



AALBORG UNIVERSITY  
DENMARK

Faculty office for  
The Faculty of Medicine, The Faculty of  
Engineering and Science and The Technical  
Faculty of IT and Design

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## **Principles for Internal Transfer of Academic Staff (VIP) at the Faculty of Engineering and Science (before 1.1.2017)**

There may be a need to transfer an employee from one department to another as part of the general development of TEKNAT. The need for the transfer can arise either with a specific employee or in management. The decision on any transfer of an employee must of course comply with the cooperation agreement and the other relevant rules. It is essential that any internal transfer is based on technical reasons and is not to resolve personnel, cultural or other problems. The following differentiates, with regard to finances, a transfer that supports the receiving department's desires and planned development and a transfer that is relevant but not internally prioritized in terms of upgrading the area.

As a rule, the departments agree on the financial conditions in connection with the transfer, possibly with assistance from the faculty's financial staff. It is essential that the internal transfer is cost-neutral for the faculty. The present principles must therefore only support the existence of a clear financial basis for the departments involved before the decision on transferring staff is executed. In addition, the HR Center at TEKNAT must be notified about the transfer of the place of employment, the terms of employment and the department the person left.

When transferring research groups, there must always be a financial review and a subsequent financial agreement between the two departments and the Dean.

Discussions between the two departments on the financial conditions for the transfer of *individuals* should be based on:

Scenario 1: The transfer is professionally justified and all parties involved agree on the move. The timing is agreed. The teaching scheduled for the semester is held as planned. There is no financial compensation unless the departments can agree on this.

Scenario 2: The transfer is professionally relevant. Only the person concerned wants to move departments. The transfer requires negotiation and a subsequent agreement between the parties. The timing is agreed. The teaching scheduled for the semester is held as planned. A financial

<sup>1</sup> The revision November 21, 2016 shall be seen in the light of the splitting of The Faculty of Engineering and Science into to faculties per. January 2017. The revision resulted in one Guideline for TECH and ENGINEERING.

Larger changes of this document shall be approved by the Dean

The Document has been discussed by the Deans, by an economy team, at a managers' meeting, consultation committee and the Academic Council.

agreement on the transfer is made between the departments. The receiving department is normally financially compensated.

Scenario 3: The transfer is professionally relevant. The employee and the receiving department agree on the transfer, but the ceding department disagrees. An agreement therefore cannot be made. The employee can transfer on agreement with the Dean. The timing is determined. The teaching scheduled for the semester is held as planned. The receiving department is not financially compensated.

Scenario 4: The transfer is professionally relevant. The ceding department, the Dean and the employee agree on the transfer. The transfer requires negotiation. The receiving department has a right of veto unless the Dean makes a final decision. The timing is agreed. The teaching scheduled for the semester is held as planned. The receiving department is financially compensated.

To assist the departments' discussion of the conditions for a possible employee transfer, a checklist on transferring staff between departments has been prepared which should be filled out if there is to be financial compensation.

It is explicitly the responsibility of the departments to agree on the conditions for the transfer; the Dean ultimately acts as mediator if an agreement cannot be reached. There must always be a written agreement between the departments concerning the terms for transferring the individual employee:

#### **In particular:**

##### **Academic staff (VIP)**

- Provided that the employee retains the same job category (e.g. assistant professor, associate professor, professor), transferring to another department will not lead to a change in salary and terms of employment.
- Incentive fund: the ceding department is obligated to release funds in accordance with current rules with regard to the faculty's local salary agreement and the practices of the department concerned.
- The hour bank is not transferred to the receiving department unless there is a separate agreement on this. Several departments do not operate with hour banks.
- Teaching already scheduled in an upcoming semester is expected to be provided by the employee regardless of department affiliation.

##### **Publications**

- If not otherwise agreed, articles submitted and published before the transfer are credited to the ceding department.
- Articles submitted *before* the transfer but published *after* the transfer will appear on a VBN list which is sent to the departments involved; the two departments jointly decide the placement of these publications.

##### **External projects**

- Transfer of external projects *always* happens according to a specific agreement.
- Externally funded projects are normally transferred to the new department when the employee is the project manager. If there is co-financing from the department, this obligation is transferred to the new department. However, certain conditions may mean that the co-financing remains in the old department.

##### **Research training program**

- When the employee is the main supervisor, PhD students normally transfer to the new department; enrollment also transfers to the new department. In this context, the following financial conditions should be clarified:

- Any distribution of a bonus with an awarded degree is agreed.
  - Payment of contributions to the doctoral school are agreed.
- As regards other conditions (place of employment, references, terms of employment and the like) PhD students are subject to the same guidelines as other employees mentioned in these principles.

**Technical-administrative staff (TAP)**

- Technical-administrative staff (TAP) normally remain with the ceding department. When the TAP employee is financed by external funding, a specific agreement is made.

**Furniture/fixtures**

- Furniture and fixtures normally remain in the ceding department.

**Laboratory equipment**

- Laboratory equipment normally remains in the ceding department.