

# Statutes of the Institute of Ecology and Evolution

## Article 1: Organizational Structure

The Institute of Ecology and Evolution consists of 7 Divisions:

- Aquatic Ecology and Evolution
- Behavioral Ecology
- Conservation Biology
- Evolutionary Ecology
- Population Genetics
- Terrestrial Ecology
- Theoretical Ecology and Evolution

## Article 2: Directorate

<sup>1</sup> The Division heads are the co-directors of the IEE and form the Directorate. In addition to the Division heads, the following members of the IEE are members of the Directorate: all Professors and IEE habilitated people with at least 50% employment in the IEE, an elected representative of the PhD students and postdoctoral fellows (unterer Mittelbau), and an elected representative of the students.

<sup>2</sup> The members of the Directorate elect an Executive Director among the tenured Division heads. The term of office is two years. In the first year, the previous Executive Director is the Deputy Executive Director, and in the second year, the succeeding Executive Director is the Deputy Executive Director.

<sup>3</sup> The tenured Division heads take turns in becoming Executive Director to ensure a balanced rotation among the Divisions.

<sup>4</sup> Meetings of the Directorate shall be held, if necessary, at the request of two members of the Directorate, or at the request of an elected representative of the organizations of the Oberer Mittelbau, Unterer Mittelbau, or students through the Executive Director. An agenda will be sent in time before the meeting. The Executive Director leads the meetings. The content and minutes of the meetings shall be kept confidential by the members of the Directorate unless decided otherwise by the Directorate.

<sup>5</sup> Votes of the Directorate are decided by the simple majority. In the case of a tie, the vote of the Executive Director is decisive for the result of the vote. Decisions about the distribution of resources (e.g., finances, distribution of personnel points and hiring of IEE technical and administrative staff, space allocation), are reserved for the Division heads.

## Article 3: Responsibilities of the Division Heads

- Research and teaching in their division
- Management of personnel, space, and budgets of their division
- Joint management of IEE common personnel, space, and budgets
- Define the profile of new divisions and new professors
- Election of Division Head representatives to all faculty hiring committees
- Mentoring of employees, through regular discussions of projects and career planning, and conducting regular Employee Appraisal Interviews (MAG)

- Communication of relevant information to employees; for example, through division meetings
- Promotion of academic non-faculty members to a permanent position

#### **Article 4: Responsibilities of the Directorate**

- Exchange of relevant information between IEE members and the Directorate through their representatives
- Coordination of teaching
- Allocation of personnel for courses
- Election of coordinator of 3<sup>rd</sup> year studies
- Election of representatives for departmental commissions
- Discussion of institute, departmental, faculty and University issues

#### **Article 5: Responsibilities of the Executive Director**

- Preparation and leadership of the meetings of the Directorate
- Execution of the decisions of the Directorate in collaboration with other Division Heads when deemed necessary
- Management of IEE common personnel and shared budgets
- Reports and information to higher organizational units of the University
- Communicate relevant information to the employees of the IEE
- Function as an ombudsperson in case of internal conflicts within the IEE
- External representation of the IEE

#### **Article 6: Institute-wide meetings**

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

#### **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 require a vote by all active Division Heads, and the majority vote must exceed the minority vote by at least 2 votes.

Bern, 10.05.2021 The Executive Director  
Prof. Dr. L. Excoffier



Bern, 10.05.2021 The Dean  
Prof. Dr. Z. Balogh

