Rules of Procedure

Department of Information Technology

Adopted by the department board on 18 January 2024

The rules of procedure are valid from 18 January 2024
Rules of Procedure for the Department of Information Technology

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I. Department of Information Technology

The Department of Information Technology is one of the departments that make up the disciplinary domain of science and technology and the Faculty of Science and Technology. The departments are divided into six different sections. The Department of Information Technology and the Department of Mathematics form the Mathematics and Computer Science Section. The department is headed by a head of department who also chairs the department board. The composition, working methods and tasks of the department board are described in the Rules of Procedure for Uppsala University, UFV 2017/95, Chapter 9.

Divisions

The department is organised in five different divisions, each headed by a head of division:

- Division of Scientific Computing (TDB)
- Computing Science Division (CSD)
- Division of Computer Systems (DoCs)
- Division of Systems and Control (SysCon)
- Division of Visual Information and Interaction (Vi3)

In addition, there is the administrative support unit, which consists of the administrative staff and is headed by an administrative manager. The department also hosts the Uppsala Multidisciplinary Center for Advanced Computational Science (UPPMAX).

II. Terms of office and preparation processes

The table below shows the terms of office and the preparation process for election to the department’s various positions. Text in italics indicates that the decision on how to proceed is outside the department.

All three-year terms of office are individual except for members of the department board, professor responsible for PhD studies, professor responsible for research programme, and programme board for second-cycle programmes, which have fixed terms of office. Individual terms of office are normally adjusted to start and finish at the end of a year or half-year. Normally, the department’s positions (listed without italics in the table below) with three-year terms of office may be held for a maximum of three consecutive terms.

<table>
<thead>
<tr>
<th>Position</th>
<th>Proposer</th>
<th>Decision-maker</th>
<th>Term of office</th>
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<tbody>
<tr>
<td>Department Board</td>
<td>According to ‘Election to the department board’ UFV 2000/1670</td>
<td>Department Board</td>
<td>3 years</td>
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<tr>
<td>Head of Department and Deputy Head of Department</td>
<td>Department board (Rules of Procedure for Uppsala University UFV 2017/95)</td>
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<tr>
<td>Head of Education, Head of Research, Head of Collaboration and Outreach</td>
<td>Nominations Committee on behalf of the department board</td>
<td>Department Board</td>
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<tr>
<td>Head of Division</td>
<td>Local nominations committee in the division</td>
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<tr>
<td>Role</td>
<td>Nominations Committee</td>
<td>Term</td>
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<tr>
<td>Directors of Studies in first-cycle education</td>
<td>Department Board</td>
<td>3 years</td>
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<td>Staffing Officer in teaching at first-cycle and second-cycle levels (UGA), Education Quality Officer in UGA, Educational Development Officer in UGA and Recruitment Officer in UGA</td>
<td>Department Board</td>
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<tr>
<td>Educational Programme Officer for second-cycle educational programmes</td>
<td>Department Board</td>
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<tr>
<td>Subject Coordinator</td>
<td>Section dean</td>
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<td>Programme board for second-cycle level programmes</td>
<td>Department Board</td>
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<td>Director of PhD Studies</td>
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<td>Professor responsible for PhD studies</td>
<td>Disciplinary domain board</td>
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<tr>
<td>Professor responsible for research programme</td>
<td>Disciplinary domain board</td>
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<td>Equal Opportunities Officer</td>
<td>Department Board</td>
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<tr>
<td>Members of the Equal Opportunities Group with a senior position</td>
<td>Department Board</td>
<td>3 years</td>
<td></td>
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<tr>
<td><strong>PhD student members of the Equal Opportunities Group</strong></td>
<td><strong>The department’s PhD student council</strong></td>
<td><strong>1 year</strong></td>
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<tr>
<td>Mentoring coordinator</td>
<td>Management team</td>
<td>Head of Department</td>
<td>3 years</td>
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<tr>
<td>Mentors</td>
<td>Mentoring coordinator</td>
<td>Head of Department</td>
<td>3 years</td>
</tr>
<tr>
<td>Chair of Nominations Committee</td>
<td>Management team</td>
<td>Department Board</td>
<td>1 year</td>
</tr>
<tr>
<td>Members of the Nominations Committee with a senior position</td>
<td>Management team</td>
<td>Department Board</td>
<td>3 years</td>
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<tr>
<th><strong>PhD student members of the Nominations Committee</strong></th>
<th><strong>The department’s PhD student council</strong></th>
<th><strong>1 year</strong></th>
</tr>
</thead>
</table>

| **Student members of the Equal Opportunities Group, the Nominations Committee, the Department Board, the Work Environment Group and the Crisis and Crisis Support Group** | **Uppsala Union of Engineering and Science Students (UTN)** | **1 year** |

### III. Head of Education

The Head of Education is responsible for the following by delegation from the Head of Department:

- coordinating the work of the director of studies group and chairing the director of studies group
- the budget for the department’s teaching at first-cycle and second-cycle levels (referred to below as UGA)
- submitting responses to consultations and reporting on activities
- in consultation with the subject coordinator, ensuring resource provision and being responsible for the planning and design of the department’s UGA activities
- general responsibility for dimensioning accounting for the delivery of all courses
- in consultation with the subject coordinator and the director of studies group, maintaining a plan for the development of the department’s UGA
- stimulating and creating conditions for strategic discussions regarding the department’s UGA
- the planning, implementation and evaluation of contract education courses and preparing contracts between the department and clients
- initiating and pursuing pedagogical issues
- the development of the department’s programmes in terms of content in consultation with the subject coordinator
- representing UGA in the Department’s management group
- preparing and presenting UGA matters to the Department Board
• promoting the convening of the teachers’ collegium to discuss common issues
• creating conditions for collaboration between different staff groups within the UGA
• overall responsibility for the department’s student recruitment material and marketing the department’s UGA.

IV. Head of Research

The Head of Research is responsible for the following by delegation from the Head of Department:

• preparing strategy documents on how we want to develop research, to be used in presentations to the faculty and regarding the development of research at the department
• exposing the department’s research to the wider world
• stimulating and creating conditions for strategic discussions in the Supervisors'/Professors’ collegium with the aim of highlighting the different research specialisations and enhancing collaboration within the department
• representing research externally, including contact with research funding bodies
• organising meetings with the department’s research managers, if necessary
• being the recipient of information from external parties for the department’s overall research
• compiling a draft operational plan for research and PhD studies
• drawing up a plan for developing research/PhD studies and regularly monitoring and revising it in light of changes in activities and the wider world
• coordinating the department’s internal work on the evaluation of research and PhD studies
• preparing the work on the allocation of department-wide research resources
• overall responsibility for ensuring that the research information on the department’s website is clear and up-to-date.

V. Head of Collaboration and Outreach

The Head of Collaboration and Outreach is responsible for the following by delegation from the Head of Department:

• preparing strategy documents on how we want to develop collaboration and outreach at the department, to be used in presentations to the faculty and internally at the department
• coordinating, highlighting and providing information about opportunities and facilitating collaboration between the department and external non-academic actors
• discussing and promoting new forms, forums and activities for collaboration and outreach
• representing the department in discussions regarding collaboration with other bodies at the university, such as Uppsala University Innovation Partnership Office, UU Innovation, Upptech, the contract education unit and others
• informing the department’s staff about opportunities and requests for collaborative projects/proposals
• facilitating the initiation and participation by the department’s staff in collaborative projects (research collaboration, contract education, external participation in education)
• establishing and maintaining a GDPR-compliant list of external collaboration contacts and the nature of the collaboration
• being familiar with and approving the department’s new collaborative projects/applications according to the department’s established collaboration procedure
• compiling the department’s collaboration activities for the department’s annual report and drawing up an annual operational plan for these activities
• promoting the visibility of the department’s collaborative activities.
VI. Head of Division
The Head of Division is responsible for the following by delegation from the Head of Department:

- management of the division’s activities and development of the division and of internal governance and control
- staff at the division
- the budget of the division
- drawing up a plan for developing the division and regularly monitoring and revising it in light of changes in activities and the wider world
- stimulating and creating conditions for strategic discussions at the division
- the staffing plan of the division
- continuously supplementing and revising staffing
- remuneration data for HR officers
- making proposals for the allocation of resources within the division
- monitoring health and safety and promoting good health and safety at the division
- providing information on matters relating to the division both externally and internally
- making proposals for the appointment of teaching and research staff
- the induction of new staff at the division
- ensuring that performance reviews of division staff are held in accordance with the departments timetable.

VII. Management team
For day-to-day management, there is a management team consisting of the Head of Department, five heads of division, the head of UPPMAX, the Head of Education, the Head of Research, the Head of Collaboration and Outreach, the Administrative Manager and the Human Resources Coordinator. The management team is headed by the Head of Department and is a preparatory body for all matters dealt with by the department board. It is responsible for implementing the board’s decisions and is a coordinating body for effective management, implementation and follow-up. The management team meets every one to two weeks.

VIII. Directors of Studies in first-cycle education
Directors of Studies in first-cycle education are responsible for the following by delegation from the Head of Education:

- developing a draft staffing plan for their courses
- the development of their courses
- quality monitoring, quality assurance and quality development of their courses
- continuously drawing up proposals for supplementing and revising staffing for their courses
- investigating cases of cheating on their courses and taking appropriate action
- drawing up and revising course syllabuses, including modules and reading lists for their courses
- ensuring that all their courses are dealt with in teaching teams and keeping informed about the work of these teaching teams
- liaising with programme coordinators in good time on setting up, developing and phasing out courses
- preparing/presenting material for student recruitment and marketing of the department’s UGA, including documentation for the course catalogue for their courses
- monitoring and reporting on the department’s UGA activities in relation to their courses
• preparing matters and opinions for the department board and other bodies concerning their courses
• assisting the Head of Education in dimensioning accounting for the delivery of their courses
• assisting students and staff in problem situations within their courses
• assisting the subject coordinator and the Head of Education with the development of the department’s programmes in terms of content
• assisting Heads of Division with the recruitment of temporary teaching staff for their courses, for example teaching assistants
• creating the conditions for the work of the schedulers, office staff and study advisers
• dissemination of UGA-related information to student services and teaching staff
• assisting the Head of Education with the preparation of UGA matters for the board.

IX. Special tasks in UGA

Staffing Officer in UGA

The Staffing Officer in UGA is responsible for:

• monitoring and reporting on the department’s UGA activities in relation to staffing
• preparing matters and opinions for the department board and other bodies concerning staffing
• the overall staffing plan for the department’s UGA activities
• with the Recruitment Officer in UGA, making proposals for the long-term planning of which divisions are responsible for which courses
• with the Recruitment Officer in UGA, assisting the Head of Education and subject coordinator with the development of the department’s courses; initiating and phasing out courses

Education Quality Officer in UGA

The Education Quality Officer in UGA is responsible for:

• monitoring and reporting on the department’s UGA activities in relation to the quality of education
• preparing matters and opinions for the department board and other bodies concerning the quality of education
• promoting the development of the department’s programmes by supporting the formulation of pedagogical projects
• quality monitoring, quality assurance and quality development of courses
• overall responsibility for quality monitoring, quality assurance and quality development of the department’s UGA activities

Pedagogical Development Officer in UGA

The Pedagogical Development Officer in UGA is responsible for:

• monitoring and reporting on the department’s UGA activities in relation to pedagogical development
• preparing matters and opinions for the department board and other bodies concerning pedagogical development
• promoting the pedagogical development of teachers, for example via seminars and courses, and support for the formulation of pedagogical applications and projects
• issuing service certificates for pedagogical activities.
Recruitment Officer in UGA

The Recruitment Officer in UGA is responsible for:

- monitoring and reporting on the department’s UGA activities in relation to recruitment
- preparing matters and opinions for the department board and other bodies concerning recruitment
- with the Director of Studies with special responsibility for staffing, making proposals for the long-term planning of which divisions are responsible for which courses
- representing the department’s UGA activities in search groups during recruitment
- with the Staffing Officer in UGA, assisting the Head of Education and subject coordinator with the development of the department’s courses; initiating and phasing out courses.

X. Director of Studies Group

The Director of Studies Group includes the Directors of Studies, Schedulers, Study Advisers, Office Coordinators, people with special tasks in UGA (Staffing Officer, Education Quality Officer, Pedagogical Development Officer and Recruitment Officer), Subject Coordinators and the Head of Education. The group handles ongoing and long-term first-cycle education matters and prepares matters on behalf of the management team, the Head of Department and/or the board. The group is also responsible for planning, implementing and evaluating the funding agreement targets in accordance with the existing course syllabuses and with the available resources.

The Head of Education leads the work of the group and chairs it.

XI. Subject Coordinator

The tasks of the Subject Coordinator are described in the Rules of Procedure for the Disciplinary Domain of Science and Technology (TEKNAT 2019/177).

XII. Educational Programme Officer

The tasks of the Educational Programme Officer are described in the Rules of Procedure for the Disciplinary Domain of Science and Technology (TEKNAT 2019/177).

XIII. Programme board for second-cycle level programmes

The composition and tasks of the Programme Boards are described in the Rules of Procedure for the Disciplinary Domain of Science and Technology (TEKNAT 2019/177).

XIV. Director of PhD Studies

The Director of PhD Studies is responsible for the following by delegation from the Head of Department:

- initiating and monitoring the annual review of PhD students’ study plans
- being the contact for the faculty and department in matters relating to PhD studies
- maintaining and developing department-wide procedures for PhD studies (the day-to-day procedures are handled by the research administration)
- support for PhD students and supervisors in matters relating to PhD studies, including crisis management according to a specific document
- websites relating to PhD studies (these are an important part of contact with both the department and the wider world).
XV. Professor responsible for PhD studies

The tasks of the professors responsible for PhD studies are described in the Rules of Procedure for the Disciplinary Domain of Science and Technology (TEKNAT 2019/177).

XVI. Group of professors responsible for PhD studies

A professor responsible for PhD studies (FUAP) is appointed by the Faculty Board for each PhD studies subject and specialisation. A professor responsible for PhD studies has overall responsibility for the quality and development of PhD studies in their subject, in collaboration with other professors and teachers of the subject.

The Director of PhD Studies (FUS) leads the work of the group and chairs it.

XVII. Professors responsible for research programmes

The tasks of professors responsible for research programmes are described in the Rules of Procedure for the Disciplinary Domain of Science and Technology (TEKNAT 2019/177).

XVIII. Group of professors responsible for programmes

The group of professors responsible for programmes (PAP group), which consists of the professors responsible for research programmes at the department, coordinates the joint strategic work of developing the department’s research. In concrete terms, this involves, among other things, discussing proposals for how the non programme-related faculty funds that the department receives each year from the faculty should be used, based on views from the divisions. The group is sometimes also tasked with addressing other general research issues.

The Head of Research leads the work of the group and chairs it.

XIX. Equal Opportunities Officer

The Equal Opportunities Officer is responsible for the following by delegation from the Head of Department:

- chairing the Equal Opportunities Group
- keeping abreast of developments in gender equality and equal opportunities work within Uppsala University and the rest of the higher education world
- convening meetings of the Equal Opportunities Group
- following up on the equal opportunities meetings
- formulating proposals for a gender equality and/or equal opportunities plan
- informing those responsible about what they should do according to the plans and requesting reports from those responsible on what has been done
- formulating follow-up documents (annexes to the plans)
- managing funds from Performance Resource B:
  - being responsible for formulating proposals for principles and initiatives
  - being responsible for calls for proposals
  - processing applications received and preparing a recommendation for a decision

XX. The Equal Opportunities Group

The group acts as a management team for equal opportunities work at the department. The group’s duties include:
• under the leadership of the Equal Opportunities Officer, working annually to draw up the department’s gender equality plan and/or equal opportunities plan, following up on the measures adopted and reporting in the following year’s plan
• participating in the evaluation of applications for funding of projects in the field (Performance Resource B)
• holding regular documented meetings during the semester
• providing information about the group’s work in the department
• documenting its activities in English and making material available online.

The composition of the Equal Opportunities Group is as follows:

• One member in a senior position (teacher, researcher, bioinformatician or postdoctoral researcher) from each division (currently Scientific Computing, Computing Science, Computer Systems, Systems and Control, and Visual Information and Interaction), one member from the administrative support unit, and one member from UPPMAX are appointed by the Board of Directors following a proposal by the department’s management team. The term of office for these members is three years.
• Two PhD student members are appointed by the department’s PhD student council for a term of one year
• Two student members are appointed by UTN for a term of one year
• Equal Opportunities Officer

The Equal Opportunities Officer leads the work of the group and chairs it.

XXI. The Work Environment Group

The Work Environment Group coordinates and provides information on the department’s work environment work. In addition, the Work Environment Group functions as a reflection group for the annual review of the action plan for work environment work, follows it up and is responsible for safety inspections. The group meets at least three times a year.

The composition of the Work Environment Group is as follows:

• Head of Department
• Safety Officer
• Administrative Manager
• HR Generalists
• HR Coordinator
• Student Representative

The Head of Department leads the work of the group and chairs it.

XXII. Crisis and Crisis Support Group

The Crisis and Crisis Support Group develops and updates guidelines and checklists, communicates them clearly and acts when the need for crisis management arises. The group meets once or twice a year.

The composition of the Crisis and Crisis Support Group is as follows:

• Head of Department
• Safety Officer
• Administrative Manager
• HR Generalist
• HR Coordinator
• Study Adviser
• Student Representative

The Head of Department leads the work of the group and chairs it.

XXIII. Mentoring coordinator

Tasks of the Mentoring Coordinator

• Check with HR generalists when new employees start work
• Assign mentees based on information from HR Generalists about new employees
• Organise annual meetings with mentors
• Review the semester reports from the mentors
• Update the mentor information
• Recruit new mentors
• Deal with mentees in special situations

XXIV. Mentors

Tasks of mentors

• Shortly after a new employee’s first day of work, contact the mentee and arrange a day for an introductory lunch (paid for by the department)
• Should normally have two meetings in addition to lunch. Must also have a final meeting after one year. Implementation varies according to the mentee’s wishes BUT the mentee should not avoid the mentor entirely
• The mentor should tell the mentee that they are being paid for the task to ensure that the mentee feels they can really take up the mentor’s time
• Occasionally invite the mentee to the department’s Friday evening pub session or other social activity
• Report annually to the mentor coordinator

XXV. Senior group for PhD students

A group of senior researchers other than the supervisors, known as a senior group, must be appointed for each PhD student. Once a year, the senior group must follow up on how the PhD student’s year has been, and the meeting must form part of the PhD student’s annual performance review. The second part of the performance review for PhD students is carried out annually by the supervisor during the ISP review, which normally takes place in August/September.

The recommended time for this follow-up meeting is February/March. The senior group is set up by the relevant division head, who also appoints the convenor. The group must consist of two or three researchers with a PhD. The same senior group may exist throughout the PhD student’s period of study or the composition of the group may be varied from year to year.

The overall purpose of the senior group

• The primary purpose is for the senior group to support the PhD student.
• The PhD student will have contact with several senior researchers in addition to the supervisors.
• The senior group can highlight any problems and provide advice to both the PhD student and the supervisors.

Responsibilities of the senior group
The senior group must organise an annual follow-up meeting with the PhD student at which all members of the senior group meet the PhD student at the same time. Supervisors do not attend the meeting.

**XXVI. Nominations Committee**

The Nominations Committee must propose candidates for department-wide management positions.

The composition of the Nominations Committee is as follows:

- One member in a senior position (teacher, researcher, bioinformatician or postdoctoral researcher) and a personal deputy from each division (currently Scientific Computing, Computing Science, Computer Systems, Systems and Control, and Visual Information and Interaction), one member and a personal deputy from the administrative support unit, and one member and a personal deputy from UPPMAX are appointed by the Board of Directors following a proposal by the management team. The term of office for these members is three years.
- One of the ordinary members as described above is appointed by the Board of Directors as chair.
- The ordinary members of the Nominations Committee as described above appoint a vice chair from the committee members.
- A PhD student member and a deputy PhD student member are appointed from among the department’s PhD student collegium for a term of office of one year.
- A student member and a deputy student member are appointed by UTN for a term of office of one year.