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Organizational Regulations of the Faculty of Business, Economics and Informatics at the University of Zurich (OrgR WWF)

(30 September 2020)

The Faculty Assembly,

based on § 34 para. 3 clause 3 of the University Act of 15 March 1998 (UniG) and § 79 of the University Statutes of 4 December 1998 (UniO),

has passed the following resolution:

Section 1: Structure

§ 1. Departments

¹The Faculty of Business, Economics and Informatics is divided into four departments:

- a. the Department of Economics,
- b. the Department of Business Administration,
- c. the Department of Banking and Finance,
- d. the Department of Informatics.

²The Faculty can form additional organizational units.

Section 2: Faculty-governing bodies and organizational units

A. Faculty Assembly

§ 2. Composition

¹The Faculty Assembly is composed of all the professors in the Faculty.

²Also included are a number of delegates from each university body corresponding to 5% of the number of professors, but no fewer than two delegates from each group.





³ The managing director of the Dean's Office attends the meetings in an advisory capacity.

§ 3. Responsibilities

¹ The Faculty Assembly proposes the following to the Executive Board of the University:

- a. Creation, conversion, dissolution and renaming of chairs, departments and other organizational units,
- b. Dismissal of professors,
- c. Agreements with other faculties.

² It is incumbent upon the Faculty Assembly to make motions to the Extended Executive Board of the University in the following areas:

- a. Issuance of framework ordinances for studying at the Faculty,
- b. Issuance of ordinances on obtaining doctoral degrees,
- c. Approval of study regulations,
- d. Approval of continuing education programs,
- e. Approval of habilitation regulations and of the ordinance on adjunct professorships,
- f. Approval of the organization regulations of the Faculty,
- g. Approval of the continued use of the title of professor in the event of premature resignation.

³ It has final responsibility for the

- a. Appointment of the nomination committee for the election of the Dean and selection of the Faculty members to sit on the committee.
- b. Election of the Dean,
- c. Election of the Vice Deans,
- d. Conferral of doctoral and other academic titles in accordance with the ordinances on obtaining doctoral degrees and the framework ordinances on studying at the Faculty,
- e. Conferral of honorary doctorates,
- f. Issuance of special examination certificates, in particular, certificates for post-graduate and continuing education programs, in accordance with the appropriate regulations
- g. Revocation of titles and degrees conferred by the Faculty,
- h. Approval of visiting professorships,
- i. Approval of regulations,
- j. Creation and dissolution of permanent Faculty committees,
- k. Election of members of permanent Faculty committees convened in accordance with § 20 and of their committee chairpersons with the exception of the delegates to be selected by the university bodies,



I. Determination of the office-holder allowances for individual Vice Deans.

⁴ It may assign tasks and responsibilities to the Faculty Board.

B. Dean

§ 4. Faculty management

¹ The Dean manages the Faculty and represents it externally.

² The Dean oversees the departments and other organizational units and may issue directives accordingly.

³ The Dean selects a Vice Dean to deputise in the event of being unable to attend individual meetings in person.

§ 5. Responsibilities

¹ The Dean submits proposals to the Executive Board of the University on the following matters:

- a. The Faculty budget, consolidated from the budgets of the departments and other organizational units,
- b. The budget for the salaries of the professors including the employer's contributions,
- c. Development and financial planning of the Faculty,
- d. Rooms and infrastructure

² The Dean is responsible for preparing and submitting proposals to the Faculty Assembly on the following matters:

- a. Creation, conversion, dissolution and renaming of chairs, departments and other organizational units,
- b. Election of the Vice Deans,
- c. Dismissal of professors,
- d. Issuing Faculty regulations.

³ The Dean is responsible, in particular, for

- a. Representing faculty interests in dealings with the Extended Executive Board of the University and the Executive Board of the University,
- b. Developing and implementing Faculty strategy,
- c. Maintaining external relations,
- d. Overseeing the departments and other organizational units of the Faculty,
- e. Chairing the Faculty Council, the Faculty Board and the Faculty Assembly,



- f. Assigning tasks and responsibilities to the Vice Deans,
- g. Arranging leaves of absence and other basic conditions in consultation with the Executive Board of the University,
- h. Conducting professorial appointment negotiations together with the Vice President in charge,
- i. Initiating direct professorial appointment procedures in consultation with the head of the department concerned,
- j. Initiating negotiations with professors who have received an offer from another university in consultation with the head of the department concerned,
- k. Overseeing the Faculty resources, in particular, financial resources, rooms and infrastructure and allocating them to the individual departments and other organizational units,
- l. Managing the salary budget for professors including the employer's contributions payable by the Faculty,
- m. Managerial responsibility with respect to professors within the framework of the university guidelines,
- n. Overseeing the courses offered to achieve the teaching goals,
- o. Overseeing the continuing education program,
- p. Promoting research,
- q. Academic career development,
- r. Promoting diversity and equality, in particular, gender equality and equality of people with disabilities,
- s. Annual Faculty reporting,
- t. Making recommendations on department regulations prior to submission to the Executive Board of the University,
- u. Stipulating the rights and responsibilities of standing and ad hoc committees,
- v. Appointing the managing director of the Dean's Office.

⁴ The Dean's duties are carried out in accordance with the University Act (UniG), the University Statutes (UniO) and the employment ordinance of the University of Zurich (PVO-UZH).

⁵ The Dean is responsible for all matters not under the purview of another body of the university.

C. Faculty Council

§ 6. Composition

¹ The Faculty Council is composed of the Dean and no fewer than two Vice Deans.

² The managing director of the Dean's Office attends Faculty Council meetings in an advisory capacity.



§ 7. Responsibilities

a. of the Faculty Council

¹ The Faculty Council is responsible for the creation of ad hoc faculty committees convened according to § 20 and for the selection of their members and chairpersons.

² The Faculty Council applies to the Executive Board of the University to convene the professorial appointment and promotion committee.

§ 8.

b. of the Vice Deans

¹ The Vice Deans support the Dean in dealing with everyday Faculty matters. The Dean can assign additional tasks to the Vice Deans.

² Vice Deans can be elected by the Faculty Board to act as delegates in charge of examinations.

D. Dean's Office

§ 9. Tasks

¹ The Dean's Office provides crucial services to the Faculty and supports the Dean and Faculty Council in carrying out their duties.

² It is administered by a managing director charged, first and foremost, with selecting and managing staff and with administering the Dean's Office finances.

³ The managing director reports directly to the Dean.

E. Faculty Board

§ 10. Composition

¹ The Faculty Board is composed of the Dean, the Vice Deans, the heads of departments and one representative of each university body.

² The managing director of the Dean's Office attends the meetings in an advisory capacity.

§ 11. Responsibilities

¹ The Faculty Board prepares and submits to the Executive Board of the University

a. Recommendations and proposals with regard to sabbaticals,



- b. Recommendations with regard to proposals from the professorial appointment and promotion committees
- c. Recommendations with regard to the proposals from the advisory tenure committee to the Executive Board of the University subject to § 11 para. 3 lit. h.

² The Faculty Board prepares recommendations and proposals for the Extended Executive Board of the University on the following matters:

- a. Awarding, changing and revoking the *venia legendi*,
- b. Appointing adjunct professors and extending or revoking the title of adjunct professor.

³ The Faculty Board prepares and submits proposals to the Faculty Assembly on the following matters:

- a. Ordinances on obtaining doctoral degrees,
- b. Framework ordinances,
- c. Habilitation regulations,
- d. The ordinance on adjunct professorships,
- f. Program regulations,
- g. Visiting professorships,
- e. Honorary doctorates,
- f. Proposals for the election of members of permanent Faculty committees convened according to § 20 and their chairpersons,
- g. Proposals for approving Faculty guidelines,
- h. Recommendations with regard to proposals for the granting of tenure made by the advisory tenure committee.

⁴ The Faculty Board has final responsibility for

- a. Appointing a deputy Dean in accordance with § 17,
- b. Maintaining a high-quality study environment and course program at the Faculty,
- c. Assigning degree programs to the individual departments and electing study program directors,
- d. Electing examination delegates,
- e. Overall planning of the semester and scheduling courses and examinations,
- f. Validating degrees,
- g. Approving Faculty guidelines,
- h. Managing the direction of the courses offered,
- i. Conferring awards and prizes subject to university regulations,
- j. Electing Faculty delegates to university-wide and external bodies.



F. Departments

§ 12. Organization

Unless otherwise specified by this ordinance, the organization and codes of practice of the different departments are governed by their own regulations.

§ 13. Responsibilities

¹ The departments prepare the concepts and plans for developing and ensuring the quality of the courses offered in their subject areas for submission to the Faculty Board.

² The preparatory work according to para. 1 comprises the following main tasks:

- a. Development, coordination and organization of study programs,
- b. Preparation of the course catalogue for each study program,
- c. Quality assurance of teaching,
- d. Provision of specialized study advice to students,
- e. Teaching appointments,
- f. Competitive teaching materials

³ The heads of department are responsible for their departments' study programs and provide regular briefings to the Faculty Board.

§ 14. Study program directors

¹ Study program directors can be appointed for individual study programs to deal with academic matters. Directors can be supported by study program coordinators.

² The study program directors are full or associate professors of the Faculty. Upon application by the department concerned they are appointed by the Faculty Board for a period of four years. They can be re-elected.

³ The study program director of the department is responsible for the following main tasks:

- a. Preparation of the contents and structures of the study programs,
- b. Supervision of the quality and development of the teaching and study programs,
- c. Submitting proposals to the Faculty Board for the introduction of new study programs,
- d. Submitting proposals to the Faculty Board for the introduction of changes to the program regulations,



- e. Planning the syllabus and semester,
- f. Supervision of specialized study advice.

⁵ The department assembly must be consulted where appropriate to ensure the syllabus and semester planning.

⁶ Para. 3 lit. a-d applies *mutatis mutandis* to the running of the doctoral program.

G. Election, re-election, terms of office

§ 15. Members of the Faculty Council

¹ The members of the Faculty Council are elected by the Faculty Assembly for a four-year term of office. Re-election is permitted.

² They take office on 1 August.

³ The individual departments as per § 1 para .1 lit. a-d must be appropriately consulted on elections of Vice Deans. Each voting member of the Faculty is entitled to make proposals to the Faculty Assembly.

§ 16. Arrangements for the election of a Dean

¹ If intending to run for re-election, the Dean must announce this no later than three semesters before the end of the term of office.

² The Faculty convenes a selection committee to make arrangements for the election of the Dean. The committee consists of at least one representative of the professorial staff of each department as per § 1. a-d, selected by the Faculty Assembly, one delegate from each of the university bodies, and one member of the Executive Board of the University.

³ The selection committee is chaired by the committee member from the Executive Board of the University.

⁴ The selection committee extends or specifies the office profile of the Dean on behalf of the Faculty Board. It proposes candidates for election. Each voting member of the Faculty is entitled to propose candidates to the committee.

⁵ If a Dean is being re-elected, the Faculty, in consultation with the Executive Board of the University, can decide to forgo the convening of a selection committee.

§ 17. Election of a substitute Dean / Premature vacation of the office of Dean

¹ If the office of Dean is prematurely vacated or if a Dean is permanently unable to exercise the office, an election for a substitute Dean is held. In this case § 16 applies.

² If the office is vacated during the final year of the term, no election for a replacement takes place. In this case, one of the Vice Deans takes over the official functions on an interim basis until a new



election takes place.

§ 18. Arrangements for the election of a Vice Dean

If a Vice Dean forgoes running for re-election or if the office is prematurely vacated, the Dean proposes candidates for election or interim election by analogy with § 17. The members of the Faculty Assembly are also entitled to propose candidates.

§ 19. Exemption from duties and other general conditions

¹ During the term of office, Deans and Vice Deans are released from their usual research, teaching and other duties as appropriate (§ 77 UniO).

² The Executive Board of the University agrees the extent of the exemption in consultation with the Dean.

H. Committees

§ 20. Permanent and ad hoc committees

¹ Permanent Faculty committees can be appointed to carry out important ongoing tasks.

² Ad hoc committees can be appointed to fulfil special, time-limited tasks.

§ 21. Professorial appointment committees

¹ The professorial appointment committee is an ad hoc committee.

² It comprises:

- a. Three representatives of the professorial staff of the department where a chair is vacant,
- b. Two further representatives of the professorial staff as per § 1. a-d,
- c. At least two external professors from the area of specialization concerned,
- d. One delegate each from the body of students, the body of junior researchers, and the body of senior researchers and teaching staff.

The Dean is a member of the committee as a duty of office.

² Appointment recommendations should be supported by at least two external expert opinions.

§ 22. Faculty tenure committee

The Faculty tenure committee is a permanent committee. It is composed of four full professors, one from each of the departments as per § 1. a-d.



² Committee members are elected for a term of office of four years. Re-election is possible.

³ As part of their duties of office, the members of the permanent tenure committee are also members of the individual tenure committees.

Section 3: Procedural regulations

A. Meetings

§ 23. Ordinary meetings

¹The Faculty Assembly and the Faculty Board usually meet two to three times per semester. The Faculty Council convenes as required.

§ 24. Extraordinary meetings

¹Extraordinary meetings of the Faculty Assembly are called either by the Dean, by special resolution of the Faculty Board, or at the request of at least one third of the voting members of the Faculty Assembly.

²Extraordinary meetings of the Faculty Board can be called either by the Dean or at the request of at least one third of the members of the Faculty Board.

§ 25. Convening of meetings

Invitations and agendas for the Faculty Assembly and Faculty Board must generally be emailed to participants at least six days before the date of the meeting.

§ 26. Agenda items

¹Proposals for agenda items for Faculty Assembly and Faculty Board meetings must be submitted in writing to the Dean at least fourteen days before commencement of the meeting.

² Items that are not on the agenda can be added at the beginning of the meeting if at least three quarters of the participants declare themselves in favour. This does not apply to professorial appointments.

§ 27. Minutes

Minutes are taken of all meetings of the Faculty Assembly and Faculty Board. They must be presented for approval at the next meeting. The minutes of Faculty Board meetings can be reviewed by all Faculty members.



§ 28. Quorum

¹ The Faculty Assembly, the Faculty Board and the committees are quorate if at least half of the voting members are present at the meeting.

² With the exception of elections, all other duly scheduled agenda items can be discussed by a smaller number of members if they are deemed to be urgent by at least three quarters of the voting members present.

B. Voting and elections

§ 29. Voting

¹ The Faculty Assembly, the Faculty Board and the committees make decisions based on a simple majority of votes cast subject to other regulations.

² Besides the professors, the delegates of the bodies of students, junior researchers, and senior researchers and teaching staff can all participate in discussions of examinations, including doctoral and habilitation examinations; however, participants can only cast a vote if they hold the degrees and titles concerned.

³ The chairperson also casts a vote. If votes are tied, the chairperson has the deciding vote.

⁴ Voting is conducted by open ballot, unless one third of the members present request the holding of a secret ballot.

⁵ Secret ballots are held for promotions, habilitations and honorary doctorates.

§ 30. Elections

¹ Elections are decided on the basis of an absolute majority of votes cast.

² If an absolute majority has not been reached by the second round of voting, a relative majority of votes cast is sufficient for the third round.

³ Elections are conducted by open ballot, unless one third of the members present request the holding of a secret ballot.

§ 31. Mandatory attendance and voting

¹ It is mandatory for members to attend Faculty Assembly meetings.

² It is mandatory for members to attend Faculty Board meetings. It is also mandatory for members to cast a vote in ballots and elections. If a member is unable to attend a meeting, a proxy from the same university body or department can be chosen in consultation with the Dean to attend the meeting.



However, votes cannot be transferred to other members.

§ 32. Conducting assemblies and meetings in writing or online

¹Conducting assemblies and meetings in writing or online is possible subject to UniO regulations.

²Quorums and mandatory attendance regulations stipulated by UniO apply *mutatis mutandis*.

³If voting or elections are carried out online, voting members are appropriately instructed in advance on how to handle the technology.

C. Confidentiality, the right to information, archiving

§ 33. Confidentiality

¹The members of the Faculty bodies are bound by confidentiality with regard to:

- a. Appointments, promotions and dismissals of professors,
- b. The conferral or revocation of the *venia legendi* and adjunct professorships,
- c. The performance of individuals in doctorates and examinations,
- d. Recommendations made and votes cast by other members,
- e. Matters declared as confidential by the Dean or by the Faculty body concerned.

²Moreover, names may not be mentioned in the context of other matters if they could be used to damage the reputation of the persons concerned.

³Members continue to be bound by confidentiality even after leaving office.

§ 34. The right to information

¹Members of the Faculty Assembly and third parties can be informed about matters that are subject to confidentiality according to § 32 if the Dean deems this to be appropriate.

²University body representatives have a right to inform the members of their respective bodies verbally or in writing about the matters to be discussed at Faculty body meetings and about the decisions made and recorded in the minutes. While this may include information about numbers of votes cast, the proposals made and opinions voiced, subject to mandatory confidentiality, it is not permitted to mention any persons or names.

§ 35. Archiving

The Office of the Dean stores the minutes of Faculty body meetings, the records on teaching staff and students as well as any other important correspondence for a period of ten years, after which time the files are transferred to the University Archives.



Section 4: Final provision

§ 36. Entry into force and repeal of previous regulations

Subject to approval by the Extended Executive Board of the University, these Organizational Regulations will come into force on 1 April 2021 and the Organizational Regulations of the Faculty of Business, Economics and Informatics at the University of Zurich of 12 January 2000 will be repealed.

Approved by the Extended Executive Board of the University on 2 February 2021.