



Regulations

Guidelines for the Classification of Academic Positions

This English translation is provided for convenience purposes only. The original German text fully prevails.

(Vetsuisse-Faculty: see separate document)

Legal Provisions

§ 21 of the UZH Employment Ordinance (PVO-UZH) contains the following principle:

Die lohnmassige Einreihung des Personals der Universität richtet sich nach den Grundsätzen und nach dem Lohnsystem des allgemeinen Personalrechts. In besonderen Fällen kann davon abgewichen werden.

§ 32 para. 1 PVO-UZH contains the following delegation of competencies to the Executive Board of the University:

1. Die Einreihung des Universitätspersonals erfolgt durch die Universitätsleitung.
2. [...].

This competence of the Executive Board of the University was delegated to the Human Resources Department with the decision (Verfügung) dated 14 August 2020 based on § 3 para. 2 PVO-UZH in conjunction with § 27 para. 1 and 3 of the Organization Regulations of the Executive Board of the University dated 2 June 2020.

Description of General Employment Classifications

Employment Classification	Tasks
Students Assistants without a Bachelor's Degree	Students employed to perform minor tasks in research and teaching.
Student Assistants with a Bachelor's Degree	Students employed to perform minor tasks in research and teaching.
PhD Candidates	Junior academic position with a general outline of rights and responsibilities: Completion of the PhD thesis mainly during working hours, in accordance with the faculties' general outlines of rights and responsibilities. A higher employment level can be chosen if additional qualification-related tasks are performed. Employment is only permitted in one category of junior academic positions. It is therefore not possible for a person to be employed as a "PhD Candidate" and "Teaching and Research Assistant" at the same time.
Teaching and Research Assistants	Junior academic position with a general outline of rights and responsibilities: Completion of the PhD thesis in accordance with the faculties' general outlines of rights and responsibilities, support in teaching and research, possibly support in other tasks at the chair. Employment is only permitted in one category of junior academic positions. It is therefore not possible for a person to be employed as a "PhD Candidate" and "Teaching and Research Assistant" at the same time.
Postdoctoral Researchers	Junior academic position with a general outline of rights and responsibilities: Independent management of research projects, co-supervision of Master's theses and possibly PhD theses, support in teaching and research, possibly support in other tasks at the chair.
Senior Teaching and Research Assistants	Junior academic position with a general outline of rights and responsibilities: Independent management of research projects, heading a research group, supervision of Master's theses and PhD theses, acquisition of third-party funds, designing/teaching own courses, support in other tasks at the chair.
Academic Associates	Special tasks in a scholarly capacity at a professorial chair, e.g. research, teaching, upkeep of specialized equipment. Generally a permanent position; a temporary position possible in accordance with § 10 of the employment ordinance of the University of Zurich (Personalverordnung der Universität Zürich, PVO- UZH). — Temporary Research & Teaching Support: temporary activities in research, teaching or academic administration that do not correspond to the nature of a junior academic position; e.g. collaboration on research projects, publications or service assignments of the chair. These positions are intended to relieve chairs, institutes and seminars of work that is not relevant to qualification and which require little or no work experience.
Academic Associates wst	Special high-level tasks in a scholarly capacity. — Lecturer – Research: special tasks in research support/methodology development and teaching. Own research and management of direct reports. Coordinating and steering research group. — Lecturer – Teaching: special tasks in teaching, delivering continuing education in pedagogy. Own research. Management of direct reports.
Heads of Academic Units	Heading a unit with multiple reporting academic associates, employees in junior academic positions and administrative and technical staff. Close cooperation with heads of department/institute. Qualified scientific research work tied to supervision of PhD candidates and teaching.
Resident Physicians	Examining and treating patients (diagnosis, therapy and documentation), research and teaching according to job description, specialization in a field.

Employment Classification	Tasks
	<p>Employment as a resident physician is only possible if medical duties make up at least 50% of the relevant employment level.</p> <p>Medical duties are understood to mean clinical activities and other medical activities on healthy, sick or deceased humans and animals, e.g. also those on test persons within the framework of studies, on clients who use medical services (e.g. travel medicine) as well as on parties involved in proceedings in the field of forensic medicine.</p>
Postgraduate - Resident Dentists (PG-Teaching and research assistants Center for Dental Medicine)	<p>Junior academic position. Structured further training at the Center for Dental Medicine (ZZM). Acquisition of the corresponding specialist title from the Swiss Dental Association (SSO) or the corresponding advanced training certificate from the respective professional associations.</p>
Chiefs of Service	<p>Heading a department with corresponding technical, nursing and medical staff, deputizing for the senior physician or head of clinic, scientific and consultative duties.</p>
Leitende Ärzt*innen	<p>Leitung einer Abteilung mit entsprechendem technischem, pflegerischem und ärztlichem Personalbestand, Stellvertretung der Chefärztin/des Chefarztes oder der Klinikleitung, Wissenschaftliche und konsiliarische Tätigkeit.</p>

Assignment to Individual Employment Classifications

Employment Classification	Pay Category/ Pay Level	Conditions for Assignment to a Pay Category
Swiss National Science Foundation (SNSF)	UZH guideline	The classification of positions funded by SNSF is done in accordance with the provisions and guidelines of UZH.
Third-Party Funds	UZH guideline	The classification of positions funded by third parties is done in accordance with the provisions and guidelines of UZH.
Student Assistants without a Bachelor's Degree	10/03–11	<p>Student assistants are assigned to pay category 10. The responsible unit (e.g. institute/department) selects a pay level from 03 to 11, depending on the job requirements and tasks.</p> <p>General information:</p> <ul style="list-style-type: none"> – Temporary position – This position is only offered to students (including students who are not matriculated at UZH) <p>eHR entry (web application for HR tasks) MA Kreis¹: MB/SB, P²: 154, PK³: VSAO</p>
Student Assistants with a Bachelor's Degree	13/03–11	<p>A transfer from pay category 10 to 13 must be completed as soon as the Bachelor's degree has been awarded. The responsible unit (e.g. institute/department) selects a pay level from 03 to 11, depending on the job requirements and tasks. The transfer takes effect the month after the degree was awarded; the date printed on the diploma or on the provisional confirmation serves as the reference.</p> <p>General information:</p> <ul style="list-style-type: none"> – Temporary position – This position is only offered to students (also students who are not matriculated at UZH) <p>eHR entry (web application for HR tasks) MA Kreis: MB/SB, P: 155, PK: VSAO</p>
<p>PhD Candidates</p> <p>Fast-Track PhD Candidates (with a Bachelor's degree)</p> <p>MD-PhD (Track I with a Bachelor's degree in medicine Track II medical studies are completed)</p>	Regulations on Pay (LR) 25	<p>Pay rates for PhD candidates are based on the standards set by SNSF.</p> <p>Pay rates (monthly pay x 12), As of 01.01.2025: 1st year CHF 50,403.60 2nd year CHF 52,010.90 from 3rd year CHF 53,617.80</p> <p>These rates are valid for an employment level of 80%. Valid as of 1.1.2024: The rates apply to an employment level of 80%.⁴</p> <p>Employment levels for PhD positions can be up to 100%, with corresponding adjustments made to the salary. Any additional salary costs are covered by the responsible unit (e.g. institute, department, chair, or clinic). The yearly pay increase</p>

¹ MA Kreis = employee circle; M = employment with monthly salary / S = hourly paid employment

² P = plan position

³ PK = pension fund

⁴ Further information on the new employment model and its implementation can be found in regulations on the general outline of rights and responsibilities of the faculties for teaching / research assistants and doctoral candidates and under www.graduates.uzh.ch

Employment Classification	Pay Category/ Pay Level	Conditions for Assignment to a Pay Category
		<p>takes effect on the first day of the month in which employment commenced (also if employment began on another day of the month). Employment is only permitted in one category of junior academic positions. It is therefore not possible for a person to be employed as a “PhD Candidate” and “Teaching and Research Assistant” at the same time.</p> <p>General information:</p> <ul style="list-style-type: none"> — Temporary position — 3 years as a rule — Possibility to extend employment by 1 year, for a maximum total of 6 years (§ 15 PVO-UZH) — Years worked as a PhD candidate and as a teaching and research assistant are treated as cumulative, regardless of the source of funding. — Purpose of employment: PhD conferral (§ 10 c para. 2 University Statutes), mandatory matriculation <p>If the employment relationship continues, the employment classification must be changed to that of a postdoctoral researcher (new employment classification) as soon as the doctoral diploma has been issued. The transfer takes effect the month after the degree was awarded; the date printed on the diploma or on the provisional confirmation serves as the reference. If it is unclear whether it is the final diploma or a sufficient confirmation, the relevant faculty must be consulted. The faculties are responsible for determining the validity of doctoral diplomas. eHR entry (web application for HR tasks) MA Kreis: MO, P: 152, PK: VSAO</p>
Teaching and Research Assistants	17/03	<p>Basic category for persons with a university degree/Master’s degree but no doctoral degree.</p> <p>New employees are always assigned to pay level 03, regardless of any past work experience. Work experience is not considered. Pay raises in recognition of good performance (performance appraisal) are possible (in accordance with cantonal provisions).</p> <p>Employment is only permitted in one category of junior academic positions. It is therefore not possible for a person to be employed as a “PhD Candidate” and “Teaching and Research Assistant” at the same time.</p> <p>General information:</p> <ul style="list-style-type: none"> — Minimum employment level: 50% as of 01.01.2024⁵ — Temporary position — 3 years as a rule — Possibility to extend employment by 1 year, for a maximum total of 6 years (§ 15 PVO-UZH)

⁵ Lower employment level possible for PhD candidates with family care obligations or scholarship holders (HR Business Partner to be contacted)

Employment Classification	Pay Category/ Pay Level	Conditions for Assignment to a Pay Category
		<ul style="list-style-type: none"> — Years worked as a PhD candidate and as a teaching and research assistant are treated as cumulative, regardless of the source of funding. — Purpose of employment: PhD conferral (§ 10 c para. 2 University Statutes), mandatory matriculation <p>If the employment relationship continues, the employment classification must be changed to that of a postdoctoral researcher (new employment classification) as soon as the doctoral diploma has been issued. The transfer takes effect the month after the degree was awarded; the date printed on the diploma or on the provisional confirmation serves as the reference.</p> <p>If it is unclear whether it is the final diploma or a sufficient confirmation, the relevant faculty must be consulted.</p> <p>The faculties are responsible for determining the validity of doctoral diplomas.</p> <p>eHR entry (web application for HR tasks) MA Kreis: MC/SC, P: 151, PK: VSAO</p>
Postdoctoral Researchers	18/03	<p>Basic category for persons with a university degree/Master's degree and doctoral degree.</p> <p>New employees are always assigned to pay level 03, regardless of any past work experience as PhD candidates or as teaching and research assistants. Past work experience is not considered. Pay raises in recognition of good performance (performance appraisal/career discussion) are possible (in accordance with cantonal provisions).</p> <p>A transfer from teaching and research assistant to postdoctoral researcher (from pay category 17 to 18) must be completed as soon as the doctoral diploma or a temporary academic record from the dean's office is issued. The date printed on the diploma or on the confirmation serves as the reference.</p> <p>If it is unclear whether it is the final diploma or a sufficient confirmation, the relevant faculty must be consulted.</p> <p>The faculties are responsible for determining the validity of doctoral diplomas.</p> <p>General information</p> <ul style="list-style-type: none"> — Temporary position — 3 years at the most — Possibility to extend employment for a maximum total of 6 years (§ 15 PVO-UZH). Years worked as a PhD candidate and teaching and research assistant are not counted towards the position as postdoctoral researcher. <p>eHR entry (web application for HR tasks) MA Kreis: ME/SE, P: 153, PK: VSAO</p>
Senior Teaching and Research Assistants with or without a Habilitation	a. 19/03	<p>a. Basic category for persons with a university degree and a doctoral degree, possibly with higher levels of responsibility, more than 2 reporting employees, demanding</p>

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(venia legendi)	b. 20 c. 21 oder 22	<p>responsibilities or tasks, e.g. as a deputy head of unit or part-time head of administration.</p> <p>b. Additional responsibilities compared with pay category 19, e.g. with more than 6 reporting employees. The Human Resources Department determines the classification on the basis of the job description.</p> <p>c. Exceptional circumstances The Human Resources Department determines the classification on the basis of the job description.</p> <p>General information</p> <ul style="list-style-type: none"> — Temporary position — 3 years at the most — Possibility to extend employment by three years, for a maximum total of 9 years (§ 15 PVO-UZH) <p>Years worked as a postdoctoral researcher are carried over to the position as senior teaching and research assistant. A postdoctoral researcher subsequently employed as a senior teaching and research assistant can remain a maximum of 9 years.</p> <p>New employees are always assigned to pay level 03, regardless of any past work experience. Work experience is not considered. Pay raises in recognition of good work (performance appraisal/career discussion) are possible (in accordance with cantonal provisions).</p> <p>eHR entry (web application for HR tasks) MA Kreis: ME/SE, P: 150, PK: VSAO</p>
a. Senior Teaching and Research Assistants Ambizione SNSF b. Assistant Professors (female) PRIMA SNSF	20/03	<p>a. SNSF Promotion of Young Researchers. Yearly pay raises of 1 pay level (starting with basic pay category/level 20/03).</p> <p>General information</p> <ul style="list-style-type: none"> — Temporary position according to the guidelines of SNF. <p>eHR entry (web application for HR tasks) MA Kreis: ME/SE, P: 150, PK: VSAO</p> <p>b. SNSF Promotion of Excellent Female Researchers. Salary classification as assistant professors, therefore the Professorships Department is responsible.</p>
Academic Associates (also valid in human, dental, and veterinary medicine)	a. from 16 b. from 17–20	<p>a. Classification with a Bachelor's degree</p> <p>b. Classification with a licentiate, diploma or Master's degree.</p> <p>General information:</p> <ul style="list-style-type: none"> — Permanent position <p>eHR entry (web application for HR tasks) MA Kreis: MD/SD, P: 131, PK: BVK</p>

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	c. 17 / 03	<p>c. Temporary Research & Teaching Support:</p> <ul style="list-style-type: none"> — Projektanstellung: max. 2 Jahre befristet — Masterabschluss; in Ausnahmefällen Promotion — keine bis wenig relevante Berufserfahrung <p>eHR entry (web application for HR tasks): MA-Kreis: MD/SD, P: 139, PK: BVK Standard salary classification: LK 17 / 03 Deviating classifications from LK 17 / 03 (based on the requirements for the tasks) must be requested from HR Business Partners</p>
Academic Associates wst (also valid in human, dental, and veterinary medicine)	a. 21–23 b. 21–22	<p>a. Completed university education The Human Resources Department determines the classification on the basis of the job description. Relevant past work experiences are considered.</p> <p>b. Lecturer/Research und Lecturer/Teaching Completed university education. The Human Resources Department determines the classification on the basis of the job description. Relevant past work experiences are considered. The position must be approved by the Executive Board of the University (UL). The UL approval must be submitted for the classification. eHR entry (web application for HR tasks): MA Kreis: MD/SD, P: 132, PK: BVK</p>
Academic Associates wst (also valid in human, dental, and veterinary medicine)	23	<p>Senior Lecturer – Research and Senior Lecturer – Teaching Completed university education. The Human Resources Department determines the classification on the basis of the job description. Relevant past work experiences are considered.</p> <p>The position must be approved by the Executive Board of the University (UL). The UL approval must be submitted for the classification.</p> <p>General information: — Permanent position</p> <p>eHR entry (web application for HR tasks): MA Kreis: MD/SD, P: 132, PK: BVK</p>
Heads of Academic Units (also valid in human, dental, and veterinary medicine)	21–23	<p>Completed university education. The Human Resources Department determines the classification on the basis of the job description. Relevant past work experiences are considered.</p> <p>General information — Permanent position</p> <p>eHR entry (web application for HR tasks): MA Kreis: MD/SD, P: 130, PK: BVK</p>

Employment Classification	Pay Category/ Pay Level	Conditions for Assignment to a Pay Category
Resident Physicians (Human Medicine / Veterinary Medicine / Dental Medicine)	19-21	<p>The Human Resources Department determines the classification on the basis of the job description.</p> <p>General information:</p> <ul style="list-style-type: none"> – No automatic change to pay category 20 from 3rd year of professional experience following state board examination. Pay category changes always depend on the job description. This also applies to moving from pay category 19 to 20. – Temporary position – 6 years as a rule – Possibility to extend employment up to 9 years. <p>A permanent position is possible provided the tasks mainly involve provision of services. Permanent positions must be approved in writing by the dean. The following criteria apply:</p> <ul style="list-style-type: none"> – the planned permanent employment of a resident physician makes an essential contribution to maintenance of operations, – the employee provides a service, – the necessity of a permanent position is evident in the job description. <p>Classification of resident physicians in veterinary medicine undergoing continuing education is based on ULB 2017-145.</p> <p>eHR entry (web application for HR tasks): MA Kreis: MC/SC, P: 123, PK: VSAO</p>
Postgraduate - Resident Dentists (PG-Teaching and research assistants Center for Dental Medicine)	Regulations on Pay (LR) 03	<p>Further training to obtain the corresponding specialist title. Pay rates (monthly pay x 13), as of 01.01.2025:</p> <p>1st year CHF 79,132.10 2nd year CHF 89,024.10 from 3rd year CHF 98,915.39</p> <p>These rates are valid for an employment level of 100%. The higher classification per year of further training is mandatory. Any cost-of-living allowances will be paid.</p> <p>According to ULB 2016-54 eHR entry (web application for HR tasks): MA-Kreis: MC/SC, P: 123, PK: VSAO</p>
Chiefs of Service (Human Medicine / Veterinary Medicine / Dental Medicine)	25-26	<p>The Human Resources Department determines the classification on the basis of the job description.</p> <p>General information:</p> <ul style="list-style-type: none"> – Permanent position <p>Permanent position from level 24 is only possible with written approval from the Executive Board of the University.</p> <p>eHR entry (web application for HR tasks) MA Kreis: MD/SD, P: 121, PK: BVK</p>