



## **Regulations for the Appointment and Remuneration of Teaching Assignments at Paderborn University**

### **1. General Principles**

- 1.1 Teaching assignments may be appointed for teaching and course requirements not covered by regular staff (Section 43 sentence 1 North Rhine-Westphalia Higher Education Act (HG NRW)).
- 1.2 In general, regular university instructors may not be appointed to teaching assignments for courses in their subject area at their university.
- 1.3 Regular employees whose official duties include teaching or who may be required to teach within the scope of their official duties cannot be appointed to a teaching assignment at their own university.
- 1.4 Adjunct professors, honorary professors and associate professors may be appointed to a paid teaching assignment if the course is not announced as part of pursuing an authorisation to teach (*venia docendi*), but is transferred by the university in order to ensure a required range of courses.
- 1.5 Instructors must have the professional and academic qualifications required for carrying out the teaching assignment. The faculty / central institution is responsible for ensuring and verifying this.
- 1.6 A teaching assignment includes teaching the course specified in the appointed teaching assignment, as well as the necessary preparation and follow-up, course-related advising of students, as well as examinations given during the course. Course-related examinations which are not held during the course as well as the correction and grading of assignments and examinations can be components of the teaching assignment. In this case, additional remuneration must be paid (see 4.5 of these Regulations). If the exams take place during the course, the instructor does not receive any additional remuneration.
- 1.7 In general, a course requires the attendance of a minimum of five students.

## **2. Legal Status of Appointed Instructors**

- 2.1 The teaching assignment is a sui generis legal relationship under public law. The assignment constitutes (secondary) self-employment as an independent contractor. The appointment to a teaching assignment does not establish an employment contract (Section 43 sentence 3 HG NRW).
- 2.2 Instructors independently perform the duties assigned to them. They are responsible for the content and methodology of the courses in accordance with the specifications in the teaching assignment, taking the study and examination regulations into account. When appointed to a teaching assignment, instructors may be required to conduct university examinations and state examinations; they are appointed as examiners in accordance with the relevant examination regulations.
- 2.3 The teaching assignment must be in the form of independent secondary self-employment (independent contractor work) within the meaning of German income tax law. When the instructors are appointed to a teaching assignment, they must be informed that the remuneration for the teaching assignment is compensation for services rendered and is subject to taxes, which they are responsible for paying.
- 2.4 Instructors are not insured under the German statutory accident insurance system (GUV). However, they have the option to obtain insurance coverage through the private group accident insurance taken out by Paderborn University.

## **3. Applications, Appointment, Revocation**

- 3.1 Teaching assignment contracts must be in writing. Teaching assignments are appointed by the university (Human Resources Department) for a specific period of time, usually for one semester. The application for the appointment of a teaching assignment must be submitted to the university / Human Resources Department no later than six weeks before the intended start of the course. An appointment with retroactive effect is not permitted.
- 3.2 The total duration of the teaching assignments carried out by the instructors should not exceed 8 weekly hours per semester.
- 3.3 The university (Human Resources Department) is entitled to revoke a teaching assignment for good cause without requiring a period of notice. The revocation must be in writing.
- 3.4 Instructors with four or more weekly hours per semester are represented by the Academic Staff Council.

## **4. Remuneration for Teaching Assignment, Additional Expenses**

- 4.1 In general, instructors receive remuneration for their appointed teaching assignments.
- 4.2 The calculation of the remuneration must take into account the content of the course, the necessary preparation and follow-up, and the significance of the course with respect to the study and examination regulations.

- 4.3 For each course hour taught (45 minutes), the remuneration for the teaching assignment is as follows:
- a) for instructors with the duties of a teacher with special responsibilities, from 18.00 to 30.00 EUR;
  - b) for instructors with the duties of a teacher with special responsibilities who have a degree from a higher education academic, scientific or art institution or are appropriately qualified, from 24.00 to 40.00 EUR;
  - c) for other instructors who have a degree from a higher education academic, scientific or art institution and perform teaching duties commensurate to those of a professor, from 40.00 to 60.00 EUR;
  - d) for instructors whose courses are of special significance or are associated with a particularly high workload, from 60.00 up to 80.00 EUR (reasons must be stated in the application).
- 4.4 Travel expenses (transportation costs, accommodation costs, if applicable) incurred by instructors can be reimbursed after written approval has been issued. The prerequisite for the reimbursement is that the instructor's place of work or residence cannot be the location of the university and, with regard to accommodation costs, the instructor is not able to return to his/her place of residence before 10 p.m. on the day of the course (for one-day courses). Travel expenses are reimbursed in accordance with the provisions of the North Rhine-Westphalia Travel Expenses Act (LRKG NRW) upon presentation of the original receipts.  
To simplify administrative matters, a lump sum travel allowance can be approved. However, the amount of this lump sum may not exceed the amount of the regular reimbursement pursuant to LRKG NRW.
- 4.5 Course-related examinations which are not held during the course as well as correction and grading tasks as specified in Section 1.6 are to be remunerated in addition to the requested hourly rate and should not comprise more than 25% of the teaching activities. The estimated volume of the foreseeable additional work and, if applicable, the required travel expenses must be specified in the application for the appointment of a teaching assignment. The additional teaching duties performed by the instructor must be specified in the statement of remuneration for the teaching assignment.
- 4.6 Individual course sessions that are cancelled will be remunerated if the reason for the cancellation is not attributed to the instructor. If the date of the session falls on a bank holiday, there is no entitlement to remuneration. The instructor is free to make up the cancelled course session.
- 4.7 Upon completion of the last course, instructors are required to promptly provide the university (via the dean) with a completed accounting form, comprising the statement of remuneration for the teaching assignment in accordance with the completed course hours and, if necessary, the examinations and correction/grading tasks actually carried out. The faculty/central institution is responsible for ensuring that after the accounting form has been reviewed, it is forwarded to the Human Resources Department. Payments in advance are generally not issued.

## **5. Further Education and Training**

Within the scope of available capacities, instructors can participate in "university didactics" training and professional development courses and in events offered through the Internal

Further Education and Training Programme, provided they are related to the teaching assignment.

## **6. Data Processing and Data Privacy & Protection**

6.1 Personal data already collected from the instructors during the application procedure is processed and transmitted to the Landesamt für Besoldung und Versorgung NRW (NRW State Office for Salaries and Pensions) after the accounting for the teaching assignment has been completed in accordance with Sections 12 (1), 13 (1) and 14 (1) of the North Rhine-Westphalia Data Protection Act (DSG NRW) in conjunction with Section 43 HG NRW. As of 25-05-2018, the data collection, processing and transmission will be based on Section 6 (1e) of the GDPR (EU General Data Protection Regulation) in conjunction with Section 43 HG NRW.

6.2 The personal data of the instructors are collected, processed and transmitted for the following purposes:

- Verifying qualifications
- Obtaining consent for the teaching assignment appointment from the Faculty Board
- Contact and correspondence
- Remuneration for the teaching assignments and, if applicable, travel expense accounting
- Organisational matters related to the courses and examinations, in particular publication of the courses, including the names of the instructors, in the university's course catalogue

6.3 As part of their teaching activities at Paderborn University, lecturers come into contact with personal data, e.g. examination results, applications and emails. Therefore, instructors are obligated to maintain data confidentiality. Accordingly, it is prohibited to process or disclose personal data for any purpose other than the purpose associated with the teaching activity. This also applies after the teaching assignment has ended. The personal data must be stored in a way that makes it inaccessible to unauthorised persons, and upon completion of the course, it must be promptly deleted or destroyed in compliance with data protection regulations. Violations of data confidentiality may result in claims for damages and can also be punishable by fine or imprisonment.

## **7. Entry into Force**

These regulations shall enter into force with effect as of 19-07-2017. They shall remain in effect until they are annulled or replaced by new set of regulations.