

This version of the **Statutes of the Institute of Ecology and Evolution** is provided in English for informational purposes, but only the German version is legally binding.

Article 1: Organizational Structure

The Institute of Ecology and Evolution consists of 6 Divisions with equal rights and obligations:

- Aquatic Ecology
- Conservation Biology
- Evolutionary Ecology
- Population Genetics
- Community Ecology
- Behavioral Ecology

Article 2: Directorate

¹ The Division heads are the co-directors of the Institute and form the Directorate. In addition to the Division heads, the following members of the Institute of Ecology and Evolution are members of the Directorate: all Professors, all Lecturers, and all those with a University Habilitation, an elected representative of the PhD students and postdoctoral fellows (unterer Mittelbau), and an elected representative of the students.

² The members of the Directorate elect a Chair from among the Division heads. The term of office is two years. In the first year, the previous Chair is the Deputy Chair, and in the second year, the succeeding Chair is the Deputy Chair.

³ The Division heads are available in the order of their term of office, to ensure a balanced rotation between the Divisions.

⁴ Meetings of the Directorate shall be convened through the Chair of the Directorate when required, or at the request of two members of the Directorate or an elected representative of the organizations of the Oberer Mittelbau, Unterer Mittelbau, or students. An agenda will be sent in time before the meeting. The Chair of the Directorate leads the meetings. The content and minutes of the meetings shall be kept confidential by the members of the Directorate. Decisions of general interest will be communicated to the employees of the Institute of Ecology and Evolution.

⁵ Votes of the Directorate are decided by the simple majority. In the case of an equal number of votes, the Chair casts the deciding vote. Decisions about the distribution of resources (e.g., finances, distribution of personnel points and hiring, space allocation, as well as the employment of technical and administrative staff) are reserved for the Division heads.

Article 3: Responsibilities of the Directorate

- Approval of and changes to internal regulations and structure
- Academic promotion
- Coordination of teaching
- Allocation of personnel for courses

- Allocation of areas of responsibility
- Election of coordinator of 3rd year studies
- Handling of departmental and faculty issues
- Election of representatives for faculty commissions
- Generation of internal working groups

The Divisions heads are exclusively responsible for the management of:

- Distribution of personnel points and hiring
- Running budgets, additional budgets, investment budgets, and exam budgets
- Space allocation

Article 4: Responsibilities of the Chair

- Preparation and leadership of the meetings of the Directorate
- Execution of the decisions of the Directorate
- Management of personnel, and running and extra budgets of the Institute
- Central services (Institute secretary, informatics, housekeeping)
- Reports and information to higher organizational units of the University
- Information to the employees of the Institute
- Function as an ombudsperson
- External representation of the Institute

Article 5: Responsibilities of the Division Heads

- Research and teaching in their division
- Management of personnel and budgets of the division
- Mentoring of employees, through discussions of projects, and an annual review, including career planning
- Communication to employees; for example, through division meetings
- Execution of the decisions of the Directorate

Article 6: Institute-wide meetings

A meeting of all employees of the Institute can be called on special occasions by the Chair, or at the request of an elected representative of the organizations of the Oberer Mittelbau, Unterer Mittelbau, or students through the Chair of the Directorate. An agenda will be sent in time before the meeting. The Chair of the Directorate leads the meetings. Minutes will be recorded and published in the Institute.

Article 7: Changes

The functionality of these statutes will be checked by the Division heads on a yearly basis in order to make changes if necessary. Changes to the statutes need the consensus of all Division heads.