



Faculty of Economics and Social Sciences
Nauklerstraße 48 · 72074 Tübingen

Information for new employees of the Faculty of Economics and
Social Sciences

Office Management

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AZ.: A1.5.6

Dear new colleague,

On behalf of the Deans and the Faculty Board, we warmly welcome you to the [Faculty of Economics and Social Sciences](#). With this letter, we would like to make your first steps with us a little easier. Below, you will find an overview of the departments and responsibilities within the [Dean's Office](#), the subject areas, and your institute, as well as other useful information.

Department:	Contact Persons	Tel.: 29 -
Key Issues in Strategy, Finance, and HR	Prof. Dr. Dominik Papies, Dean Prof. Dr. Taiga Brahm, Dean	72992 74965
Finance, Facilities, General Management	Ali Öztürk	74915
Doctorates, Events	Christina Karsch Claudia Christ (Doctorates)	77957 78154
Appointment Procedures, Committees, Research	Sonja Neubauer, Claudia Christ (Appointment Procedures)	74154
Academic Affairs Office	Meike Rehbürg (Social Sciences) Melanie Goletz (Economics and Business) Philipp Brugger	74918 74146 78199
International Affairs	Amrei Nensel	74905
Public Relations	Claudia Christ	78154
Evaluation and Quality Assurance	Sabine Dann	78143

The Faculty of Economics and Social Sciences is divided into two departments.
The **Department of Social Sciences** includes the following institutes:

Institute	Management	Tel.: 29 -	Administrative Office	Tel.: 29 -
Ludwig Uhland Institute of Historical and Cultural Anthropology	Dean's office	s.o.	Margrit Stickel	74886
Institute of Education Science	Thorsten Zachary	78312	Rolf Wegener	72408
Hector Research Institute of Education Sciences and Psychology	Johanna Haworth	73611	Margrit Fritz	73936



Institute of Political Science	Dean's Office	s.o.	Petra Nickisch	75445
Institute of Sociology	Dean's Office	s.o.	Karolin Mattes	74664
Institute of Sports Science	Daphne Schaller Dr. Alexander Schurr	77431 75663	Susanne Eberhard	76045
Methods Center	Dean's Office	s.o.	Monika Dreier	74932
Institute for Research in Far Right Extremism	Dr. Rolf Frankenberger Reiner Baur	-	Michaela Hardimann	-

For more information, please visit the homepage of your respective institute. In the "Management" column, you will find those responsible for Human Resources and Finance.

The second department is the [School of Business and Economics](#). Management for this department is handled by the [Dean's Office](#).

Guide to University Administration

Organizational chart

[Here](#) you will find the organizational structure of the university's entire administration.

Alma:

[Alma](#) has been the new portal for applying to degree programs and managing courses at the University of Tübingen since the summer semester of 2020.

Procurement:

For various types of purchases, [Department VII, Section 3](#) is responsible. There may also be designated contacts within departments/institutes—these must be observed without exception.

Corporate Design:

To ensure a consistent visual identity for the university, numerous [templates](#) are available on the intranet (login ID required; see "E-Mail-Account"). For questions, please contact the University's [Public Relations Office](#).

Employee ID Card:

You can apply for a [staff chip card](#), which is needed for services like library access or the cafeteria. Note that there may be specific responsibilities within departments/institutes that must be followed.

**Business Travel:**

Travel requests must be submitted to the Dean (or to the Institute Director in self-managed institutes). Reimbursement is handled by the departments/institutes. Forms and more information can be found via Department VI under [“Business Travel.”](#)

Email Account:

IT infrastructure is managed by the [“Zentrum für Datenverarbeitung”](#) (ZDV), which also handles email account applications. There may be relevant procedures within your department/institute that must be followed.

Family Office:

Provides [support](#) on balancing family responsibilities with studying, academic work, and professional life at the university.

Research Funding / Grant Consulting:

For help with [applying for research grants](#), please contact Department II, Section 2. The [“Tübingen Research Funding News”](#) offers an overview of currently available grants and research prizes, and can also be subscribed to via an RSS feed for subject-specific updates. [The Research Database](#) provides an overview of ongoing externally funded projects.

Forms:

Forms for various procedures (e.g. vacation requests) can be found in the [download](#) section of Department VI's website.

Equal Opportunity

For questions about gender equality, you can contact the Faculty's Equal Opportunities Officer, [Prof. Dr. Martin Biewen](#), or the University's [Equal Opportunities Office](#).

Hochschulsport (University Sport) / “Pausenexpress” / BeTaBalance:

A wide range of [courses](#) are offered in these areas.

Information for new employees

This info sheet and additional guidance on various administrative procedures within the faculty can always be found [here](#).

Job Ticket:

If you plan to use public transportation (ÖPNV) in Tübingen, you can buy a discounted [job ticket](#) through the university. The job ticket also provides a reduced membership fee for the car-sharing service [teilAuto Neckar-Alb eG](#).

Login ID:

See Email Account section.



Personnel Directory (EPV- elektronisches Personenverzeichnis):

The [Electronic Personnel Directory](#) contains contact information for all staff members at the University of Tübingen.

Please verify that your personal data is correct. If changes are needed, update your profile via the "[Datenspiegel](#)". You will need your Login ID (see "Email Account").

Doctoral Studies:

Information about pursuing a doctorate at our faculty can be found (here). If you are employed as a research associate, please also apply for admission as a doctoral candidate at the same time.

Examination Office:

You can find the contacts for our faculty within the [Central Examination Office](#)

Job Postings:

Please only post job advertisements after consulting with the relevant management (see table on p. 1).

Forms for hiring or extending employment—including for research assistants—and a checklist explaining the hiring process can be found in the [download area](#) of Department VI's website.

Technical Issues:

Technical problems can be reported to the [Technical Operations Office](#) (TBA).

For computer-related issues, contact the Center for Data Processing (ZDV)—provided your PC is supported by Client Management.

University Association:

The University Association of Tübingen ([Universitätsbund](#)) is a support organization for the Eberhard Karls University of Tübingen. Members assist the university effectively and without bureaucracy, within the scope of their abilities.

Welcome Center:

The Welcome Center supports international researchers before and during their stay at the university. International doctoral candidates, postdocs, and professors can turn to the center with non-academic and practical questions.

Getting to know Tübingen

We hope that you and your family will settle in well and feel at home here in Tübingen and its surrounding areas.



The following tips are intended as suggestions and may not be complete.

What Tübingen has to offer

The city of Tübingen has compiled extensive information on various topics, including:

[Schools](#), [Kindergartens](#), and [Sports Clubs](#).

Additional services for families are provided by the [Family Education Center](#).

Interesting activities and services from the university include:

Botanical Garden, "Studium Generale", Children's University.

Excursion destinations

The [Swabian Alb](#), with its [UNESCO Biosphere Reserve](#), the [Zollernalb](#) (also offering themed, guided tours by "[Alb Guides](#)"), and the [Danube Valley](#) offer a wide range of leisure activities.

From May to October, the [Bike-Hike Shuttle](#) lets you reach designated cycling and hiking trail networks on the Alb from Tübingen without needing a car.

In winter, the municipality of Sonnenbühl provides updates on current [winter sports](#) options on the Alb.

Other popular destinations include the [Panorama Spa](#) in Beuren, the castle ruins of "[Teck](#)" and "[Hohen Neuffen](#)", [Hohenzollern Castle](#), [Lichtenstein Castle](#), and – within walking distance from Tübingen – [Hohenentrigen Castle](#).

North of Tübingen is the large [Schönbuch Nature Park](#), featuring the impressive Bebenhausen [Monastery](#) complex.

The website [Schönbuch und Heckengäu](#) also offers many suggestions.

Of the more than 2,000 caves known in the Swabian Alb, the most beautiful and interesting are open to visitors as [show caves](#).

Popular local recreation areas include [Lake Constance](#) and the [Black Forest](#).

Cultural Activities

You can find information about theater, museums, music events, and Tübingen's diverse cultural scene [online](#).

A special highlight of the city's [church music](#) is the Tübinger Motette, a weekly event that has accompanied the church calendar's themes and festivals with spiritual music and liturgy for 65 years.

The cultural program of the state capital Stuttgart, including the award-winning Stuttgart Opera House (one of the [State Theaters of Stuttgart](#)), is a great addition to what Tübingen offers.

If you are missing important information from this info sheet or have any further questions, suggestions, or comments, feel free to contact:

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