



Board decision:

10 October 2019 Reg. no. IT 2018/111

The director of studies with special responsibility for recruitment

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: Responsibility for 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 drawing up proposals for additions to and revisions of staffing for their courses
- working with the director of studies with special responsibility for staffing to make proposals for long-term planning that defines which divisions are responsible for which courses
- supporting the head of education in planning the percentage of an FTE dedicated to providing each course
- representing the department's bachelor and master's education on search committees for recruitments
- together with the head of studies with special responsibility for staffing, supporting the head of education and subject coordinator in developing the department's range of courses, initiation and discontinuation of courses, follow-up and reporting of the department's bachelor and master's courses, and recruitment
- preparing questions and reports for the department board and other bodies related to their courses and recruitment.

Educational leadership

- supporting the subject coordinator and head of education in developing the department's range of courses and programmes concerning content, improving 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

- ensuring course scheduling, the department office and study guidance 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 information related to the bachelor and master's education 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 tasks 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.