

Intermediate Staff Faculty Starterkit

Information for the department of Science

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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 mid-level faculty. Sign up here: [list](#).

Meetings and Events

Most intermediate staff faculty meetings can take place either in English or German. If you wish for a meeting to be held in English, please ask beforehand (especially for non-regular meetings).

- Faculty meetings: during semesters once a month. Each field of study sends a mid-level representative.
 - Meetings of standing committees: finance committee, strategy committee, study committee
 - meetings of other committees: committee for the promotion of early career researchers, equal opportunities committee, committee for quality assurance and development
 - occasional meetings and events: (professorship) appointment and structure committee, nominations committee, habilitations committee
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Representatives

The intermediate staff representatives take part in faculty meetings. A list of all current representatives 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

The intermediate staff faculty members are contacted via email newsletter about open representative and commission positions. Volunteers can reply and if there are multiple people interested in the same position, a selection will be made based on best-fit or “first-come-first-served” principles. Possible conflicts of interests will be considered during this selection.

Contact details

Would you like to know more about the mid-level faculty of the science faculty? Get in touch:

- Lower intermediate staff (VAA): mona.lueder@geo.unibe.ch
- Higher intermediate staff (VDD): Jeannine.wintzer@giub.unibe.ch

Please send corrections and/or additions to mona.lueder@geo.unibe.ch .