



HOW TO SUCCESSFULLY ESTABLISH & RUN YOUR EMMY NOETHER GROUP

HUMANITIES AND SOCIAL SCIENCES

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RECRUITMENT

- Where to find candidates?
- Waiting for the ideal candidate?
- PhD vs. PostDoc
- Re-assigning funds („flexible Förderung“)
- Making use of the probation period?
- Prolonging contracts for Phase 2 or new hires?

GENERAL ADMINISTRATION

- Access to a secretary and other administrative support
- Managing project funds
- Communication with the DFG

WORKFLOW: PROCEDURES AND TOOLS

- Delegation of labor and role assignments
 - Work platforms
 - To-do-lists, calendars
 - Document sharing and version control
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COMMUNICATION: CHANNELS AND CONVENTIONS

- What communication channels/tools/software?
 - Availability: when to send and respond where?
 - Flexible vs. structured (meeting) schedules
 - The purpose and content of lab meetings
 - Professional and private relations
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BEING A TEAM LEAD AND SUPERVISOR

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- Degree of micro-managing
 - Bottom-up initiatives vs. top-down project aims
 - Error culture
 - Feedback and criticism – both directions
 - Mentoring role and career support
 - Conflicts of interest

MANAGING OTHER COMMITMENTS AND PROJECTS

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- Projects and collaborations beyond Emmy
 - Other third-party-funded projects (DFG, ERC, ...)
 - Teaching
 - Reviewing
 - Organizing workshops and conferences
 - Editorial positions
 - Participation in academic self-administration
 - Active roles in scientific associations

CAREER ADVANCEMENT

- Applying for professorships
- Heisenberg programme
- Other options in academia
- Options outside of academia



OTHER TOPICS