



LUNDS UNIVERSITET

Reg. no STYR 2018/1859

# RULES OF PROCEDURE FOR LUND UNIVERSITY

*Approved by the University Board 14 December 2018, Item 12*

With the support of Chapter 2 Section 2 first paragraph point 8 of the Higher Education Ordinance (1993:100), hereafter HEO, Lund University adopts the following rules of procedure.

## **Introduction**

For more than 350 years, Lund University has been a centre of education and learning. The University's success is closely linked to the tradition of peer review as the driving principle of quality enhancement in education and research. Collegiality is a guarantee for credible knowledge development where objectivity, impartiality and reproducibility are key concepts.

When higher education institutions in 2011 were given further mandate to determine their own internal form of governance, Lund University chose to maintain the tradition of collegial leadership with far-reaching delegations and collective responsibility at the faculty level. Collective responsibility includes both quality assurance and development of education and research, recruitment, gender equality and equal opportunities issues, support functions and resource allocation. Far-reaching delegations are particularly important at a university of this size, where each faculty must be allowed space to develop their individuality and the priorities of their respective subject areas.

Members of the faculty and departmental boards are appointed through election, and the majority consists of teaching staff with research/artistic expertise. These elected bodies have the overall responsibility, and a monitoring function, for the activities at the faculty and department. The decision-making power of the elected bodies is important for employee influence, and contributes to a healthy division of power. As a knowledge organisation, the University's success

depends on the professional commitment of its employees, which is enabled by providing considerable opportunities for participation. The department and faculty level leaders (heads of department/deans) are former lecturers who have been appointed by their superiors after consultation or through election. The appointment of an academic leader is thereby legitimated from both the higher and lower organisational level, which is necessary in order for them to contribute to well-founded change. An academic leader operates in a system of both high- and low-level management, which makes the principle of line management as present as collegial governance.

Present-day universities are government authorities, and must follow the laws and regulations that apply to them, current collective agreements and other agreements, and properly exercise public authority and fulfil their duties as employers. A successful University today must thus be able to uphold the principle of collegiality in order to maintain a quality enhancement culture, where the power of initiative within the academic profession is encouraged and developed, while satisfactorily fulfilling the requirements that apply to government authorities. At the University, the various governing principles are applied simultaneously – the collegial process of knowledge-driven development, the regulatory control as a result of our responsibilities as a government authority, and the management-inspired governing principle that includes goals, strategies and follow-up. Both individual leaders and members of the decision-making bodies operate within and through these forms of governance.

Lund University's Rules of Procedure aim to clarify how its activities shall be governed, and clarify the responsibilities between different functions within the organisation.

### **Definitions**

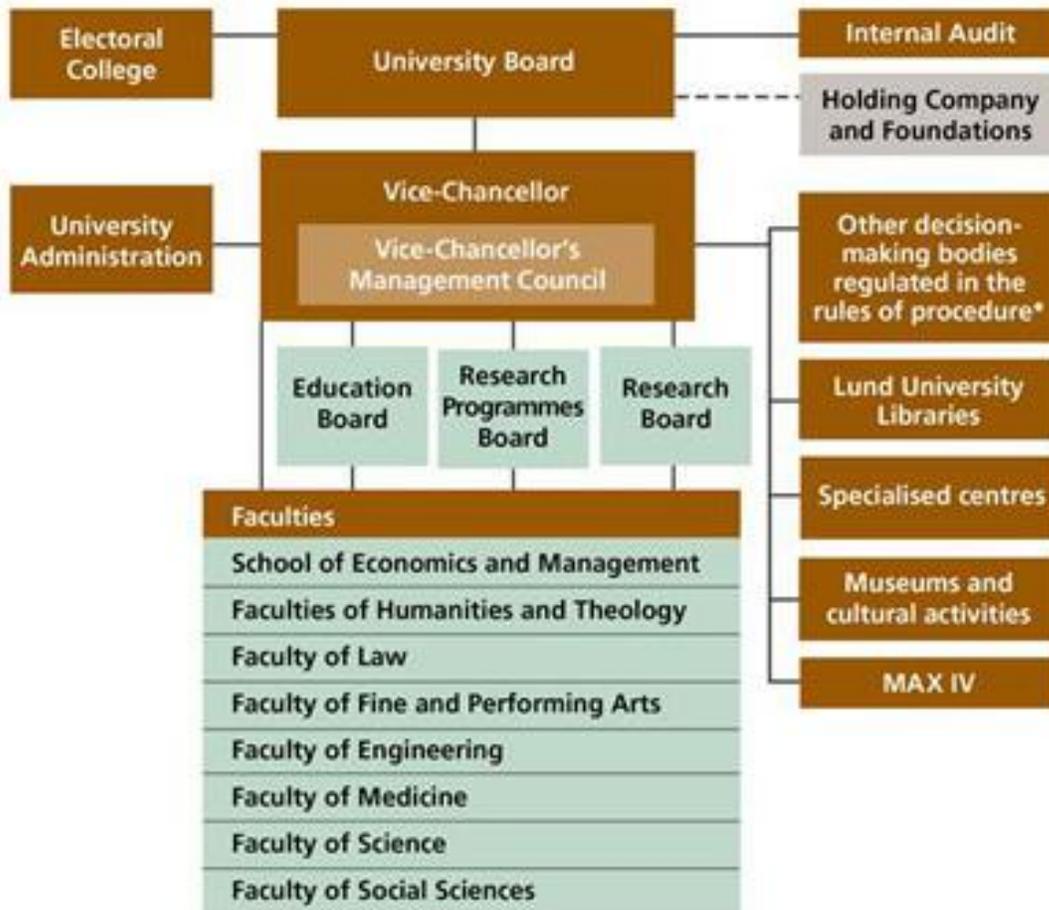
1. Lund University's objective is that within all committees, boards and other bodies within the University there is to be a gender balance. In the present rules, balance refers to a representation of one gender that is not lower than 40 per cent of all members.
2. Teaching staff refers to a person holding any of the types of employment specified in the current Lund University Appointment Rules. Teaching staff with research or artistic expertise refers to professors or persons holding academic positions requiring a doctoral degree or the equivalent qualification.

Further regulations on the electoral process are issued by the vice-chancellor.

# 1. Organisation

## 1.1 Organisation structure

Lund University's organisation in accordance with these rules of procedure can be illustrated as follows:



\*Disciplinary Board, Staff Disciplinary Board, Research Misconduct Review Board, Admissions Board.

A more detailed description of the remit, composition, etc. of each unit can be found in chapters 2, 3 and 4 below.

## 1.2 University Board

The University Board supervises all of the University's operations and assumes responsibility for the fulfilment of its mandate (Chapter 2 Section 2 of the Higher Education Act (1992:1434), hereafter HEA).

Within the University Board is an Audit Committee.

### **1.3 Internal Audit**

There is an internal audit office at the University (Ch. 1 Sec. 5a HEO and Sec. 2 Internal Audit Ordinance (2006:1228), hereafter IAO).

### **1.4 Vice-Chancellor and Deputy Vice-Chancellor**

The University Vice-Chancellor is the head of the public authority and is responsible for leading its operations on behalf of the University Board (Ch. 2 Sec. 3 HEA and Ch. 1 Sec. 5 paragraph 2 HEO).

The Vice-Chancellor shall have a deputy (Ch. 2 Sec. 10 HEO). The Vice-Chancellor's deputy shall be called the Deputy Vice-Chancellor.

### **1.5 Vice-Chancellor's Management Council**

There shall be a management council at Lund University known as the Vice-Chancellor's Management Council.

### **1.6 Education Board**

There shall be a central education board at Lund University. The Education Board shall report to the Vice-Chancellor.

### **1.7 Research Programmes Board**

There shall be a central research programmes board at Lund University. The Research Programmes Board shall report to the Vice-Chancellor.

### **1.8 Research Board**

There shall be a central research board at Lund University. The Research Board shall report to the Vice-Chancellor.

### **1.9 Electoral College**

There shall be an electoral college at Lund University.

### **1.10 Staff Disciplinary Board**

There is a staff disciplinary board at Lund University (decision of 25 October 1993, A 9 13996/93).

### **1.11 Disciplinary Board**

There is a disciplinary board at Lund University (Ch. 10 Sec. 3 HEO).

### **1.12 Research Misconduct Review Board**

There is a board for dealing with research misconduct at Lund University.

### **1.13 Admissions Board**

There is an admissions board at Lund University (decision of 6 November 1993, I A 19 10499/93).

## **1.14 Faculties, specialised centres, cultural and public centres, and libraries**

### *1.14.1 Faculties*

Lund University shall be organised into faculties. The faculties are:

- Faculty of Engineering
- Faculty of Fine and Performing Arts
- Faculties of Humanities and Theology
- Faculty of Law
- Faculty of Medicine
- Faculty of Science
- Faculty of Social Sciences
- School of Economics and Management

#### *1.14.1.1 Faculty boards*

The highest decision-making body at each faculty shall be the faculty board.

#### *1.14.2 Specialised centres*

The establishment of operations within the University's specialised centres shall be decided by the Vice-Chancellor. The specialised centres shall be managed by the Vice-Chancellor, or an individual appointed by the Vice-Chancellor.

#### *1.14.3 Cultural and public centres*

The cultural and public centres shall be brought together in a shared organisational structure led by a board.

#### *1.14.4 MAX IV Laboratory*

Lund University has a national research facility in the form of an electron accelerator laboratory called MAX IV Laboratory. MAX IV Laboratory is governed by a board (Swedish Code of Statutes 1994:946).

#### *1.14.5 Lund University Libraries*

The operations of the libraries at Lund University shall be gathered in an organisational structure called Lund University Libraries (LUB) governed by a board. There shall be a University Librarian.

## **1.15 Departments and equivalent units**

The University's teaching and research activities shall be carried out at departments, the University's specialised centres or other equivalent units in accordance with separate decisions.

### *1.15.1 Department boards*

At each department or other equivalent unit, there shall be a department board or equivalent that shall be the highest decision-making body.

## **1.16 Central administration**

There is a central administration at the University. There shall be a University Director and a Deputy University Director.

## **2 Management and management bodies at Lund University**

### **2.1 University Board**

The board of a higher education institution shall supervise all of its operations and assume responsibility for the fulfilment of its mandate (Ch. 2 Sec. 2 HEA).

In its role as University management, the board is answerable to the Government for the operations of the University and shall ensure that they are carried out efficiently and in accordance with the law and the obligations of Sweden's membership of the European Union, that they are reported in a reliable and accurate manner and that the public authority makes good use of the State's resources (Sec. 3 Government Agencies Ordinance (2007:515), hereafter AO).

The board shall make decisions on the following (Ch. 2 Sec. 2 HEO):

- important issues relating to the overall operational focus and organisation of the higher education institution
- annual reports, interim reports, budgetary records and other important reports, and otherwise ensure that the institution has an internal governance and control system that functions in a satisfactory manner
- measures resulting from audit reports and audit memoranda from the Swedish National Audit Office
- guidelines and audit routines for internal auditing and measures resulting from the observations and recommendations arising from internal audits pursuant to Section 10 of the IAO (2006:1228)
- important issues relating to the internal allocation and monitoring of resources
- the admissions procedure laid down in the second paragraph of Section 3 of Chapter 6 HEO
- rules of procedure with important regulations on the overall organisation of the higher education institution, delegation of decision-making powers, the processing of issues and operational procedures in other respects, unless otherwise provided by statutes or regulations
- appointment rules
- other important regulations
- other issues that are of principle importance

The Board may entrust decisions on interim reports to the chair in consultation with the Vice-Chancellor (Ch. 2 Sec. 4 a HEO).

In addition, the board decides in accordance with special regulations in the Higher Education Ordinance on:

- proposals to the Government on the appointment of a vice-chancellor (Ch. 2 Sec. 8 HEO)
- appointment of a deputy to the vice-chancellor (Ch. 2 Sec. 10 second paragraph HEO)
- appointment of a deputy chair of the board (Ch. 2 Sec. 1 second paragraph HEO)
- appointment of three members of the Staff Disciplinary Board (Ch. 2 Sec. 15 first paragraph HEO)
- rules for the electoral college concerning consultation with teaching staff, other staff and students as part of the process of appointing a vice-chancellor (Ch. 2 Sec. 8 second paragraph HEO), appointing a deputy vice-chancellor (Ch. 2 Sec. 10 HEO) and electing teaching staff representatives (Ch. 2 Sec. 7 a first paragraph HEO)

In addition, the University Board itself shall decide on:

- remits of holding companies
- associated foundations
- whether an association of students at the University may be granted the status of a students' union for a specified period (Ch. 4 Sec. 8 HEA)
- the entitlement of students to representation as regulated in Chapter 2 Section 14 fourth paragraph of the HEO and on the basic rules for student influence at Lund University

## **2.2 Composition of the University Board**

The University Board is to be composed of a chair, the Vice-Chancellor and 13 other members (Ch. 2 Sec. 1 HEO). The chair is to be appointed from among the other members. Teaching staff have the right to three representatives on the board. The teaching staff representatives are elected (Ch. 2 Sec. 7 a HEO). The students have the right to three representatives on the board (Ch. 2 Sec. 7 a HEO). The student representatives are appointed in accordance with the regulations of Section 7 of the Student Union Ordinance (2009:769).

All members except the Vice-Chancellor are appointed for a maximum of three years (Ch. 2 Sec. 7 HEO).

The chair and the remaining seven members shall be appointed by the Government pursuant to Chapter 2 Section 4 of the HEA.

Representatives of the employee organisations have the right to attend board meetings, speak and put forward proposals. They are appointed in accordance with the regulations of the Staff Representatives Ordinance (1987:1101).

## **2.3 Audit Committee**

The Audit Committee shall be the University Board's preparatory body for matters concerning internal governance and control (decision of 18 October 2013, IR 2013/13).

## **2.4 Internal Audit**

The Internal Audit Office is organised under the University Board and reports directly to the board (Ch. 1 Sec. 5 a HEO and Sections 9–10 IAO).

The Internal Audit Office shall be led by a manager appointed by the Vice-Chancellor after consultation with the chair of the University Board.

## **2.5 Risk Committee**

The Risk Committee shall be a preparatory body of the University Board for decisions concerning University-wide risk assessment, and review of the internal governance and control. The Risk Committee shall also promote understanding and awareness about overall risks within the University.

## **2.6 Vice-Chancellor**

The Vice-Chancellor is responsible for the day-to-day running of the University on behalf of the University Board in accordance with the directives and guidelines decided by the Board. The Vice-Chancellor shall keep the University Board informed about the University's operations,

provide the University Board with information on which to base decisions and implement the decisions of the University Board.

The Vice-Chancellor shall decide on matters other than those referred to in section 2 (i.e. Ch. 2 Sec. 2 HEO), unless:

1. otherwise provided by enactment or ordinance, or
2. the board has decided otherwise (Ch. 2 Sec. 3 HEO).

Pursuant to this provision, the decision-making powers not included in Section 2.1 rest with the Vice-Chancellor. The Vice-Chancellor approves the delegation of decision-making powers at Lund University.

The Vice-Chancellor assumes responsibility for the authority's employment policy (Sec. 8 AO) by:

- developing and coordinating public employment policy, in collaboration with other agencies
- ensuring that University employees have good awareness of the goals of the University's operations
- creating good working conditions and harnessing and developing employees' skills and experience

## **2.7 Deputy Vice-Chancellor**

The term of office of the Deputy Vice-Chancellor shall be the same as that of the Vice-Chancellor. The Deputy Vice-Chancellor stands in for the Vice-Chancellor when he or she is not working, and otherwise serves in the place of the Vice-Chancellor to the extent decided by the Vice-Chancellor (Ch. 2 Sec. 10 HEO).

## **2.8 Appointment of Vice-Chancellor and Deputy Vice-Chancellor**

The Vice-Chancellor is appointed by the Government following a proposal from the University Board. It is the responsibility of the University Board to consult students, teaching staff and other staff before the proposal is made (Ch. 2 Sec. 8 HEO). The Deputy Vice-Chancellor is appointed by the board (Ch. 2 Sec. 10 second paragraph HEO).

The process shall be carried out in the following order:

- The University Board appoints a nominating committee from among its members
- The University Board's first task, after consultation with the electoral college, is to draw up a person specification for vice-chancellor and deputy vice-chancellor
- The University Board's second task, after drafting and consultation with the Electoral College, is to decide on a proposal for vice-chancellor and to decide on a deputy vice-chancellor
- Consultation with students, teaching staff and other staff takes place via the Electoral College

The gender equality aspect shall be taken into account in the process (Ch. 2 Sec. 8 HEO).

## 2.9 Electoral College

### *Remit*

- The Electoral College shall fulfil the requirements of Chapter 2 Section 8 of the HEO on the University Board's obligation to consult teaching staff, other staff and students in the process of appointing a vice-chancellor or deputy vice-chancellor.
- The representatives of teaching staff with research or artistic expertise and of other staff on the Electoral College appoint teaching staff representatives to the University Board through elections and are responsible for any by-elections.

The Electoral College shall report to the University Board on how the gender equality aspect has been taken into account in connection with elections etc. in accordance with Chapter 2 Section 8 of the HEO.

### *Organisation and composition*

The Electoral College shall be composed of a maximum of 48 members. Of these, 24 shall be teaching staff with research or artistic expertise and the places shall be allocated as follows: 16 places are divided evenly between the faculties and the remaining eight are allocated in consideration of the number of staff in the category at each of the faculties. In addition, there are 12 members who represent other staff, distributed so as to ensure that all the faculties are represented and other staff outside the faculties are guaranteed representation. The students have the opportunity to appoint 12 members. Representatives of teaching staff with research or artistic expertise and other staff are appointed through elections at each faculty or equivalent. The student representatives are appointed in accordance with the regulations of Section 7 of the Student Union Ordinance (2009:769).

Employees of Lund University who are employed until further notice or for a continuous period of at least two years and whose employment is equal to at least 50 per cent of full-time hours are entitled both to vote and to nominate in elections of members to the Electoral College. Holders of doctoral studentships are not, however, entitled to vote or nominate as they are regarded as students in this context in accordance with Chapter 1 Section 4 of the HEO.

- There shall be a working committee within the Electoral College. It shall have a maximum of seven members, appointed from the Electoral College. Teaching staff with research or artistic expertise and other staff shall be included on the committee. The students are to be given the opportunity to appoint one representative to the working committee. In addition, the employee organisations are to be given the opportunity to appoint one representative each, who has the right to attend meetings, speak and put forward proposals in the working committee.
- All members of the Electoral College participate in the process of appointing a vice-chancellor or deputy vice-chancellor
- The student representatives do not participate in the election of teaching staff representatives to the University Board.

The term of office for the members of the Electoral College is three years, with the exception of the student representatives.

If a member leaves his or her position in the Electoral College during the course of his or her term of office, a substitute is to be elected.

## **2.10 Vice-Chancellor's Management Council**

The Vice-Chancellor's Management Council is to be composed of the Vice-Chancellor, Deputy Vice-Chancellor, pro vice-chancellors (if the Vice-Chancellor has appointed any), all the deans and the University Director. The Management Council is an advisory body to the Vice-Chancellor on matters concerning education, research, innovation, external engagement and other matters concerning the achievement of the University's long-term strategic goals. The students have the right to two representatives on the Vice-Chancellor's Management Council.

## **2.11 University Central Administration and University Director**

The central administration supports the University Board, Vice-Chancellor, faculty boards and the rest of the University's operations in their administrative tasks and decision-making. The central administration is also to safeguard that the University fulfils its obligations as a government agency.

The University Director has overall responsibility for administrative processes and systems at Lund University and is responsible for developing the administration of the University. The University Director is appointed by the Vice-Chancellor.

A Deputy University Director is to be appointed by the Vice-Chancellor after consultation with the University Director.

## **2.12 Central Education Board**

### ***Remit***

The Education Board shall deal with strategic education matters in the first and second cycles where a decision at faculty level is inappropriate owing to their University-wide nature. The remit also includes principles for quality assurance and quality enhancement.

The Education Board is first and foremost a preparatory and advisory body. The Vice-Chancellor may delegate decisions on certain issues to the board.

### ***Organisation and composition***

The Education Board is to have a chair and a vice-chair. The chair is the Vice-Chancellor or an individual appointed by the Vice-Chancellor. The board shall be composed of a maximum of 12 members, of whom eight shall be teaching staff with research or artistic expertise. The students have the right to three representatives. The faculty representatives are nominated by the faculty boards and appointed by the Vice-Chancellor. The student representatives are appointed in accordance with the regulations of Section 7 of the Student Union Ordinance (2009:769). All members of the Education Board except the student representatives are appointed for three years.

Representatives of the employee organisations have the right to attend board meetings, speak and put forward proposals. They are appointed in accordance with the regulations of the Staff Representatives Ordinance (1987:1101).

## **2.13 Central Research Programmes Board**

### ***Remit***

The Research Programmes Board shall deal with strategic education matters in the third cycle where a decision at faculty level is inappropriate owing to their University-wide nature. The remit also includes principles for quality assurance and quality enhancement.

The Research Programmes Board is first and foremost a preparatory and advisory body. The Vice-Chancellor may delegate decisions on certain issues to the Board.

### ***Organisation and composition***

The Research Programmes Board is to have a chair and a vice-chair. The chair is the Vice-Chancellor or an individual appointed by the Vice-Chancellor. The Research Programmes Board appoints the vice-chair from among its members. The board is to be composed a maximum of 12 members, of whom eight shall be teaching staff with research or artistic expertise who represent the faculties. The students have the right to three representatives. The faculty representatives are to be nominated by the faculty boards and appointed by the Vice-Chancellor. The student representatives are appointed in accordance with the regulations of Section 7 of the Student Union Ordinance (2009:769). All members of the Research Programmes Board except the student representatives are appointed for three years.

Representatives of the employee organisations have the right to attend board meetings, speak and put forward proposals. They are appointed in accordance with the regulations of the Staff Representatives Ordinance (1987:1101).

## **2.14 Central Research Board**

### ***Remit***

The Research Board shall deal with strategic research matters where a decision at faculty level is inappropriate owing to their University-wide nature. The board has particular responsibility for facilitating and supporting the University's cross-disciplinary research. The board processes matters of research strategy on which the University Board or Vice-Chancellor are to make a decision.

The Research Board is first and foremost a preparatory and advisory body. The Vice-Chancellor may delegate decisions on certain issues to the board.

### ***Organisation and composition***

The Research Board is to have a chair and a vice-chair. The chair is the Vice-Chancellor or an individual appointed by the Vice-Chancellor. The board appoints the vice-chair from among its members. The board is to be composed of a maximum of 13 members, of whom eight shall be teaching staff with research or artistic expertise who represent the faculties, and one a representative of the specialised centres. The representative of the specialised centres is to be appointed by the Vice-Chancellor after a proposal from a manager with particular responsibility for the specialised centres. The students have the right to three representatives on the Board. The faculty representatives are nominated by the faculty boards and appointed by the Vice-Chancellor. The student representatives are appointed in accordance with the regulations of Section 7 of the Student Union Ordinance (2009:769).

All members of the Research Board, except the student representatives, are appointed for three years.

Representatives of the employee organisations have the right to attend board meetings, speak and put forward proposals. They are appointed in accordance with the regulations of the Staff Representatives Ordinance (1987:1101).

### **2.15 Specialised centres**

The specialised centres encompass research and education activities that for special reasons are organised at central University level. The specialised centres shall be managed by the Vice-Chancellor or a manager appointed by the Vice-Chancellor. Decisions regarding the specialised centres shall be made in consultation with a student representative. The Vice-Chancellor makes decisions to establish or cease operations within the specialised centres.

The operations within the specialised centres shall be governed by regulations or similar which in applicable cases shall be decided by the Vice-Chancellor. Each unit shall be managed by a board and a director (equivalent to a head of department), unless there are valid reasons why this should not be the case.

The location of operations within the specialised centres shall be evaluated regularly. Unless there are special circumstances the operations shall be integrated into the faculties.

### **2.16 Cultural and public centres**

The Vice-Chancellor makes decisions to add or remove operations as cultural and public centres. Cultural and public centres at Lund University shall be led by a board. The board shall have overall responsibility for the operations, coordination, and collaboration with other parts of Lund University. Further duties of the board are determined by the Vice-Chancellor.

#### ***Organisation and composition***

The board shall be composed of the directors of the cultural and public centres represented, as well as four external members. These are appointed by the Vice-Chancellor following proposals from the centres represented. More detailed regulations for the procedure are issued by the Vice-Chancellor. One of the external members shall be the chair, appointed by the Vice-Chancellor. The board appoints a vice-chair from among its members. The students have the right to two representatives. The student representatives are appointed in accordance with the regulations of Section 7 of the Student Union Ordinance (2009:769). All members of the board, except the student representatives, are appointed for three years.

In addition, representatives of the employee organisations have the right to attend board meetings, speak and put forward proposals. They are appointed in accordance with the regulations of the Staff Representatives Ordinance (1987:1101).

### **2.17 MAX IV Laboratory**

MAX IV Laboratory is a national synchrotron radiation research facility. MAX IV is part of Lund University, and Lund University is the authority responsible for operations and administration of MAX IV.

MAX IV Laboratory shall be led by a board. The board shall be composed of a chair and eight other members, all of whom are to be appointed by the University Board in consultation with the Swedish Research Council and the Swedish innovation agency Vinnova (Swedish Code of Statutes 1994:946, Section 5).

The composition of the board shall be appropriate for MAX IV Laboratory, and the specialised knowledge, expertise, and geographic diversity of the members shall reflect both the specialised areas covered by the activities at MAX IV, as well as MAX IV's national and international breadth.

The board members are to be appointed to serve for three (3) years at a time. Board members are not to serve for more than two periods, unless there are special reasons.

A student representative, with the right to attend board meetings, speak and put forward proposals, is to be appointed in accordance with Section 7 of the Ordinance on Student Unions (Swedish Code of Statutes, 2009:769)

In addition, a trade union representative, with the right to attend board meetings, speak and put forward proposals, is to be appointed in accordance with the Swedish Code of Statutes (1987:1101).

The board is to establish rules of procedure regarding its work. The board is to appoint a deputy chair internally.

MAX IV Laboratory is to have a director, appointed by the board (Swedish Code of Statutes 1994:946, Section 3). The director has a responsibility to the board for the operational and strategic management of MAX IV Laboratory. Following a proposal from the director, the board shall appoint a number of deputy directors who, together with the director, comprise the MAX IV management team. The board is to decide on the term of office for each individual director and deputy director, as well as the opportunity for an extended term of office.

## **2.18 Lund University Libraries**

The library operations at Lund University shall be assembled in an organisation called Lund University Libraries (LUB). The organisation comprises the University Library (UB) and faculty libraries. The Vice-Chancellor makes decisions to add or remove other libraries to or from LUB.

The University Librarian has overall responsibility for the operations of the libraries and their development at Lund University. The University Librarian is appointed by the Vice-Chancellor. The University Librarian is the head of the University Library. The Vice-Chancellor decides the other duties of the University Librarian.

The operations of Lund University Libraries shall be led by a board. The board shall be composed of a chair, appointed by the Vice-Chancellor, the University Librarian, three external members and one representative of each faculty, appointed by the faculty boards. The external members are to be appointed by the Vice-Chancellor following proposals from LUB. The students have the right to three representatives. The student representatives are appointed in accordance with the regulations of Section 7 of the Student Union Ordinance (2009:769). The

board appoints a vice-chair from among its members. All members of the board of LUB, except the student representatives, are appointed for three years.

In addition, representatives of the employee organisations have the right to attend board meetings, speak and put forward proposals. They are appointed in accordance with the regulations of the Staff Representatives Ordinance (1987:1101).

More detailed regulations on the appointment of board members and the board's remit are issued by the Vice-Chancellor.

### **3 Faculties**

The faculties are led by faculty boards.

The faculty boards are:

1. Board of the Faculty of Engineering
2. Board of the Faculty of Fine and Performing Arts
3. Board of the Faculties of Humanities and Theology
4. Board of the Faculty of Law
5. Board of the Faculty of Medicine
6. Board of the Faculty of Science
7. Board of the Faculty of Social Sciences
8. Board of the School of Economics and Management

#### **3.1 Areas of responsibility of the faculty boards**

The faculty boards have overall responsibility for education, research, innovation and external engagement, work on quality and development, faculty libraries, organisation, finances, human resources, administration, and information and communication matters at the faculty concerned.

The faculty boards make decisions on the establishment and termination of departments and other units at the faculty.

If there are valid reasons, a faculty board can decide on a form of management for a department/equivalent other than a board.

#### **3.2 Composition of the faculty boards**

The work of each faculty shall be led by a dean. The dean is usually also the chair of the faculty board. However, the board may commission the nominating committee to seek a suitable chair externally. The pro-dean is usually the vice-chair of the faculty board. In case of an external chair, the dean will serve as vice-chair.

The faculty board shall include representatives of teaching staff, students and other staff, as well as external members. The majority of the members shall be teaching staff with research or artistic expertise. There shall be 8, 12 or 14 members, excluding student representatives. If the board is to be made up of 8 or 14 members (excluding student representatives), a decision by the Vice-Chancellor is required.

Normally, the faculty board is composed of 12 members (excluding student representatives), including the dean, pro-dean, six representatives of teaching staff with research or artistic expertise, two representatives of other staff, and two external members. The students have the right to three representatives.

In cases where the Vice-Chancellor decides that a board is to be composed of 14 members (excluding student representatives), the number of members of teaching staff with research or artistic expertise is increased to seven and the number of external members to three. The composition is otherwise the same as when there are 12 members.

In cases where the Vice-Chancellor decides that a board is to be composed of 8 members (excluding student representatives), the number of members of teaching staff with research or

artistic expertise is decreased to four, the number of external members to one, and the number of other staff to one. The students have the right to two representatives.

The student representatives are appointed in accordance with the regulations of Section 7 of the Student Union Ordinance (2009:769).

All members of the faculty boards, except the student representatives, are appointed for three years.

Representatives of the employee organisations have the right to attend board meetings, speak and put forward proposals. They are appointed in accordance with the regulations of the Staff Representatives Ordinance (1987:1101).

### **3.3 Dean and Pro-Dean**

The Dean is the head of the faculty, and shall represent the faculty within and outside the University. The Dean shall strive to ensure that the research and education carried out within the activities of the faculty are of high quality, and promote collaboration with wider society. The Dean is responsible for the faculty's ongoing activities, and is to make sure that they are performed in accordance with current legislation, regulations, collective agreements and other agreements, and thereby ensure the proper exercise of public authority and the faculty's responsibilities as an employer. The Dean also has decision-making powers, delegated by the faculty board.

The Dean shall be the line manager of the head(s) of department.

The Dean shall have a deputy. The Dean's deputy shall be called the Pro-Dean. The Dean and Pro-Dean shall be members of teaching staff with research or artistic expertise.

### **3.4 Appointment of Dean**

The Dean shall be appointed for three years by the Vice-Chancellor following proposals made through elections at the faculty. Employees of Lund University who are employed at the faculty until further notice or for a continuous period of at least two years and whose employment at the faculty is equal to at least 50 per cent of full-time hours are entitled both to vote and to nominate in the election of deans. Holders of doctoral studentships are not, however, entitled to vote or nominate as they are regarded as students in this context in accordance with Chapter 1 Section 4 of the HEO.

The appointment of a dean shall be carried out in accordance with the following procedure:

- a) The faculty appoints a nominating committee through a general election at the faculty.
- b) The nominating committee presents its proposal after consultation with the Vice-Chancellor.
- c) Subject to a faculty board decision, the nominating committee can seek a dean from another faculty at Lund University or from outside Lund University.

### **3.5 Appointment of a deputy to the Dean (Pro-Dean)**

A deputy to the Dean (Pro-Dean) shall be appointed by the Vice-Chancellor for three years following proposals made through elections in accordance with points a and b in section 3.4 above. Employees of Lund University who are employed at the faculty until further notice or for a continuous period of at least two years and whose employment at the faculty is equal to at least

50 per cent of full-time hours are entitled both to vote and to nominate in the election of pro-deans. Holders of doctoral studentships are not, however, entitled to vote or nominate as they are regarded as students in this context in accordance with Chapter 1 Section 4 of the HEO.

### **3.6 Appointment of external members and external chair (where appropriate)**

External members are appointed by the Vice-Chancellor following proposals from the faculty's nominating committee. The nominating committee proposes external members to the Vice-Chancellor without elections.

One of the proposed external members may be the chair of the faculty board if the nominating committee proposes this. The nominating committee shall provide the electorate with the opportunity to give its opinion on such a proposal.

### **3.7 Election of representatives of teaching staff with research or artistic expertise and representatives of other staff to faculty boards**

Representatives of teaching staff with research or artistic expertise shall be appointed through elections. Members of teaching staff with research or artistic expertise at the faculty are eligible for election.

Employees of Lund University who are employed at the faculty until further notice or for a continuous period of at least two years and whose employment at the faculty is equal to at least 50 per cent of full-time hours are entitled both to vote and to nominate in the election of representatives of teaching staff with research or artistic expertise to faculty boards. Holders of doctoral studentships are not, however, entitled to vote or nominate as they are regarded as students in this context in accordance with Chapter 1 Section 4 of the HEO.

Representatives of other staff shall be appointed through elections. Members of staff at the relevant faculty that are not teaching staff with research or artistic expertise are eligible for election.

Employees of Lund University who are employed at the faculty until further notice or for a continuous period of at least two years and whose employment at the faculty is equal to at least 50 per cent of full-time hours are entitled both to vote and to nominate in the election of representatives of other staff to faculty boards. Holders of doctoral studentships are not, however, entitled to vote or nominate as they are regarded as students in this context in accordance with Chapter 1 Section 4 of the HEO.

### **3.8 Election and composition of the nominating committee**

A nominating committee is to be elected at each faculty, with the task of preparing nominations and proposing candidates for dean, pro-dean, representatives of teaching staff with research or artistic expertise and external members, one of whom may be chair, and representatives of other staff. The nominating committee shall consist of no less than five and no more than nine members, excluding student representatives. The size and composition of the nominating committee is determined by the faculty based on the following.

The nominating committee shall be composed of representatives of teaching staff with research or artistic expertise, representatives of other staff, and at least two student representatives. The majority of the committee is to be composed of the representatives of teaching staff with

research or artistic expertise. The nominating committee appoints a chair from among its members. In addition, the employee organisations may appoint one representative each, who is given the right to attend meetings, speak and put forward proposals in the committee.

The student representatives are appointed in accordance with the regulations of Section 7 of the Student Union Ordinance (2009:769).

Student participation is limited to the task of preparing nominations and proposing candidates for dean, pro-dean, and external members, one of whom may be chair.

The right to vote and to nominate in the election of representatives of teaching staff with research or artistic expertise, as well as representatives of other staff to the nominating committee, is based on the same criteria as those that apply to the election of members to the faculty board, see section 3.7.

The head of faculty office/equivalent shall encourage those entitled to vote and nominate to nominate candidates for the nominating committee.

After nominations, the head of faculty office draws up a proposal for a nominating committee and its remit, on which the electorate votes. The head of faculty office/equivalent is responsible for running the election.

If an individual from the nominating committee is discussed as a possible nominee for a position being considered by the nominating committee, the individual shall immediately resign from the nominating committee. If the number of members in the nominating committee falls below five after resignations (excluding student representatives), and the majority of the members no longer consists of representatives of teaching staff with research or artistic expertise, the head of faculty office/equivalent shall be responsible for holding a by-election.

Nominating committees appointed prior to 15 February 2017 must adhere to the transitional provisions stated in the present document under the heading “Entry into force”.

### **3.9 Elections**

Elections can take place at meetings, by post, at a special voting station, or through an electronic procedure. Elections shall be held in a way that protects the secrecy of the ballot. It shall be possible to vote both for the nominating committee’s proposals and for one’s own choice of candidates. In order for a vote to be valid, the number of names it contains shall correspond exactly to the number of individuals to be elected.

## **4 Departments**

The regulations laid down under points 4.1 to 4.5 shall also apply to other equivalent units at Lund University.

### **4.1 Department board/equivalent**

A department shall be led by a department board, which, within the boundaries set by the faculty board, has overall responsibility for education, research and quality and development work.

If there are valid reasons, a department may be led by a head of department only or in another manner, see 3.1.

### **4.2 Composition of department boards**

Department boards shall have between 9 and 17 members, of whom the majority shall be members of teaching staff with research or artistic expertise. Other staff shall be represented. The students have the right to three representatives. The student representatives are appointed in accordance with the regulations of Section 7 of the Student Union Ordinance (2009:769). The head of department is chair of the department board.

Representatives of the staff organisations have the right to attend board meetings, speak and put forward proposals. They are appointed in accordance with the regulations of the Staff Representatives Ordinance (1987:1101). All members of the department boards, except the student representatives, are appointed for three years.

The faculty board decides on the exact composition of the department boards. In special circumstances, the faculty board can decide to make an exception to the number of members and composition of a department board/equivalent (Ch. 2 Sec. 6 HEA).

The members of the department boards, except the chair and student representatives, are appointed through election.

### **4.3 Head of Department**

The Head of Department (and chair of the department board) is appointed by the Dean of the faculty for a period of three years, following proposals from the staff of the department.

The Head of Department shall be a member of teaching staff with research or artistic expertise.

### **4.4 Duties of the Head of Department**

The Head of Department is the manager of the department. The Head of Department shall strive to ensure that the research and education carried out within the activities of the department are of high quality and to promote collaboration between the department and wider society. The Head of Department represents the department within and outside the University.

The Head of Department is responsible for the faculty's ongoing activities, and is to make sure that they are performed in accordance with current legislation, regulations, collective agreements and other agreements, and thereby ensure the proper exercise of public authority and the faculty's responsibilities as an employer. The Head of Department also has decision-making powers, delegated by the department board and the faculty board.

#### **4.5 Deputy Head of Department**

The Head of Department is to have a deputy, who shall be called the Deputy Head of Department. The Deputy Head of Department is appointed by the Dean for a period of three years, following a proposal from the employees at the department.

The Deputy Head of Department shall be a member of teaching staff with research or artistic expertise.

## **5 Student influence at Lund University**

Students at Lund University shall have the right to appoint representatives to preparatory and decision-making bodies. This applies to everything except the assessment of individual students' study performance and the processing of individual human resources matters. However, the students shall be represented in the processing of human resources matters that are regulated in the appointment rules and in the preparations for elections in which students do not have the right to vote or nominate, unless other special regulations apply.

If a decision is to be made or drafted by one single individual, information is to be provided and consultation take place with a student representative well in advance of the decision being made or drafting concluded (Ch. 2 Sec. 14 second paragraph HEO). If the students' union has not appointed a student representative, information shall be provided to the students' union.

In cases where it is judged that views need to be gathered on a matter through a consultation round to one or more bodies and the matter concerns activities of importance to education or the situation of students, the students' union whose area of operation is concerned shall constitute a consultation body or, if the areas of operation of several students' unions are concerned, consultation responses shall be gathered from the unions in a manner agreed by the unions.

## **6 Processing of Matters**

### **6.1 Presentation and decisions**

Decisions shall be taken after a presentation of the matter concerned (Sec. 20 AO). Matters that are to be decided by one person do not need to be presented, with the exception of decisions by the Vice-Chancellor. Decisions of the Vice-Chancellor are generally made at a special meeting, in the presence of the University Director or a person appointed by the University Director.

Presentations are made against the background of the legal requirements for the preparation of matters in public administration. Presentation is taken to mean that the person responsible for the preparation of the matter and the drafting of a written proposal for a decision presents this in person to the person or persons who are to make the decision.

The chair of the board concerned (or the Vice-Chancellor for the University Board) is responsible for ensuring that the matter is prepared in accordance with applicable statutes and the University's own rules and regulations. The presentation shall ensure the board concerned is in a good position to make a decision that fulfils the goals set for the operations regulated within the board's area of responsibility.

### **6.2 Disqualification**

All boards and other decision-making and drafting bodies at Lund University are subject to the rules on disqualification laid down in Sections 11 and 12 of the Administrative Procedure Act (1986:223). All processing of matters at Lund University is subject to the rules on disqualification laid down in Sections 11 and 12 of the Administrative Procedure Act. If an individual is aware of circumstances that could constitute his or her disqualification, he or she is to voluntarily notify this (Sec. 12 second paragraph, Administrative Procedure Act).

### **6.3 Minutes**

Where required, minutes shall be drawn up promptly and, after review by the rapporteurs, shall be signed by the secretary and approved as soon as possible.

Minutes shall be drawn up in such a way as to make clear the content of decisions, by whom the decisions were made and who presented a report of the matter at the meeting. It shall also be clear who participated in the final processing of the matter without being involved in making the decision (Sec. 21, AO).

### **6.4 Summons**

A summons, together with the agenda and other documents, is to be sent electronically or by post to the members at least five working days before the meeting.

## **7 Delegation of decision-making powers**

Under the Higher Education Ordinance, the power to make decisions on behalf of the University falls to the University Board and the Vice-Chancellor, to bodies such as the Staff Disciplinary Board and the Disciplinary Board and to those appointed as examiners.

The University Board and the Vice-Chancellor can delegate decision-making powers to competent subordinate bodies or functions at the next highest level in the organisation. Further delegation is permitted unless there are specific regulations to the contrary.

It is always the delegating party that has ultimate responsibility for ensuring that individual decisions are made through a process that is correct and legally secure.

## **Entry into force and transitional provisions**

### **Entry into force**

The rules of procedure enter into force on 1 January 2019 and replace the *Rules of Procedure for Lund University* approved by the University Board on 15 December 2017, reg. no STYR 2017/1639.

### **Transitional provisions**

The rules concerning the composition and size of the nominating committee in section 3.8 apply to nominating committees appointed after 15 February 2017. Nominating committees appointed prior to that date must comply with sections 3.8 and 3.10 of the *Rules of Procedure for Lund University* approved by the University Board on 22 June 2016, reg. no STYR 2016/702.