

## **Leaflet job-sharing for Structural and Election Committees**

Guidelines for a practical realisation of job-sharing at the level of professorship can be found in the "*Richtlinien betreffend Jobsharing für Professuren an der Universität Bern*".

[http://www.unibe.ch/unibe/portal/content/e152701/e332576/e332600/e357887/ul\\_rl\\_jobsharing\\_ger.pdf](http://www.unibe.ch/unibe/portal/content/e152701/e332576/e332600/e357887/ul_rl_jobsharing_ger.pdf)

### **Goal of the leaflet**

This leaflet is targeted at all faculties, centres and institutes and aims at supporting structural and election committees in their discussion of questions concerning job-sharing.

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

For the institutes, job-sharing on the level of professorship requires a certain flexibility, and a will to invest in planning and organisation. However, institutes can also benefit from the innovative aspects of job-sharing:

- A full-time professorship is staffed 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 supported 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/common application).

#### *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)
- Both candidates fulfil all the formal profile requirements of the open position. Individual focus of research is possible (guidelines job-sharing Art. 3.2)
- There is the possibility to fill a job-sharing position with a couple. In such cases, the agreement of the faculty is required (cf. "Richtlinien über die Anstellung von Ehegatten und – gattinnen, Lebenspartner/-innen und Verwandten"; guidelines on the employment of spouses, civil partners and relatives).

Further information on the selection procedure can be found in the "*Guidelines on equal opportunities in recruitment procedures*" of the Office for Gender Equality, p. 9f.

[http://www.unibe.ch/unibe/portal/content/e809/e810/e812/e824/e826/e17395/e274626/e274631/files359428/WEBLeitfaden\\_ChancengleichheitEN2018AfGauchinMED\\_ger.pdf](http://www.unibe.ch/unibe/portal/content/e809/e810/e812/e824/e826/e17395/e274626/e274631/files359428/WEBLeitfaden_ChancengleichheitEN2018AfGauchinMED_ger.pdf)

### **Candidates' presentation and interview**

The job-sharing partners are invited to make a presentation together and subsequently be interviewed together by the Election Committee. Moreover, there are individual interviews with each candidate. It is important to discuss the following points specific to job-sharing:

- Allocation of the workload and flow of information 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 negotiation and employment contract**

Employment negotiations are conducted together with both job-sharing partners. Questions on the individual contracts should be discussed separately with each candidate.

Separate, independent employment contracts are drawn up with both partners and an additional job-sharing agreement is made. In terms of employment law, the employment contracts are equal to part-time employment relationships.