



University of Hohenheim Guidelines for Fixed-Term Contracts

I. Preamble

The University of Hohenheim believes it is responsible for creating reliable and fair working conditions. In particular, it feels it is obligated to promote early career researchers and ensure they can achieve further qualifications. In doing so, a balance is to be found between scientifically justified fluctuation and the necessary security and planning required to achieve their qualification goals. On the one hand, this requires structured development plans and on the other hand reliable working conditions.

The University of Hohenheim is a family-friendly university and supports in particular early career researchers in reconciling career and family.

One element is agreeing on standards for fixed-term contracts and handling these responsibly. With the participation of the Staff Council and the approval of the Senate from 4 May 2016, the University of Hohenheim professes the following guidelines for fixed-term contracts:

II. Guidelines

1. Regulations for fixed-term contracts for scientific staff members

a. Scientific staff members with a fixed-term contract whose positions are funded by the regular budget or permanent positions

For long-term or permanently available budgetary funds or permanent positions, the running time of a fixed-term contract should be measured such that it is appropriate to the qualification that is to be achieved.

Doctorates and post-doctoral lecturing qualifications (habilitations) are included as qualifications as well as the non-formalized scientific and artistic qualification, for example when obtaining skills and knowledge in the areas of project management, teaching, or preparing grant proposals.

The minimum length of an employment contract with the qualification goal of a doctorate should include the estimated duration of the doctoral degree procedure but should be at least three years.

For qualifications other than doctorates, the same procedure should be used.

The scope of the employment contract should not be less than 50% of the regular weekly working hours. If the scope is to be less than this, a justification must be provided. The decision on this is made by the Human Resources Department, which applies strict standards.

If the contract is to be extended, the duration of the contract should be measured such that the qualification goal sought can be achieved. The supervising professor needs to submit a prognosis about this.



After completing the doctorate, another fixed-term employment contract may be concluded for the post-doc phase. This serves to prepare an academic career. The first fixed-term contract in this phase should also be oriented on the respective career goal and should not be less than three years. The guidelines above should be followed for extensions.

b. Scientific staff members with a fixed-term contract whose positions are funded by third parties

The duration of an employment contract that is primarily funded by third-party funds is generally oriented on the running time of the grant approval for the funds and the specific purpose. This also applies if the employment contract funded by third parties is linked to a doctorate. Under consideration of the project running time, employment contracts for less than 2 years should only be concluded in exceptional cases with justification. Different arrangements can be made if they are based on the scientific requirements of the third-party-funded project.

2. Regulations for fixed-term contracts for technical and administrative employees

Fixed-term contracts for employees in technical and administrative areas are made with a specific justification based on Sec. 14(1) of the Part-Time and Fixed-Term Employee Act (Teilzeit- und Befristungsgesetz, TzBfG) and additional legal regulations on fixed-term employment contracts. Otherwise, a fixed-term contract without a specific justification can only be made in exceptional cases with the previous approval of the Staff Council.

The running times for the employment contracts that are primarily financed by third parties are oriented on the purpose of the position and the running time of the third-party grant. They are typically concluded for the duration of the project running time or of the specific purpose of the existing funds.

If there are other reasons for fixed-term contracts, then the duration of the term is dependent on the duration for the reason of the fixed term (e.g. maternity leave, special vacation).

For permanent tasks, a permanent employment contract should be concluded.

3. Academic and student assistants

No contracts for a duration of less than 3 months or with fewer than 10 hours / month should be concluded.

4. Conditions

For international staff members who require a permit for working, the required permit must be submitted and the duration of the contract may not exceed the duration of the work permit.

New employment contracts for staff members who are already employed at the university should be concluded on time, if possible at least 3 months before their current contract ends. To meet this goal, the extension request should be submitted to the Human Resources Department at least 4 months before the contract is to end.