

Intermediate Staff Faculty Starterkit

Information for the department of humanities

Contents

- Mailing Lists
 - Meetings and Events
 - Representatives
 - Elections
 - Contact Details
-

Mailing Lists

It is imperative that you sign up for the mailing list in your first week at university. This way, your department can keep you updated on everything important going on and everything concerning the intermediate staff.

Request to join the Ilias group to get all the latest information:

https://ilias.unibe.ch/goto_ilias3_unibe_grp_1448100.html.

Meetings and Events

- Faculty council: every 2-3 weeks during the semester, four delegates each of the lecturers and assistants
- Collegium Decanale: weekly meetings during term, one delegate each of the lecturers and assistants
- Standing faculty committees: once or twice per term, one delegate each of the lecturers and assistants (field research funds committee, research and promotion of early career researchers committee, equal opportunities committee, structural planning committee, steering committee of the Walter Benjamin Kolleg)
- Structural and professorial appointment committees: irregular meetings, at least one delegate each of the lecturers and assistants (no recurring meetings because these committees will always change)

Meetings are generally held in German.

Representatives

The current intermediate staff faculty representatives attend the faculty meetings and are listed [here](#). They represent the members of the intermediate staff in their academic and professional interests vis-à-vis the institutes, the departments, the faculty and the university. The representatives aim to ensure that the intermediate staff are granted their rightful place at the University of Bern with appropriate co-determination and participation in research, teaching, service and administration.

Elections

The intermediate staff faculty spokesperson advertises representative vacancies via the mailing list of the ILIAS group. Elections will be held in the event of multiple people applying for the same position. The representative elected by the intermediate staff is then presented to the Faculty Council for election.

Contact details

Contact details of your representatives can be found on the [website](#).

Please send corrections and/or additions to this starterkit to korbinian.seitz@histdek.unibe.ch