

# Statutes of the Catholic University of Eichstätt-Ingolstadt regulating the procedure for evaluating exceptional performance in order to award performance-based pay components

## (Statues on performance-based pay components)

Dated March 20, 2017

On the basis of Article 5 (3)(1) of the Concordat between the Free State of Bavaria and the Holy See dated March 29, 1924 (BayRS 2220-1-WFK), in conjunction with the current version of the statutes of the Catholic University of Eichstätt-Ingolstadt Foundation transferring additional responsibilities to the University (*Satzung der Stiftung Katholische Universität Eichstätt zur Übertragung weiterer Zuständigkeiten an die Universität, ÜZS*) dated December 15, 2005, in conjunction with Section 8 (1) of the current version of the Bavarian regulations on performance-based pay components at universities (*Bayerische Hochschulleistungsbezügeverordnung, BayHLeistBV*) dated January 14, 2011 (GVBl p. 50), the Catholic University of Eichstätt-Ingolstadt (KU) issues the following statutes:

### Section 1

#### Scope of application

<sup>1</sup>These statutes regulate the University's internal procedure for evaluating exceptional performance in order to award performance-based pay components on the basis of the Bavarian regulations on performance-based pay components at universities (*Bayerische Hochschulleistungsbezügeverordnung, BayHLeistBV*). <sup>2</sup>They apply to KU professors in the W2 and W3 pay grades.

### Section 2

#### Procedure for awarding performance-based pay components

- (1) <sup>1</sup>Evaluations for the purpose of awarding performance-based pay components take place once a year. <sup>2</sup>Performance-based pay components may generally be awarded once every three years. <sup>3</sup>The earliest that they may be awarded is three years after a professor is first appointed to the KU.
- (2) <sup>1</sup>Each year, immediately after receiving the relevant information from the Catholic University of Eichstätt-Ingolstadt Foundation, the present informs members of the University in a suitable manner of the financial framework available for performance-based pay components. <sup>2</sup>This information is not legally binding.
- (3) <sup>1</sup>Professors may apply for performance-based pay components using the form provided in the appendix. <sup>2</sup>Applications must be submitted to the dean responsible along with a self-evaluation report and the required evidence. <sup>3</sup>The KU's deans forward the applications to the president along with a statement. <sup>4</sup>Deans and members of the University Management may also nominate professors who have not submitted an application themselves; a self-evaluation report, evidence, and a statement from the dean must also be forwarded to the president in this case.
- (4) <sup>1</sup>Each year, after announcing the financial framework, the president sets a date by which applications and nominations must be received by him or her (cut-off deadline). <sup>2</sup>Incomplete nominations and nominations received after the deadline are not considered.

- (5) <sup>1</sup>The president decides who to award performance-based pay components to at his or her discretion under consideration of their performance and the principle of equal treatment. <sup>2</sup>If necessary the president may consult a group of advisors that he or she appoints to help him or her make a decision. <sup>3</sup>Current or former KU professors and internal or external individuals with particular experience in evaluating academic performance may be appointed as members of the group of advisors. <sup>4</sup>The president consults the women and equal opportunities officer of the University before making a decision; he or she may also be a member of the group of advisors. <sup>5</sup>The officer for employees with severe disabilities must be given the opportunity to make a statement if any applications or nominations affect professors with severe disabilities.
- (6) The president's decisions are documented in writing and must be kept on record.
- (7) Declaring that performance-based pay-components are pensionable remains the responsibility of the Catholic University of Eichstätt-Ingolstadt Foundation.

### **Section 3**

#### **Entry into force**

<sup>1</sup>These statutes enter into force on the day after the date of their publication. <sup>2</sup>The statutes of the Catholic University of Eichstätt-Ingolstadt regulating the procedure for evaluating exceptional performance in order to award performance-based pay components dated June 22, 2006, cease to be in force.

Issued on the basis of the resolution of the Senate of the Catholic University of Eichstätt-Ingolstadt dated January 25, 2017, and the approval of the president dated March 17, 2017.

Eichstätt/Ingolstadt, March 20, 2017

Prof. Dr. Gabriele Gien  
President

These regulations were set down in writing at the Catholic University of Eichstätt-Ingolstadt on March 20, 2017. This fact was made known to members of the Catholic University of Eichstätt-Ingolstadt on the same day. The date of publication is therefore March 20, 2017.

**Appendix: Form 'Application for performance-based pay components'**

Via the dean of the

to the president of the Catholic University of Eichstätt-Ingolstadt

### Application for performance-based pay components

based on the requirements of the statutes on performance-based pay components

Applicant	
Professor First name, last name	Date of appointment
Professorship/Chair of	<input type="checkbox"/> W 2 <input type="checkbox"/> W 3
<b>Exceptional performance</b> (please cross as appropriate and provide detailed explanations in the self-evaluation report)	
<p><b><u>In research:</u></b></p> <p><input type="checkbox"/> Outstanding research performance demonstrated through awards, prizes, distinctions, or research evaluations</p> <p><input type="checkbox"/> Exceptional performance in the implementation of research results</p> <p><input type="checkbox"/> Outstanding research publications</p> <p><input type="checkbox"/> Exceptional success in acquiring third-party funding</p> <p><input type="checkbox"/> Exceptional performance in the establishment and leadership of research groups</p> <p><input type="checkbox"/> Exceptional performance in transfer of technology and in applied research and development in <i>Fachhochschule</i> fields</p> <p><input type="checkbox"/> Other exceptional performance in research:</p>	
<p><b><u>In teaching:</u></b></p> <p><input type="checkbox"/> Exceptional teaching performance demonstrated through awards, prizes, distinctions, or teaching evaluations</p> <p><input type="checkbox"/> Teaching activities that go beyond the usual requirements and for which no additional payment is received</p> <p><input type="checkbox"/> Particularly high teaching workload involving an above-average level of supervision of students</p> <p><input type="checkbox"/> Particular commitment and particular success with regard to academic reform, internationalization of the curriculum, and development of new study options</p> <p><input type="checkbox"/> Acquisition of third-party funding for teaching</p> <p><input type="checkbox"/> Exceptional performance in the development of special forms and methods of teaching, improvement of the quality of teaching and of teaching materials</p> <p><input type="checkbox"/> Other exceptional performance in teaching:</p>	
<p><b><u>In professional development:</u></b></p> <p><input type="checkbox"/> Teaching activities in the field of professional development and in degree programs and certificate</p>	

<p>programs for working professionals that go beyond the usual requirements and for which no additional payment is received</p> <p><input type="checkbox"/> Particularly high teaching workload involving an above-average level of supervision of students</p> <p><input type="checkbox"/> Exceptional performance in the development of professional development opportunities</p> <p><input type="checkbox"/> Other exceptional performance in professional development:</p>
<p><b><u>In promotion of young researchers:</u></b></p> <p><input type="checkbox"/> Initiatives and success in supervising doctoral degrees and other advanced academic qualifications</p> <p><input type="checkbox"/> Initiatives and success in supervising young researchers and in leading research training groups and similar units</p> <p><input type="checkbox"/> Involvement of young researchers in projects and assistance of young researchers in finding follow-up projects</p> <p><input type="checkbox"/> Other exceptional performance in the promotion of young researchers:</p>
<p><b>Please note:</b></p> <p><b>The first time a level is awarded it cannot be awarded permanently.</b></p> <p><b>The decision of which level to award in each individual case is based on the following categories:</b></p> <p>Level 1: Performance that goes considerably beyond fulfilling professional obligations</p> <p>Level 2: Performance as in level 1 that also helps to develop and shape the profile of the KU department or faculty of which the professor is a member</p> <p>Level 3: Performance as in level 2 that plays a significant role in shaping the profile of the KU department and faculty of which the professor is a member and the KU's reputation in teaching and research</p> <p>Level 4: Performance as in level 3 that also plays a key role in developing and shaping the KU's reputation on the international level</p>
<p><b>I have attached the following documents to my application:</b></p> <p><input type="checkbox"/> A self-evaluation report with explanations of the exceptional performance</p> <p><input type="checkbox"/> The following evidence:</p>
<div style="border-top: 1px dashed black; margin-top: 20px;"> <div style="display: flex; justify-content: space-between;"> <span>Date</span> <span>Signature</span> </div> </div>
<p><b>Statement by the dean</b></p> <p><input type="checkbox"/> The application is supported.</p> <p><input type="checkbox"/> The application is supported with the following reservations:</p>
<p><input type="checkbox"/> The application is not supported.</p>
<div style="border-top: 1px dashed black; height: 20px;"></div>

Date	Signature
<b>President's decision</b> <input type="checkbox"/> The application is accepted. <input type="checkbox"/> The application is rejected.	
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Date	Signature