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

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.
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.