

Intermediate Staff Faculty Starterkit

Information for the department of human sciences

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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 faculty.

Please sign up on [this list](#) to be kept up to date. Would you like to reach out to members of your faculty? Simply e-mail the following address: assiphilhum@lists.unibe.ch.

There is also an [Ilias group](#) where all the latest files are stored.

Meetings and Events

- Lunchtalks are organised by the Committee of Equal Opportunities of the faculty (details [on the website](#) in German).
 - Our next meeting time and dates can be found [here](#).
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Representatives

Each institute nominates representatives, one of the lower intermediate staff (VAA) and one of the higher intermediate staff (VDD) and a third alternating between lower and higher intermediate staff representatives. The representatives will discuss their position on topics of interest with the other intermediate faculty staff in advance to any meeting with the department. The current representatives will take part in the faculty and department meetings and a list can be found [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

There will be no elections. Successors will be found by personal recommendation. If you are interested in getting actively involved, please get in touch with your representatives.

Contact details

Division	Responsibilities	Name / Contact
Communication	Admin assiphilhum mailing list	Sara.moeser@unibe.ch
Information	Admin Ilias Group	Sarah.voegtli@unibe.ch

Please send corrections and/or additions to regula.neuenschwander@unibe.ch.

More Information

- There is a consulting office for all questions concerning your academic success and to support young researchers: [link](#)
- The faculty sponsors a price for outstanding teaching practices amongst young researchers: [link](#)