

# CAREER MODEL: SCIENTIFIC EMPLOYEES

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## PREAMBLE

The career model of the Austrian Academy of Sciences (OeAW) aims at the best possible promotion of scientific creativity and performance in open-ended, curiosity-driven basic research, which in terms of content and structure plays a key role for scientific progress. Basic research is dedicated to new questions, offers innovative solutions approaches and opens up promising, expandable fields with high scientific and social relevance.

The OeAW offers excellent scientists and especially the best young scientists structured career prospects based on career levels that are also common in other internationally competitive research institutions. In the early career phases, alongside academic work in the internationally competitive environment of the OeAW, the focus is on measures to jointly achieve clearly defined development goals (human resource development) at the respective career level. Advanced postdocs who have made outstanding scientific achievements can be offered a continuous career at the OeAW with tenure options<sup>1</sup>. The aim of the OeAW is to maintain the ability of its institutes to attract young researchers and to offer continuity where outstanding scientific achievements and an already successful career path suggest this. Based on this model, which sets standards within the OeAW that can be applied variably depending on the institute, but must not be undercut, transparent career development is made possible.

The present career model is based on the “European Charter for Researchers”, the “Code of Conduct for the Recruitment of Researchers”<sup>2</sup>, the document of the European Commission “Towards a European Framework for Research Careers”<sup>3</sup>, partly on the career model of IST Austria as well as career paths already tried and tested at OeAW institutes.

The OeAW’s career model also seeks to productively use those aspects that distinguish non-university research from positions in university research and teaching for the scientific progress of the individual researcher and beyond. Therefore, great importance is attached to the individual and flexible development of the career and scientific profile of (young) researchers, e.g., in the case of Research Associates, space for individual research or time for particularly focused, self-determined research as part of sabbaticals<sup>4</sup>, thus also for qualification opportunities outside the OeAW, is provided. The career model is embedded in legal and collective agreement regulations. Particular attention is paid to the protection of employees against prohibited stringing together of fixed-term contracts (“chain contracts”). The career model was developed with particular care to only allow successive fixed-term contracts if this is objectively justified.

The revised collective agreement of the OeAW (ÖAW-KV), which came into force retroactively to 01.04.2020, provides that initial employment contracts are generally concluded for a specific period of time [§ 4 (1)]. In accordance with the career model, a time limit should be chosen that is as close as possible to the minimum term of the respective career level. This is intended to ensure continuous development towards an internationally compatible, academic level of performance even in the early phase of the academic career.

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<sup>1</sup> In accordance with the OeAW works agreement (BV) on the conversion of a temporary to a permanent contract for academic employees at the Austrian Academy of Sciences in accordance with § 4 (5) of the OeAW collective agreement (BV “Tenure Assessment”).

<sup>2</sup> The OeAW has signed the “European Charter for Researchers” and the “Code of Conduct for the Recruitment of Researchers”. Hereafter referred to as the Charter.

<sup>3</sup> “Towards a European Framework for Research Careers” (<https://era.gv.at/object/document/1509>) aims to establish comparable structures in scientific careers. A four-stage model is proposed: R1 First stage Researcher (up to the point of PhD)

- R2 Recognized Researchers (PhD holders or equivalent who are not fully independent)
- R3 Established Researchers (researchers who have developed a level of independence)
- R4 Leading Researchers (researchers leading their research area or field)

Analogies between the OeAW model and the four career levels above are indicated in the text using italics.

<sup>4</sup> In accordance with § 21 of the ÖAW-KV.

## OVERVIEW

The objective of career advancement at the OeAW is to find the best (young) scientists and to support them as best as possible at their specific career level towards scientific excellence in their discipline.

The OeAW career model has six career levels:

- Student Assistants
- PhD students
- Postdocs
- Junior Group Leaders and Research Associates
- Group Leaders and Senior Research Associates
- Scientific Directors or Institute Directors

From the “postdoctoral” career level, scientists at the OeAW have, in addition to the internationally comparable career path towards the greatest possible scientific independence, another career option: especially at institutes with a corresponding need (as they, for example, conduct long-term research projects, fulfill consulting assignments or are active in other areas that are specific to the research portfolio of a scientific academy), there is the option of working as an Academy Scientist for a fixed period or as a Senior Academy Scientist for an unlimited period.

It is not intended that individuals go through all stages of the career model at the OeAW. In terms of inter-institutional permeability and international mobility, young scientists in particular should be encouraged to gain experience in different contexts and to develop their academic profile in different institutions. In this context, the OeAW aims to cooperate with universities and research institutions in Austria as well as abroad.

In particular, the career model aims to attract and offer long-term career prospects to those academics who, on the basis of independent research work as Junior Group Leaders or Research Associates, show an above-average potential for scientific creativity and leadership skills. Outstanding young scientists at this career level can be offered a position with a tenure option.

Key players at the OeAW institutes are Group Leaders and Senior Research Associates. They are directly responsible for the scientific development of the areas they work on and thus significantly shape the research portfolio of the OeAW.

Junior Group Leaders and Group Leaders as well as Research Associates and Senior Research Associates are not hierarchically related.

According to the present model, Group Leaders, Senior Research Associates, and Senior Academy Scientists are usually employed on a permanent basis.

As a rule, every Scientific Director or Institute Director is also a Group Leader or Senior Research Associate.

If allowed by the size and mission of an institute as well as the number and competence of the Group Leaders or Senior Research Associates working there, the institute management can be switched to a rotating system. At institutes that have established this system, Group Leaders who have been accepted into the rotation act as Scientific Directors.

There is no obligation to fill all career levels within an institute. Rather, it is up to the institute management to implement the best version for the institute within the framework of the present career model.

For all fixed-term employment contracts, periods of leave due to family obligations (parental leave, caring for relatives, etc.) as well as for military service, training, or community service are not to be included in the maximum duration of the fixed term and the employment contract can be extended by the duration of these absences.

Offering an employee a permanent contract is always done in accordance with the scientific quality of the individual, taking into account the research strategy and budget of the institute. A maximum number of permanent positions is specified in the triennial target agreement (“Zielvereinbarung”) of each institute. With comprehensive planning across all sources of funding, the flexibility and the capacity of the institute to accommodate further outstanding scientists should be preserved in the long term. In annual follow-up discussions on the target agreement (“Folgegespräche zur Zielvereinbarung”), development in terms of performance and needs is monitored at the level of the groups or work priorities of the institute and thus continuous personnel planning takes place.

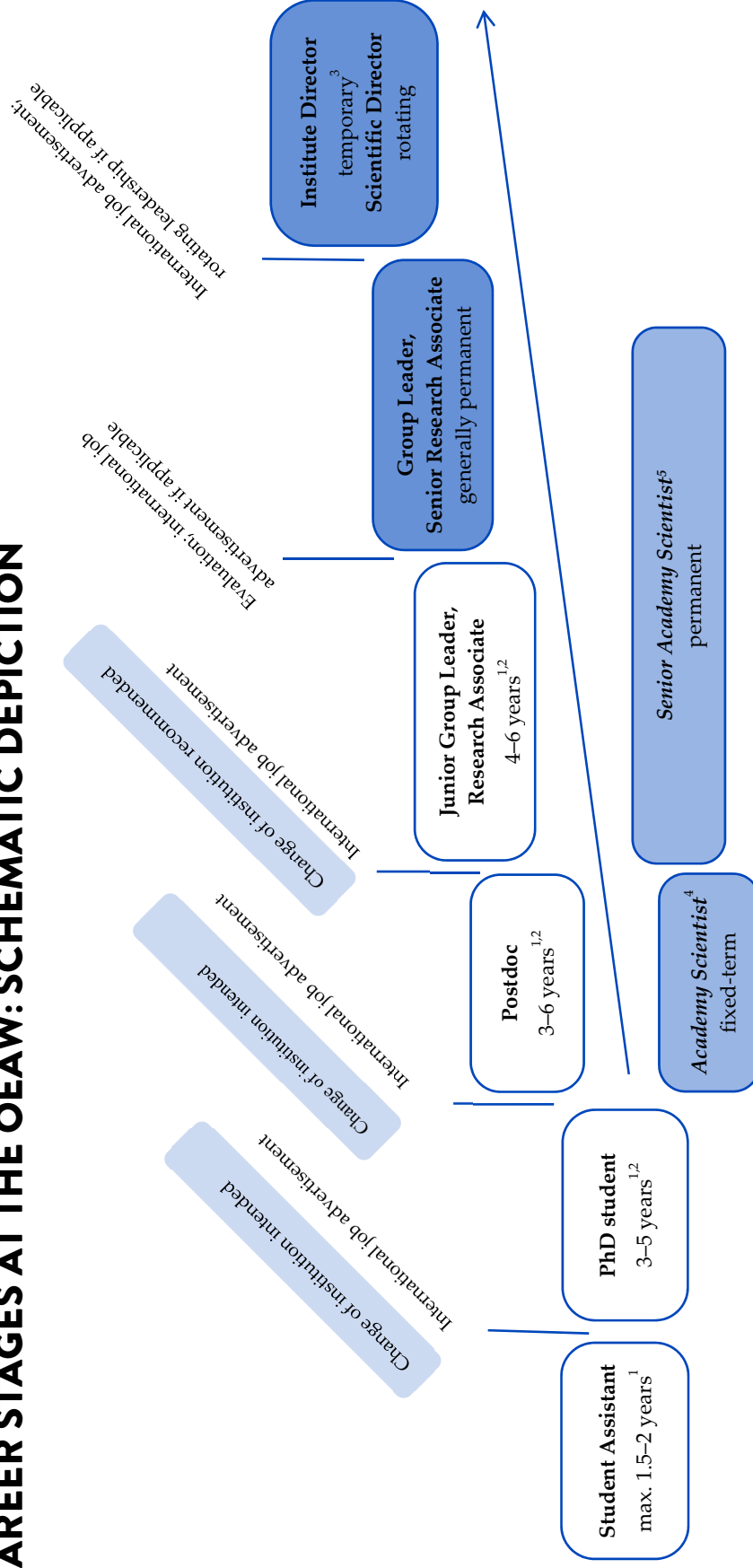
The model was developed for all academic staff, regardless of whether they are financed from third-party funds or from the OeAWs block fund (“Ordinarium”). According to the Charter, there should be no differences between employees based on the type of contract or the form of financing, especially at the early career stages.

An important goal is to offer all scientific employees of the OeAW, regardless of their contractual situation and career level, the best conditions for continuous scientific development. Mentoring and further training opportunities are provided for this purpose at all career levels. The OeAW therefore also takes responsibility for the development of those scientists who do not remain at the OeAW permanently.

Implementation of the goals of the Women's Promotion Plan ("Frauenförderplan") of the OeAW is taken into account at all career levels.

Special circumstances can lead to short-term cooperation between OeAW institutes and qualified scientists with mutual interest. Therefore, individuals can also be employed as "project staff". Since this is not a career level in the sense of the career model, but rather a form of employment for scientifically qualified people who mostly work on projects for a short time for the OeAW, this employment option is shown as an appendix to the present career model.

# CAREER STAGES AT THE OEAW: SCHEMATIC DEPICTION



- <sup>1</sup> The time periods reflect the intended standard case. The model provides rules for changing these in exceptional cases. In general, however, no employee should stay too long at a career level at which he/she has no prospect of permanent employment.
- <sup>2</sup> If an individual was already employed at the OeAW at the previous career level, which is possible in exceptional cases and after successfully completing the international admission procedure in accordance with the recruiting guidelines of the OeAW, it must be ensured when establishing or extending the employment relationship in accordance with the applicable § 4 (3) lit b of the ÖAW-KV that the entire period of employment does not exceed twelve years.
- <sup>3</sup> Institute Directors are usually also Group Leaders or Senior Research Associates; in this role they are usually employed on a permanent basis. However, the institute management is assigned for a limited period. Scientific Directors work at institutes with rotating institute management.
- <sup>4</sup> Positions for Academy Scientists are also advertised internationally.
- <sup>5</sup> For an Academy Scientist to be able to enter into a permanent employment contract as Senior Academy Scientist, a positive evaluation according to the provisions of the BV "Tenure Assessment" is required.

# STUDENT ASSISTANTS

*Objective:* To attract motivated, interested employees who gain their first research experience at the OeAW. Already in this phase, the focus is on identifying the brightest minds as early as possible and introducing them to the scientific community.

*Definition:* Student Assistants are advanced students with a high level of commitment, a particular interest in basic research, and excellent grades in a diploma or master's degree in a field in which the OeAW conducts research. Admission criteria: Students can be employed depending on the available budget. Further normative requirements do not apply.

*Conditions of employment:* Student Assistants can be employed with a contract for a maximum of 1.5 years. In exceptional cases, the contract may be extended by a maximum of six more months if there is an objective justification in accordance with § 4 (2) ÖAW-KV.

The contract should be terminated as soon as possible after reaching the desired academic degree. The supervisor at the OeAW ensures, as far as possible, that the employment at the OeAW does not lead to any delays in the course of studies.

The extent of employment for Student Assistants may not exceed 50% / 20 hours per week.

*Range of activities:* Student Assistants receive subject-specific education at the institute and contribute to scientific work under guidance. They are assigned to at least one project carried out at the institute so as to participate in the scientific project work and in the implementation of routine scientific work, in each case under the supervision of the immediate supervisor<sup>5</sup>.

Student employees are not used for purely administrative activities that are not related to their own academic work.

*Outlook:* Towards the end of the employment relationship, Student Assistants are given the opportunity for a detailed feedback discussion with their immediate supervisor about the work they have done. The results of this conversation can be written down if required.

After completing the diploma/master's degree, former Student Assistants are free to apply for a doctoral position at the OeAW. The same admission requirements as for all applicants apply.

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<sup>5</sup> The function of supervisors of young researchers can be assumed by the institute management as well as Junior Group Leaders and Group Leaders or (Senior) Academy Scientists or – in the case of third-party funded projects – Research Associates and Senior Research Associates.

# PHD STUDENTS

*Preliminary remark:* The following provisions do not apply to scholarship holders of the OeAW doctoral programs (e.g., DOC and DOC-team) or to PhD students who work at the OeAW as part of structured doctoral programs carried out in cooperation with universities and who complete with a doctorate at the partner university, or those applying for places in such programs. PhD students and applicants for such programs are subject to the regulations of the respective program.

*Objective:* The aim is to attract the best qualified and scientifically most talented PhD students in those subjects in which the OeAW conducts research, and to give them the opportunity to embark on a scientific career as early as possible. The advancement of PhD students is an integral part of the activities of the OeAW, even if the Academy does not have the right to award doctorates.

The OeAW supports the PhD students it employs in reaching a scientific level that leads to the first internationally visible publication or comparable contributions to the research discourse in the subject. The work of PhD students at the OeAW results in independent contributions to predefined projects and research activities that complement and, if appropriate, expand the spectrum of activities within an institute. At the end of the doctoral phase, it should be clear whether the candidate has the potential for a further career in academia.

*Definition:* PhD students employed at the OeAW are generally those who can demonstrate above-average academic success, typically possess a diploma/master's degree, and who are pursuing a doctorate/PhD at an Austrian or foreign university in one of the areas in which the OeAW conducts research. The PhD students *demonstrate a good understanding of a field of study* that they have worked on in the course of their training. They bring high motivation and willingness to learn, *develop knowledge of research methodologies* and, so that they are able to *critically analyze, evaluate and synthesize new and complex ideas*.<sup>6</sup>

*Admission criteria:* Positions for PhD students are advertised internationally (announcement on EURAXESS Jobs). Applicants go through a transparent hiring procedure in accordance with the recruitment guidelines of the OeAW. When selecting doctoral candidates, the following aspects in particular should be taken into account:

- The application documents as well as the interviews conducted during the application process reveal outstanding qualifications by international standards, great scientific potential, and above-average motivation.
- The dissertation project fits the profile of the working group and the institute.

Appropriate documentation of the assessment is attached to the personnel file when the job is assigned.

*Conditions of employment:* PhD students are employed on a temporary basis. The fixed-term contracts usually run for a period of three to five years.

Temporary extensions of the employment for up to a total of six years are permissible within the scope of the objectively justified reasons detailed in § 4 (2) lit a–d of the ÖAW-KV. In the exceptional cases mentioned in § 4 (3) lit a and b of the ÖAW-KV, there is the option of extending the employment beyond the maximum fixed term of six working years.

There is also the option of taking leave for a stay abroad agreed with the institute management. The total period of employment can be extended by the duration of the absence, but by no more than two years.

As a rule, the employment should be terminated as soon as possible after reaching the desired academic degree.

The extent of employment for doctoral students may not exceed 75% / 30 hours per week.

*Range of activities:* PhD students are assigned to one or more groups or work areas of the institute and *carry out research under supervision* in this context.<sup>7</sup> Doctoral students carry out research at the OeAW for their dissertation project and thus make a visible contribution to the research output of the institute at which they are employed.

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<sup>6</sup> Wording in accordance with the requirements of career level R1 according to the EU model in "Towards a European Framework for Research Careers".

<sup>7</sup> Wording in accordance with the requirements of career level R1 according to the EU model in "Towards a European Framework for Research Careers".



The results of their research are to be published. In general, contributions to publications, national, and international conferences or other evidence of intensive participation in the research discourse of the subject are expected. In this context, PhD students are actively supported by their supervisors and the institute management. Accordingly, sufficient funds for short-term stays abroad by PhD students (participation in conferences and conventions, workshops, and networking activities) are provided in the institute's budget.

PhD students are not used for purely administrative activities that are not related to their own academic work.

An integration of PhD students into the institute's operations beyond the project-related activities – e.g., participation in regular meetings, in the conception and implementation of scientific events, etc. – is intended.

*Outlook:* In addition to the supervision by the respective university, the OeAW provides ongoing technical supervision and quality control of the work carried out by PhD students. Depending on the culture of the subject and at the discretion of the institute's management, appropriate quality-assurance formats are developed: the doctoral candidate's project and knowledge status is regularly discussed and reviewed using (internal) presentations [if possible with members of the Scientific Advisory Board (SAB)] and by participating in journal clubs etc. In addition, in accordance with ÖAW-KV § 9 (6), the direct supervisor conducts an annual structured performance appraisal with the employee.<sup>8</sup>

The aim is to enable the best possible development of young scientists at the OeAW in accordance with focused scientific human resource management, in order to guarantee international connectivity at the next career level. Institutes are supported by the HR department in implementation and monitoring. PhD students also benefit from the mentoring and training opportunities provided centrally by the OeAW.

The monitoring of the career development of PhD students takes place in conjunction with the target agreements and the annual follow-up discussions.

From the perspective of the OeAW, employment as a postdoc at the OeAW directly following the PhD is only desirable in exceptional cases. In line with the objective of the Charter to promote brain circulation and thus international and inter-institutional mobility, the continuation of academic work at another institution, by all means abroad, is intended at this career stage.

However, (former) PhD students are free to apply for postdoctoral or Academy Scientist positions at the OeAW. The same admission criteria apply (i.e., application for a postdoctoral position advertised on EURAXESS, hiring procedure in accordance with the recruitment guidelines of the Academy) as for all applicants.

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<sup>8</sup> The exact form of the discussion is defined in a works agreement.

# POSTDOKTORAND/INN/EN

**Objective:** The OeAW aims to be, by international standards, a highly attractive place to work for outstanding postdocs and to give them the opportunity to gain academic independence and visibility during a crucial career phase.

**Definition:** Postdocs who are employed at the OeAW are scientists who have completed their doctorate or PhD with outstanding success, who, depending on the subject-specific publication culture, can show initial publication successes and international conference experience, and who aspire to a career in one of the areas in which the OeAW conducts research. They have an in-depth, *systematic understanding of their field of research and mastery of research associated with that field.*<sup>9</sup> They are able to conduct research in this field independently.

**Admission criteria:** Admission is possible for postdocs who have recently completed their doctorate or PhD as well as for those who already have initial research experience as postdocs.

Positions for postdocs are advertised internationally (announcement on EURAXESS Jobs). Applicants go through a transparent, quality-assured hiring process in accordance with the recruitment guidelines of the OeAW.

The OeAW's admission procedure can be omitted if holders of highly competitive grants for young researchers (OeAW APART; FWF programs for early-stage postdocs and comparable funding) and successful applicants in the FWF's "Stand-Alone Projects" program approach the OeAW with the wish to carry out their project at an OeAW institute. In these cases, the OeAW recognizes the external quality assurance procedure.

The decision on the allocation of postdoc positions is documented by the supervisor, taking into account the following aspects:

- The application documents reveal outstanding qualifications by international standards.
- The field of activity as well as the research projects already carried out or planned fit the profile of the working group and the institute.
- Application documents and interviews indicate high scientific potential and above-average motivation.

The reasons for the recruitment are attached to the personnel file.

**Conditions of employment:** Postdocs are employed on a temporary basis. The fixed-term contracts usually run for a period of three to six years.

Temporary extensions of the employment relationship for up to a total of six years are permissible within the scope of the objectively justified reasons detailed in § 4 (2) lit a–d of the ÖAW-KV. In the exceptional cases mentioned in § 4 (3) lit a and b of the ÖAW-KV, there is the option of extending the employment beyond the maximum fixed term of six working years. Postdocs who have already been employed as PhD students at the OeAW can be employed under the same conditions as external applicants in accordance with § 4 (3) lit b of the ÖAW-KV.

There is also the option of taking leave for a stay abroad agreed with the institute management. The total period of employment can be extended by the duration of the absence, but by no more than two years.

Contracts are usually full-time (100% / 40 hours per week).

**Range of activities:** Postdocs are assigned to one or more groups or work areas of the institute and, within this framework, work largely independently on (sub)projects, take on complex research tasks, *lead Student Assistants or PhD students*, present their work and results *internationally at conferences, and publish national or international refereed articles*<sup>10</sup> in high-ranking journals or, depending on the field, as book contributions, monographs, etc. They also take part in the application process and the acquisition of third-party funding.

Sufficient funds for short-term stays abroad by postdocs (participation in conferences and conventions, workshops, and networking activities) are provided in the institute's budget.

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<sup>9</sup> Wording in accordance with the requirements of career level R2 according to the EU model in "Towards a European Framework for Research Careers".

<sup>10</sup> Wording in accordance with the requirements of career level R2 according to the EU model in "Towards a European Framework for Research Careers".

The respective supervisors are encouraged to promote and increase the independence of postdocs. The focus is on gaining a profile as an independent scientist and the acquisition of competencies that will subsequently lead to the successful establishment of a junior group or the management of competitively acquired (sub)projects with responsibility for personnel.

The responsibilities of postdocs exclude administrative activities that are not directly related to their scientific work.

*Outlook:* The aim of the postdoctoral phase is to quickly develop a level that enables the transition to an international career as an independent scientist.

The OeAW offers intensive internal quality control of the work performed by postdocs. Depending on the subject and at the discretion of the institute management, appropriate quality assurance formats are developed:

Postdocs regularly put the status of their work up for discussion in (internal) lectures and presentations (if possible also in front of the respective SAB). *The supervisor ensures regular, structured feedback to the postdocs so that they can manage their own career progression, set realistic and achievable career goals, and identify and develop ways to improve their employability.*<sup>11</sup> This takes place in accordance with § 9 (6) of the ÖAW-KV through an annual structured performance appraisal with the employee.

The aim is to enable the best possible development of young scientists at the OeAW in accordance with focused scientific human resource management, in order to guarantee international connectivity at the next career level. Institutes are supported by the HR department in implementation and monitoring. Postdocs also benefit from the mentoring and training opportunities provided centrally by the OeAW.

The monitoring of the career development of postdocs takes place in conjunction with the target agreement and the annual follow-up discussions.

From the perspective of the OeAW, employment as a Junior Group Leader or Research Associate at the OeAW immediately after the postdoctoral work is only desirable in exceptional cases. In line with the objective of the Charter to promote brain circulation and thus international and inter-institutional mobility, the continuation of academic work at another institution, by all means abroad, is intended at this career stage.

However, (former) postdocs are free to apply to the OeAW for a position as Junior Group Leader or Research Associate, or if applicable as an Academy Scientist. The same admission criteria as for all applicants apply (i.e., application for a position advertised on EURAXESS as part of the hiring procedure according to the recruitment guidelines of the OeAW).

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<sup>11</sup> Wording in accordance with the requirements of career level R2 according to the EU model in "Towards a European Framework for Research Careers".

# JUNIOR GROUP LEADERS AND RESEARCH ASSOCIATES

**Objective:** The OeAW aims to be, by international standards, a highly attractive workplace for outstanding Junior Group Leaders and Research Associates and to give them the opportunity to establish themselves internationally in the top ranks of their respective discipline(s) and to develop towards a scientific leadership role. The OeAW can therefore offer employees the prospect of a continuous career (tenure track) depending on their academic success and potential at this career level.

- by international standards,
- above-average motivation, outstanding publication record, successful acquisition of third-party funding and broad international network of the successful applicant,
- the scientific relevance and potential of the area of activity (research projects already carried out or planned) and its fit to the profile of the institute.

The SAB is informed of the acceptance of Junior Group Leaders or Research Associates.

In the target agreements, a maximum number of Junior Group Leaders and Research Associates with tenure options is specified for each institute. With comprehensive planning across all sources of funding, the flexibility and the capacity of the institute to accommodate further outstanding scientists should be preserved in the long term. The continuous staff planning as well as the monitoring of the career development of Junior Group Leaders and Research Associates takes place in conjunction with the target agreement and follow-up discussions.

**Conditions of employment:** Junior Group Leaders or Research Associates are employed for four to six years. Temporary extensions of the employment relationship for up to a total of six years are permissible within the framework of the objectively justified reasons detailed in § 4 (2) lit a–d of the ÖAW-KV. In the exceptional cases mentioned in § 4 (3) lit a and b of the ÖAW-KV, there is the option of extending the employment relationship beyond the maximum fixed term of six working years. Junior Group Leaders or Research Associates who have already been employed as postdocs at the OeAW for a fixed period can be employed under the same conditions as external applicants in accordance with § 4 (3) lit b of the ÖAW-KV.

Contracts are usually full-time (100% / 40 hours per week).

## **Tenure option:**

Positions as Junior Group Leaders or Research Associates can be offered with tenure options if, (1) the maximum number of tenure options set in the target agreement with the institute concerned has not yet been reached and, (2) the candidate plans to carry out an exceptionally ambitious research project that has particularly high innovation potential within at least one scientific discipline. The President and Vice President of the OeAW jointly decide on the allocation of the tenure option at the request of the institute management and on the basis of at least *one more international review* than is generally required for the recruitment of Junior Group Leaders or Research Associates.

Tenure options can be offered when the job is advertised or afterwards, up to a maximum of two years after the start of the employment relationship. In the event of an offer afterwards, the President and Vice President will obtain at least two further, current expert reviews.

Tenure options are granted on the basis of the recruitment guidelines of the OeAW.

Positions as Junior Group Leaders or Research Associates for whom there is no tenure option are scientifically considered to be equivalent to those with a tenure option.

In exceptional cases, early promotion of extraordinarily successful Junior Group Leaders or Research Associates to Group Leaders or Senior Research Associates is possible. The permanent position can be granted at the request of the institute management provided that the position can be financially covered in the long term according to the institute's target agreement. The justification of the employment contract, according to the by-laws of the OeAW [§ 57 (1) lit. b], falls to the President and Vice President, who must therefore be involved in the decision at an early stage. This accelerated promotion procedure, which waives further international reviews, but can involve the chairperson of the SAB, can also be used to retain an employee who has received an offer from another institution (see below).

In addition to the personnel costs for the position of Junior Group Leader or Research Associate, material resources and the use of the institute's scientific infrastructure are to be provided as required and to an extent agreed upon for each performance period. In addition, sufficient funds for short-term stays abroad by Junior Group Leaders or Research Associates (conference and meeting participation, workshops, and networking activities) are to be provided within the institute's budget.

Junior Group Leaders work as leaders of an institutionalized group that consists of at least one other scientific employee (PhD student or postdoc), who they manage independently. Junior Group Leaders can be granted personnel funds for at least one position for PhD students, postdocs or, if applicable, non-scientific employees of the junior group, which can be financed through third-party funds or the regular budget of the institute.

Research Associates operate in research areas in which work is largely not carried out in institutionalized groups. Nevertheless, they can assume responsibility of personnel within the framework of (third-party funded) projects or when instructing PhD students and postdocs.

*Range of activities:* Junior Group Leaders and Research Associates *identify research problems and opportunities within their area of expertise*<sup>12</sup> and establish their respective research area to such an extent that a research focus that extends the portfolio of the institute can be built up.

Junior Group Leaders and Research Associates apply for both project- and person-related third-party funding in coordination with the institute's management and take on the management of third-party funded (sub)projects. They contribute to the expansion of knowledge in their research area with independent work by *identifying research problems and opportunities within their area of expertise* at the institute. They *make positive contributions to the development of knowledge, research, and development through co-operations and collaborations and by leading collaborative research projects in international and inter-institutional collaborations. They identify new questions and develop the appropriate research methodologies and approaches to address these questions.* They publish internationally at a high level as *lead authors, and organize workshops or conference sessions (in terms of content)*.<sup>13</sup>

Any work by the Junior Group Leader or the Research Associate on the habilitation should be supported and completed taking in to account the requirements of the discipline and the research goals of the institute.

*Outlook:* As a research institution aiming at scientific excellence, the OeAW endeavors to retain employees who conduct outstanding research and yield internationally visible and recognized publications. In addition, internationally recognized, competitively acquired grants and awards are indicators of quality of research. Mentoring and guidance in connection with the acquisition of top-class, personal grants for young scientists are offered by the OeAW. As early as possible, and at least towards the end of the term of employment, expected outcomes are, , outstanding publications (depending on the publication culture of the scientific field e.g., research monograph), research activities that are essential for the OeAW's research portfolio and also promising in the future, or the award of an internationally renowned, personal grant (START Prize, ERC Starting Grant, etc.), or a high-quality, national or international research project with responsibility for (multiple) personnel.

#### **Quality control:**

The monitoring of the career development of Junior Group Leaders and Research Associates takes place – as does the continuous staff planning – in conjunction with the target agreement and follow-up discussions.

Institutes define the optimal combination of measures in their field for quality-assured support in the development of Junior Group Leaders and Research Associates at the institute and establish a structured feedback culture that also includes written performance assessments (if appropriate as part of a performance assessment procedure in accordance with § 26 and 27 of the ÖAW-KV). An essential part of this combination of measures is the annual structured employee performance appraisal in accordance with § 9 (6) of the ÖAW-KV. The project status or status of the work of the junior group or in the research focus is also regularly presented internally by the responsible employee (if possible with members of the SAB). Statements of the SAB on the development of the Junior Group Leaders and Research Associates are requested, if possible within the framework of the established reporting routines. The aim is to enable the best possible development of young scientists at the OeAW in accordance with focused scientific human resource management.

<sup>12</sup> Wording in accordance with career level R3 according to the EU model in "Towards a European Framework for Research Careers".

<sup>13</sup> Wording in accordance with career level R3 according to the EU model in "Towards a European Framework for Research Careers".

If, in the course of the fixed-term contract as a Junior Group Leader or Research Associate, it becomes foreseeable that the optimal future prospects of an employee are not in a leading position in basic research at the OeAW, measures to switch to another career path should also be considered. The OeAW's HR department will provide guidance on cross-sector mobility and, if necessary, will inform those employees not likely to be able to stay at the OeAW permanently about options to work in other sectors.

Institutes are supported by the HR department in the implementation of measures and monitoring within the framework of human resource management.

Around one year before the end of the agreed term of employment for Junior Group Leaders or Research Associates without tenure option or before the planned initiation of the tenure assessment for Junior Group Leaders or Research Associates with tenure option, the institute management gives – in accordance with transparency and predictability – the employees, in the context of the structured performance appraisal to be conducted annually in accordance with the ÖAW-KV, detailed feedback on their previous and possible further career development.

***Tenure Assessment:***

All Junior Group Leaders and Research Associates with a tenure option are entitled to a tenure assessment. This assessment must be carried out in accordance with the provisions of the BV "Tenure Assessment".

After a successful tenure assessment, Junior Group Leaders are appointed to Group Leaders, and Research Associates to Senior Research Associates or, if appropriate, Group Leaders, in principle for an unlimited period.

In the event of a negative evaluation – provided that the maximum fixed-term employment period according to § 4 (2) lit a or c and § 4 (3) lit a of the ÖAW-KV has not yet been exhausted – a separate project for handling the group can be defined and an associated temporary extension of the employment contract (phase-out) can be agreed.

The departure of Junior Group Leaders or Research Associates generally leads to the dissolution of the respective group or focus.<sup>14</sup> If the field of work of the departing employee is scientifically highly attractive and strategically relevant within the scope of the institute's portfolio, the President and Vice President will decide, at the request of the institute management after hearing experts, on a continuation or a new job advertisement.

***Preventing enticement of employees:***

In the case of an offer from another research institution, an accelerated promotion to a permanent position is possible. This procedure, which dispenses with written reviews but can involve the chairperson of the SAB, may only be used if it is of essential strategic research importance for the institute to keep the employee and if the offer is for a higher career level. In any case, the President and Vice President must be involved at an early stage (see above).

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<sup>14</sup> The junior group has to be dissolved in accordance with labor law provisions. Employees of affected groups are, if this is possible and reasonable, to be employed in other areas. Care must be taken to ensure that the temporary academic employees of affected junior groups still have the opportunity to achieve the goals set for the respective career level.

## GROUP LEADERS AND SENIOR RESEARCH ASSOCIATES

**Objective:** When filling Group Leader or Senior Research Associate positions, the OeAW aims to attract and retain internationally recognized top people in basic research by generally enabling them to pursue a long-term career at the OeAW. With these appointments, existing areas of strength are to be consolidated and further developed, while at the same time opening up new topics in an internationally visible manner.

**Definition:** Group Leaders or Senior Research Associates at the OeAW are *outstanding scientists who have gained international reputation based on research excellence in their field*. They possess in-depth systematic knowledge of their subject and related fields gained over the course of several years of independent research in their subject. *They publish influential papers and books, serve on workshop and conference organising committees, and deliver invited talks*. A high number of publications in high-quality journals or monographs, prestigious awards, successful acquisition of renowned grants and international project funding, a high degree of international networking, and contributions to disseminating science in society are a prerequisite for this career level. As a rule, significant international experience is expected. Group Leaders or Senior Research Associates at the OeAW, as leading scientists, are able to *develop a strategic vision on the future of the research field and advance their subject with substantial contribution (breakthroughs) to their research field or spanning multiple areas*.<sup>15</sup>

In contrast to Group Leaders, Senior Research Associates work in research fields in which institutionalized groups are not common.<sup>16</sup>

**Admission criteria:** In target agreements, a maximum number of Group Leaders and Senior Research Associates is specified for each institute. With comprehensive planning across all sources of funding, the flexibility and the capacity of the institute to accommodate further outstanding scientists should be preserved in the long term. On a rolling basis, objectives are agreed between the Group Leaders or Senior Research Associates and the institute management, which are part of the institute's development planning and thus also flow into the target agreements made between the institute management and the President and Vice President of the OeAW. In the follow-up discussions on the target agreements, the development of performance and needs is monitored at the level of the groups or work priorities of the institute.

Positions as Group Leader or Senior Research Associate are preferably assigned to Junior Group Leaders or Research Associates of the OeAW after a successful tenure assessment or after international advertisement on EURAXESS Jobs. In the case of an international advertisement, the candidates go through the hiring procedure in accordance with the recruitment guidelines of the OeAW.

Group Leaders or Senior Research Associates who have successfully applied for an internationally advertised position can initially be employed for a maximum of six years, with a tenure option.

Positions for Group Leaders or Senior Research Associates can also be permanent from the outset, even after international advertisements.

In accordance with the by-laws of the OeAW [§ 57 (1) lit. b], the issuance of permanent contracts is reserved for the President and Vice President of the OeAW; this also applies to the allocation of positions with tenure options. If a position as a Group Leader or Senior Research Associate is assigned, the President and Vice President must therefore be involved in the decision at an early stage.

In exceptional cases, holders of top-quality, personal grants (e.g., ERC Consolidator or Advanced Grant) can also be employed as Group Leaders or Senior Research Associates if they approach the OeAW with the wish to perform their project at one of the OeAW institutes. In these cases, the hiring procedure according to the recruitment guidelines of the OeAW can be omitted. In such cases, the OeAW recognizes the external quality assurance procedure.

External grantees can also be directly offered permanent positions at this career level. In these cases, too, the President and Vice President must be involved early on.

Especially before filling Group Leader positions, the OeAW will coordinate with relevant university institutes to realize possible synergies from double appointments.

The SAB is informed about the recruitment of Group Leaders or Senior Research Associates.

<sup>15</sup> Wording in accordance with career level R4 according to the EU model in "Towards a European Framework for Research Careers".

<sup>16</sup> Reasons that speak against the establishment of groups or comparable work units at an institute in the long term must be presented to the President and Vice President of the OeAW in the target agreement discussions.

**Conditions of employment:** Group Leaders or Senior Research Associates are usually employed on a permanent basis. Contracts are usually full-time (100% / 40 hours per week).

In addition to the personnel costs for the position as Group Leader or Senior Research Associate, material resources and the use of the institute's scientific infrastructure are to be provided as required and to an extent agreed upon for each performance period.

In addition, Group Leaders can be granted, to an agreed extent, personnel funds for PhD students, postdocs, and, if appropriate, non-academic staff of the group, to be provided in the regular budget of the institute.

Senior Research Associates are not directly assigned personnel funds, i.e., positions. They can, however, assume responsibility for personnel in the context of (third-party funded) projects or in the supervision of (post)doctoral employees.

In the case of double appointments, agreement must be reached with the university partner with regard to the extent of employment and the use of the institute's equipment. In this case as well as in the case of appointments to full-time university professors, special regulations may be necessary, which must be specified in individual cases.

**Range of activities:** Group Leaders and Senior Research Associates are key academic players at the OeAW. Their direct responsibility is to carry out open-ended, curiosity-driven basic research in the respective focus areas of the groups, whose processes and results meet high international standards.

Group Leaders and Senior Research Associates at the OeAW are able to contribute to the scientific development of the institute's work areas due to their familiarity with their own research field and their knowledge spanning multiple areas of work.<sup>17</sup> On a continuous basis, objectives are agreed between Group Leaders or Senior Research Associates and the institute management. These objectives are part of the institute's development planning and are therefore also included in the target agreements to be made between the institute management and the President and Vice President.

Group Leaders or Senior Research Associates are responsible for budgetary and personnel decisions that affect the direct management of their group or their work focus. They lead the employees in their area of responsibility (*team building*) and apply for and manage third-party funding (*securing significant research funding*).<sup>18</sup> They publish articles or book chapters as well as monographs at a high level by international standards and support the scientists in their group or in their work area in making their own, visible contributions to the research output (*skilled at managing and developing others, act as a professional development role model for others*).<sup>19</sup> High-quality contributions to disseminating science to society as well as efforts to strengthen the scientific community (e.g., organizing international conferences, taking on reviews) are also expected.

Group Leaders or Senior Research Associates are important contacts for PhD students and postdocs, for whom they act as managers, supervisors, and mentors.

Any work by the Group Leaders or Senior Research Associates on the habilitation should be supported and completed taking into account the requirements of the discipline and the research goals of the institute.

#### **Outlook:**

##### **Tenure Assessment:**

Group Leaders or Senior Research Associates with fixed-term contracts have the right to a tenure assessment. This assessment must be carried out in accordance with the provisions of the BV "Tenure Assessment".

After a successful tenure assessment, Group Leaders or Senior Research Associates receive permanent employment contracts.

In the event of a negative evaluation – provided that the maximum fixed-term employment period according to § 4 (2) lit a or c and § 4 (3) lit a of the ÖAW-KV has not yet been exhausted – a separate project for handling the group can be defined and an associated temporary extension of the employment relationship (phase-out) can be agreed.

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<sup>17</sup> Wording in accordance with career level R4 according to the EU model in "Towards a European Framework for Research Careers".

<sup>18</sup> Wording in accordance with career level R4 according to the EU model in "Towards a European Framework for Research Careers".

<sup>19</sup> Wording in accordance with career level R4 according to the EU model in "Towards a European Framework for Research Careers".



***Extension of the management function:***

Depending on the structures and regulations at the institute, experienced Group Leaders or Senior Research Associates, generally with permanent contracts, can also act as department heads who are responsible for several groups.

In addition, permanent Group Leaders or Senior Research Associates can be appointed as Scientific Directors (see below) by the President and Vice President of the OeAW at institutes that use the model of rotating institute management.

***Extension of the Group Leader function or the activity as Senior Research Associate beyond the usual retirement age (Extension of Service)<sup>20</sup>:***

Group Leaders or Senior Research Associates with permanent positions at the OeAW who have reached retirement age may, in particularly justified exceptional cases, remain active in their position beyond the usual retirement age. The extension takes place for a limited time; the duration of the time limit is at the discretion of the President and Vice President.

If this offer is to be used, the institute management submits, at least one year before the employee reaches the regular retirement age, a plan for the intended scientific activities in the period up to the actual departure of the Group Leader or Senior Research Associate to the President and Vice President. This application contains the need for staff, premises, infrastructure, material etc. and presents in detail the scientific objectives of the Extension of Service. The need for resources is to be included in the target agreements of the institute. Approval should be granted before the regular retirement age is reached, so this must be taken into account when planning the application.

The President and Vice President reserve the right to initiate an advertisement for Group Leader or Senior Research Associate positions for which an application for Extension of Service has been submitted, in order to ensure the best possible allocation of the position.

While the Group Leader or Senior Research Associate works at the OeAW beyond the regular retirement age, he/she continues to enjoy all rights and he/she is fully responsible for all duties within the scope of the work as a group leader.

During the Extension of Service, Group Leaders or Senior Research Associates receive the pension payments to which they are legally entitled as well as ongoing salary payments from the OeAW. In total, the remuneration from pension payments and salary payments from the regular budget of the OeAW during the Extension of Service must not exceed the salary received in the year before the regular retirement age.

***Management of third-party funded projects beyond the usual retirement age:***

Group Leaders or Senior Research Associates who are about to retire or who have already retired can, as leaders of highly competitive third-party funded projects, be granted support at the discretion of the institute's management to enable the implementation of the respective third-party funded project. This particularly applies to infrastructural support.

***Quality control and target shortfalls:***

The continuous development planning together with the institute management, support from the SAB, and periodic (currently about every 6 years) institute evaluations are effective quality control measures that relate not least to the performance of Group Leaders or Senior Research Associates.

In the event that targets are not met, the focus is on measures by the institute management that support the Group Leaders or Senior Research Associates in fully utilizing their potential again. In the medium term, repeated failures to meet targets can result in the group or work area being downsized or even dissolved.<sup>21</sup>

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<sup>20</sup> In general, extensions beyond the normal retirement age should be seen against the background that the ability of the OeAW to accept new scientists to permanent contracts and thus to open up new research fields and to modify the positioning of institutes also depends on older employees retiring. If employment is extended beyond the normal retirement age, the benefits of continuation must be weighed against the potential of renewal.

<sup>21</sup> Any dissolution of the group must take into account the provisions of labor law. Employees of affected groups are, if this is possible and reasonable, to be employed in other areas. Care must be taken to ensure that the temporary academic employees of the affected groups still have the opportunity to achieve the goals set for the respective career level.

*Arrangements in case of enticement of employees:*

In the event that Group Leaders or Senior Research Associates are recruited to another institution, contractual arrangements must be made so that the work of the group or the work area can be brought to a positive conclusion in a phase out.

When a Group Leader or Senior Research Associate leaves, the group or the respective focus usually ends.<sup>22</sup> If the relevant field of work is scientifically highly attractive and strategically relevant within the scope of the institute's portfolio, the President and Vice President of the OeAW decide, at the request of the institute's management, whether to continue or re-advertise the group.

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<sup>22</sup> See footnote 26.

# SCIENTIFIC DIRECTORS AND INSTITUTE DIRECTORS

*Objective:* The OeAW aims to attract scientists who are among the best in their field internationally to lead their institutes.

*Definition:* Scientific Directors and Institute Directors are habilitated or equivalently qualified scientists with several years of international experience in open-ended, curiosity-driven basic research who, measured against internationally recognized standards, are among the best in their field. Experience as head of a research institution is an advantage, but the focus is on scientific criteria.

Scientific Directors work at institutes whose leadership positions are filled on a rotating basis. Scientific Directors can thus become Managing Scientific Directors, i.e., be appointed to head the institute on a temporary basis in accordance with the rotation procedure.

Institute Directors lead an institute whose management is not appointed on a rotating basis.

*Admission criteria:* The guiding criteria for assuming (rotating) leadership of the institute are internationally outstanding professional aptitude and scientific productivity as well as the international reputation as a scientist.

Positions as Scientific Director are assigned by the President and Vice President of the OeAW to at least two Group Leaders or Senior Research Associates who are permanently employed at an institute, if the leadership of the institute concerned is held on a rotating basis.

Positions as Institute Director – with the exception of extensions of existing contracts as Institute Director – are advertised internationally (announcement on EURAXESS Jobs). Applicants go through a transparent hiring procedure in accordance with the recruitment guidelines of the OeAW.

The selection and appointment of Scientific Directors and Institute Directors is a central strategic task of the President and Vice President. Appointments and contract extensions of Institute Directors and (renewed) appointment of a rotating institute head require a hearing by the Academy Council.

Scientific Directors and Institute Directors are considered the equivalent of a Professor with an institute management function. Before an appointment, the OeAW will therefore coordinate with relevant university institutes to realize possible synergies from double appointments.

*Conditions of employment:* Scientific Directors and Institute Directors are generally employed permanently as Group Leaders or Senior Research Associates. In the case of assuming a non-rotating institute management function, an additional five-year contract as Institute Director is usually concluded. In the case of rotating institute management, the duration of the respective institute management is at the discretion of the President and Vice President; it is generally two years.

Contracts are usually full-time (100% / 40 hours per week).

Special regulations apply in the case of joint appointments with a university and for appointments of full-time university professors to an OeAW institute management position. These are to be specified in each individual case.

*Range of activities:* The institute management, be it the Institute Director or Managing Scientific Director, is responsible for the research institute as a whole. The institute management is ultimately responsible for the institute's research strategy and activities. The institute management supports the (Junior) Group Leaders and (Senior) Research Associates of their institute in making innovative and visible scientific contributions at a high international level. Efforts to strengthen the scientific community (e.g., organization of international conferences) and high-quality contributions to science communication are also expected.

The institute management is responsible for the triennial target agreement.<sup>23</sup> The achievement of the goals set in the target agreements serves as the basis for assessing the institute's performance and thus also as the basis for planning and negotiations for the next budget period. The continuous staff planning according to the career model, which is discussed and updated if necessary in the context of the annual follow-up discussions to the target agreements, is intended to maintain the institute's ability to accept further outstanding scientists in the long term and is an essential

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<sup>23</sup> All Scientific Directors working at an institute are to be invited to target agreement negotiations between the President, Vice President and the respective Managing Scientific Director.

part of this planning process. The performance of an institute is evaluated on a regular basis (currently about every six years).

**Outlook:** Unless the achievement of the institute's agreed goals and the results of any evaluations in accordance with the research strategy of the OeAW suggest otherwise, the leadership mandate can be extended.

***Extension of the institute management beyond the usual retirement age (Extension of Service)<sup>24</sup>***

Scientific Directors and Institute Directors may, in well-founded exceptional cases, work as directors for a maximum of three additional years after the end of the calendar year in which the statutory retirement age was reached. The decision lies with the President and Vice President of the OeAW and requires a hearing by the Academy Council.

If this offer is to be used, the Scientific Director or Institute Director submits, at least two years before reaching the regular retirement age, a plan for the intended activities and objectives in the period up to the actual departure to the President and Vice President. The approval of an Extension of Service should be granted before the applicant director reaches the normal retirement age, so this must be taken into account when planning the application. The President and Vice President reserve the right to initiate a job advertisement for director positions for which an application for Extension of Service has been submitted, in order to ensure the best possible allocation of the position.

While directors work at the OeAW beyond the regular retirement age, they enjoy all rights and are responsible for all duties within the scope of their work as Scientific Director or Institute Director.

During the Extension of Service, the director receives the pension payments to which he/she is legally entitled as well as ongoing salary payments from the OeAW. In total, the remuneration from pension payments and salary payments from the regular budget of the OeAW during the Extension of Service must not exceed the salary received in the year before the regular retirement age.

During this phase, it also is possible to resign from the (managing) institute directorship and to work exclusively as a Group Leader or Senior Research Associate (see above).

When the directorship ends after reaching the regular retirement age or after the expiry of an Extension of Service, the designation "Scientific Director Emeritus or Emerita" can be used; the decision on this lies with the President and Vice President.

***Arrangements in case of enticement of employees:***

Contractual arrangements are to be made in the event that a director accepts an offer from another institution. The aim is to carry out an orderly handover of the institute to an interim director or to another Scientific Director in a phase-out. After involving the SAB and the Academy Council, the dissolution of the institute can also be considered.<sup>25</sup>

***Retirement:***

In the event that an Institute Director leaves upon reaching retirement age, the President and Vice President of the OeAW decide whether to continue or dissolve the institute. If dissolution is being considered, the SAB and the Academy Council must be involved.<sup>26</sup>

***Quality control and target shortfalls:***

Target agreements between the President and Vice President on the one hand and the institute management on the other hand, the support provided by the SAB as well as periodic (currently about every six years) institute evaluations are effective quality assurance measures that relate significantly to the performance of the director.

In the event of repeated target shortfalls, the President and Vice President, after consulting the SAB if appropriate, first take measures to support the institute's management, if applicable the Scientific Directors and other Group Leaders or Senior Research Associates, to fully utilize their potential again. If the missed targets cannot be remedied

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<sup>24</sup> In general, extensions beyond the normal retirement age should be seen against the background that the ability of the OeAW to accept new scientists to permanent contracts and thus to open up new research fields and to modify the positioning of institutes also depends on older employees retiring. If employment is extended beyond the normal retirement age, the benefits of continuation must be weighed against the potential of renewal.

<sup>25</sup> Any downsizing or dissolution of an institute must be carried out in accordance with the provisions of labor law. Affected employees are, if this is possible and reasonable, to be employed in other areas. Care must be taken to ensure that the temporary academic employees of the institutes concerned still have the opportunity to achieve the goals set for the respective career level.

<sup>26</sup> See footnote 30.

in the medium term, the SAB and Academy Council will be involved and either the focus will be put on successful sub-areas of the institute through downsizing or the closure of the institute<sup>27</sup> will be considered. If the institute's field of work is scientifically highly attractive and strategically relevant within the framework of the OeAW's research portfolio, the President and Vice President will decide, after consulting experts, about readvertising the institute management position.

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<sup>27</sup> See footnote 30.

# ACADEMY SCIENTISTS

*Objective:* In some of its research areas, the OeAW has a need for appropriately qualified scientists who work on long-term scientific missions.

*Definition:* Academy Scientists are system-maintaining or supporting scientific employees. They have a doctorate and a scientific qualification with an in-depth understanding of methods.

*Admission criteria:* The need for Academy Scientists must be specifically demonstrated in each target agreement of the institute concerned. The required expertise is to be presented, taking into account the research area of the institute or the working group. A maximum number of Academy Scientists and Senior Academy Scientists is specified for each institute in the target agreement and, if necessary, in the follow-up discussions. With comprehensive planning across all sources of funding, the flexibility and the capacity of the institute to accommodate further outstanding scientists should be preserved in the long term.

Positions for Academy Scientists at the OeAW are advertised internationally (announcement on EURAXESS Jobs). Applicants go through the hiring procedure in accordance with the recruitment guidelines of the OeAW. Recruitment of Academy Scientists requires the approval of the institute management.

*Conditions of employment:* Academy Scientists are employed for a maximum of six years. Contracts are usually full-time (100% / 40 hours per week).

*Range of activities:* The range of activities of Academy Scientists depends on the needs of the respective institute and its mission. Depending on requirements

- they are active in long-term research projects, provide science-based consulting services, or are active in other fields that are specific to the research portfolio of an Academy
- they work according to the targets of those scientists at the institute who conduct curiosity-driven basic research [(Junior) Group Leaders or (Senior) Research Associates],
- they ensure continuity in strongly project-driven fields of work, provide documentation, and knowledge management.

Academy Scientists can work in third-party funded projects; however, they themselves do not apply for any third-party funded projects and therefore do not assume any management function in them.

Academy Scientists are always up to date in their subject area, including technical and methodological aspects, thanks to continuous training supported by the OeAW or the institute. They can act as an interface between the technical and scientific work areas of an institute. They are specialists in subject areas that are of great long-term importance in the research strategy of the institute at which they work.

The responsible supervisors provide regular feedback to the Academy Scientists as part of the annual structured performance appraisal in accordance with the ÖAW-KV.

*Outlook:* An application for tenure assessment with the aim of obtaining a permanent position as Senior Academy Scientist can only be submitted with the approval of the institute management, when a permanent position is available in accordance with the target agreement, and when the funds for this position are secured in the long term. If these requirements are met, the responsible institute management can submit an application for tenure assessment around two years before the end of the contract (but no earlier than three years into the contract). This assessment must be carried out in accordance with the provisions of the BV "Tenure Assessment".

In accordance with the by-laws of the OeAW [§ 57 (1) lit. b], the offer of permanent contracts is reserved for the President and Vice President, who are therefore also involved in the decision when assigning positions as Senior Academy Scientists. As the basis for the decision, the institution management presents the technical necessity, the corresponding availability of funds, and the evaluation result, of which the President and Vice President of the OeAW must be informed. In the case of a positive tenure assessment and depending on sufficient funds in accordance with

the target agreement, the Academy Scientist concerned receives, after approval by the President and Vice President, a permanent contract as Senior Academy Scientist.

If no positions for Senior Academy Scientists are available at the institute in the foreseeable future, the opportunities for career development must be different than in case of a concrete career prospect at the OeAW.

Supervisors should be transparent about the options available to Academy Scientists who are interested in continuity. Promotion to Junior Group Leader or Research Associate is generally not intended for Academy Scientists, but is possible in exceptional cases. (Former) Academy Scientists are free to apply for a position as Junior Group Leader or Research Associate at the OeAW. The same admission criteria apply as for all applicants (i.e., application for a position advertised on EURAXESS, hiring procedure in accordance with the recruitment guidelines of the OeAW).

## SENIOR ACADEMY SCIENTISTS

*Objective:* The core tasks of the Academy include the implementation of long-term research projects as well as science-based consulting services. This is linked to the need to build up a high level of scientific competence and methodological expertise and to secure it in the long term. The demands on those scientists who carry out continuous work on research areas that are relevant to the OeAW in the long term can vary greatly depending on the discipline. The institutes ensure that suitable scientists are identified, integrated and, after a fixed term as Academy Scientist, committed to the OeAW as a Senior Academy Scientist in the long run.

*Definition:* Senior Academy Scientists are key for long-term scientific missions. They have a doctorate, have acquired extensive expertise in their field of work and have a good overview of the national and international research landscape in their subject area.

*Admission criteria:* Senior Academy Scientists have successfully completed the hiring procedure in accordance with the recruiting guidelines of the OeAW for a position as Academy Scientist, have worked in this position at an OeAW institute for at least three years and have successfully passed the tenure assessment in accordance with the provisions of the BV "Tenure Assessment".

*Conditions of employment:* Scientists who have served a maximum of five years as Academy Scientists or postdocs at the OeAW can be employed as Senior Academy Scientists. In the case of a positive tenure assessment (for requirements see section "Academy Scientists / Outlook"), the Academy Scientist concerned receives a permanent contract as Senior Academy Scientist.

Contracts are usually full-time (100% / 40 hours per week).

Senior Academy Scientists are always up-to-date in their field thanks to continuous training in scientific, technical, and methodological areas, which is to be supported by the OeAW or the institute. They expand the range of their competencies in coordination with the scientific and technical planning of the institute.

The responsible supervisors provide regular feedback to the Academy Scientists as part of the annual performance appraisal in accordance with the ÖAW-KV.

*Range of activities:* The range of activities of Senior Academy Scientists depends on the needs of the respective institute and its mission.

In addition to the spectrum of activities of Academy Scientists, Senior Academy Scientists, in coordination with the institute management, also have the opportunity to acquire third-party funding and manage the relevant projects.

*Outlook:* Depending on the structure and needs of the respective institute, experienced Senior Academy Scientists trained in leadership skills can take over the management of a service facility at the institute or act as the responsible manager of a long-term or consulting project.

In general, promotion to (Junior) Group Leader or (Senior) Research Associate is not intended for Senior Academy Scientists, but is possible in exceptional cases; the selection procedure presented in accordance with the recruitment guidelines of the OeAW is to be applied.

The activities of Senior Academy Scientists are reviewed in coordination with the SAB at least every three years; appropriate criteria are to be developed.

In the case of repeated target shortfalls, suitable measures must be taken to support the senior scientists in making full use of their potential again.



## APPENDIX: PROJECT STAFF

*Objective:* In the context of the implementation of individual projects or project parts, there may be a need for short-term cooperation between OeAW institutes and qualified scientists. In this case, scientists have the opportunity to work at the OeAW without any medium or long-term mutual commitment and, if appropriate, in addition to other professional activities.

*Definition:* Project staff are scientists who have at least a diploma/master's degree, i.e., are not Student Assistants, and perform research in the context of scientific projects at the OeAW. However, the career focus of employees in this category is not at the OeAW.

*Admission criteria:* Positions for project staff can be offered according to need and financial feasibility – regardless of whether through third-party funding or from the OeAWs block fund (“Ordinarium”) – and without an international advertisement, i.e., they are not required to be included in the institute's continuous staff planning within the framework of the target agreements.

*Conditions of employment:* Project staff are employed at the OeAW for a maximum of 1.5 years. Temporary re-employment is permissible in compliance with labor law requirements. However, the total active time at the OeAW in this employment category must not exceed two years. There is also the option of employing advanced scientists who have applied for Stand-Alone FWF projects<sup>28</sup> as project managers for the duration of the project at the OeAW.

*Range of activities:* Project employees work in areas in which expertise and capacity are temporarily required to accomplish scientific tasks and where such expertise and capacity are not available and cannot or should not be built up on a permanent basis. At the beginning of the employment relationship, the supervisor (usually the project manager) has a discussion with the project employee, in which the scope and timeplan of the agreed work are determined. The key points agreed upon are documented in writing. A joint evaluation of the work carried out takes place within a reasonable period of time before the end of the agreed period of employment, and more often if necessary. Project staff are integrated into the life of the institute for the duration of their work at the OeAW. They take part in project meetings and – where appropriate – in regular meetings and other institute events. They present their work in workshops and, if appropriate, at conferences and make a visible contribution to publications. The extent of employment is to be defined as required; however, more than 75% is only permitted in exceptional cases to be justified to the management of the OeAW Department Service Institutes & Infrastructure.

*Outlook:* The participation of project staff takes place in the context of clearly defined, time-limited areas of activity. The main focus is on achieving the defined project goals. Career development measures as offered at the career levels of the career model are not used. (Former) project staff are free to apply for a position at a corresponding career level at the OeAW. The same admission criteria apply as for all applicants.

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<sup>28</sup> See Information on funding the PI's salary from the FWF.