

## **Fact sheet job-sharing for Structural and Election Committees**

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The guidelines for the realisation of job-sharing at the level of professorship can be found in the "Richtlinien betreffend Jobsharing für Professuren an der Universität Bern" (here called "guidelines job-sharing").

### **Goal of the fact sheet**

This fact sheet is targeted at all faculties, strategic centers and institutes and aims at supporting structural and selection committees in their discussion of central questions concerning job-sharing.

### **Advantages of a job-sharing**

For the institutes, job-sharing on the level of professorship requires flexibility and some planning and organisation. However, institutes can also benefit from the innovative aspects of job-sharing:

- A full-time professorship is filled by two individuals, which – in contrast to part-time professorships – guarantees a continuous presence, simplified deputy solutions and cost saving for absences.
- Two individuals with their respective experience bring in complementary professional and organisational competences as well as scientific networks.
- A higher output as well as better informed decisions can be further advantages.

### **Job-sharing in recruitment procedures**

#### *Structural phase and job advertisement*

The possibility that the position can be taken up in job-sharing should be explicitly mentioned in the advertisement (with reference to the guidelines and the specific requirements for the joint application, in particular the concept on cooperation).

#### *Selection procedure*

- Applicants for a job-sharing employment submit a joint application and add a concept about their cooperation. An additional separate application is possible (conditions for the filling of a position are defined in the guidelines regarding job-sharing for professorships, Art. 3ff). The job-sharing application and the single application(s) will be treated as separate applications and evaluated individually.

- Both candidates have to fulfil all the formal profile requirements of the open position. Individual research foci are possible (guidelines job-sharing Art. 3.2).

Further information on the selection procedure can be found in the guide “Hiring process at the University of Bern with special consideration of equal opportunities”.

### **Trial lecture and interviews**

The job-sharing partners are examined individually for their scientific qualifications. This can be done in one joint or two individual trial lectures. Job-sharing partners should have the same conditions as individual candidates. In addition to individual interviews with the committee, a joint interview is also conducted with both candidates. In this interview, it is particularly important to discuss the special features of job-sharing:

- Allocation of the workload and information flow between the job-sharing partners (cf. guidelines job-sharing Art. 4)
- Work organisation and division of tasks in teaching, research, university self-management, employee leadership, substitution, attainability (cf. guidelines job-sharing Art. 5)
- Decision making process in case of disagreements and regulations in case of termination of the employment (cf. guidelines job-sharing Art. 7, 8 and 9)

### **Employment interviews and employment contract**

The employment interviews with the rector are conducted together with both job-sharing partners. Questions on the individual contracts will be discussed separately with each candidate.

Separate, independent employment relationships are established with both partners and a supplementary agreement to the employment contract is drawn up. In terms of employment law, the employment contracts are equal to part-time employment relationships.