

WELCOME INFORMATION

A very warm welcome to the Department of Environmental Systems Science



Kontakt

ETH Zurich
Department of Environmental Systems Science (D-USYS)
Universitaetstrasse 16
CH-8092 Zurich

www.usys.ethz.ch
twitter.com/usys_ethzh

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Dear new Professor at D-USYS, ETH Zurich

We wish you a very warm welcome to the Department of Environmental Systems Science, short D-USYS! It is great to have this opportunity to work and interact with you for teaching and science as well as for outreach!

In order to ease making D-USYS your new scientific home, we have compiled some information we consider relevant, particularly in the context of our department.

Getting started at ETH

You will receive quite some information from various ETH [Staff Units](#) and from the [Administrative Departments](#), e.g. from the [Office for Faculty Affairs](#) (Stab Professuren), [Human Resources](#) (Personalabteilung, HR) and [Finance & Controlling](#) (Finanzabteilung, FC). Take some time in the beginning and read through this. You will also receive invitations and visits from these units within your first couple of weeks and months at ETH Zurich. Yes, it can be confusing; but, please, do not feel overwhelmed. Ask the Departmental Services staff, they are happy to help you.

Words and terms in blue are linked to the respective websites in the electronic version of this document. All links are available in German and in English, just change the language at the upper right of the webpage.



Our Department

The [Department of Environmental Systems Science](#) (Departement für Umweltsystemwissenschaften, D-USYS) is one of the largest departments of ETH (16 departments in total), has more than 40 professorships, and is organized in six **institutes**:

- Institute of Agricultural Sciences ([IAS](#))
- Institute for Atmospheric and Climate Science ([IAC](#))
- Institute of Biogeochemistry and Pollutant Dynamics ([IBP](#))
- Institute of Integrative Biology ([IBZ](#))
- Institute for Environmental Decisions ([IED](#))
- Institute of Terrestrial Ecosystems ([ITES](#))

Important: Ask the Head of your institute who will support you in administrative and technical matters and get in contact with him/her as soon as you arrive or even before. They are crucial for a smooth start.

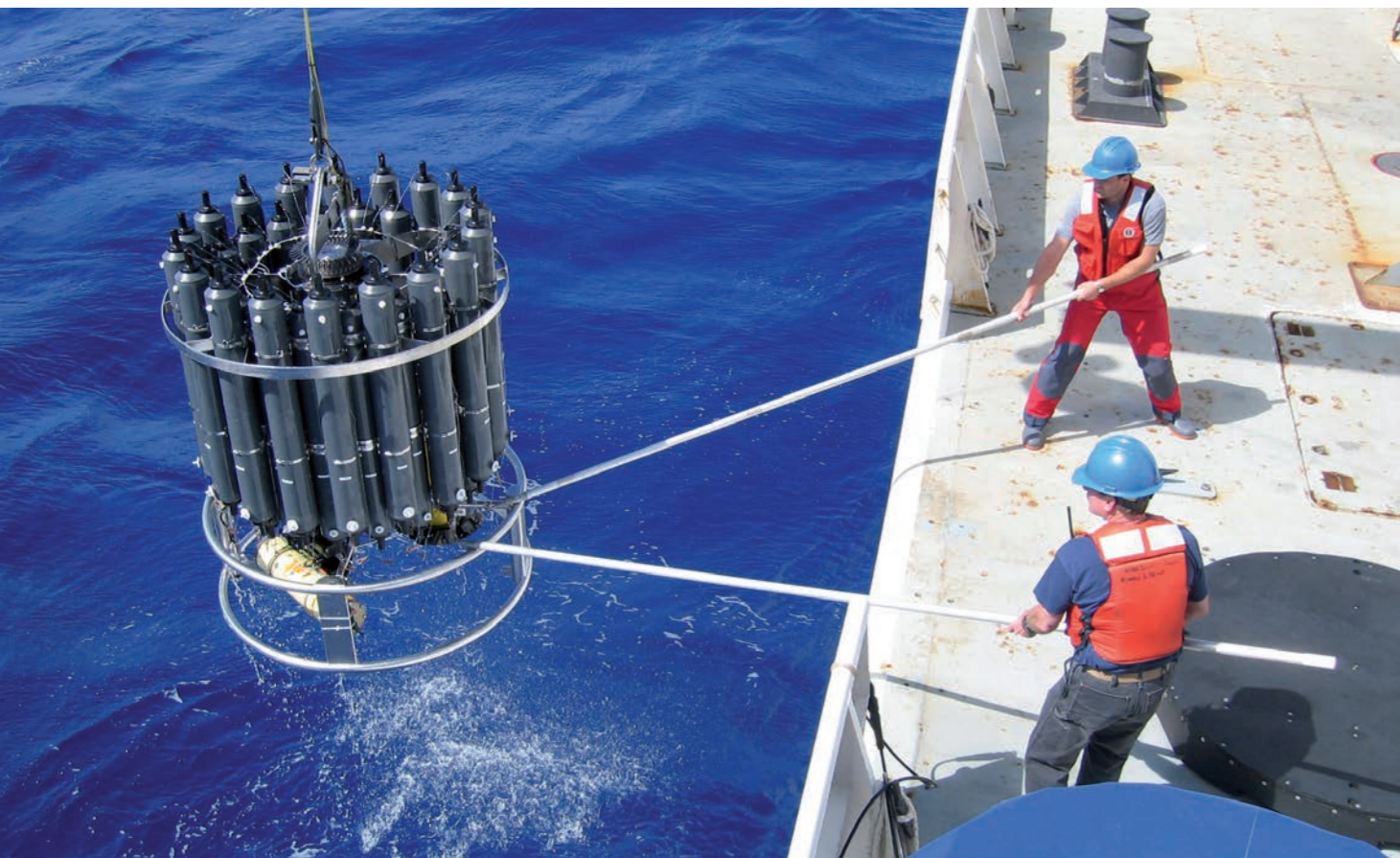
The [Executive Board of the D-USYS](#) (Departementsleitung) is chaired by the **Head of Department** Nina Buchmann (Vorsteher/in) who represents the department to the outside, is the first contact point by the [ETH Executive Board](#) (Schulleitung, SL) and chairs many internal committees. The head of department is supported by the **Deputy Head**, Kris McNeill, the two **Directors of Studies** (Studiendirektor/in; responsible

for the four study programmes offered by D-USYS), Susanne Ulbrich and Bernhard Wehrli. All are supported by the [Departmental Services](#) (Stab), who provide support to all members of the department. They also handle ETH-wide activities and are contact persons for students, doctoral students, staff and professors alike. For further details, check out the center of this brochure. New professors are invited to a Departmental Services coffee meeting on a Monday morning in order to get to know each other.

The **decision-making** within D-USYS is done in different committees (some also called conferences), responsible for different departmental affairs, e.g. teaching, research, resources, strategy. These committees vary in composition. For most, all groups (Stände) in the D-USYS are represented: professors, lecturers & postdocs & doctoral students, Bachelor's & Master's students as well as technical & administrative staff. The Professors' Conference is the only committee only composed by professors. Typically, committees meet twice in a semester, dates are known years or months in advance and are published in the [internal D-USYS calendar](#). Agendas are sent out one week prior to the meeting.

If you cannot attend a meeting, please let the chair of the meeting know well in advance!





The following list gives an overview about the **different committees** and their **most relevant tasks** (not complete; details can be found in the [bylaws](#), available in German only). If unsure to what committee to submit your request, please talk to the Departmental Services staff. They are happy to help.

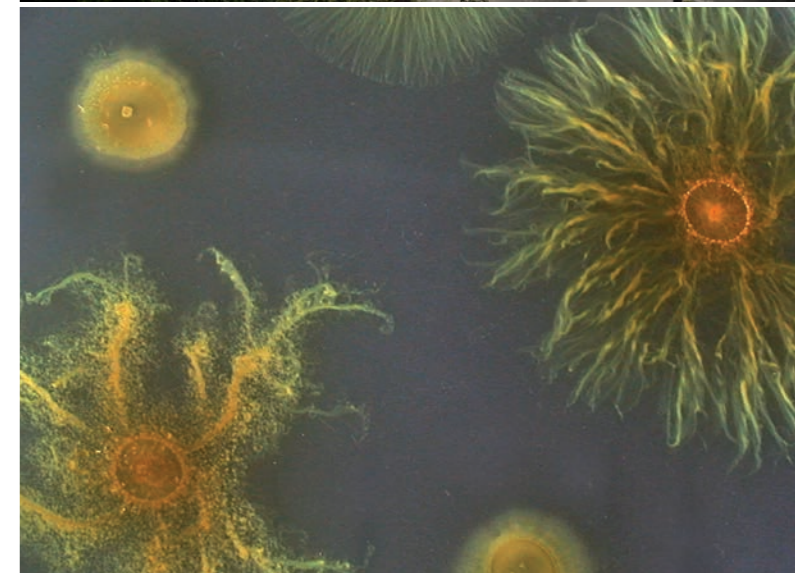
- Department Conference (Departementskonferenz, DK): the department's most supreme body, among other things it approves the profile of a professorship, submits proposals for the selection committee to the president, adopts the bylaws and applies for the positions of the Head of Department, his/her deputy and the two Directors of Studies
- Professors' Conference (Professorenkonferenz, PK): for discussion among professors, deals with tenure and habilitation cases, decisions on adjunct professors, etc.
- USYS Department Committee (Departmentsausschuss, DA): deals with permanent employment of senior scientists, nominations for adjunct professors, personnel in general and the annual dialogue with the ETH Executive Board
- Tenure Commission (TC): deals with tenure procedures within the department

- Strategic Planning Committee (Strategische Planungskommission, SPC): prepares professorial planning, strategic documents and the periodic evaluation
- Resource Commission (Ressourcenkommission, RK): deals with departmental finances, applications for guest professors, applications for jointly used infrastructure, support for competence centres and platforms
- Room Commission (Raumkommission): deals with office and lab space
- Informatics Support Group (Informatik-Support-Gruppe, ISG): deals with computing infrastructure and related financial aspects, supports decision-making
- Teaching Commission for Agricultural Sciences (Unterrichtskommission, UK AGRW) and Teaching Commission for Environmental Sciences (Unterrichtskommission, UK UMNW): deal with courses and excursions in general, e.g. new course announcements
- Doctoral Committee (Doktoratsausschuss): tasks according to [the ordinance on doctoral studies ETH Zurich](#). Furthermore, the commission is responsible for the awarding of the ETH Medal to the most outstanding doctoral thesis.

The D-USYS is a very **transparent** department, e.g. teaching evaluations, group finances and many other aspects are known to all the colleagues, sometimes also to the students. We adhere to the [Code of Conduct of ETH](#) and follow the [Research Integrity and Compliance Guide](#) of ETH. Working and supervision ethics consider the well-being of all our staff members as well as international scientific competition. There are plenty of opportunities to interact, on a day-to-day basis, but also at some departmental events such as New Year's coffee (first week after holidays, beginning of January) and the department's excursion (typically in June).

Teaching

All curricula of USYS, i.e. Agricultural and Environmental Sciences at Bachelor's and Master's levels, are supported by both [Study Secretariats](#). If you want to announce a new course, take over an existing course or have any questions about teaching in the wider sense, including student registration, grading, announcements of exams, etc., please talk to the Study Coordinators for [Agricultural Sciences](#), Emma Lindberg, and [Environmental Sciences](#), Susanne Lambrecht, or to the Directors of Studies Susanne Ulbrich (Agricultural Sciences) and Bernhard Wehrli (Environmental Sciences). They have the overview and can help you for sure. You can also download the study brochures of the respective programmes [Agricultural Sciences](#) and [Environmental Sciences](#).



DEPARTMENT ENVIRONMENTAL SYSTEMS SCIENCE

Leadership and Departmental Services



Prof. Dr. Nina Buchmann
Head of Department

- Contact person for ETH Executive Board
- Representative of Department
- Head of Department Conference
- Head of Professors' Conference
- Head of Department Committee
- Head of Resource Commission
- Mentor of all Assistant Professors at D-USYS



Prof. Dr. Kris McNeill
Deputy Head of Department

- Head of Strategic Planning Committee
- Head of Tenure Track Committee



Sabine Meens
Head of Staff,
Resource Management

- Budgeting and controlling of core funding
- Contact person in financial matters for all D-USYS employees
- Management of Resource Commission
- Management of Room Commission



Dr. Lara Modolo
Deputy Head of Staff,
Department Coordination

- Contact person on academic questions for ETH Executive Board
- Representative of Department in ETH-wide working groups
- Contact person for academic questions for researchers of D-USYS
- Management of Professors' Conference
- Management of Strategic Planning Committee
- Management of Department Committee



Dr. Hans Hirter
Head of IT Support Group
D-USYS

- Contact person in IT areas for procurement and management of hardware and software in D-USYS
- Head of operation of computer rooms for students
- Support in IT questions for Departmental Services staff



Esther Scharnhorst
Deputy Head of IT Support
Group D-USYS

- IT support for all D-USYS employees
- Support of Head of IT in all matters



Sandro Bösch
Staff IT Support Group D-USYS

- Support of Head of IT in all matters



Madlaina Gartmann
Department Administration,
Doctoral Administration

- Management of Department Conference
- Contact for doctoral students and supervisors of D-USYS
- Academic business from the Professors' Conference
- Management of Tenure Track Committee



Gabrielle Attinger
Communications

- Contact person for internal communication
- Event management, marketing and sponsoring
- Project management of print products and films of D-USYS



Sophie Graf
Communications

- Contact person for Media Relations
- Responsible for D-USYS website
- Social media management
- Communication consulting and training



Dr. Urs Brändle
Teaching Specialist

- Teaching development: Support for lecturers in teaching and learning technologies
- Curriculum development and promotion of innovation
- Teaching evaluation and quality management teaching
- Management of Teaching Commission Environmental Sciences



Dr. Susanne Lambrecht
Study Coordination for
Environmental Sciences

- Student advisor for Master's and Teacher Training
- Schedule coordination for Bachelor's, Master's, Doctorate and Teacher Training
- Student exchange advisor



Diana Haller
Study Administration for
Environmental Sciences

- Student advisor for Bachelor's
- Study administration for Bachelor's, Master's and Teacher Training
- Advice on administrative questions regarding Master's thesis
- Advice on military and civil service deferrals



Andrea Funk
Coordination Professional
Internship Environmental Sciences

- Advice on professional internship
- Assessment and approval of professional internship
- Maintenance of job network
- Management of Advisory Board
- Contact person for Environmental Sciences Alumni



Emma Lindberg
Study Coordination for
Agricultural Sciences

- Student advisor for Bachelor's, Master's and Teacher Training
- Schedule coordination for Bachelor's, Master's, Doctorate and Teacher Training
- Advice on military and civil service deferrals
- Management of Teaching Commission Agricultural Sciences



Maria Rey
Study Administration for
Agricultural Sciences

- Administration of excursions in Agricultural and Food Sciences
- Study Administration for Bachelor's, Master's and Teacher Training
- Advice on military and civil service deferrals
- Financial Settlements



Dr. Brigitte Dorn
Internship Service for
Agricultural Sciences

- Student advisor for internships
- Conception and elaboration of the agricultural internship (Bachelor's) and professional internship (Master's)
- Conception, elaboration, organisation and execution of interdisciplinary project (Masters Agricultural and Food Sciences) as well as various excursions



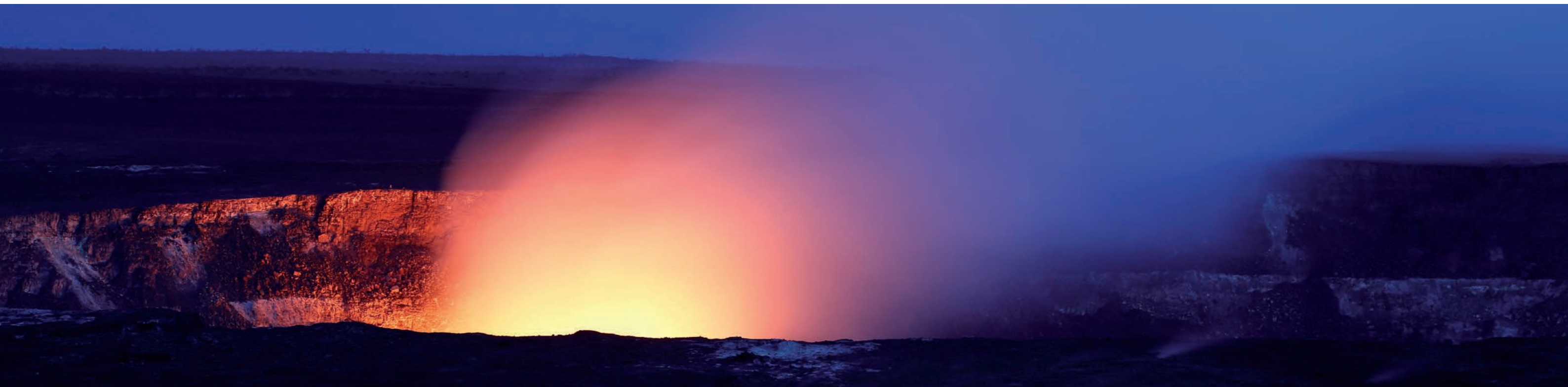
Petra Gallau-Schirgi
Assistant to Study Administration

- Support of study coordination and administration for Agricultural Sciences and Environmental Sciences (Bachelor's, Master's and Teacher Training)
- Organisation of teaching related events and conferences



Nicolas Hofer
Assistant to Internship Service
for Agricultural Sciences

- Assistant for organisation, execution and administration for the agricultural internship and professional internship



Finances

You will have negotiated for an annual group budget (for salaries, equipment and consumables) as well as for a start-up (in most cases). However, **ETH Zurich** also offers competitive, internal funding for different purposes. The [Research Promotion](#) site gives a good overview of the different possibilities for internal funding programmes.

Our contact person at Finance and Controlling is Chantal Winkelmann (SEW B 23; Phone 044 632 75 52; chantal.winkelmann@fc.ethz.ch).

- For research projects (typically pays doctoral students, rarely postdocs; consumables, travel, rarely equipment): [ETH Research Commission](#)
- For scientific equipment (>10 kCHF to 50 kCHF: decision within 3-4 weeks; > 50 kCHF: some months; >200 kCHF: needs matching Research Equipment (R' Equip) proposal to the SNF): [ETH Equipment Program](#)
- For excellent postdocs (highly competitive; applicants need to have publications from their PhD already): [ETH Postdoctoral Fellowships](#)

- For innovative teaching or course development: [Innovatum Fund](#) with the rectorate
- To invite visiting professors (e.g. sabbatical between 3 and 12 months): [Academic Services](#)

In addition, **D-USYS** distributes additional funding, sometimes also in a competitive mode:

- All departments receive funds for student assistants annually. Ask your institute how these funds are handled and distributed.
- If you are mainly teaching in the Environmental Sciences curricula, you will get additional funds depending how much and at what level you teach. Ask your institute and the respective Study Coordinator.
- The D-USYS has a Resource Commission which handles requests for financial support for visits of guest professors (50% own funds required), teaching activities, jointly used research equipment (typically matching funds required). Ask our Resource Manager Sabine Meens for further information.
- Some institutes have access to special donations to support students, e.g. for their Bachelor's and Master's students. Ask your institute if such funds exist and how they are handled.

The main Swiss research funding is coming from the Swiss National Science Foundation ([SNF](#)). The SNF has many different programs for early-career scientists, research projects, research programs and dedicated funding instruments (e.g. for large equipment, networking, etc). Do not hesitate to call them if you have a question. This is welcomed and almost expected.

Dedicated funding to certain research fields, often applied research questions, comes from the Swiss Federal Offices (e.g. for the Environment FOEN or for Agriculture FOAG). Best is to ask your colleagues within the institute for their experiences.

Further funding comes from the EU, foundations or industry. Here, the [Office for Research, EU-Grants-Access](#) and [ETH Transfer](#) are good entry points.

Recruitment, employment and enrollment of doctoral students

If you want to [recruit](#) your group members and want to have more information about employment and [salary](#), get in touch with our contact person at Human Resources (HR), Dr. Cornelia Kutasi (CHN H 50.5; Phone 044 632 67 79; cornelia.kutasi@hr.ethz.ch). You will also receive support for [leadership and development](#) topics.

Advertising for doctoral students is supported by HR who will also help you with the correct employment. In addition, all doctoral students need to enroll with the [ETH Doctoral Administration](#), which is a different track than employment. Ask our Department's Administrator, Madlaina Gartmann, for further [information](#).

Locations

The professorships and research groups of the D-USYS are located in several [buildings](#) of the ETH Zurich Zentrum campus (Building Area UN). The main buildings of D-USYS are the CHN and LFW buildings which are open Monday to Friday from 6.30 am to 7 pm. They are closed Saturday and Sunday, but can be opened with a PIN code and your ETH card. You can set your PIN at the [Addresses and Personal Data Portal](#) under ETH-card / change admission PIN-code.

Important people for building issues, the **caretakers**:
 CHN: Gazmend Halimi, CAB F 41.1, Phone 044 632 96 24, gazmendhalimi@ethz.ch
 LFW: Franz Brechbühl, LFW B 12.1, Phone 044 632 48 50, franzbrechbuehl@ethz.ch

Competence Centers and Research Platforms

D-USYS is hosting three (out of ten) Competence Centers at ETH Zurich and one Research Platform.

- Zurich-Basel Plant Science Center ([PSC](#))
- World Food System Center ([WFSC](#))
- Center for Climate Systems Modeling ([C2SM](#))
- Genetic Diversity Centre Research Platform ([GDC](#))

If you want to become a member with your professorship (all your group members will be included as well), please contact the respective Executive Offices. You typically have to pay a small annual membership fee and have access to their services, many networking opportunities and sometimes also to competitive funding. The PSC also offers graduate schools for your doctoral students.

Moreover, we use facilities of the [AgroVet Strickhof cooperation](#) and the [Research Station for Plant Sciences](#). Please ask your colleagues at your institute or read a short description online or in the self-evaluation report.



Some frequently asked questions

As every institute has its own way to organize things and in some institutes orders are centrally organized by a specific person, please get in contact with the administrative assistant or the technician of your institute or ask your own administrative assistant. They will show you how to go about it. If you still have unresolved issues, the following examples may help you.

- Do you need office furniture? Order [online](#) from ETH Public Real Estate Management on the ETHIS platform.
- Do you need office supplies? Order [online](#) from the ETH webshop on the ETHIS platform.
- Do you need your laboratory to be reconstructed? Contact the technician of your institute or Sabine Meens.
- Do you need to print something special? Check the [Print and Publish Shop](#).
- Do you need an office key? Contact the Information and Service Centre (ISC) at the CAB building, F41.1 or you can use the [online form](#).
- Do you need a meeting or a seminar room? Reservations of rooms in Outlook or via the [Rectorate](#).
- Do you need IT support? Either contact directly the ETH IT [Service Desk](#) or the D-USYS ISG (Informatik Support Gruppe). Each institute has its own [IT coordinator](#).
- How to communicate important research to the media? The communication team at D-USYS or the [ETH Media Relations](#) team is ready to help.
- Do you need access to books and publications? The [ETH Library](#) offers many [locations](#) with books, maps and special collections and a [Digital Library](#).
- Do you need information about your accounts or staff members? Check out [ETHIS](#), the ETH Information and Support System.
- Are you hungry? ETH has many opportunities for eating. Check out the [Gastronomy webpage](#)

Lots of great information about USYS is available in the recent self-evaluation report (finished in Oct. 2018). If you have not received one, please ask the Departmental Services staff.



**We wish you an excellent start,
a pleasant stay at ETH, and we look
forward to a successful collaboration!**

**Nina Buchmann
Head of Department**