

HST rules concerning establishment of research groups and change of group

Background

Since the organizational change in 2018, the composition of many of the research groups has changed - and new research groups have been formed. These rules shall ensure a uniform and transparent procedure for this type of organizational change.

The rules shall also ensure a correct organizational affiliation in relation to a number of internal systems (i.a. Statens HR, VBN, etc.), for example to ensure correct affiliation in publications, allocation of BFI points, registration of teaching hours, communication in relation to each research groups, mail aliases, etc.

The following definitions are used in the document:

- 'junior' employees include; Ph.D. students, industry Ph.D. students, research assistants, assistant professors, and postdocs
- 'senior' employees include; professors and associate professors

Establishment or closure of a research group

The basis and justification of the existence of a research group are described in SUND's policy: 'Principles for research organization and management at SUND' (6 March 2018).

Furthermore, the following applies at HST:

- A research group is primarily based on a professional research community within a research area. Therefore, a new research group is typically not set up in order to gather VIPs teaching at the same education(s)
- The process of establishing or closing a research group is initiated in close dialogue with the research group leader(s) and Head of Department
- This dialogue should include the reasons for establishing or closing a group, which group formations are possible, and pros and cons for the affected VIPs and the department. It is not possible to establish a new group until a full plan for all involved VIPs has been made
- The formation or closure of research groups should be approved by Head of Department

Affiliation to a research group upon employment

- When hiring a senior employee, Head of Department and the relevant research group leader agree on the affiliation
- When hiring junior employee:
 - Ph.D. students, assistant professors, and post-docs are affiliated to the research group of the main supervisor
 - Research assistants are affiliated to the research group of the responsible VIP
- Affiliation to a research group should be approved by the research group leader and Head of Department
- The research group leader in question should always notify both Head of Research Support Team Susanne N. Lundis (e-mail: susanne@hst.aau.dk) and HR- Secretary Karina Stendahl Jensen (e-mail: ksj@hst.aau.dk) about the affiliation of a new employee in order to ensure a correct registration with Statens HR and VBN

Change of affiliation to a research group

- A change of group is often due to a VIP's professional research reasons, but may also be initiated by a research group leader or Head of Department
- A senior employee should take the initiative to change group in close dialogue with the current research group leader, the new research group leader, and Head of Department. This dialogue should include a discussion of the reasons for a group change and pros and cons of the group change for the VIP and the department
- Likewise, a research group leader or Head of Department can initiate a group change - again in close dialogue with the parties involved (research group leaders and relevant VIP(s))
- Affiliated junior employees to the VIP, who is changing group, are automatically included in the new group
- Head of Department should approve the final changes of the groups
- The research group leader in question should always notify both Head of Research Support Team Susanne N. Lundis (e-mail: susanne@hst.aau.dk) and HR- Secretary Karina Stendahl Jensen (e-mail: ksj@hst.aau.dk) about the affiliation change in order to ensure a correct registration with Statens HR and VBN

Rules handled by:

HST's Advisory Research Committee on 27 November 2020.

The rules are valid as of today and apply to all employees at HST.