

Agreement on local criteria for awarding qualification supplements and one-off bonuses to academic staff at the Department of Political Science and The Danish Centre for Studies in Research and Research Policy (CFA)

This agreement reflects the “Catalogue for negotiation of salary supplements for academic staff appointed under collective agreements at Aarhus BSS” dated June 26, 2012 (revised January 2019) and details its criteria and principles for awarding qualification supplements to research assistants, assistant professors, postdocs and associate professors at the Department of Political Science and CFA, Aarhus University.

In addition, the agreement contains criteria for awarding one-off bonuses to academic staff at the department.

Regarding supplements for special responsibilities, please see the BSS salary catalogue.

Regarding qualification supplements to professors, please see the BSS salary catalogue.

The agreement aims to make allocation of local salary supplements as transparent, fair and unbureaucratic as possible within the framework of the BSS salary catalogue and in compliance with the broader salary system.

1. Qualification supplement: criteria and amounts

Allocation of qualification supplements is based on a recommendation for negotiation of salary improvement that includes a detailed justification for the requested supplement. Supplements are negotiated once a year and are awarded as of April 1. All supplements are pensionable, listed at the March 2012 level, and follow the Ministry of Finance’s rates for salary adjustment.

1.1 Research assistant/assistant professor/postdoc

The following qualification supplements may be awarded to research assistants in addition to the fixed annual supplement of DKK 37,200 per year and to assistant professors/postdocs in addition to the fixed supplement of DKK 49,300 per year.

Criteria

The supplement is only awarded for extraordinary performance in teaching, public sector consultancy or administration during the period of employment as a research assistant/assistant professor/postdoc. Examples include extraordinary teaching effort, extensive participation in the organization or revision of teaching, special independent project responsibility in connection with public sector consultancy or a special boost to administration and planning in the department/group.

Amount

The supplement can be awarded as small installments of min. DKK 5,000 and max. DKK 25,000. As a rule, the supplement is DKK 15,000 at the Department of Political Science.

1.2 Associate professor/senior researchers

In addition to the fixed annual supplement of DKK 89,100, associate professors/senior researchers can be awarded associate professor A, B and C supplements as well as a special temporary M supplement.

Qualification supplements are awarded to retain qualified associate professors and to encourage continued development of their qualifications and competences within research, teaching and administration.

Progressing from an A to a B supplement requires that the framework of the A supplement has been fully utilized, and progressing from a B to a C supplement requires that the framework of the B supplement has been fully utilized. Multiple supplements can be granted simultaneously.

Associate professor A supplement

Criteria

Qualification for an associate professor A supplement requires a work effort and productivity in research, teaching and public sector consultancy that correspond to the performance that formed the basis of the associate professor/senior research assessment.

Moreover, it requires a qualitative and quantitative performance in teaching/public sector consultancy, dissemination and administrative tasks that matches the position. The supplement is permanent. The supplement can also be awarded in connection with recruitment where the head of department and union representative, after assessment of the new employee's CV and the academic assessment, decide whether the employee is qualified for an associate professor A supplement. The expected typical career path at the Department of Political Science and CFA is that the employee immediately after 1 year's employment as associate professor/senior researcher achieves an associate professor A supplement. The supplement is only awarded after one year as associate professor is completed and the criteria are met.

Amount

The supplement can be awarded as small installments of min. DKK 10,000 and max. DKK 45,000. The supplement is usually awarded as one annual payment of DKK 45,000 at the Department of Political Science.

Associate professor B supplement

Criteria

Associate professors/senior researchers may be awarded an associate professor B supplement after recommendation for salary improvement and negotiation. The associate professor B supplement is awarded for an effort in teaching/public sector consultancy, research and administrative work that exceeds what can normally be expected internationally from associate professors/senior researchers. Consideration for an associate professor B supplement requires publication of the equivalent of a minimum of 10 points calculated according to the Ministry of Higher Education and Science's bibliometric indicator for a period of max. 3 years immediately prior to the recommendation for salary improvement.

Calculation is based on the following rules:

1. Published or accepted scientific articles (documentation for acceptance is required) as well as published/accepted monographs and contributions to anthologies are included (reviews and conference papers are not included).
2. For articles in journals, the Ministry of Education's bibliometric list is used. 3 points are given for publications in level-2 journals and 1 point for publications in level-1 journals.
3. The bibliometric list in force at the time of recommendation for salary improvement is used to calculate points.
4. For monographs published by Danish publishers, 4 points are awarded. The monograph must be published by a peer-reviewed publisher and have an ISBN and ISSN. The monograph must be aimed at an academic audience.

5. Foreign-language monographs published by an internationally recognized publisher are awarded 6 points. The monograph must be published by a peer-reviewed publisher and have an ISBN and ISSN. The monograph must be aimed at an academic audience.
6. The following points are awarded for textbooks: Monographs: 2 points. Editorial work: 0.5 points. Chapter contributions: 0.5 points.
7. For contributions to a Danish anthology, 0.50 points are awarded.
8. For contributions to an anthology published by an international publisher and written in English or another foreign language, 1 point is awarded.
9. For editorial work on Danish-language anthologies, 0.25 points are awarded for the initiative and editing work. For anthologies published by internationally recognized publishers, 1 point is awarded. Editors who write an introductory chapter for an anthology are not awarded separate points, as this is considered a natural part of the editorial work.
10. If the editor of an anthology has also contributed independent chapters (in addition to the introductory chapter), 0.25 points are awarded for each chapter if it is a Danish anthology, and 1 point for each chapter if the anthology is published by an international publisher and written in English or another foreign language. A maximum of 2 points can be achieved for a Danish anthology and 3 points for a foreign language anthology.
11. Division: If there are several authors on a publication, the points for each author are determined by multiplying the original number of points by 2/3 for two authors, 1/2 for three authors, and 1/3 for 4 or more authors.
12. Bonus for inter-organizational national collaboration: If there are several Danish authors who are not employed at the Department of Political Science, Aarhus University, a bonus for inter-organizational collaboration is given in such a way that the points obtained, whether it is an article, an anthology contribution or a monograph, are multiplied by 1.1 before fractionation.
13. Bonus for inter-organizational international collaboration: If there are several authors, and one or more are employed at international (non-Danish) research institutions, a bonus for inter-organizational collaboration is awarded: the points obtained, whether it is an article, an anthology contribution or a monograph, are multiplied by 1.25 before fractionation.
14. In connection with longer periods of maternity leave and long-term sick leave (more than one month), time is "frozen", i.e., the absence does not affect the period in which points are earned.

If the specified number of points has been achieved, the head of department and union representative assess the employee's overall qualifications compared to the recommendation for salary improvement.

As a rule, the B supplement is only awarded after min. three years' employment as associate professor, regardless of whether the employee has earned 10 or more publication points in less than three years. The 10 points thus only serve as a necessary but not sufficient criterion and will be included in the overall assessment of whether the employee's other work effort exceeds what can be expected of associate professors according to international standards.

The assessment of the employee's qualifications will be comprehensive, and the employee's list of publications must be assessed in the context of other qualifications and contributions as an employee at the department/center, specifically:

- a. Ability to obtain external funding
- b. Contribution to and flexibility in covering the department's/center's overall teaching/public sector consultancy (e.g. reflected in K or number and weight of tasks in the task portfolio in terms of public sector consultancy)
- c. Administrative tasks
- d. Dissemination

An account of these qualifications must be included in the submitted self-recommendation.

A negative assessment by the head of department and the union representative must be justified.

Amount

The supplement can be awarded as small installments of min. DKK 10,000 and max. DKK 55,000. The supplement is usually awarded as one annual payment of DKK 55,000 at the Department of Political Science.

Associate professor C supplement

Associate professors/senior researchers may be awarded an associate professor C supplement after recommendation for salary improvement and negotiation. The associate professor C supplement is awarded for an effort in teaching/public sector consultancy, research and administrative work that exceeds what can normally be expected internationally from associate professors/senior researchers.

Nomination for an associate professor C supplement can be based on a positive professor assessment or a doctoral degree that satisfies Aarhus University's requirements.

The C supplement can only be awarded to associate professors who have achieved full A and B supplements.

The committee will make a comprehensive assessment of the associate professor's list of publications as well as *additional qualifications and contributions* as employee at the department/center, especially:

- a. Ability to obtain external funding
- b. Contribution to and flexibility in covering the department's/center's overall teaching/public sector consultancy (e.g. reflected in K or number and weight of tasks in the task portfolio in terms of public sector consultancy, supervision of PhDs, project management of research projects and public sector consultancy)
- c. Administrative tasks
- d. Dissemination

An account of these qualifications must be included in the submitted self-recommendation in addition to professor assessment or award of doctoral degree.

Amount

The supplement can be awarded as small installments of min. DKK 10,000 and max. DKK 45,000. The supplement is usually awarded as one annual payment of DKK 45,000 at the Department of Political Science.

2. One-off bonuses

Apply to all academic staff except PhD students. One-off bonuses can only be granted upon agreement with the head of department after a negotiation between the head of department and the union representative.

One-off bonuses are paid to employees on both the old and the new salary system based on the following:

External funding

Employees who obtain funding for teaching, public sector consultancy or research for the department that exceeds DKK 500,000 are awarded a one-off bonus of 2% of the funding (up to a max. DKK 45,000). If the funding is obtained by more than one person, they share the bonus.

Additional rules:

- a. The funding must include min. 2% overhead.
- b. Postdocs for whom the department is funding the 3rd year cannot receive one-off bonuses.
- c. One-off bonuses are calculated based on the share of the external funding that goes to the department, i.e., overhead-bearing shares that leave the department must be deducted before the bonus is calculated.
- d. For funding obtained by other institutions, only the share that goes to the department and carries overhead can trigger a one-off bonus.
- e. One-off bonuses are only given for funding/shares of funding that individually amount to min. DKK 500,000. In other words, the individual grant, not the sum of grants, has to be at least DKK 500,000.
- f. One-off bonuses are only paid when a grant has been obtained.
- g. CFA is not comprised by the general rules for one-off bonuses in connection with external funding due to its commercial activities (public sector consultancy tasks) equivalent to student FTEs at the Department of Political Science. Consequently, external funding under sub-account 2 (revenue-generating activities) does not generally trigger a one-off bonus, while the external research grants under sub-account 4 trigger a one-off bonus according to the same criteria as for the Department of Political Science. However, CFA has decided that one-off bonuses triggered by external funding are shared equally among the Centre's assistant professors/postdocs and associate professors/senior researchers employed on a group contract basis.

Publications

- Employees who publish an article in a level-2 journal from the Ministry of Higher Education and Science's bibliometric list of recognized journals are awarded a one-off bonus of DKK 6,000 on the condition that the department receives the publication's BFI points. For publications with more than one author, the bonus for each author is multiplied by 2/3 for two authors, 1/2 for three authors, and 1/3 for four or more authors. Bonuses for inter-organizational collaboration: Publications with several Danish authors at least one of whom is not employed at the Department of Political Science, Aarhus University, trigger a bonus for inter-organizational national collaboration as follows: The points earned for an

article, a contribution to an anthology or a monograph are multiplied by 1.1 before fractionation. Publications with several authors one or more of whom are employed at international (not Danish) research institutions trigger a bonus for inter-organizational collaboration as follows: The points earned for an article, a contribution to an anthology or a monograph are multiplied by 1.25 before fractionation. In other words, the bonus of DKK 6,000 is multiplied by either 1.1 or by 1.25 before fractionation.

- Employees who publish in especially attractive journals (see list below) are awarded a one-off bonus of DKK 10,000. For publications with several authors, the bonus to each author is multiplied by 2/3 for two authors, by 1/2 for three authors, and by 1/3 for four or more authors. Bonuses for inter-organizational collaboration: Publications with several Danish authors at least one of whom is not employed at the Department of Political Science, Aarhus University, trigger a bonus for inter-organizational national collaboration as follows: The points earned for an article, a contribution to an anthology or a monograph are multiplied by 1.1 before fractionation. Publications with several authors one or more of whom are employed at international (not Danish) research institutions trigger a bonus for inter-organizational collaboration as follows: The points earned for an article, a contribution to an anthology or a monograph are multiplied by 1.25 before fractionation. In other words, the bonus of DKK 10,000 is multiplied by either 1.1 or by 1.25 before fractionation.
- Employees who publish a book (research monograph) with a recognized international (foreign-language) publisher (not textbooks) are awarded a one-off bonus of DKK 15,000. Recognized international publishers are listed by the Ministry of Higher Education and Science along with the bibliometric system. For books with several authors, the above rules regarding fractionation and inter-organizational bonuses apply.
- Employees who edit a book (anthologies, i.e., not books and special issues of journals) with a recognized international (foreign-language) publisher (not textbooks) are awarded a one-off bonus of DKK 6,000. Recognized international publishers are listed by the Ministry of Higher Education and Science along with the bibliometric system. For books with several editors, the above rules regarding fractionation and inter-organizational bonuses apply (the rules apply in relation to editors and not to contributors).

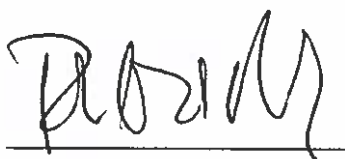
Bonuses for books are paid once publication has occurred or is imminent. Only first editions earn a bonus.

Recommendations for payment of one-off remuneration and bonuses for acquisition of external funds are made once a year in connection with the salary negotiations in April or any time agreed by the parties. A form prepared for this purpose must be used (see Appendix 1), and documentation of publication or “accept for publication” must be attached.

3. Implementation and termination

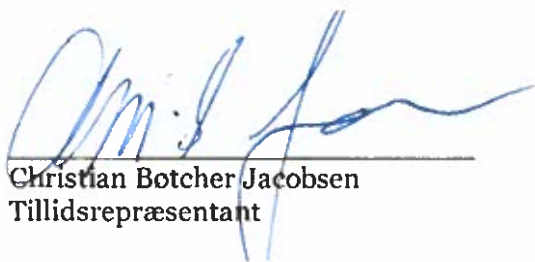
The agreement shall enter into force when the parties sign the agreement and shall apply retroactively from January 1, 2012 until it is amended due to a new agreement or terminated with three months' notice by one of the parties. The agreement shall lapse upon amendment of the BSS salary catalog at the latest.

Aarhus, February 2019



Peter Munk Christiansen

Head of Department



Christian Botcher Jacobsen
Tillidsrepræsentant

Søren Serritzlew

Chief negotiator for the professors' group

Appendix 1. General principles for compiling a list of top journals

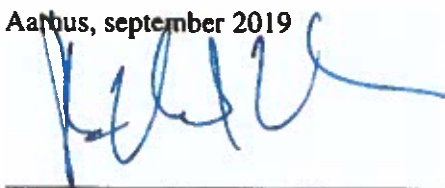
NB: The list is to be used for performance pay and is not a guideline for, e.g., assessment committees.

1. The point of departure is the most recent Web of Science, 5-year journal impact factor for "Political Science". As a rule, the 20 highest ranking journals are selected.
2. Since some top journals that are relevant for the Department's employees are not categorized as "Political Science", the list is supplemented according to the following principles:
 - a. For sections that do not have journals in top 20 on the "Political Science" list, three top journals are added. This applies to Sociology, and three top journals from the list for "Sociology" are selected. As a rule, the three highest ranking journals are selected, after taking into account that the section for sociology does not cover the discipline of sociology as a whole, and that some top journals therefore are less relevant. The same applies to the section for Political Theory where relevant journals are typically categorized as "Political Science" but may struggle to reach a sufficiently high impact factor to reach top 20. To ensure that top journals within political theory are represented on the list, three top journals within political theory with high rankings on the list for journals within "Ethics" are selected.
 - b. For sections that are represented on the list for "Political Science" but where not all relevant top journals are categorized as "Political Science", two top journals are added. This applies to the sections Public Administration and Leadership as well as International Relations. There are separate lists for "Public Administration" and "International Relations", and as a rule, the two highest ranking journals from both lists that also are not categorized as "Political Science" are added.
 - c. For sections that have several relevant journals on the top 20 "Political Science" list, one extra top journal is selected. This applies to the section for Political Institutions and the section for Comparative Politics. Also here, the general rule for selection is a high impact factor on the list for "Political Science".
 - d. CFA picks three top journals with specific relevant for its employees.

Further comments:

1. "As a rule" means that there is a dialogue between management, salary negotiators and the sections regarding choice of journals. Impact factor is the point of departure of the dialogue and can be set aside if strong professional arguments in favor are presented. In that regard, continuity in the list is an important factor.
2. When the 20 highest ranking journals on the "Political Science" list are selected, journals that e.g. are invitation based or are not normally regarded as belonging to "Political Science" are deselected.

Aarhus, september 2019



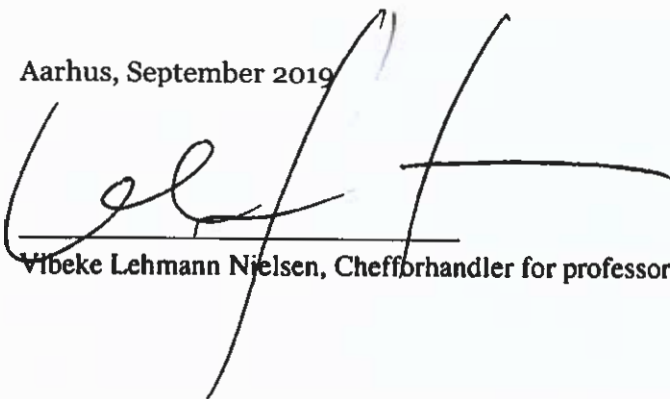
Peter Munk Christiansen, institutleder

Aarhus, September 2019



Henrik Bech Seeberg, tillidsrepræsentant

Aarhus, September 2019



Vibeke Lehmann Nielsen, Chefforhandler for professorgruppen

Appendix 2.

As of September 1, 2024, the list of especially attractive journals comprises the following 33 journals:

1. American Journal of Political Science
2. American Journal of Sociology
3. American Political Science Review
4. American Sociological Review
5. British Journal of Political Science
6. British Journal of Sociology
7. Comparative Political Studies
8. Environmental Politics
9. European Journal of International Relations
10. European Journal of Political Research
11. International Journal of Press-Politics
12. International Organization
13. International Studies Quarterly
14. Journal of European Public Policy
15. Journal of Peace Research
16. Journal of Politics
17. Journal of Public Administration Research and Theory
18. Perspective on Politics
19. Policy Studies Journal
20. Political Analysis
21. Political Behavior
22. Political Communication
23. Political Philosophy
24. Political Psychology
25. Public Administration
26. Public Administration Review
27. Public Opinion Quarterly
28. Review of International Organizations
29. Review of International Political Economy
30. Research Evaluation
31. Research Policy
32. Science, Technology and Human Values
33. World Politics

Deselected journals

1. Governance
2. International Security
3. Journal of Conflict Resolution
4. Journal of Political Philosophy

5. Philosophy and Public Affairs
6. Regulation and Governance
7. Socio-Economic Review
8. Theory, Culture & Society
9. West European Politics

If you have submitted an article to one of these nine journals before October 1, 2024, you can still earn a bonus. When you apply, you must document that an article accepted in one of these journals was submitted before October 1, 2024.

The list will be revised next time effective October 1, 2029. However, the section for Political Theory has the option to add one more journal during this period provided that the journal meets the criteria for updating.

The BFI system is no longer updated centrally, which means that journals can be moved from BFI 1 to BFI 2 when the list of especially attractive journals is updated. As a counterbalance, a journal within the same field must be moved from BFI 2 to BFI 1. As of October 1, 2024, the following journals have been moved:

Journals moved from BFI 1 to BFI 2:

1. Journal of Behavioral Public Administration
2. Nature Human Behavior
3. Perspectives on Public Management and Governance
4. Public Performance and Management Review
5. Public Personnel Management

Journals moved from BFI 2 to BFI 1:

1. Administration and Society
2. American Journal of Evaluation
3. Evidence and Policy
4. Journal of Economic Policy Reform
5. Social Policy and Society

Aarhus, June 2024