

# **Constitution of the University of Konstanz (Grundordnung)**

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*The German version of this document is the only legally binding version. This English translation is for your convenience only.*

## **Contents**

### **I. Bodies, committees and office-holders**

#### **§ 1 Bodies**

#### **§ 2 Rectorate**

#### **§ 3 Rector**

#### **§ 4 Vice rectors**

#### **§ 5 Kanzler/Kanzlerin (director of the university administration)**

#### **§ 6 Senate**

#### **§ 7 University Council**

#### **§ 8 Deleted**

#### **§ 9 Committee on Research**

#### **§ 10 Committee on Curricular Affairs and Life-Long Learning**

#### **§ 11 Committee on Communication and Information**

#### **§ 12 Equal Opportunity Representative, Equal Opportunity Council**

#### **§ 13 Representative for students with disabilities and chronic illnesses**

#### **§ 14 Members of the university, self-administration**

### **II. Structures and organization of the university**

#### **§ 15 Basic university units**

#### **§ 16 Faculties/Faculty Council**

#### **§ 17 Dean's Office**

#### **§ 18 Study Commissions**

#### **§ 19 Department/Departmental Council**

#### **§ 20 Head of department**

### **III. Final provisions**

#### **§ 21 Amendments to the university constitution**

#### **§ 22 Coming into effect, validity**

## I. Bodies, committees and office-holders

### § 1 Bodies

Central bodies of the university are:

1. the Rectorate
2. the Senate
3. the University Council

### § 2 Rectorate

(1) The Rectorate manages the university. It is responsible for all matters that are not specifically assigned to other bodies by the *Landeshochschulgesetz Baden-Württemberg (LHG)* (state law on higher education) or the university constitution (Grundordnung). It is responsible in particular for the following:

1. Planning the structure and development including staff development,
2. Managing strategies and basic affairs of international relations,
3. Planning campus constructions,
4. Planning the financial conditions for professorships,
5. Concluding university contracts and target agreements as per § 13 para. 2 *LHG*,
6. Continually assessing and improving the structures and processes through a quality management system,
7. Drafting budget proposals or financial plans,
8. Implementing the university budget or financial plan,
9. Distributing the positions and funds available to the university in line with the principles in § 13 para. 2 *LHG*,
10. Deciding about plots and rooms in line with the principles in § 13 para. 2 *LHG*,
11. Deciding about university assets,
12. Determining performance-based pay components as per § 38 para 1 no. 1 *Landesbesoldungsgesetz Baden-Württemberg (LBesGBW)* (state payscale law) in cases of appointment and retention negotiations,
13. Determining performance-based pay components as per § 38 para 1 no. 2 *LBesGBW* for special achievements in research, teaching, the arts, continuing education and the promotion of early career researchers; the Dean's Offices may submit suggestions without the Rectorate being tied to these suggestions,
14. Determining performance-based pay components as per § 38 para 1 no. 3 *LBesGBW* for persons with special roles or tasks in the context of the university's self-administration, unless the University Council as per § 20 para. 9 sentence 3 no. 2 *LHG* is responsible; the University Council must be notified of these decisions,

15. Determining additional funding for research and teaching as per § 60 *LBesGBW*,
16. Arranging, organizing and carrying out evaluation measures as per § 5 para. 2 sentence 3 *LHG*,
17. Quality assurance,
18. Suggestions concerning research, teaching and structures; the Rectorate can submit these suggestions to the relevant university bodies and institutions at any time (power of initiative).

(2) Members of the Rectorate are:

1. the rector,
2. the *Kanzler* or *Kanzlerin* (member for the areas of financial and staff management as per § 16 para. 1 no. 2 *LHG*),
3. four vice rectors.

The vice rectors hold their office in addition to their usual positions. The deans participate in the Rectorate meetings in an advisory capacity.

(3) At the suggestion of the rector, the Rectorate decides on a permanent representation and determines areas of responsibility for its members. In line with the guidelines determined by the rector, the members of the Rectorate independently take care of ongoing administrative tasks in their areas of responsibility. The *Kanzler* or *Kanzlerin* is responsible for financial and staff management.

(4) The Rectorate prepares the meetings of the University Council as per § 20 para. 10 *LHG*, as well as of the Senate and its committees, and implements the decisions. The members of the Rectorate have the right to participate in the meetings of all university committees. On request, the Rectorate must be immediately informed about all university issues.

(5) The Rectorate must inform the Senate and its decision-making committees as well as the University Council about all important matters related to the university and its administration. The rector gives an annual account to the University Council of the tasks fulfilled by the university; he/she provides an annual report to the Senate.

### **§ 3 Rector**

(1) The rector represents the university. He or she heads the Rectorate, the Senate and its committees. He or she can delegate this role in a committee to a member of the committee. If he or she deems measures, decisions or resolutions by university bodies, committees or office holders, with the exception of the University Council, to be unlawful or not justifiable in line with economic principles, he or she can voice an objection or return them for renewed consultation.

(2) Via the dean, the rector works towards the university teachers duly fulfilling their teaching and examination responsibilities; in this regard he or she has a regulatory and managerial authority over the dean.

(3) The rector maintains order and has the right to determine who shall be allowed or denied access to university premises. He or she can generally or in individual cases delegate the execution of these rights.

(4) The rector is a civil servant for the duration of his/her term of office, unless a fixed-term employment relationship is specified in a contract. The term of office is six to eight years; decisions in this regard are taken by the University Council. The term of office starts when the rector takes office. In case of an immediate re-appointment, the new term of office directly follows the previous term of office. If the rector retires, his/her term of office will also end.

(5) The following persons may be appointed as rector: university members who have their main employment as professors at the university or have completed a university degree and can be expected to adequately fulfil the duties of the office due to several years of management experience gained in particular in research, the arts, economics, administration or law. During his/her term of office, the rector can hold no other position at the university.

(6) If a professor or other civil servant for life working for the state of Baden-Württemberg is appointed as rector, the previous civil servant relationship remains in place.

(7) To prepare the election of a rector, the chairperson of the University Council appoints a search committee, which he/she heads. Members of the search committee are:

1. five members of the University Council including the chairperson of the University Council,
2. five members from the Senate who are not Rectorate members, of whom three persons must be from the group defined in § 10 para. 1 sentence 2 no. 1 *LHG*, one person from the group defined in § 10 para. 1 sentence 2 no. 3 or no. 4 *LHG* and one person from the group defined in § 10 para. 1 sentence 2 no. 2 or no. 5 *LHG*, as well
3. as a representative from the Ministry of Science, Research and the Arts in an advisory capacity.

(8) The University Council and the Senate elect the rector in a joint meeting headed by the chairperson of the University Council as per § 18 para. 1 to 3 *LHG*. In the case of a tie in the third round of voting of the election committee as per § 18 para. 3 sentence 1 *LHG*, the election procedure will be terminated.

(9) The office of the rector may be prematurely terminated in accordance with the detailed provisions of § 18 para. 5 *LHG* or § 18a *LHG*.

#### **§ 4 Vice rectors**

(1) At the suggestion of the rector, the Senate elects, by a majority of its members, the vice rectors from among the professors who have their main employment at the university.

(2) The term of office of a vice rector is three to four years. It will automatically end when the rector's term of office ends; the duty to provisionally continue the office remains unaffected by this provision. The Senate decides on the term of office. The term of office starts when the vice rector takes office. Vice rectors cannot hold another elected position at the university during their term of office.

(3) At the suggestion of the rector, the Senate can vote out a vice rector with a two-thirds majority of its members. In addition to this, the office can be prematurely terminated via a voting-out procedure as per § 18a *LHG*.

## **§ 5 Kanzler/Kanzlerin (director of the university administration)**

(1) The *Kanzler* or *Kanzlerin* is a civil servant for the duration of his/her term of office. § 3 para. 4 applies accordingly. The term of office is six to eight years; decisions in this regard are taken by the University Council. The term of office starts when the *Kanzler/Kanzlerin* takes office. In case of a re-appointment, the new term of office directly follows the previous term of office. The *Kanzler* or *Kanzlerin* must have a qualification for the judge's office or the higher grade of the civil service or another university degree and can be expected to adequately fulfil the duties of the office due to several years of management experience gained in staff and financial administration. He or she is responsible for the budget as per § 9 *Landeshaushaltsordnung* (state budget regulation).

(2) The rector has the right of proposal for the election of the *Kanzler* or *Kanzlerin*. § 3 paras. 7 to 9 apply accordingly.

## **§ 6 Senate**

(1) The Senate decides on matters regarding research, artistic endeavours, artistic development projects, teaching, studies and continuing education, as long as they are not assigned to other central institutions or the faculties by law. The Senate is responsible in particular for the following:

1. The election of the rector and the *Kanzler/Kanzlerin* in coordination with the University Council as per § 18 paras 1 to 3 and participation in the voting-out procedure as per § 18 para. 5 and § 18a *LHG*,
2. The election of vice rectors as per § 18 para. 1 *LHG*, and participation in the voting-out procedure as per § 18 para. 6 and § 18a *LHG*,
3. Approving structural and developmental plans,
4. Taking a position on drafts of budget proposals or financial plans,
5. Taking a position on the conclusion of university contracts and target agreements,
6. Taking a position on job descriptions for university teachers; however, not in cases where the descriptions are in agreement with the approved structural and development plan,
7. Decisions about appointment suggestions,
8. Decisions regarding establishing, amending and dissolving study programmes, university institutions, as well as of joint institutions and commissions as per § 15 para. 6 *LHG*,
9. Decisions regarding admissions numbers,
10. Decisions about the statutes for university examinations based on faculty recommendations, or taking positions on examination regulations through which degrees are completed,
11. Decisions about statutes, especially for the management and use of university facilities including fees and payments, for the elections as well as the entrance examinations, structure of the academic year, access, admission, enrolment, leave of absence and exmatriculation of students,
12. Fundamental decisions regarding artistic endeavours, artistic development projects, research and the promotion of early career researchers and artists as well as technology transfer,

13. Decisions about the university constitution and amendments,
14. Discussing the annual report of the rector in a joint meeting with the University Council,
15. Discussing the annual equal opportunity report,
16. Discussing the interim report on the equal opportunity plan,
17. Taking a position on the establishment of Collaborative Research Centres, centres, research priorities, Research Training Groups and junior research groups.

The Senate can set up decision-making and advisory committees. Members of the decision-making committees who are eligible to vote must be members of the Senate; university teachers must make up the majority in these committees.

(2) Members of the Senate who are eligible to vote are:

1. ex officio
  - a) the rector as chairperson,
  - b) the Rectorate member responsible for financial and staff management,
  - c) the Equal Opportunity Representative,
2. as well as on the basis of elections
  - a) eighteen members from the group of university teachers, who are elected by group members of their corresponding faculty by the plurality method; each faculty has six seats,
  - b) five members from the group of students as per § 60 para. 1 lit. a (hereinafter: students), who are elected in university-wide elections,
  - c) three members from the group of enrolled doctoral researchers as per § 60 para. 1 lit. b, who are elected in university-wide elections,
  - d) three members from the group of academic staff, who are elected in university-wide elections,
  - e) three members from the group of academic support staff who are elected in university-wide elections.

In addition to this, the vice rectors are, ex officio, also members of the Senate in an advisory capacity. Furthermore, members of the Senate in an advisory capacity are: ex officio the deans, unless they are elected Senate members anyway, as well as one board member of each Cluster of Excellence nominated by that cluster, unless the cluster member has been elected as a Senate member anyway. The term of office of students is one year, of academic staff members as well as enrolled doctoral researchers two years. The term of office of the other members is four years. Deputies have to be elected for each elected member.

(3) The election of Rector and *Kanzler*, the election of vice rectors, a debate in the context of a procedure as per § 18a, decisions about the university constitution, the discussion of the annual report of the rector and the annual equal opportunity report are all carried out in public session.

(4) A quarter of the Senate members may request that the Rectorate informs the Senate in all matters in the Senate's area of competence. Every Senate member may direct inquiries about individual matters as per Sentence 1 to the Rectorate in writing, electronically or orally in a Senate meeting. These inquiries must be answered within a reasonable period. Written inquiries shall be answered within four weeks, provided the subject of the questions allows this. They may also be answered orally by the rector at the end of a meeting. If oral inquiries cannot be answered immediately, they will be answered within a reasonable period. Sentences 1 and 2 will not be applied if matters are concerned that fall within the scope of § 41 a *LHG*, to which a final special provision applies. Personal data will only be shared if the interest in this information as per sentences 1 and 2 outweighs the interest in the protection of personal data, § 9 para. 5 sentences 2 to 6 *LHG* have to be considered in this context.

## § 7 University Council

(1) The University Council advises and supports the university, takes on responsibility for strategic considerations, decides on structural and development plans and proposes measures which serve to promote the university's profile-building as well as enhance its performance and competitiveness. It also supervises the management of the Rectorate. The University Council can present its position on issues of strategic importance to the university to the Baden-Wuerttemberg Ministry of Science, Research and Arts (hereinafter: Ministry of Science) at any time; the Ministry of Science can also request comments and recommendations from the University Council. The University Council is responsible in particular for:

1. Electing the full-time Rectorate members along with the Senate as per § 18 paras. 1 to 3 and participation as per § 18 para 5 and § 18a *LHG*,
2. Decisions about the structure and development plans as well as planning campus constructions,
3. Decisions about budget proposals or financial plans,
4. Consent to the conclusion of university contracts as per § 13 para. 2 *LHG*,
5. Consent to company start-ups and participation in businesses,
6. Decisions at the suggestion of the Rectorate about the principles for equipment and the economic and task-related use of funds for research, the performance of arts, artistic development projects and teaching in accordance with reliable, performance-based criteria and evaluation results based on § 13 para. 2 *LHG*,
7. Approving the annual financial statements in case of financial management based on § 26 *LHO*,
8. Consent to especially significant cross-university cooperations,
9. Taking a position on the university constitution and its amendments, unless consent or agreement with the University Council is required by the *LHG*,
10. Discussion of the annual report of the rector in a joint meeting with the Senate,
11. The right to put forward to the relevant university committees and institutions suggestions concerning research, teaching, structures, international relations and technology transfer at any time (power of initiative),

12. Discussing the interim report on the equal opportunity plan.

(2) The Rectorate must provide the University Council four times per year, in writing, with an overview of the development of the budget and financial situation as well as the financial impact of professorial appointment agreements. If required for performing its duties, the University Council can request reporting by the Rectorate at any time and has access to all documents. The University Council can delegate the right to inspect and evaluate documents to individual members of the University Council or experts. In case of complaints/objections, the University Council works towards a university-internal clarification of the matter(s). In case of severe complaints/objections, the University Council informs the Ministry of Science.

(3) The University Council includes seven persons who are not members of the university as per § 9 *LHG*, but shall have a connection to the University of Konstanz. Honorary professors, contract lecturers and honorary senators as well as honorary citizens are regarded as external persons. These members are appointed by the Minister of Science or the Ministry of Science; a minimum of three persons must be women. The term of office of the members is four years.

(4) The procedure to search for, select and re-elect University Council members is based on § 20 para. 4 *LHG*. The search committee consists of seven Senate members who are not Rectorate members, as well as representatives from the Ministry of Science, who have as many votes as the committee has Senate members. The Equal Opportunity Representative and a University Council member participate in the meetings of the search committee in an advisory capacity.

(5) The Rectorate members, a representative from the Ministry of Science and the Equal Opportunity Representative participate in the meetings of the University Council in an advisory capacity.

(6) The University Council draws up its own rules of procedure which especially include provisions for the chairperson and the vice chair, as well as decisions about the admission of university members and affiliates.

## **§ 8 Deleted**

## **§ 9 Committee on Research**

(1) A permanent advisory Committee on Research is established. The committee advises the Rectorate and Senate in all questions relating to the promotion and development of the university's research profile and in all strategic questions of the promotion of early career researchers. It is responsible, in particular, for assessing internal research project applications and issuing funding recommendations, especially for early career researchers, to the Rectorate. Further details are governed by the rules of procedure adopted by the Senate.

(2) Members of the Committee on Research are:

1. ex officio
  - a) the Vice Rector for Research as the chairperson,
  - b) the Equal Opportunity Representative in an advisory capacity,
  - c) the Kanzler or Kanzlerin,
  - d) the Committee on Research officer in an advisory capacity
2. at the suggestion of the rector and upon appointment by the Senate:
  - a) ten university teachers, of whom at least three must be from the Faculty of Sciences, two each from the other faculties and one from each Cluster of Excellence,



- b) from each faculty: one academic staff member or person in a comparable position who is not employed only temporarily,
- c) two members from the group of doctoral researchers and one member from the group of students.

The rector's suggestion for the members as per no. 2 a) is made after consultation with the deans, for the members as per no. 2 b) after consultation with representatives of the non-professorial academic staff as per § 6 para. 2 no. 2 b) and for the members as per no. 2 c) after consultation with the Doctoral Researcher Councils or the responsible organ representing the student body as per its organizational statutes. The term of office of the students and doctoral researchers is one year, while the other appointed members serve for two years. Committee members may not be reappointed in direct succession more than two times.

(3) The chairperson may involve experts at any time.

## **§ 10 Committee on Curricular Affairs and Life-Long Learning**

(1) A permanent advisory Committee on Curricular Affairs and Life-Long Learning is established. The committee advises the Rectorate and Senate on all issues regarding teaching and the development of the university teaching profile. It focuses primarily on giving recommendations about establishing, amending and dissolving study programmes as well as on assuring the quality and development of study programmes by means of a quality management system. The Committee on Curricular Affairs and Life-Long Learning is responsible for assessing teaching projects and study programmes. It compiles general guidelines for the evaluation of university study and teaching. It issues recommendations to the Rectorate for distributing current and project-related teaching funds. The committee contributes to the conception of continuing education opportunities at the University of Konstanz. Further details are governed by the rules of procedure adopted by the Senate.

(2) Members of the Committee on Curricular Affairs and Life-Long Learning are:

1. ex officio
  - a) the Vice Rector for Teaching and Curricular Affairs,
  - b) the three deans of studies at the three faculties,
  - c) the Equal Opportunity Representative in an advisory capacity,
  - d) the Kanzler or Kanzlerin,
  - e) a Curricular Affairs representative in an advisory capacity,
  - f) the director of the International Office in an advisory capacity,
  - g) the representative for students with disabilities and chronic illnesses in an advisory capacity,
2. at the suggestion of the rector and upon appointment by the Senate:
  - a) three university teachers,
  - b) three academic staff members or comparable persons who are not employed only temporarily,
  - c) three students, where each faculty shall be represented,
  - d) one doctoral researcher.

The rector's suggestion for the members as per no. 2 a) is put forward after consultation with the deans, for the members as per no. 2 b) after consultation with representatives of non-

professorial academic staff as per § 6 para. 2 no. 2 b), for the members as per no. 2 c) after consultation with the responsible organ representing the student body (Verfasste Studierendenschaft) as per its organizational statutes and for the member as per no. 2 d) after consultation with the Doctoral Researcher Councils. The term of office for students is one year, while the other appointed members serve for two years.

(3) The chairperson may involve experts at any time.

## **§ 11 Committee on Communication and Information**

(1) A permanent advisory Committee on Communication and Information is established. The Committee on Communication and Information advises the Rectorate and Senate in matters relating to information infrastructure (library, electronic communication, communications technology and archives). Further details are governed by the rules of procedure adopted by the Senate.

(2) Members of the Committee on Communication and Information are:

1. ex officio
  - a) the rector as chairperson or a person appointed by him/her,
  - b) the *Kanzler* or *Kanzlerin*,
  - c) the director of the Communication, Information, Media Centre,
  - d) the Equal Opportunity Representative in an advisory capacity,
2. at the suggestion of the rector and upon appointment by the Senate:
  - a) six university teachers,
  - b) three academic staff members or comparable persons who are not employed only temporarily,
  - c) two students as well as one doctoral researcher.

The rector's suggestion for the members as per no. 2 a) is put forward after consultation with the deans, for the members as per no. 2 b) after consultation with representatives of non-professorial academic staff as per § 6 para. 2 no. 2 b), for the students after consultation with the responsible organ representing the student body as per the organizational statutes and for the enrolled doctoral researchers after consultation with the Doctoral Researcher Councils. The term of office for students is one year, while the other appointed members serve for two years.

(3) The chairperson may involve experts at any time.

## **§ 12 Equal Opportunity Representative, Equal Opportunity Council**

(1) The Senate elects – as a rule from among the female academic staff members with main employment at the university – an Equal Opportunity Representative (for academic staff) and four deputies. The Equal Opportunity Representative may participate in meetings of the search committee to select the full-time Rectorate and University Council members. The term of office is two years. Re-election is permitted.

(2) The Senate forms the Equal Opportunity Council as a permanent advisory committee. This Council advises the Rectorate and Senate in all matters related to realizing gender equality and equal opportunity and promoting diversity. In coordination with the Rectorate and Senate, it strives to design the university structures as well as the organizational and academic culture so as to promote gender-equity, diversity and family-friendliness.

(3) Members of the Equal Opportunity Council are:

1. ex officio
  - a) the Equal Opportunity Representative (for academic staff) as chairperson,
  - b) three deputies from the three faculties,
  - c) the director of the Office for Equal Opportunity and Family Affairs,
  - d) the Equal Opportunity Representative (for non-academic staff),
  - e) the *Kanzler* or *Kanzlerin*,
  - f) the representative for students with disabilities and chronic illnesses,
2. upon appointment by the Senate:
  - a) one university teacher,
  - b) two academic staff members or comparable persons who are not employed only temporarily,
  - c) two students and two doctoral researchers.

The term of office for students is one year, while the other members serve for two years.

3. The equal opportunity representatives of other academic organizational units may participate in meetings in an advisory capacity.

(4) In case of decisions regarding the allocation of equal opportunity funding, the vice rector responsible for equal opportunity also participates, is eligible to vote and acts as chairperson.

(5) The chairperson may involve experts at any time.

### **§ 13 Representative for students with disabilities and chronic illnesses**

(1) The Rectorate appoints a representative for students with disabilities and chronic illnesses as well as a deputy for the duration of three years. Reappointment is possible.

(2) When designing the study, learning and access conditions, the representative supports the university in taking into account the interests of university applicants and students with disabilities and chronic illnesses. He/she contributes to realizing full participation and eliminating barriers and disadvantages in the higher education sector. In particular, he/she promotes the realization of academic adjustments for university access, studies and examinations. The representative informs and advises university applicants and students with disabilities and chronic illnesses. He/she advises university members, especially teaching staff and examiners. In the interest of students with disabilities or chronic illnesses, he/she collaborates with other parties within and outside the University of Konstanz.

(3) The representative must be informed comprehensively and in good time about all planned measures that affect the interests of students with disabilities or chronic illnesses. He/she can present a position or make suggestions to any university body as long as the matter affects the interests of students with disabilities or chronic illnesses.

(4) The representative reports to the Senate once annually on the situation of students with disabilities or chronic illnesses, his/her work and progress in the area of accessibility as well as adequate measures taken to compensate for disadvantages resulting from a disability/illness. He/she has the right to report to the University Council once annually on his/her work.

(5) The representative is to be given the necessary time, staff funding and material resources to effectively fulfil his/her responsibilities. The Rectorate is responsible for making these arrangements. The representative's workplace must be wheelchair accessible and accommodate accessibility requirements.

## **§ 14 Members of the university, self-administration**

(1) Members of the university are the persons stated in § 9 para. 1 *LHG*. The members as per § 9 para. 1 sentence 2 *LHG* and § 9 para. 4 sentences 1 and 2 *LHG* do not have active and passive voting rights.

(2) Professors who stop working for the university or enter retirement also leave their position in the university's self-administration. They continue their work, however, until a successor has been appointed or elected.

(3) Since they still have the authorization to teach, such professors are entitled to teach courses and participate in examinations.

(4) Former members and affiliated members are considered additional members as per § 9 para. 4 *LHG*.

(5) Students currently in the process of completing a mandatory internship semester or who are on leave of absence may not hold a position in the university's self-administration.

## **II. Structures and organization of the university**

### **§ 15 Basic university units**

(1) The university has the following sections:

1. the Faculty of Sciences
2. the Faculty of Humanities
3. the Faculty of Politics, Law and Economics.

(2) The faculties are divided into departments as per § 15 paras. 3 and 5 *LHG*. The departments are entitled to complete doctoral examination procedures.

(3) The Faculty of Sciences is comprised of the following departments:

1. Mathematics and Statistics
2. Computer and Information Science
3. Physics
4. Chemistry
5. Biology
6. Psychology

(4) The Faculty of Humanities is comprised of the following departments:

1. Philosophy
2. History, Sociology, Sport Science, Empirical Educational Research
3. Literature, Art and Media Studies
4. Linguistics

(5) The Faculty of Politics, Law and Economics is comprised of the following departments:

1. Law
2. Economics

3. Politics and Public Administration.

**§ 16 Faculties/Faculty Council**

(1) The university is divided into three faculties that carry out the university's responsibilities in their respective fields. The faculty coordinates its departments' tasks in the areas of study, teaching and research.

(2) The Faculty Council advises on all matters of general importance to the faculty. The Faculty Council

1. Consents to the faculty's structure and development plans,
2. Consents to the creation, alteration and discontinuation of faculty institutions,
3. Consents to the faculty's study and examination regulations in agreement with the responsible Study Commission,
4. Appoints study commissions to perform any tasks related to study and teaching,
5. Consents to recommendations made by the appointments committee and submits them to the Rectorate,
6. Decides on recommendations on cooptation as per § 22 para. 4 sentence 2 *LHG*.

(3) Members of the Faculty Council who are eligible to vote are:

1. ex officio the dean,
2. on the basis of elections
  - a) in the Faculty Council of the Faculty of Sciences: thirteen university teachers, in the Faculty Council of the Faculty of Humanities: eleven university teachers and in the Faculty Council of the Faculty of Politics, Law and Economics: ten university teachers,
  - b) three academic staff members,
  - c) one student from each department,
  - d) one doctoral researcher,
  - e) one academic support staff member.

The term of office of students is one year, of academic staff members as well as doctoral researchers two years. The term of office of the other members is four years. A deputy is to be elected for each of the elected members.

(4) The following are members of the Faculty Council in an advisory capacity: the vice deans and the heads of department, unless they are elected Faculty Council members anyway, as well as the Equal Opportunity Representative or a person appointed by him/her.

**§ 17 Dean's Office**

(1) The faculty is headed by the Dean's Office. The Dean's Office is responsible for all faculty matters unless otherwise regulated by the *LHG* or this constitution. After consulting with the Faculty Council, the Dean's Office determines the teaching responsibilities of its faculty's teaching staff insofar as required to provide an adequate range of courses. The Dean's Office supervises the faculty's institutions used for research and teaching as well as for technology transfer (as per § 15 para. 7 *LHG*). The Dean's Office is responsible for ensuring the economic use of the faculty's funds that are allocated for research, teaching and technology transfer. The Dean's Office regularly informs the Faculty Council about all important matters, and, in special situations, immediately. On the basis of the decisions

made by the University Council and the Rectorate, the Dean's Office is responsible in particular for the following tasks:

1. Drafting the faculty's structure and development plans,
2. Drafting proposals for the distribution of the faculty's funding,
3. Deciding on the usage of staff positions and funding provided to the faculty by the Rectorate according to the principles of § 13 para. 2 *LHG*,
4. Suggesting job descriptions for university teachers,
5. Evaluation tasks as per § 5 para. 2 *LHG*.

(2) The Dean's Office consists of:

1. the dean,
2. one head of department in the role of vice dean,
3. two heads of department in the role of additional vice-deans,
4. one dean of studies.

(3) The following individuals take part in the meetings of the Dean's Office in an advisory capacity, unless they are members of the Dean's Office anyway: the faculty's heads of department as well as one representative of each Cluster of Excellence (where relevant).

(4) The dean represents his/her faculty. He/she leads the Dean's Office and the Faculty Council. His/her term of office is four years.

## **§ 18 Study Commissions**

(1) The Faculty Council appoints Study Commissions for all tasks related to teaching and study. A Study Commission consists of up to ten members, of which four must be students and one should be a member of the Faculty Council. The Dean's Office decides about the Study Commissions' responsibilities for individual study programmes. In case of cross-faculty Study Commissions, the Rectorate decides about their allocation to one or more faculties. The Study Commission is headed by the dean of studies. In case of cross-faculty Study Commissions, the Rectorate decides which dean of studies heads the Study Commission. The term of office of a dean of studies is four years.

(2) The Study Commission issues recommendations on the further development of subjects of study and teaching formats as well as on the use of teaching and learning resources, and it collaborates on the evaluation of teaching as per § 5 *LHG* by reviewing the students' feedback on individual courses. To that end, it

1. Drafts proposals for new study and examination regulations,
2. Works to promote close collaboration in the area of teaching between the departments, also across faculties,
3. Makes suggestions for new interdisciplinary study programmes and collaborates on drafting corresponding concepts,
4. Determines whether an adequate range of courses is offered in the individual study programmes,
5. Appoints the Examination Board (*Ständiger Prüfungsausschuss, StPA*) for each study programme,
6. Prepares reports on the development of teaching, studies and examinations in the department,

7. Collaborates on suitable measures to evaluate and improve study and teaching.

(3) When deciding to establish a Study Commission, the Faculty Council also decides about the number of members and the composition of the Study Commission. In addition to the chairperson, the Study Commission's members should be selected at a ratio of 4:1:4 (university teachers, academic staff, students). The term of office of students is one year, of academic staff members two years. The term of office of the other appointed members is four years. The Study Commission may involve experts without voting rights in individual cases. If a teacher education programme is to be developed or discussed, then a teacher education student should be included in an advisory capacity.

## **§ 19 Department/Departmental Council**

(1) The Departmental Council advises the faculty and facilitates its decision-making processes. It drafts proposals for the department-specific section of the faculty's structure and development plan, the departmental examination regulations as well as the department's course guide and gives its views on:

1. the faculty's structure and development plan,
2. the creation, alteration and discontinuation of faculty institutions,
3. the recommendations of appointments committees,
4. the recommendations of the Study Commissions regarding new study and examination regulations,
5. the new study programmes suggested by the Study Commissions,
6. suggested cooptations.

In the cases stated in sentence 2 no. 3-6, no view may be given unless the department is affected.

(2) The Departmental Council consists of:

1. ex officio
  - a) the head of department,
  - b) the dean(s) of studies,
2. on the basis of elections
  - a) six university teachers,
  - b) two academic staff members,
  - c) two students,
  - d) one doctoral researcher,
  - e) one academic support staff member.

If a department has less than eight professorships, then the members of the Departmental Council are to be elected at a ratio of 4:1:1:1:1. The term of office for students is one year, while the other elected members serve for two years.

The Departmental Council can decide to include one representative of each Cluster of Excellence in an advisory capacity.

## § 20 Head of department

(1) The head of department represents the department. He or she is the chairperson of the Departmental Council.

(2) The Departmental Council elects the head of department from among the department's professorial members who have their main employment at the university. His/her term of office is two years. He/she can be voted out with a two-thirds majority of the Departmental Council's members. The Departmental Council elects a dean of studies as a deputy for the head of department. The head of department and the dean of studies act as deputies for each other.

## III. Final provisions

### § 21 Amendments to the university constitution

(1) In case of proposed amendments to the university constitution, the rector must hold a public hearing beforehand, in which all members of the university have the right to present their positions on the suggested amendments.

(2) Decisions about passing and amending the university constitution require a two-thirds majority of the members present, but at least three-fifths of the members eligible to vote.

### § 22 Coming into effect, validity

(1) This revised version of the university constitution (*Grundordnung - GO*) comes into effect on the day after it is announced in the *Amtlichen Bekanntmachungen* (official bulletin) of the University of Konstanz. § 8 para. 2 and § 10 para. 3 become invalid as of 1 October 2015.

(2) At the time the new version as per para. 1 goes into effect, the provisions of the constitution as of 10 August 2011 (*Amtliche Bekanntmachungen* no. 63/2011) and the amendments of 18 January 2013 (*Amtliche Bekanntmachungen* no. 03/2013), without prejudice to paragraph 3, become invalid.

(3) The members of bodies and committees who are in office at the time the new version comes into effect will complete their term of office in line with the previous valid provisions, unless otherwise stipulated by law. Article 19 of the third *Hochschulrechtsänderungsgesetz* (law to change university provisions) remains unaffected.

#### **Note:**

This university constitution was published in the *Amtliche Bekanntmachungen* (official announcements) of the University of Konstanz no. 23/2015 on 27 April 2015 and corrected on 13 May 2015 (*Amtliche Bekanntmachungen* no. 26/2015).

The first amendment to this constitution was published in the *Amtliche Bekanntmachungen* of the University of Konstanz no. 3/2019 on 12 February 2019.

The second amendment to this constitution was published in the *Amtliche Bekanntmachungen* of the University of Konstanz no. 45/2019 on 08 October 2019.