



UPPSALA
UNIVERSITET

Department of Information Technology

DESCRIPTION OF ASSIGNMENT

Board decision:

10 October 2019 Reg. no. IT 2018/111

Head of education

is delegated responsibility by the head of department for:

Overall responsibility for

- coordinating the work of the directors of studies group
- the budget for the department's bachelor and master's education (below referred to as UGA)
- submitting calls for comments and for operational reporting.

Activity planning

- working to ensure access to talent in consultation with the subject coordinator and to plan and adjust the size of the department's bachelor and master's education
- overall planning the percentage of an FTE dedicated to providing each course
- drawing up a plan for developing the department's bachelor and master's education in consultation with the subject coordinator and the directors of studies group
- promoting and creating the conditions for strategic discussions on the department's bachelor and master's education
- planning, implementing and evaluating contract education and draw up contracts between the department and the client.

Educational development

- initiating and exploring educational questions
- developing the department's bachelor and master's education in consultation with the subject coordinator.

Ongoing

- making proposals for allocation of resources for bachelor and master's education
- serving as chair of the directors of studies group
- representing bachelor and master's education in the management group
- preparing and reporting on issues for the bachelor and master's education to the board
- facilitating meetings for teaching staff are called to discuss mutually important questions
- creating the conditions for cooperation between different staff groups within bachelor and master's education

- having overall responsibility for the department's information materials for student recruitment and marketing of the department's bachelor and master's education.

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 department.