

Institute Regulations

I Legal Status and Tasks of the Institute

Since the profound restructuring and merger with two other ÖAW Institutes in 2021, the Austrian Archaeological Institute consists of

- the Institute for Oriental and European Archaeology
- the Austrian Archaeological Institute
- the Institute for the Study of Ancient Culture.

The Institute is no legal entity in its own right.

The legal framework for the Institute is the Federal Law on the Austrian Academy of Sciences, BGBl 1921/394 in its latest version, as well as the Statutes and Rules of Procedure of the Academy.

The Institute is based in Vienna with branch offices in Athens, Ephesus, Cairo and Krems. If necessary, temporary branch offices can be set up in consultation with the Presiding Committee.

The Institute's task is to conduct research in the field of archaeology and classical studies in its entirety, both methodologically and chronologically. The Institute is responsible for the independent scientific research within the framework of the Target Agreements negotiated with the Presiding Committee in accordance with § 58 Rules of Procedure, as well as for the fulfilment of the related administrative tasks, unless these are assigned to other units of the ÖAW by the Rules of Procedure.

II Organisation of the Institute

The bodies of the Institute are

- the Directorate / Board of Directors consisting of the Scientific Directors
- the Institute Board (Directorate, Department Heads and Deputies, Branch Office Heads, representatives of the Administration)
- the Staff Assembly
- the Scientific Advisory Board.

The Scientific Units of the Institute are

- the Department of Prehistory and West Asian/Northeast African Archaeology
- the Department of Historical Archaeology
- the Department of Classical Studies
- Research groups according to the current organisational chart

Further organisational units of the Institute are

- Research Infrastructure Units according to the current organisation chart
- Branch Offices (Athens, Ephesus, Cairo and Krems)
- the Turkish Society for the Excavation of Ephesos (currently in formation)

III Functions of the Bodies of the Institute

Directorate – Board of Directors (based on § 57 of the Rules of Procedure)

The Board of Directors consists of the Scientific Directors, one of whom fulfils the function of Executive Director. The holding of this function is based on a rotation principle among the Scientific Directors, which provides for a regular change in management (usually every three years).

The Executive Director is supported by the Deputy Executive Director in the running of the Institute. In case of absence, the Executive Director is represented by the Deputy Executive Director.

The members of the Board of Directors are obliged to work together in a spirit of trust. They endeavour to reach agreement on all important matters concerning the Institute. These include, in particular, the research strategy of the entire Institute, personnel development, budget planning and the promotion of junior researchers as well as internal and external communication. The Scientific Directors and, if required, representatives of the Administration and a minute keeper take part in the meetings of the Board of Directors. If a department is not represented on the Board of Directors by its Scientific Director, the respective Head of Department attends the meetings and is entitled to vote.

A quorum is achieved when more than half of the voting members are present. Unanimity is highly desirable for resolutions; however, if unanimity cannot be reached, the majority decides. There is the possibility of voting electronically and meetings can be conducted by telephone and video link.

The Rights and Duties of the **Executive Director** are set out in § 57 (1) of the Rules of Procedure. In addition, the Executive Director is responsible for

- supervising all employees and assigned federal employees in the Infrastructure Units and Branch Offices;
- summoning and chairing the meetings of the Institute Board, which take place regularly, but at least four times a year;
- signing of all staff contracts in accordance with the internal guidelines of the ÖAW and in line with the Career Model - together with the relevant Scientific Director or Head of Department;
- presiding over the Austrian Archaeological Council (incl. summoning, organisation, preparation of documents and reports etc. in accordance with the Council's statutes) and reporting to the Institute Board.
- Other Directors may be declared responsible for the above-mentioned Rights and Duties of the Executive Director and all other Rights and Duties of the Executive Director specified in § 57 ÖAW Rules of Procedure following a decision by the Board of Directors.

The responsibilities of the **Board of Directors** are

- coordinating the Institute's affairs;
- giving strategic advice and coordinating medium to long-term research planning;
- developing cross-departmental research topics;
- approving acquisitions in accordance with the internal ordering and purchasing guidelines of the ÖAW (BER);
- coordinating public relations matters, events, etc.;
- preparing the Target Agreement with the Presiding Committee, in which the budget of the Institute for all its organisational units is determined;
- strategically planning the promotion of young researchers;
- preparing the Institute's Policies and Regulations;
- determining the administrative channels within the Institute and the Departments as well as the central administration of the Austrian Academy of Sciences;
- overseeing workspace allocations and assignments of office infrastructure.

Regarding the Rights and Duties of the **Scientific Directors**, see 'Responsibilities of the Board of Directors'.

Tasks of the **Heads of Department**:

- Management of their department;
- Preparation of the research programme for their department;
- Preparation of budget estimates, responsibility for the proper utilisation of the allocated budget funds;
- Managing the scientific work in their department and ensuring and supporting its smooth execution;
- Supervisor of all staff and assigned federal employees employed in the department;
- Selection of scientific staff for their department in consultation with the Executive Director and in accordance with the rules of the Career Model;
- Approval of third-party funding applications relevant to their department in consultation with the Board of Directors;

The Heads are supported by Deputies in the management of the department and are deputised for in the event of their absence.

Research Group Leaders

The departments' Research Groups are led by Group Leaders. The Group Leaders are responsible to the Head of Department for the proper implementation of the scientific agendas concerning the Research Group. If the Group Leader is temporarily unavailable, the Head of Department (or Deputy Head) will arrange for a deputy or temporarily manage the group themselves.

The competences/duties of the Group Leader include

- functional responsibility for the employees of the Research Group;
- ensuring the proper execution of the group's scientific tasks;
- development of the research programme and preparation of a budget estimate for the research group;
- responsibility for the proper utilisation of the allocated budget funds;
- regular reporting to the Head of Department on the activities and utilisation of the allocated funds.

Coordinators of the Research Infrastructure Units

Research Infrastructure Units are managed by one or more Coordinators who report directly to the Executive Director.

The competences and duties of the Coordinators of the Research Infrastructure Units include

- coordination of tasks within the unit in consultation with the Directorate;
- functional responsibility for the unit's employees;
- ensuring the proper execution of the unit's tasks;
- preparation of a budget proposal for the unit;
- responsibility for the proper utilisation of the allocated budget funds;
- regular reporting to the Directorate on the planning, activities and utilisation of the allocated funds.

Branch offices and Turkish Society

Branch offices and Societies are managed by one or more Group Leaders who report directly to the Executive Director.

Tasks of the Institute Board

The Institute Board meets regularly and at least four times a year prior to meetings of the Board of Directors. Meetings can also be held digitally by telephone and video if required.

Strategic matters are discussed and new research topics are developed in the Institute Board prior to decisions by the Board of Directors. Each member of the Board can submit proposals to be discussed by the Board of Directors.

In their role as members of the Institute Board, the Heads of the Branch Offices and Administration as well as the Deputy Heads of the Departments may take on tasks that are of overlapping interest to the entire Institute, in addition to managing their own department. These tasks include for example scientific and logistical planning, promotion of young researchers and public relations work.

The activities are coordinated strategically in the meetings of the Institute Board.

Employees

The rights and obligations of employees are based on the Collective Agreement for employees of the OeAW, their employment contract, the Statutes and Rules of Procedure of the OeAW and the relevant statutory provisions of Austrian law.

Every employee is obliged to carry out the work and tasks assigned to them diligently and conscientiously to the best of their knowledge and ability and to safeguard the interests of the Institute in every respect when carrying out the work assigned to them and to refrain from doing anything that could harm the Institute and the OeAW.

In particular, the duties of employees include

- the obligation to comply with all provisions of the employment contract and the Collective Agreement;
- the obligation to maintain confidentiality in Institute matters;
- the obligation to use all equipment and materials provided by the Institute with due diligence and care and in accordance with all regulations applicable at the Academy;
- the obligation to leave all work documents and work results acquired or produced in the course of work at the Institute after leaving the Institute;
- the obligation to inform the Institute management of any imminent perceived damages or disadvantages;
- the obligation to comply with safety regulations.

Staff Assembly

The employees of the Institute, including the Directors, Deputies and Group Leaders, jointly form the Staff Assembly in accordance with § 65 (1) Rules of Procedures. The Assembly elects a Chairperson and a Deputy Chairperson from among the scientific staff for a term of office of four years.

Scientific Advisory Board

The Institute is supported by a Scientific Advisory Board (§§ 61–62 Rules of Procedure), which is set up by the Presiding Committee for a specific term of office.