duration of the SNSF assistant professorships approved by the SNSF. They are responsible for filling in the form for the employment decision themselves. The relevant form can be downloaded from the website of the Professorships Department (<http://www.prof.uzh.ch>) by following the path Your Professorship/Assistant Professorships and Externally Funded Assistant Professorships/Externally Funded Assistant Professorships – Employment decision form. The completed form, signed by the responsible head of institute, must be sent to the Professorships Department well before the post is assumed, together with the necessary enclosures. The employment decision drawn up by the Professorships Department and subsequently signed by the President is sent to the employee.

After UZH, represented by the Professorship Department, has issued the public-law, temporary employment decision, the SNSF-FPs are supervised by the Professorships Department. The SNSF-FPs are asked to inform the Professorships Department of any changes in their personal circumstances in a timely manner.

#### **c) Extensions of SNSF assistant professorships**

SNSF assistant professorships are approved for a limited period of four years, but can be extended by one to a maximum of two years upon request. Extension requests must be submitted to the SNSF. The Research, Innovation and Academic Career Development department is responsible for the necessary confirmations.

If an SNSF decision for an extension has a new application number (e.g. initial application: PP00PP02-123456, extension PP00PP02-789101), a new subproject must be created in Grants Management. When a new project is created, the option “This project is a subproject” can be checked in project management along the way and the parent project (i.e. the initially approved project) can be selected. This means that the initially approved project (four years) and the continuation (two years) are linked, but can be kept separate in the accounting system. A change of employment form [Mutationsverfügung] signed by the employee covering the duration of the project extension, which communicates the new WBS element of the subproject, must be submitted to the Professorships Department so that the salary payments for the new subproject (extension) can be accounted for.

In rare cases, the SNSF does not award the usual two years for an extension request, but only one additional year. Extensions of one year are also issued a new application number. If another year is granted thereafter, this renewed “extension” is not treated as an extension, but as an “additional contribution”. The reason is that SNSF assistant professorships can only be extended once. This additional contribution is not then issued a new application number, but a “/2” is added to the end of the application number of the first extension. In this case, no new subproject has to be created; instead the subproject can be changed accordingly in project management (i.e. extend duration, upload new decision).



In the case of extensions of SNSF professorships approved by the SNSF, the SNSF-FPs are required to complete and sign the relevant change of employment form as employees and send it to the Professorships Department by the deadline, i.e. no later than one month before the start of the extension. The Professorships Department then sends the change of employment form, signed by the President, to the individuals concerned. The change of employment form mentioned can be downloaded from the website of the Human Resources Office (<https://www.pa.uzh.ch/de/Vorgesetzte/gg1/publiclaw.html>).

**d) Salaries for SNSF-FPs**

A budget for the planned period of employment must be submitted together with the application to the SNSF for approval of an SNSF assistant professorship. When preparing the budget, the financial guidelines of the Swiss National Science Foundation for the remuneration of the SNSF assistant professorships are to be complied with. The following amounts apply incl. 13th monthly salary (as of 1 January 2019):

<b>Year of employment SNSF professorship</b>	<b>Pay category (PC)/level</b>	<b>Annual gross salary CHF</b>
1st year of employment	PC 24/level 03	142,036.00
2nd year of employment	PC 24/level 05	146,841.00
3rd + 4th years of employment	PC 24/level 07	151,642.00
5th + 6th years of employment	PC 24/level 09	156,448.00

The level increases shown in the table above are automatically granted to the SNSF-FPs at the beginning of each year of employment. The Professorships Department informs the beneficiaries that a level increase has been granted.

In addition to the annual gross salary, employer's social insurance contributions of 15% must be taken into account when preparing the project budget on behalf of the SNSF.

In accordance with the cantonal employment law applicable to them, the SNSF-FPs are entitled to seniority allowances. If a grant recipient is entitled to a seniority allowance during the period of the approved SNSF assistant professorship, these costs must also be accounted for or estimated in the budgeting process.

Budgeted annual gross salaries may increase at the beginning of the year if the Government Council of the Canton of Zurich decides to pay a cost-of-living allowance to the staff of the Canton of Zurich and thus the employees of UZH. Once the Government Council of the Canton of Zurich's decision to grant a cost-of-living adjustment is official, the SNSF is informed by the Professorships Department and advised that the salary costs budgeted by the grant recipients are higher in the respective accounting year and that the budget will be exceeded accordingly. The Government Council of the Canton of Zurich generally decides on the payment of a cost-of-living allowance at the end of October/beginning of November for the following year.

At the end of each financial year, the SNSF-FPs inform the SNSF upon request of any budget overruns which are attributable to the granting of a cost-of-living allowance.



### **C. Contact addresses for SNSF assistant professorships**

*University of Zurich. Research, Innovation and Academic Career Development*

As an interface to the Swiss National Science Foundation (SNSF) for advice and services related to SNSF-FP: UZH Grants Office, Dr. Beatrice Scherrer, phone +41 44 634 20 50, e-mail [beatrice.scherrer@uzh.ch](mailto:beatrice.scherrer@uzh.ch)

*University of Zurich, Professorships Department*

For questions about employment and human resources as well as changes affecting you after SNSF approval: Professorships Department, Mr. Daniel Jud, phone +41 44 634 20 23, e-mail [daniel.jud@prof.uzh.ch](mailto:daniel.jud@prof.uzh.ch)

*University of Zurich, Grants Management*

For questions related to the financial administration of your SNSF assistant professorship: Grants Management team of the Finance Office, phone +41 44 634 21 21, e-mail [drittmittel@fi.uzh.ch](mailto:drittmittel@fi.uzh.ch)

*University of Zurich, President's Services*

For questions about the inaugural lecture and course catalogue/teaching schedule: President's Services, Ms. Vreni Traber, phone +41 44 634 23 19, e-mail [vreni.traber@uzh.ch](mailto:vreni.traber@uzh.ch)

*Swiss National Science Foundation (SNSF), including SNSF assistant professorships*

For all questions related to the SNSF in the context of your professorship/grant as well as for any changes affecting you: Careers Department, Eccellenza/Assistant Professorships, Dr. Inés de la Cuadra, phone +41 31 308 22 08, e-mail [ines.delacuadra@snf.ch](mailto:ines.delacuadra@snf.ch)

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