

## **Guidelines**

### **for the Granting and Remuneration of Teaching Assignments**

**Dated March 12, 2008**

**in the First Revised Version of the Guidelines for the Granting and Remuneration of Teaching Assignments**

**Dated September 20, 2016**

**Published as a Complete Version**

Please note that the English version of this guideline is purely for your convenience and is not legally binding. Only the German version is legally binding.

Based on §§ 2 (4), and 43 of the law governing the Universities of the Federal State of North-Rhine Westphalia (Hochschulgesetz – HG) in the version dated October 31, 2006 (Law and Official Gazette of the State of North-Rhine Westphalia 2006 p. 474), as amended by Article 1 of the so-called “Hochschulzukunftsgesetz” of North Rhine-Westphalia of September 16, 2014 (Law and Official Gazette Of the State of North-Rhine Westphalia p. 547), last amended by Article 9 of the Act on Modernizing Employment (Dienstmodernisierungsgesetz) dated June 14, 2016 (Law and Official Gazette Of the State of North-Rhine Westphalia p. 310), RWTH Aachen University has issued the following Guidelines:

## 1. General Principles

- 1.1 Teaching assignments may be given to adjunct staff for teaching needs not met by full-time faculty members. Teaching assignments to outside individuals should not be given for required subjects. Exceptions may be made to improve course options.
- 1.2 A teaching assignment comprises the implementation of the course specified in the teaching assignment issued, including the necessary preparation and follow-up as well as the course-related advising of the students. Course-related examinations and their correction and grading may be part of the teaching assignment. If they are not part of the teaching assignment, Section 4.4 shall apply.
- 1.3 As a rule, full-time university professors cannot be awarded a teaching assignment for courses in their subject area at their university.
- 1.4 Teaching assignments cannot be given for courses taught by adjunct professors, honorary professors, and private lecturers (Privatdozenten) so that they may retain the right to their title and role.
- 1.5 As a rule, teaching assignments should only be given to persons who have a Master's degree or comparable degree and are sufficiently qualified with regard to the requirements of the respective course.
- 1.6 As a rule, teaching assignments should only be given to persons who are employed with at least 50% of the usual working hours or who are comparably freelance or self-employed.

## 2. Legal Position of Adjunct Teaching Staff

- 2.1 The adjunct teaching staff shall have a legal relationship of their own under public law. They are active on a part-time basis. The assignment does not establish an employment relationship.
- 2.2 The adjunct teaching staff shall perform the tasks assigned to them independently. They are responsible for designing the content and methodology of the courses in accordance with the specifications in the teaching assignment, taking into account the study and examination regulations. At the request of the university, adjunct teaching staff shall participate in the carrying out of university examinations and state examinations; their appointment as examiners shall be in accordance with the respective examination regulations.
- 2.3 The activity of the adjunct teaching staff shall be structured as a self-employed activity within the meaning of income tax law. When they receive the assignment, they are to be informed that the teaching assignment payment is taxable remuneration for services, and that they are responsible for taxing it.
- 2.4 RWTH shall grant the adjunct teaching staff access to its advanced training courses in higher education didactics; the University shall bear the costs of such advanced training courses, depending on its financial capabilities.
- 2.5 There is no accident insurance coverage. RWTH offers the adjunct teaching staff the opportunity to obtain coverage under a private group accident policy at their own expense.

## 3. Applications, Granting, Revocation

- 3.1 The teaching assignment must be issued in writing. It is issued or renewed by the Human Resources Department.
- 3.2 The teaching assignment should not exceed 8 semester hours.
- 3.3 The teaching assignment is granted for a fixed period of time. Teaching assignments may also be given over a period of several semesters.
- 3.4 A teaching assignment may be revoked for good cause without notice.

#### **4. Teacher Compensation, Additional Expenses**

- 4.1 Teaching assignments shall be remunerated. This does not apply if the teachers waive compensation. Teaching assignments to RWTH employees and civil servants are generally credited to working hours or remunerated.
- 4.2 The amount of pay shall be determined in each case with due regard to the circumstances of the individual case, including in particular the importance of the intended course and the associated workload. The following established rates for teaching compensation shall be observed.
- 4.3 The pay for teaching contracts shall amount to the following for each individual hour actually worked
  - a) for instructors who have completed university studies with a Master's degree or comparable degree at a university or art school or who are appropriately qualified,

30 to 40 euros,
  - b) for other instructors who have completed a university degree with a Master's degree or comparable degree at a university or art school and who perform teaching duties like professors,

40 to 60 euros,
  - c) for instructors whose courses have a special significance or are associated with a special workload,

60 to 80 euros,
  - d) for instructors who teach language courses,

30 to 40 euros.

The hourly rate is determined on a semester-by-semester basis by the Language Center Advisory Board.

If, in exceptional cases, teaching assignments are to be given to persons without a Master's degree or comparable degree, an appropriate remuneration (at least 20 euros) is to be determined on a case-by-case basis.

- 4.4 Significant additional work due to course-related examinations and their correction and grading according to 1.2 may be additionally remunerated up to 30% per individual semester hour if they are not part of the teaching assignment. The extent of the foreseeable additional workload

