



UPPSALA  
UNIVERSITET

Department of Information Technology

## DESCRIPTION OF ASSIGNMENT

Board decision:

10 October 2019 Reg. no. IT 2018/111

### **The director of studies with special responsibility for staffing**

*is delegated responsibility by the head of education for:*

The director of studies is part of the department's directors of studies group, which the head of education has delegated the following assignments: Planning, conducting and evaluating the funding agreement targets in accordance with applicable course syllabuses and with the available resources. Collaboration and regular contacts with the group and with the relevant stakeholders is assumed.

#### ***Activity planning***

- drawing up proposals for a staffing plan for their courses
- regularly proposing support and revisions of staffing for their courses
- supporting the head of education in planning the percentage of an FTE dedicated to providing each course
- following up and reporting on the department's bachelor and master's courses and staffing
- preparing questions and reports for the department board and other bodies related to their courses and staffing
- the overall staffing plan for the department's bachelor and master's education
- together with the director of studies with special responsibility for recruitment, proposing long-term planning to define which divisions are responsible for which courses
- together with the director of studies with special responsibility for recruitment, supporting the head of education and subject coordinator in developing the department's range of courses and initiating and discontinuing courses.

#### ***Educational leadership***

- supporting the subject coordinator and head of education in developing the content of the department's courses and programmes
- developing their courses
- monitoring quality, assuring quality and enhancing quality of their courses

- ensuring that all their courses are managed in teaching teams and staying informed on the work of their teaching teams.

### ***Ongoing***

- creating the conditions to allow course scheduling and that department office and study guidance conditions have what they need to do their work
- supporting the heads of division in recruiting of temporary teaching staff to their courses, such as teaching assistants
- establishing and revising course syllabuses, including sets of modules and reading lists for their courses
- investigating suspected cheating in their courses and taking appropriate measures
- preparing/presenting material to student recruitment and marketing of the department's bachelor and master's education, including supporting material for the course catalogue for their courses
- disseminating bachelor and master's related information to student services and teaching staff
- helping students and staff when problems arise within their courses
- helping the head of education prepare bachelor and master's-related cases for the board.

### ***Miscellaneous***

- Participating in the department's development work, conducting professional development, and seeking out information relevant for the position's responsibilities.

In general, performing tasks based on instructions from the head of education.

