



*May be freely distributed
Final*

Department of Computer Science
Selma Lagerlöfs Vej 300
9220 Aalborg Øst

Case Officer:
Diana Plejdrup Frank
Telephone: 99407228
Email: dpf@cs.aau.dk

Date: 22-09-2022
Case No.: [Case No.]

Minutes of SAMU meeting on September 22, 2022

Participants: Working environment committee representatives: Ulla Øland, Jiri Srba and management representative: Rene Rydhof Hansen. Employee representatives: Lene Even, Lene Horn, Florian Lorber, Niels Van Berkel, Helle Schroll. Management representatives: Peter Axel Nielsen, Helle Westmark. Minute taker: Diana Plejdrup Frank.

Item 1. News from SAMU members

No news from the members. Peter Axel Nielsen added that the further work with the input from department seminar on the work environment is done in coordination group for at start and will be discussed here at the next meeting.

Follow-up:

Work environment input from department seminar will be discussed at SAMU meeting in November.

Item 2. Department Economy

Appendix: See slides from about department economy.

The status on department economy was presented by Helle Schroll.

Result second trimester 2022 (January – August)

We have received more income than expected from faculty primarily due to STEM and IT Vest money. We have less external funding than budgeted. We have postponed some NN positions, and budgeted buffers have been removed and replaced by received projects (Carlsberg, Direc, Willum). Operating expenses, travel and equipment: We have spent less on travel and equipment and therefore downgraded the budget. We expect the research groups will spend their allowance. Scientific staff: 7 new assistant professors and 4 associate professors – we have spent a bit more than expected. TAP staff: Spent less than expected. Minor adjustments in RES. Rent: Slightly higher than expected.

Result: We will have a surplus of 366.000 DKK for the first 8 months in 2022.

Expected result 2022 compared to budget 2022

Result Dean Decided: We expect to end with a deficit of 3.3 million as the invoice from rebuilding costs from 2021 will fall due in 2022.



Rent: We will spent more on rent than expected due to Copenhagen and cluster 4. We will have to pay for the basement in full. Next year we will get the income for First Year of Studies as well as cost for rent. Ownerships of modules will decide if you get STÅ.

Rent prognosis: We know for a fact that it will go up. Basically, due to Science and Innovation Hub and the Health Department moving to AAU hospital. We are discussing with ES how to use square meters effectively at Frederik Bajers Vej. Some have asked why we are spending money for rebuilding when rent is going up. The aim is still to condense square meters, the scope is therefore a long term investment.

How will we pay for the increase in rent? The budget will be discussed at next meeting in November.

Item 3. Action plan for diversity

Appendix: See action plan for diversity and the evaluation report.

A status on the action plan for diversity at CS made two years ago in this forum and coordination group was given. We have been asked by The Committee for Inclusion and Diversity (ULD) to evaluate our efforts. For this purpose an evaluation report has been made which was discussed with the following comments:

As for the goal "attract and keep qualified staff" we have worked on this since 2020 offering attractive start packages and help in the process of moving here. As for start packages we could help pay for the fee for residency for post docs which is not covered? According to Helle Westmark this is regulated by law. We have also tried to pay for the container (relocation) but this is not possible now due to a fee as well. Lene Horn suggested that we could apply for a recruit grant which we could benefit from.

As for the local Danish courses we offered in the period 2020-2022, which we had good experience with, they are now substituted with the language offer from AAU at the Danish Sprogcenter. According to Peter Axel Nielsen there will soon come news on AAU held courses via ISU.

It was noted that the evaluation template from the ULD committee is only in Danish. Our action plan is in Danish and English. We however have to report back in Danish.

As for the English proficiency classes held here at CS since fall 2021 to avoid language barriers in the teaching and supervision of our students, this is not part of the action plan, but was mentioned and discussed. The aim is of course that all staff hired have the required language skills. But currently some staff have not and therefore we run the courses. This will be added to the evaluation scheme as something we have begun doing.

Conclusion: The goal in the action plan are long term goals, so we will continue working with them. The evaluation report will be sent to ULD committee and the Dean.

Item 4. Language requirements

Appendix: See link to document about [requirements for staffing at CS \(enclosure A\)](#)

Document about requirements for staffing at CS was presented including language requirements. The document was made in 2021 to put focus on some requirements for staffing: Academic and PBL skills and language requirements.

If we are in doubt about language skills in the hiring process, we should ask about TOFL tests. We have this document, and we need to link to it the hiring committee. We might ask for a language test in the second interview, or we could announce it as an requirement in the job posting. The aim is as stated earlier under item 2 that we do not hire staff with insufficient language skills.

Conclusion: Use document about requirements for staffing at CS (language reg.) actively in hiring process. See suggestions above.

Item 5. Psychological and physical work environment

Fixed item on the agenda as The Working Environment Committee is an integrated part of the SAMU Committee. It deals with points about the mental and physical work environment that are important to the employees.

APV action plan since last meeting: We have sent the plan to the AMU unit and there were some comments.

Visit from The Danish Working Environment Authority: The visit went well we are certified.

Other items: We have had some applications for glasses. We have had a report from employee who was injured with finger in the door. Students who have passed out: We are investigating if we can have a first help introduction course here at CS. The courses are now available on the competence development list sent out by HR. The glass "ceiling" in center hallway: It is safe to walk on but not fireproof. It will be fixed.

Indoor climate: Economize on heating: An email about how to keep warm this winter has been sent out to all AAU staff. As for electricity it has been reported to CAS that the new lights are constantly on.

Toilets in cluster 1: Issue will be fixed there has been a minor problem with plumbing.

Item 6. Department hirings

We have hired 7 assistant professors and 4 associate professors, 16 PhD students and 2 more coming up, and a lot of student hirings for teaching assistant tasks and onboarding of new students. TAP: Sidsel Overgaard from First Study Year started in the study team.

Hiring processes: Good with two people in PhD student interviews. Research group should think about how to make this possible. Post docs: We have been careful in selection and spent time on it.

Assistant and associate professors: A very long process – therefore we start earlier this year. Search committee has started, and we have begun looking at assessment committees. The application committees will be split in two. Shortlisting will be done also. Hiring committee is already booked. This year we want two rounds of interviewing. Second interview can include language profiling. Suggestion to have the second interview online.

Conclusion: We need to work on the hiring processes further.

Item 7. Environmental considerations

Fixed item on the agenda as The Working Environment Committee is an integrated part of SAMU. It deals with points about environmental considerations that are important to employees.

No news on this.

Item 8. Policy reg. for IPR for teaching material

Appendix: See [policy for use of teaching material](#)

The policy concerns intellectual property rights associated with teaching material produced by AAU's teaching staff. The Board of Directors at AAU decided the policy on June 2022 based on a wish by HSU to clarify staff's rights to teaching material.

The policy was discussed. It is a good common practice to ask the teacher if they want to use the material from earlier semester (e.g., slides). In Moodle we normally import material from a course, however it is good practice to ask.

Conclusion: We do not import material from Moodle anymore from one semester to another. UØ will see to this. It is good the procedure now is in place, and it will be linked to on the intranet and communicated in the newsletter.

Item 9. Implementation of AAU's Senior policy at CS – update

Appendix: See updated version of the implementation of AAU's senior policy at CS.

The implementation of AAU's senior policy at CS agreed on SAMU meeting in May 2020 has been updated with new rules from the AAU senior policy. Primary change is new item about senior bonus.

Senior bonus: If you are at least 62 years old, you earn an annual senior bonus equal to 0.8% of your usual annual salary. The bonus may be handled in three ways:

1. You may have the bonus paid out once a year in January.
2. You may convert the senior bonus to two senior days annually that will be allocated in January.
3. You may have the senior bonus paid as an extraordinary pension contribution.

You must contact the HR department no later than 1 October if you wish to convert the bonus into senior days or pension contribution. If you do not notify the HR department before 1 October, the bonus will be paid out in January. Find more information in the [AAU handbook](#).

The updated version of the implementation of AAU's senior policy has been uploaded to [cs intranet](#).

Item 10. AOB

Next SAMU meeting is originally planned for November 16. What about info about budget 2023 before that?

The principles for how we use the budget could be discussed. **Conclusion:** If possible, a short October meeting with info about budget 2023 is planned and the meeting in November is then pushed to December. We will try this approach out this year.