

FACULTY @TUM GUIDE

For newly appointed professors



WELCOME TO TUM!

Dear new colleague,

I would like to congratulate you on your appointment as a professor at TUM. Let me be among the first to warmly welcome you into our community!

Becoming a professor at TUM also entails becoming part of a personal university community that inspires, promotes and develops talents in all their diversity and strives for shaping the world with excellence, purpose, and real-life significance.

Living up to these ideals requires an open-minded, fruitful exchange with different stakeholders of our TUM family. Through the TUM Institute for LifeLong Learning and, especially, its faculty-specific platform Faculty@TUM, we provide resources, services, and support to help you succeed in your new role.

This guide is designed to give you an overview on relevant TUM entities and help you navigate through our various services. We structured it around typical challenges that new professors face and matched them with relevant TUM stakeholders and their respective services for faculty members and their teams.

I am delighted to welcome you as a new member of our TUM community and look forward to seeing you at one of our upcoming events!

Yours sincerely,



Thomas F. Hofmann
President
Technical University of Munich

Munich, July 2023

WELCOME TO THE TUM INSTITUTE FOR LIFELONG LEARNING!

Dear new colleague,

The world is changing faster and more unpredictably than ever before, constantly throwing new challenges our way, and we all need to meet these changes flexibly, constructively, and responsibly. I believe that to do this, lifelong learning is key. This is why we founded the TUM Institute for LifeLong Learning. It stands for evidence-based, future-oriented, and sustainable continuing education for professionals in academia and business. We offer a wide range of courses and structured programs to help TUM employees advance and thrive in this rapidly changing university landscape.

Faculty@TUM was created especially for you, our professors at TUM, as a platform for further training and exchange among faculty members. We support you with challenge-based learning opportunities - from workshops to online resources to 360-degree feedback. In addition, we also provide continuing education for your team members: at TUM horizons, CareerDesign@TUM, and Effective Science Management, both scientific and non-scientific employees will find numerous opportunities to promote their learning and development.

Let's go on this (learning) journey together. I look forward to exchanging ideas with you!

Yours sincerely,



Prof. Claudia Peus
Senior Vice President Talent Management & Diversity
Founding Director of the TUM Institute for LifeLong Learning
Technical University of Munich

Munich, July 2023

WHAT ARE YOU LOOKING FOR?

Hereinafter, relevant TUM stakeholders have been grouped according to questions and concerns professors frequently have. Some entities are listed multiple times, as they provide offers that are pertinent to more than one topic.

Getting Started at TUM

Do you need support for your start at TUM and settling in Munich (e.g., setting up office and relevant work infrastructure, childcare, language courses)?	» Faculty@TUM..... 6 » IT Service Center..... 15 » Language Center..... 16 » Munich Dual Career Office..... 16 » Staff Unit Diversity & Equal Opportunities..... 18 » Health, Safety, Radiation Protection..... 20 » Central Administration 4 - Property Mgmt..... 22
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(Self-) Leadership

Would you like to learn more about how to lead yourself and others effectively and responsibly?	» Faculty@TUM 6 » TUM horizons..... 9 » CareerDesign@TUM..... 9 » Effective Science Management..... 9 » TUM Talent Factory..... 11
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HR Management

Do you need support with recruiting, hiring, and onboarding new employees?	» Faculty@TUM..... 6 » TUM Compliance Office..... 17 » Central Administration 2 - Personnel..... 22
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Research & Funding

Would you like to find out more about research funding opportunities, partner universities, business cooperations, or patents? Are you interested in how to communicate your research to the broader public and gain more visibility?	» TUM ForTe..... 11 » TUM Institute for Advanced Study..... 13 » TUM Innovation Networks..... 13 » TUM Sustainability Office..... 14 » Corporate Communication Center..... 14 » University Library..... 15 » TUM Global & Alumni Office..... 19 » Central Administration 3 - Finance..... 22 » Central Administration 5 - Legal Office..... 22
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WHAT ARE YOU LOOKING FOR?

Teaching

Would you like to improve your teaching, learn about educational technologies or become a lecturer in our Executive and Professional Education?

- » ProLehre | Media and Didactics..... 7
- » Executive & Professional Education..... 8

Supervising Doctoral Candidates

Would you like to know the guidelines for supervising doctoral candidates at TUM and find out how you can facilitate the development of your junior researchers?

- » Faculty@TUM..... 6
- » TUM Graduate School..... 10

Health

Would you like to learn more about how to deal with health issues in the workplace and how to promote your own and others' mental health?

- » Faculty@TUM..... 6
- » TUM horizons..... 9
- » Health, Safety, Radiation Protection.....20
- » TUMgesund.....20
- » University Sports Centre.....20

Diversity, Equity & Inclusion

Would you like to know how to build awareness of diversity and foster greater inclusivity in your research group?

- » Faculty@TUM..... 6
- » Staff Unit Diversity & Equal Opportunities..... 18
- » Gender Equality Office..... 18

Entrepreneurship

Do you want to found your own company and put your scientific ideas into practice?

- » TUM ForTe..... 11
- » TUM Venture Labs..... 12
- » TUM Institute for Advanced Study..... 13

Networking

Do you want to connect with other faculty members and strengthen your network within and outside of TUM?

- » Faculty@TUM..... 6
- » Executive & Professional Education..... 8
- » TUM Institute for Advanced Study..... 13
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FACULTY@TUM

Faculty@TUM is the training and networking platform for all TUM professors. Faculty@TUM offers:

- **Information and consulting** about training and coaching offers for professors. This includes individual consultation and support with identifying relevant TUM services and resources depending on career phase and needs.
- **A broad range of workshops**, including, for example, courses about (self) leadership, HR management, supervision of doctoral candidates, diversity, and health-oriented leadership.
- **A “Personal Leadership Profile”** based on anonymous feedback from team members and a self-assessment.
- **The TUM Leadership Toolbox**: a collection of hands-on-tools, readings, and TUM guidelines on leadership structured around typical leadership challenges in academia.
- **Opportunities to network** with other faculty members and colleagues (e.g., Faculty Circle).

Website: www.tum.de/en/faculty

Contact: faculty@lll.tum.de



(c) Astrid Eckert/TUM

PROLEHRE | MEDIA AND DIDACTICS

ProLehre offers expertise and support in higher education, educational technology, instructional design, and media production:

- **Workshops and individual consulting** to enhance teaching strategies and methods, and to get familiar with educational technology and innovative teaching concepts e.g. live streaming, blended and hybrid teaching, digital collaboration, inverted classroom.
- **Tools and platforms for modern teaching:** ProLehre provides a learning management system (Moodle) and a video streaming platform (Panopto). More and more lecture halls are equipped with technologies for live streaming and hybrid teaching. ProLehre also assembles equipment sets for specific teaching scenarios, such as a hybrid teaching suitcase.
- **Multimedia production** to enhance teaching, promote research, address potential funding, improve live-events.
- **Support for students** to help them cope with the requirements and challenges of university teaching (e.g., self-motivation, self-organization, familiarize international students with the special features of German education).

Website: <https://www.prolehre.tum.de/en>

Contact: info@prolehre.tum.de



(c) Andreas Heddergott/TUM

EXECUTIVE & PROFESSIONAL EDUCATION

Executive & Professional Education offers a wide range of scientifically-based programs for the continuing education of experts as well as managers. It offers a continuously-growing portfolio including Executive MBA and Master programs, Certificate, and Customized programs in the fields of Computation, Information and Technology, Engineering and Design, Natural and Life Sciences, Medicine and Health, Management, and Social Sciences. TUM professors are welcome to:

- share their knowledge and expertise as **lecturers and mentors**,
- **design new programs** for external leaders and professionals,
- and give **keynote speeches**.

Website: <https://www.lll.tum.de/en>

Contact: info@lll.tum.de



(c) Thomas Linkel

TUM HORIZONS

TUM horizons offers workshops for all scientific and non-scientific employees of TUM and tailor-made support for teams and individuals:

- **Workshops and short virtual courses** on topics such as self-leadership and mindfulness, communication, administration, management and leadership (mostly in German).
- **Tailor-made workshops and consultation** for teams and departments to define shared goals and vision, deal with change processes, or improve teamwork.
- **Individual coaching** for a limited time period regarding professional problems and conflicts.

Website: <https://wiki.tum.de/display/horizons/>

Contact: info.horizons@tum.de

CAREERDESIGN@TUM

CareerDesign@TUM is a structured qualification program for mid-level academics and science managers to help them advance their careers. Participants can choose one out of five career paths in research, teaching & professional education, entrepreneurship & innovation management, technology management, or science management.

Website: <https://www.tum.de/en/career-design>

Contact: careerdesign@lll.tum.de

EFFECTIVE SCIENCE MANAGEMENT

Effective Science Management offers workshops for scientific staff members and science managers to support them in mastering their management and leadership tasks. The program includes courses about (change) management, (self) leadership, mental health, project management, presentation and communication skills.

Website: <https://www.tum.de/en/effective-science-management>

Contact: sciencemanagement@lll.tum.de

TUM GRADUATE SCHOOL

TUM Graduate School (TUM-GS) supports doctoral candidates and their advisors during their doctoral research, for instance, through the implementation of uniform standards that apply to all doctoral projects at TUM. TUM-GS offers:

- **For doctoral candidates:** general information and administrative support, advising, qualification programs and transferable skills training, proofreading services as well as opportunities to go abroad through international exchange programs.
- **For supervisors:** general information on doctoral regulations at TUM as well as the regulations of the respective Graduate Center of each TUM School; resources for supervisors and doctoral supervisor training.

Website: <https://www.gs.tum.de/en>

Contact: contact@gs.tum.de



TUM FORTE – OFFICE FOR RESEARCH AND INNOVATION

TUM ForTe is the first point of contact to get support with research proposals and the central coordinating body for any form of cooperation between the business and research sectors, the protection of intellectual property and technology transfer at TUM. It offers:

- **National Research Support Team:** provides information on national research funding opportunities and offers support and feedback for applications to third party funding.
- **International Research Support Team:** provides individual advice on European and international funding schemes (events on current calls for proposals and proper drafting of applications, etc.).
- **Research and Commercial Cooperation:** supports TUM members in linking their research projects with outside research or business partners.
- **Patents and Licenses:** advises scientists on intellectual property issues, with a strong emphasis on inventions, in particular in relation to patent and licensing matters.
- **TUMentrepreneurship:** supports and promotes technology-based start-ups by offering a wide range of consulting, research, and qualification services as well as a strong network for founders.
- **TUM ForTe Research Dialog:** within a one-hour individual meeting, new professors may learn about available support measures enhancing their research and technology transfer activities.

Website: <https://www.forte.tum.de/en>

Contact: <https://www.forte.tum.de/en/forte/contact/>

TUM TALENT FACTORY

The TUM Talent Factory is the first contact point for postdocs and offers:

- **Research and transferable skills workshops** and events for postdocs such as the Postdoc101 Talk Series and the Research Opportunities Week.
- **TUM Global Postdoc Fellowship** in addition to the EuroTech Postdoc Program.
- **TUM Postdoc Guide.**

Website: <https://www.forte.tum.de/en/forte/talent-factory/>

Contact: postdoc-application@tum.de

TUM VENTURE LABS

TUM Venture Lab is a joint initiative of TUM and UnternehmerTUM and supports scientists and students in domain-specific tech-based business translation from science through technical and social infrastructure, entrepreneurship trainings and support via industry and investor networks. Specifically, it offers:

- **Training formats** to help participants generate application-oriented research, develop start-up ideas or to grow personally.
- **Domain-specific start-up support** on the journey from initial idea or technology to starting a venture.
- **Networks** of entrepreneurs, mentors, industry partners, scientific/domain experts, investors.
- **Access to spaces and infrastructure** in the form of workstations, labs or technical infrastructure (e.g., Makerspace), individually tailored at each Venture Lab.

Website: <https://www.venturelabs.tum.de/en>

Contact: venturelabs@tum.de



TUM INSTITUTE FOR ADVANCED STUDY

The TUM Institute for Advanced Study (TUM-IAS) is an international and interdisciplinary research institute fostering top-level research at TUM. The TUM-IAS fellowship program:

- Brings together early-career and senior researchers from in- and outside of TUM.
- Organizes networking events and talks such as TUM-IAS Wednesday Coffee Talks.
- Offers the TUM-IAS Start-up fund, which is dedicated to fostering the exploration of new scientific or technological topics. Eligible for this program are members of the TUM-IAS community.

Website: <https://www.ias.tum.de>

Contact: info@ias.tum.de

TUM INNOVATION NETWORKS

The TUM Innovation Networks (managed by TUM ForTe, TUM-IAS and TUM Graduate School) bring together Principal Investigators and PhDs/postdocs to strategically explore high-potential, future-focused research topics that are still in their infancy. Already funded topics address:

- The development of novel materials using machine learning (ARTEMIS).
- The diagnosis and treatment of psychological illnesses using Artificial Intelligence (NEUROTECH).
- The investigation of the nature of life using chemical and biophysical experiments in combination with Artificial Intelligence and robotics.

Website: <https://web.tum.de/en/inw/home/>

Contact: inw.igsse@tum.de



TUM SUSTAINABILITY OFFICE

The Sustainability Office is the strategic hub for sustainability at TUM. It drives, coordinates, and supports the implementation of the ambitious TUM Sustainable Futures Strategy 2030. This strategy follows an institution-wide approach across six action fields: Research, Education and Lifelong Learning, Entrepreneurship and Innovation, Campus Operations and Resource Management, Governance and Community, and Communication and Global Engagement. To drive the sustainable transformation of TUM, the Sustainability Office works together with all relevant stakeholders and initiatives of the university.

Website: <https://www.tum.de/sustainability/>

Contact: sustainability@tum.de

CORPORATE COMMUNICATION CENTER

The Corporate Communication Center (CCC) is responsible for communication within and outside of TUM. Its major objectives are:

- Identifying strategic core messages of the university and conveying these to relevant target groups.
- Reporting the results of TUM's cutting-edge research and developments in academic affairs.
- Maintaining contact with researchers about their work and new developments.
- Supporting TUM members with responding to media inquiries and with presenting their research to the public.
- Responding to national and international media inquiries about TUM.

Website: <https://portal.mytum.de/ccc>

Contact: presse@tum.de



IT SERVICE CENTER

The IT Service Center (ITSZ) is responsible for all issues related to IT infrastructure at TUM. Its services include:

- **Development** of all IT areas with compliance and data protection in mind, including digitalization and process improvement, integration of existing and new components, and procurement and introduction of TUM-wide software.
- **Management** of relevant IT systems (e.g., MyTUM-Portal, TUMonline, TYPO3, SAP).
- **Support** with IT services and applications (including building dedicated websites).
- **Communication** and exchange regarding current IT topics via its regular IT session (German: *IT Runde*). For more information, see <https://wiki.tum.de/display/itrunde>.

Website: <https://www.it.tum.de/en>

Contact: it-support@tum.de

UNIVERSITY LIBRARY

The University Library provides immediate and efficient access to literature, journal databases, and further sources of information in various fields. Its services include:

- Borrowing, ordering, and delivering relevant **literature**, and providing remote access to online resources.
- Support with **management of research data**.
- Support with **publishing** (i.e., mediaTUM – media and publications repository, TUM.University Press, Open Access).
- **Support for lecturers** (i.e., course resources, embedded information literacy modules).
- Training and individual **consultation** (e.g., on search strategies, citation, reference management).

Website: <https://www.ub.tum.de/en>

Contact: information@ub.tum.de

LANGUAGE CENTER

The TUM Language Center provides support with professional language acquisition, intercultural communication, and scientific writing. Its offers include:

- A broad portfolio of **courses in 18 languages**, including, for example, German as a Foreign Language, English at various levels, and a wide range of different topical focuses.
- **Training** in intercultural communication.
- **English language coaching**.
- **German language coaching** for newly appointed international professors.
- Support with **academic writing**, including interactive editing.

Website: <https://www.sprachenzentrum.tum.de/en>

Contact: sprachenzentrum@tum.de

MUNICH DUAL CAREER OFFICE

The Munich Dual Career Office (MDCO) offers newly appointed professors and their families practical support for their start in Munich. The MDCO provides:

- **Dual Career Support:** helps partners of newly appointed professors to build up a professional network and jointly develop strategies for job search and career development. This includes consulting services, networking events, and formal support.
- **Relocation Service:** assists with all the important questions regarding the relocation, such as finding a new home, childcare, language courses, visas, and residence permits.
- **Start at TUM:** supports a positive and speedy integration at TUM through their welcome event “TUM Prelude” and German language coaching for international professors.

Website: <https://www.dualcareer.tum.de/en>

Contact: dualcareer@zv.tum.de

TUM COMPLIANCE OFFICE

The TUM Compliance Office (TUM CO) ensures transparency and integrity in the increasingly complex regulatory environment of an entrepreneurial and excellent university. The TUM CO is accountable for the [TUM Codes of Conduct](#), which offer principles regarding fundraising activities, faculty recruitment processes, and collaborations with partners from industry and academia. Furthermore, the TUM CO is responsible for the [Bylaw of Good Scientific Practice and Procedures in Cases of Academic Misconduct](#). As a self-commitment, the [TUM Respect Guide](#) addresses the university culture at TUM and the expected conduct to one another.

- All members and partners of the university can reach out to the TUM CO in case of a potential violation of the applicable regulations and standards.
- The TUM CO operates independently and neutrally and examines all complaints thoroughly by fact-checking and verifying statements and counter-statements.
- All information issued to the TUM CO is treated with strict confidentiality in order to protect the informant and the persons affected by allegations.
- In case of potential academic misconduct, the Ombudspersons examine the complaints neutrally and confidentially and introduce formal procedures if applicable.

Website: <https://www.tum.de/compliance>

Contact: compliance@tum.de



STAFF UNIT DIVERSITY & EQUAL OPPORTUNITIES

The Staff Unit Diversity & Equal Opportunities offers advice and support to members of the university, faculties, and (scientific) institutions of the TUM in planning and implementing diversity measures. Beyond that, the Staff Unit Diversity & Equal Opportunities has the following tasks:

- **TUM Family Service:** is present at each of the TUM campuses and provides all the information, advice, and services TUM employees and students need to successfully combine career or study at TUM with home and family life.
- **TUM Accommodation Service:** supports in finding suitable housing in Munich and Garching for international postdocs and guest professors.

Website: <https://www.chancengleichheit.tum.de/en>

Contact: <https://www.chancengleichheit.tum.de/en/diversity/team/#c3435>

GENDER EQUALITY OFFICE

The primary task of the Gender Equality Officer is to enforce real equality at the TUM (students and academic staff). The Equal Opportunity Officer is responsible for employees supporting scientific research and education (science and research management). Both work closely together. The Gender Equality Officer participates in the Senate and the TUM Extended Board of Management as a voting member and supports the equality work in the TUM Board of Trustees. She also chairs the TUM Equal Opportunity Conference. The Gender Equality Office supports the implementation of the equality mandate.

Website: <https://www.chancengleichheit.tum.de/en/diversity/gender-equality-office/>

Contact: <https://www.chancengleichheit.tum.de/en/diversity/team/#c3448>



TUM GLOBAL & ALUMNI OFFICE

TUM Global & Alumni is TUM's hub of international engagement. Specifically, it:

- Provides information on **exchange programs** for students and staff.
- Is in close contact with and continuously expands the **TUM Global Network**, for instance via its liaison offices on four continents.
- Offers **funding opportunities** for stays abroad.
- Promotes **partnerships** with partner universities across the world through the TUM Global Incentive Fund and the TUM Global Visiting Professor Program.

Website: <https://www.international.tum.de/en>

Contact: globaloffice@tum.de

TUM COMMUNITY & WOMEN OF TUM

The TUM Global & Alumni Office also manages the TUM Community and Women of TUM, which offer:

- **Mentoring programs** that connect TUM alumni with students and researchers at different career levels.
- **Regular workshops and events** centered around a variety of career-related topics and a career counseling service.
- The **Women of TUM** community connects female students, professors, employees, and alumnae through regular workshops and other events.

Website: <https://www.community.tum.de/en/>, <https://www.community.tum.de/en/tum-community/women/>

Contact: alumniundcareer@tum.de, womenoftum@tum.de



HEALTH, SAFETY, RADIATION PROTECTION

Health, Safety, Radiation Protection (*Hochschulreferat 6, HR6*) offers a broad range of services related to tasks defined in the Occupational Safety Act (*Arbeitssicherheitsgesetz, ASiG*) (e.g., occupational safety experts, occupational health physicians, training) and related services (occupational psychology services, administrative services regarding radiation protection or genetic engineering). These resources are available through the central information system AGUM (*Arbeits-, Gesundheits- und Umweltschutzmanagementsystem*).

Website: <https://www.hr6.tum.de/en>

Contact: sekretariat.hr6@tum.de

TUMGESUND

TUMgesund is a platform for occupational health management at TUM. It offers a range of health-promoting measures such as:

- Corporate health promotion (*Betriebliche Gesundheitsförderung*) with various offers of individual health, e.g. exercise or nutrition.
- In-house psychological counseling services at TUM (*Betriebspsychologischer Dienst*).
- Occupational health and safety and access to in-house physicians at TUM (*Betriebsärztlicher Dienst*).
- Outpatient treatment and a variety of resources on health promotion and preventative medicine (*Präventive Sportmedizin und Sportkardiologie*).

Website: <https://www.hr6.tum.de/en/hr6/tumgesund/>

Contact: tumgesund@tum.de

UNIVERSITY SPORTS CENTRE

The University Sports Centre (ZHS) is open to all TUM members and offers:

- A variety of exercise classes provided at low or no cost.
- Participation in regional tournaments and competitive sports.

Website: <https://www.zhs-muenchen.de/en>

Contact: zhs-h@zv.tum.de

CATHOLIC CAMPUS MINISTRY

The Catholic Campus Ministry at TUM aims to be a place of encounter where everyone who studies, teaches, and works at TUM and the neighboring universities is welcome. Regardless of religion, it is open to everyone who wants to use its rooms for work, relaxation, and encounters. It provides:

- Competent guidance, coaching, and pastoral care.
- Space for a diverse and vivid spirituality.
- Open dialogue with other denominations, religions, and cultures.
- The possibility of living the Christian faith in a tangible way and shaping the community together.

Website: <https://www.khg-tum.de/>

Contact: info@khg-tum.de

EVANGELICAL UNIVERSITY COMMUNITY

The Evangelical University Community focuses on questions of faith, community, and spirituality and is open to individuals from all religious communities. It provides:

- Space to discuss issues relating to religion and faith.
- Counseling, advising, and mentoring programs.
- Regular workshops, trainings, talks, and meditations.
- Regular events and social activities.

Website: <https://www.ehg-tum.de/>

CENTRAL ADMINISTRATION

The Central Administration is the major service provider for all TUM members. The services are clustered within four central departments (German: *Zentralabteilung*, ZA) with various fields of expertise (e.g., finances, personnel). Please find below a brief introduction to each of the four departments. For more information and resources regarding administrative issues, please refer to the Central Administration's service guide ([Dienstleistungskompass](#)).

Central Administration 2 - Personnel

The Central Administration 2 - Personnel (ZA 2) is the administrative center for human resources (HR) at TUM. It assists with processing of staffing requests (e.g., preparation of contracts of employment) and offers support with personnel management and other HR-related topics (e.g., return to work after longer sick leave, letters of reference).

Website & Contact: https://portal.mytum.de/tum/verwaltung/index_html_en

Central Administration 3 - Finance

The Central Administration 3 - Financial Department (ZA 3) supports TUM members in all matters related to finances, such as funding of staff and research projects, third-party funds, travel costs, financial accounting, or taxes.

Website & Contact: https://portal.mytum.de/tum/verwaltung/index_html_en

Central Administration 4 - Property Management

The Central Administration 4 - Property Management (ZA 4) is responsible for constructing and maintaining TUM's infrastructure and disposing hazardous waste. This includes construction and facility management at the Campus Munich, Garching, and Weihenstephan.

Website & Contact: https://portal.mytum.de/tum/verwaltung/index_html_en

Central Administration 5 - Legal Office

The Central Administration 5 - Legal Office (ZA 5) supports, advises, and assists TUM members in all general legal and contractual matters associated with their position at TUM including negotiating TUM research collaborations. It also offers guidance and support in higher education law issues.

Website & Contact: https://portal.mytum.de/tum/verwaltung/index_html_en

CONTACT

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www.tum.de/faculty