

Handling of matters in the department boards and the university college council at the Royal Institute of Arts

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Introduction

This is a routine description for handling of matters in the Royal Institute of Art's department boards and the university college council. It follows the institution's rules of procedure and delegation rules. If changes are made in these documents, these changes replaces what is stated in this routine.

Department board

According to the rules of procedure, the department board is advisory to the prefect in matters that fall within his or her area of responsibility. In addition, those in the department board who have a special mandate to make collegial decisions jointly make such decisions.

Decision-making and mandate

The rules of procedure stipulate the following:

The department board is always advisory to the prefect in employer matters, regardless of how many people participate in the meeting.

When collegial issues are dealt with, the department board is quorate if at least half of those who have the mandate to make these decisions participate in the meeting and at least half of these are professors or senior lecturers. If the number of votes is equal, the chairperson has the casting vote.

The agenda for the meetings of the department boards must be available on the intranet one week before the meeting for everyone within the Royal Institute of Art.

The agenda and minutes must clearly state both when it comes to matters in which the department board is advisory to employers, and when it comes to matters that lead to collegial decisions.

If a collegial matter is so urgent that the department board does not have time to meet to deal with it, the case may in exceptional cases be decided by a simplified procedure. This is done via a communication between the chairperson and at least as many members as is needed to obtain a quorum. If this is not possible or if it is a matter in which the department board is advisory, the chairperson (also prefect) may decide the matter himself. The decision must then be announced at the department board's next meeting.

If a collegial matter is of greater importance, a meeting should be devoted to presenting and discussing the issue and a decision is then made at the department board's next meeting.

If a collegial matter is considered to require a decision also in the other department board or presupposes a Vice-Chancellor's decision, the matter shall be taken up for consideration by the university college council.

Working groups to prepare various issues can, if necessary, be established within the department board and between the department boards.

According to the rules of procedure, the department boards make the following collegial decisions:

- syllabi and syllabi for undergraduate, advanced level programs
- evaluation of courses and programs
- the appointment of examiners and supervisors
- evaluation of research
- eligibility requirements and selection criteria for admission to a course or educational program
- appointment of admissions committees for student recruitment
- appointment of an Academic Appointments Committee for teacher and PhD students
- appointment of experts in the recruitment of professors (including adjunct professor and visiting professor), senior lecturer (including guest lecturer) and postdoctoral fellow after consultation with the Vice-Chancellor
- appointment of experts in the recruitment of PhD students
- determine the employment profile and schedule when recruiting a professor (including adjunct professor and visiting professor), senior lecturer (including guest lecturer), postdoctoral fellow and PhD student
- proposal to the prefect in cases of senior lecturer (but not substitute), PhD students (who must be admitted to another university) and postdoctoral fellow
- handle research applications and expressions of interest
- propose the academic year's range of courses and programs
- submit proposals to the Vice-Chancellor for members of the nomination committee for the department board
- appointment of a nomination committee to the board of directors

In addition to what is stated in the rules of procedure, the department boards may handle any referrals and assignments submitted to the prefect and / or department board from the Vice-Chancellor and referrals from the head of administration or from the prefect of another department.

Preparation

Two weeks before each meeting, the chairperson and secretary meet in a pre-meeting. At the latest at the last pre-meeting of the semester, the chairperson shall decide on the dates for the next semester's meetings and pre-meetings. These dates must be available on the intranet. The department boards usually meet once a month during the semesters, usually on a Tuesday.

At the pre-meeting, future meetings are planned and the chairman decides on which matters are to be included in the agenda of the next meeting and which matters are to be raised for decisions, preparation, discussion and information. No later than two working days before the meeting, proposed decision points, preparation points, discussion points and information points must be notified to the department board's secretary in order to be considered at the meeting.

Administrators and those who have proposed matters must receive feedback promptly after the meeting. The matters are prepared by the unit in the administration that is relevant in relation to the matter.

The chairman decides whether and to what extent the basis for a matter is to be translated into English.

One week before the department board's meeting, the agenda and appendices must be sent to members and others who are to attend the meeting. The agenda must also be published on the intranet.

The minutes are written by the secretary and adjusted by the person the chairperson appoints.

Adjusted minutes will be sent to board members and others who have participated in the meeting, normally ten days after the meeting. At the same time, the minutes will be published on the intranet. Translation of minutes into English must take place before the next mailing to the subsequent meeting and be published on the intranet.

The university college council

According to the rules of procedure, the university college council is advisory to the Vice-Chancellor and to the department boards in collegial matters that are important for the entire higher education institution and that require the department boards to make similar parallel collegial decisions.

Mandate

The university college council makes no decisions and is subordinate to the Vice-Chancellor and the department board, depending on the focus of the matter.

The university college council is advisory to the Vice-Chancellor in its preparation in certain matters and is preparatory to the department boards before certain decisions.

According to the rules of procedure, decisions are made by those in the respective department boards who are appointed to make collegial decisions in accordance with what applies to the department boards. If parallel decisions are made in connection with the university college council's meeting, it shall be done with joint minutes in which it is clarified that those who make collegial decisions at each department board have made the decision in accordance with what applies to decisions in the department boards and by the members appointed in respective department board. This should only happen if the matter is of great importance and is under time pressure.

If a disagreement arises in a collegial matter that requires the decisions of both department boards and that is important for the higher education institution, the Vice-Chancellor decides in accordance with the rules of procedure what shall apply to the entire higher education institution. This applies provided that the decisions must be the same in both committees. If the matter is not a collegial decision matter, the matter is to be regarded as advisory to the Vice-Chancellor.

Preparation

The chairperson decides on which matters are submitted to the university college council. The prefect can independently or at the request of the department board request that a matter be taken up in the university college council, whereupon the chairperson decides.

Most decisions that the department boards will make concern their own department and therefore do not require a similar decision in the other department board.

If a collegial matter also requires a decision in the other department board or presupposes a Vice-Chancellor decision, the matter shall be taken up for consideration by the university college council in accordance with the rules of procedure. However, this only applies when the department boards are to make parallel decisions, ie similar ones.

Before a collegial matter is forwarded to the university college council, the department boards must consider the matter in order to find out where they stand on the issue. This takes place mainly in the form of a referral procedure.

If in connection with this assessment it appears that it is clearly unnecessary to handle the matter in the university college council, the department boards must make decisions separately, for example when the boards have similar or no opinions on the matter.

If the Vice-Chancellor is to make a decision in a matter that the Vice-Chancellor has initiated and referred to the department boards, the Vice-Chancellor decides on the possible further handling of the matter.

At least three weeks before each university college council meeting, the chairperson raises the question of what should be included in the university college council's agenda in the steering group. Thereafter, the chairperson meets the secretary in a pre-meeting two weeks before the university college council meeting, at which the chairperson decides the agenda.

At the latest at the last pre-meeting of the semester, the chairperson should make a decision on the next semester's meeting times for the university college council. These times must be available on the intranet.

At the pre-meeting, future university college council meetings are planned, as well as which matters are to be taken up for information, discussion, ie what is to be raised at the agenda of the next meeting. If there are too many matters, the chairperson decides which matters are to be taken up at a later meeting. Any administrators and those who may have proposed matters shall receive immediate feedback after this meeting.

The matters are prepared by the unit in the administration that is relevant in relation to the matter. If necessary, the chairperson decides whether and to what extent the basis for a matter is to be translated into English.

No later than one week before the university college council's meeting, the agenda and appendices must be sent to members and others who are to participate in the meeting. The agenda must also be published on the intranet.

The secretary only takes meeting notes because the university college council is not quorate. The meeting notes are adjusted by the person the chairperson has appointed. The adjusted meeting notes shall be sent to the university college council and to those who have attended the meeting, normally 10 days after the meeting. At the same time, meeting notes must be published on the intranet. Translation of meeting notes into English must take place before the next mailing and be published on the intranet.