



## Terms of Office for Management Assignments

The Departments Management Group agrees that there should be terms of office for all assignments involving academic staff at the Department. Below are summarized the current situation and proposed measures.

The management assignments for technical and administrative staff are inherent to their positions and therefore no limited terms of office are applicable.

### The Current State

Below is a list of existing management assignments for the academic staff, and specifications on their current terms of office.

- Head of Department. Three-year term of office.
- Deputy Head of Department. Three-year term of office.
- Head of Division. No term of office.
- Head of Research. Three-year term of office (according to Board decision of 2014-11-27, diary entry IT 2014/84).
- Head of Education. Three-year term of office (according to Board decision of 2014-11-27, diary entry IT 2014/84).
- Programme Director Professor (PAP). The assignment is awarded by the faculty board and renewed annually. In practice, no annual reassessment is made. Instead, it is routinely proposed that the assignment is continued.
- Professors Responsible for Ph.D. Program. Same procedure as for Programme Director Professor.
- Equal Opportunities Officer (before 2018-01-01 referred to as Gender Equality Officer). No term of office.
- Collaboration Coordinator. Three-year term of office (according to Board decision of 2014-09-09, diary entry IT 2014/54).
- Director of Studies (for education at basic and advanced level). No term of office.
- Director of Studies for PhD Education. No term of office.
- Subject Coordinator. The assignment resides at the faculty level. Subject Coordinator is appointed by the Section Dean and there is no term of office.

Three of the above-mentioned assignments are at the faculty level, and mandate periods for these should be discussed and possibly determined at that level. They are therefore not discussed below.

### The Terms of Office

For the assignments distributed within the institution, a three-year term of office shall be introduced in cases where terms of office is absent. This applies to



Head of Division, Equal Opportunities Officer, Director of Studies and Director of Studies for PhD Education.

## Handling

For the assignments as Head of Division and Director of Studies, the Head of Department will appoint a working group within the relevant division in each specific case. The working group should consist of representatives from teachers/researchers, PhD students and administrative staff at the division. It is advised that a representative from another division within the department is included in the working group. The task of the working group is to produce proposals with broad support within the division. Proposals are submitted to the Head of Department, who then decides on the holder of the assignment.

The assignments as Equal Opportunities Officer, Director of Studies and Director of Studies for PhD Education are assignments at the department level, as are the above-mentioned assignments where there are already terms of office. These assignments are therefore handled by the Departments Election Committee. The Election Committee is commissioned by the Board to submit proposals for a Board's decision. The Board decides on the holder of the assignment, except for the Head of Department and Deputy Head of Department, in which case the Board shall propose an individual that the Faculty Dean appoints for the assignment.

The process described above shall be initiated no later than six months before the end of the term of office. It is not impossible that the process may lead to the reappointment of the present holder of the assignment for another term of office, however, usually not for more than a total of three terms of office in succession.

## Introduction

The decision above needs to be introduced in such a way that not all of the assignments in question end up with the same start/end for term of office. It is instructed that the Head of Department, after consultation with the Management Group, shall decide on the end date for the current holders' terms of office.

When the end date for the current assignment holder is determined, the following shall be considered:

- Within each division, the Head of Division and the Director of Studies should, if possible, have overlapping terms of office.
- The different Heads of Division's terms of office should overlap, so that not all their terms of office expire at the same time.
- The Director of Studies' terms of office should overlap, so that not all their terms of office expire at the same time.