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CIRCULAR 2025

Circular concerning

## **Job structure for academic staff at the Geological Survey of Denmark and Greenland (GEUS)**

Circular of 10th April 2025

Medst.no. 065-25

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# **Circular on job structure for academic staff at the Geological Survey of Denmark and Greenland (GEUS)**

## **General remarks**

This circular contains the memorandum of 1 April 2025 on Job Structure for Academic Staff at GEUS, and the protocol of 10 April 2025 to the collective agreement for academics in the state on the Job Structure for Academic Staff at GEUS.

The memorandum on the job structure of 1 April 2025 for academic staff at GEUS stipulates the qualification requirements and job descriptions for the positions. The protocol sets out certain salary and employment conditions for academic staff at GEUS employed in positions covered by the memorandum.

The memorandum on job structure and protocol will take effect from 1 April 2025. Based on the collective bargaining negotiations in 2024, the following changes have been agreed to the previous memorandum and protocol:

- 1) Tenure-track positions have been introduced for researchers with the possibility of transitioning to employment as a senior researcher.
- 2) Promotion programme has been introduced for senior researchers with the possibility of transitioning to employment as a research professor.
- 3) Agreement on merging the position categories senior advisor and senior researcher into a new job description for senior researchers.
- 4) Agreement on abolishing the position of professor with special responsibilities (wsr).
- 5) Agreement on transitional provisions for senior advisors and professors wsr.

The memorandum and protocol cover main positions and other positions.

The memorandum on job structure of 1 April 2025 also includes PhD fellows who are *not* covered by this protocol. PhD fellows are covered by a separate protocol (Appendix 5) to the collective agreement for academics in the state.

The supplements marked with \* in the protocol are pensionable and mentioned in the annual base amount as of 31 March 2012.

Circular remarks appear in connection with the relevant sections. This placement has no bearing on the legal status of the provision or the remark.

Regarding the rules for advertising job vacancies, please refer to the employment order for GEUS in force at the time.

### **Effective date**

The circular will take effect on 1 April 2025. At the same time, the circular of the Ministry of Taxation of 5 November 2021 on the job structure for academic staff at the Geological Survey of Denmark and Greenland (GEUS) (Medst. no. 034-21) is repealed.

Ministry of Finance, Danish Employee and Competence Agency

10 April 2025

**Hanne Tværmose Andersen**

**Protocol to the collective agreement for academics in the state**

**Job structure for academic staff at the Geological Survey of Denmark and Greenland (GEUS)**

The protocol covers academic staff at the Geological Survey of Denmark and Greenland (GEUS) who are employed in positions covered by the Memorandum on the job structure of 1 April 2025 for academic staff at the Geological Survey of Denmark and Greenland (GEUS).

**I. Main positions**

**Researcher**

**Section 1.** Employment as a researcher can be fixed-term, cf. Subsection 2, or permanent, cf. Subsection 3.

*Circular note to Section 1:*

*GEUS determines whether a position is advertised as 'fixed-term' or 'permanent'.*

*Subsection 2.* In the case of a fixed-term employment, the researcher can be employed for a period of up to 4 years. The total employment at researcher level (postdoc/researcher), including any extensions, cannot exceed 8 years. At the end of the employment period, the researcher leaves without further notice.

*Subsection 3.* In the case of employment as a researcher in a permanent position, after a maximum of six years, the employee transitions to a position as a senior researcher, provided that the employee is assessed as being professionally qualified. The transition takes effect from the 1st of the month following a positive assessment.

The assessment of permanently employed researchers normally takes place within the last six months before transition to employment as a senior researcher. However, the employee may submit themselves for an earlier assessment within the first four years. If this assessment is negative, the employee may submit themselves for a renewed assessment within the last

six months before transition to employment as a senior researcher.  
Assessment may be conducted a maximum of twice.

If the employee fails to request to have their professional qualifications assessed within the sixth year of employment, or if the assessment is not positive, the appointing authority shall immediately initiate dismissal in accordance with the rules of the collective agreement

*Subsection 4.* The position as researcher is a full-time position, but part-time employment and employment shared between GEUS and another place of employment, e.g. a university, is possible.

*Subsection 5.* In case of absence due to maternity or adoption leave, the employment period for researchers shall, upon application, be extended corresponding to the length of the period of absence. The employment period may not be extended by more than the number of weeks that the researcher is entitled to be absent during maternity or adoption leave, including care days taken in connection with the leave.

If the employment period is set to expire during maternity or adoption leave, the employment shall be extended for the remaining leave period. The employment shall also be extended by the length of time that the employee has taken leave before the planned expiry date.

In the event of absence due to long-term illness, the employment period may be extended corresponding to the length of the period of absence.

*Subsection 6.* For permanently employed researchers, the deadline for assessment shall be postponed accordingly upon application.

*Subsection 7.* Researchers shall be granted a special supplement of DKK 49,300\* annually.

## **Senior Researcher**

**Section 2.** A position as a senior researcher is normally permanent, but can also be fixed-term, e.g. in connection with special projects. In the case of a fixed-term employment, the senior researcher leaves at the end of the employment period without further notice.



*Subsection 2.* The position as senior researcher is a full-time position, but part-time employment and employment shared between GEUS and another place of employment, e.g. a university, is possible.

*Subsection 3.* Senior researchers are granted a special supplement of DKK 91,282\* annually.

## **Senior researcher covered by the promotion programme to research professor**

**Section 3.** The promotion programme to research professor may have a duration of up to 8 years for the individual senior researcher. After that, the person concerned will transition to employment as a research professor. The transition requires that the employee is assessed as being professionally qualified for this.

The assessment shall take place no later than within the last 6 months before the expiry of the agreed promotion programme. By agreement with GEUS, the assessment may take place earlier. If the senior researcher fails to request to have their qualifications assessed no later than 6 months before the expiry of the promotion programme, or if the person concerned is not assessed as professionally qualified, the person concerned will continue their employment as a senior researcher outside the promotion programme. However, GEUS may offer the person concerned an additional attempt before the specific promotion programme expires. The assessment may be conducted a maximum of two times.

*Subsection 2.* Senior researchers covered by the promotion programme for research professor shall be granted a supplement of DKK 45,437\* annually (31 March 2012 level) in addition to the supplement for senior researchers.

## **Research Professor**

**Section 4.** A position as a research professor is normally permanent but may also be fixed-term.

In the case of a fixed-term appointment, the research professor may be appointed for a period of up to 5 years with the possibility of extension for a further 3 years. At the end of the employment period, the research professor leaves without further notice, unless a return to the previous position has been agreed. However, cf. Subsection 2 regarding employees already at GEUS.

*Subsection 2.* If you transition from a senior researcher position at GEUS to a fixed-term employment as a research professor, after the employment period expires, you will revert to employment and remuneration as a senior researcher.

*Subsection 3.* A research professor's salary corresponds to salary scale 37.

## **II. Other positions**

### **Research Assistant**

**Section 5.** Employment in a position as a research assistant can only be fixed-term.

The total employment as a research assistant, including any extensions, cannot exceed 3 years.

At the end of the employment period, the research assistant leaves without further notice.

*Subsection 2.* A special allowance of DKK 37,200\* per year is granted to research assistants.

### **Postdoc**

**Section 6.** A postdoc position can be filled for a limited period of up to 4 years (fixed-term). The total employment at researcher level (postdoc/researcher), including any extensions, cannot exceed 8 years. At the end of the employment period, the employee leaves without further notice.

Permanent employment as a postdoc is not possible.

*Subsection 2.* For postdocs, in the event of absence due to maternity or adoption leave, the employment period will, upon request, be extended by the length of the absence period. The employment period may not be extended by more than the number of weeks to which the employee is entitled during maternity or adoption leave, including care days taken in connection with the leave.

If the employment period is set to expire during maternity or adoption leave, the employment is extended for the remaining leave period. The employment is

also extended by the time the employee has taken leave before the scheduled expiration.

*Subsection 3.* Postdocs are granted a special supplement of DKK 49,300\* annually.

### **III. General provisions**

**Section 7.** When employed in a fixed-term position, the employee leaves at the end of the employment period without special notice, unless re-employment has taken place.

*Subsection 2.* The employment may be terminated during the employment period in accordance with the usual collective agreement rules.

**Section 8.** The supplements specified in the agreement are the basic amounts as of 31 March 2012 and are adjusted in percentage according to the salary adjustment agreement applicable to civil servants in the state.

### **IV. Transitional provisions for existing employees**

**Section 9.** Employees at GEUS who, upon the effective date of this job structure, are employed according to the job structure for GEUS of 2 July 2010 or the job structure for sectoral research institutions of 5 March 1997, as well as the appendix to the job structure for academic staff with research assignments at sectoral research institutions of 2 April 2001, will be employed according to the job structure for GEUS of 1 April 2025 with preservation of unchanged pay and conditions of employment, with the exception of senior advisors and professors wsr, cf. subsections 3-4. Any extension of the employment will be on the terms applicable at the time of employment.

*Subsection 2.* Transition from employment as a senior advisor to employment as a senior researcher requires a senior researcher assessment.

*Subsection 3.* Employees with the position title of senior advisor will retain their current terms of employment in accordance with the protocol on the job structure for academic staff at the National Geological Survey of Denmark and Greenland (GEUS) of 2 November 2021 (Medst. no. 034-21).

*Subsection 4.* Employees with the title of professor with special responsibilities (professor wsr) will retain their current terms of employment in accordance with the protocol on the job structure for academic staff at the Geological Survey of Denmark and Greenland of 2 November 2021 (Medst. no. 034-21).

## **V. Effective date etc.**

**Section 10.** The protocol takes effect from 1 April 2025. At the same time, the protocol on the job structure for academic staff at the Geological Survey of Denmark and Greenland (GEUS) is repealed.

*Subsection 2.* The protocol may be terminated by The Danish Confederation of Professional Associations (Akademikerne) and the Ministry of Finance at the same time as the collective agreement for academics in the state and in accordance with the rules in the same agreement.

Copenhagen, 10th April 2025

The Danish Confederation of  
Professional Associations  
(Akademikerne)  
**Jesper David Jensen**

Ministry of Finance,  
Danish Employee and Competence  
Agency  
**Hanne Tværmose Andersen**

## **Memorandum on job structure of 1 April 2025 for academic staff at the Geological Survey of Denmark and Greenland (GEUS)**

### **General remarks**

This job structure covers the Geological Survey of Denmark and Greenland (GEUS).

GEUS is an autonomous and independent research institution under the Ministry of Climate, Energy and Utilities, cf. Act on GEUS Section 1. GEUS is responsible for the academic exploration of the geological conditions in Denmark and Greenland with shelf areas. GEUS shall conduct research to the highest international level on conditions that are of importance for the exploitation and protection of Denmark's and Greenland's geological natural values.

This memorandum determines the job structure and the general purpose and content of the position categories that can be used for the academic staff at GEUS, under the Ministry of Climate, Energy and Utilities.

GEUS' management must ensure that there is a correlation between the research that is carried out and the needs Danish and Greenlandic authorities and society have in the field of geology.

The job structure takes effect on 1 April 2025 and applies to job vacancies that are either advertised or can be filled without advertising from 1 April 2025 onwards.

The job structure is exclusively aimed at GEUS and replaces the existing Job Structure for Academic Staff at the Geological Survey of Denmark and Greenland of 5 July 2010 (Official Gazette no. 034-21).

The job structure only applies to staff employed in academic positions with research assignments and staff with research-based consultancy.

Other staff are not covered by the job structure.

The detailed provisions on employment procedures, including job advertisements and assessments, are laid down in the executive order on employment and assessment of academic staff at GEUS, which is in effect at any given time.

Attention is drawn to the fact that the Act on Fixed-Term Employment contains a special provision regarding researchers and teachers in Section 5, Subsection 2.

GEUS must make visible the career perspectives of employed academic staff, including employees in fixed-term positions. This is done, among other things, by continually discussing career paths within and outside GEUS with the individual employee.

In the event of absence due to maternity or adoption leave, the maximum limits for the total employment period set out in the memorandum are extended by the length of the absence period. In the event of absence due to long-term illness, the limits set out in the memorandum may be extended by the length of the absence period.

When this job structure takes effect, employees who were employed under the previous job structure will retain their title and terms of employment.

### **The job structure**

The job structure distinguishes between main positions and other positions.

The main positions form a coherent, university-like career path, and consist of the job categories researcher, senior researcher and research professor. The positions involve both research – including a commitment to publication and academic dissemination – and research-based government services and consultancy.

The main positions are described in Section 1. Since the prerequisite for employment as a researcher is research qualifications at PhD level, the PhD fellow is described together with the main positions.

All other job categories are described in Section 2 and are not part of the coherent, university-like career path, and can be used by GEUS as needed or within defined areas.

The following describes the academic job categories regarding job content, qualification requirements, etc. The job categories are described in the following main sections:

1. PhD fellow and main positions
2. Other, general positions

## **Description of the individual positions**

### **1. PhD fellow and main positions**

#### **1.1 PhD fellow**

##### **Job description**

The position as a PhD fellow is a fixed-term educational position. Employment requires enrolment as a PhD student at a university.

##### **Employment and qualification requirements**

Employment of PhD fellows is in accordance with the collective agreement for academics in the state.

An agreement can be made about loan or shared duties, so that the PhD fellow is also attached to another place of employment.

#### **1.2 Researcher**

##### **Job description**

The research position is an educational position with a primary emphasis on research (including an obligation to publish/academic dissemination). It may also include research-based consultancy and advising public authorities (including research-based advisory tasks and research-supporting monitoring tasks). Further, it may include knowledge sharing with society and, to a limited extent, the performance of other tasks.

GEUS determines the amount of focus given to each task. The weighting between the different tasks may vary over time, but a balance must be ensured that allows the researcher to qualify within the areas relevant to the position.

The position as researcher is a full-time position, but part-time employment and employment shared between GEUS and another place of employment, e.g. a university, is possible.

### **Employment and qualification requirements**

Employment as a researcher requires academic qualifications at PhD level.

GEUS determines whether a position is advertised as part of a tenure-track process or as a fixed-term employment.

In the case of a fixed-term appointment, the researcher may be appointed for a period of up to four years. The total employment at researcher level (postdoc/researcher), including any extensions, may not exceed eight years. At the end of the employment period, the researcher leaves without further notice.

When advertising a position, it must be stated whether it is a tenure-track position or a fixed-term employment. Both tenure-track positions and fixed-term employment must be filled as normal in accordance with the rules of the employment order, including the rules on job advertising and assessment.

### **Tenure-track employment**

The position as a researcher can be filled as part of a tenure-track process, where the employee, after a maximum of six years, transitions to a permanent position as a senior researcher. A transition requires that the employee is assessed as being professionally qualified to be employed at senior researcher level.

When advertising tenure-track positions, it must be clear and transparent for the applicant which criteria are emphasised in the assessment when moving from researcher to senior researcher level. The criteria are divided into general expectations for e.g. research, research-based consultancy to the authorities and knowledge dissemination (see the criteria under the currently applicable guidelines for assessment on the GEUS website). It is assumed that GEUS will continually follow up on the researcher's development when



it comes to the set criteria.

The academic assessment usually takes place within the last six months of the research period.

However, the employee may apply for an earlier assessment within the first four years. If the employee is not assessed as professionally qualified in this assessment, the employee may apply for a second assessment within the last six months of employment. A maximum of two assessments may therefore be conducted.

If the employee fails to request to have their professional qualifications assessed within the last year of employment, or if the employee is not assessed as professionally qualified, GEUS must immediately initiate dismissal in accordance with the collective agreement rules.

### **Fixed-term employment as a researcher**

The position as a researcher is fixed-term for a period of up to four years. Part-time employment and employment shared between GEUS and another place of employment, e.g. a university, is possible.

## **1.3 Senior Researcher**

### **Job description**

The senior researcher position is a position where the main duties are research (including an obligation to publish/academic dissemination) and research-based consultancy and advising public authorities (including research-based advisory tasks and research-based preparedness and monitoring tasks) and/or other research-based advice. The position as a senior researcher may also include research-based teaching and/or knowledge sharing with society – including participation in the public debate. The position may include tasks that include carrying out analyses of academically broad issues and communicating these in an academically sound manner. This may also include research management, guidance and supervision as well as assessment work.

An applicant for a position as a senior researcher is assessed on the qualifications required in the job advertisement. GEUS determines the amount of focus given to each task. The weighting between the tasks may vary over time.

### **Employment and qualification requirements**

The position as a senior researcher can be obtained by tenure track researchers who are assessed as qualified for senior researcher level, or by applicants responding to a job advertisement who must also be subject to assessment. An applicant is also assessed based on the qualifications specified in the job advertisement.

Employment as a senior researcher requires research qualifications at the level that can be achieved based on a satisfactorily completed period of employment as a researcher but may also be achieved in other ways. Other qualification requirements may also be set upon employment, e.g. related to the transfer of knowledge and technology, as well as e.g. patenting and collaboration with external parties.

A position as a senior researcher is usually permanent, but can also be fixed-term, e.g. in connection with special projects. In the case of a fixed-term appointment, the senior researcher leaves at the end of the employment period without further notice.

The position as senior researcher is a full-time position, but part-time employment and employment shared between GEUS and another place of employment, e.g. a university, is possible.

### **1.3.1 Promotion programme to become research professor**

GEUS can offer particularly talented senior researchers a promotion programme to become research professor. Particularly talented applicants can also be offered the programme upon employment through an open advertisement for a position as senior researcher.

The content of the promotion programme is further unfolded by GEUS.

GEUS is responsible for ensuring that it is clear and transparent for senior researchers which criteria are emphasised in the assessment when transitioning from senior researcher to research professor level. The criteria can be divided

into general expectations for research, research management (including external funding), dissemination of research, research supervision (teaching) and publication rate. It is implied that GEUS will continually follow up on the senior researcher's development in relation to the established criteria.

The promotion programme can last up to eight years for a senior researcher. After that, they will transition to a permanent position as a research professor. The transition requires that the employee is assessed as being professionally qualified for this.

The assessment will take place no later than six months before the end of the agreed promotion programme. By agreement with GEUS, the assessment may take place earlier. If the senior researcher fails to request to have their qualifications assessed no later than six months before the end of the promotion programme, or if the person is not assessed as professionally qualified, the person will continue their employment as a senior researcher outside the promotion programme. However, GEUS may offer the person an extra attempt before the end of the specific promotion programme. A maximum of two assessments may be carried out.

## **1.4 Research professor**

### **Job description**

The position as research professor is one where the main tasks are research (including the obligation to publish/academic dissemination) as well as research-based consultancy and advising public authorities. The tasks may also consist of knowledge sharing with society – including participation in the public debate, carrying out research management, coordinating international research projects, guiding and supervising researchers, as well as assessment work and teaching.

### **Employment and qualification requirements**

An applicant for the position as a research professor is assessed based on the qualifications specified in the job advertisement. However, a high degree of original academic production at an international level must be documented. The documentation must show that the applicant has developed the subject area. Furthermore, emphasis must be placed on an assessment of the person's ability to perform research management and possibly other management

functions, e.g. in relation to GEUS' external collaboration. Other qualification requirements may also be set upon appointment, e.g. in relation to the transfer of knowledge and technology as well as e.g. patenting and collaboration with external parties. Furthermore, emphasis is placed on the ability to initiate application activities regarding external funding as a main or co-applicant to the EU, research councils, foundations or through negotiations with authorities or industry.

A position as a research professor is usually permanent, but can, in special cases be fixed-term.

In the case of a fixed-term appointment, the professor may be appointed for a period of up to five years with the possibility of extension for a further three years. At the end of the employment period, the professor leaves without further notice, unless a reduction has been agreed, cf. however below regarding existing employees at GEUS.

If you transition from a senior researcher at GEUS to a fixed-term appointment as a professor, at the end of the employment period you will revert to employment and remuneration as a senior researcher.

The position as research professor is a full-time position, but part-time employment and employment shared between GEUS and another place of employment, e.g. a university, is possible.

## **2. Other, general positions**

### **2.1 Research Assistant**

#### **Job description**

The position of research assistant is a fixed-term academic position.

The main duties are research. A smaller part of the working time can be used for professional development as well as other duties, including consultancy assignments.

#### **Employment and qualification requirements**

A position as a research assistant can only be fixed-term. The duration of the

employment as a research assistant, including any extensions, cannot exceed three years. At the end of the employment period, the research assistant leaves without further notice.

The qualification requirements are Master's level.

## **2.2 Postdoc**

### **Job description**

The position will predominantly consist of doing research. In addition, other tasks may be performed to a limited extent.

### **Employment and qualification requirements**

Employment as a postdoc requires academic qualifications at PhD level.

A postdoc position can be fixed-term up to four years at GEUS. The total duration of the employment at researcher level (postdoc/researcher), including any extensions, cannot exceed eight years. At the end of the employment period, the employee leaves without further notice.

Permanent employment as a postdoc is not possible.

During the employment, GEUS and the employed postdoc may agree to a transition to a position as a fixed-term employed researcher. Such a transition does not require a new academic assessment.

The position as postdoc is a full-time position, but part-time employment and employment shared between GEUS and another place of employment, e.g. a university, is possible.