



UMEÅ UNIVERSITET

# RULES OF PROCEDURE FOR THE FACULTY OF MEDICINE

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<sup>1</sup> This document has been translated from Swedish into English. If the English version differs from the original, the Swedish version takes precedence.

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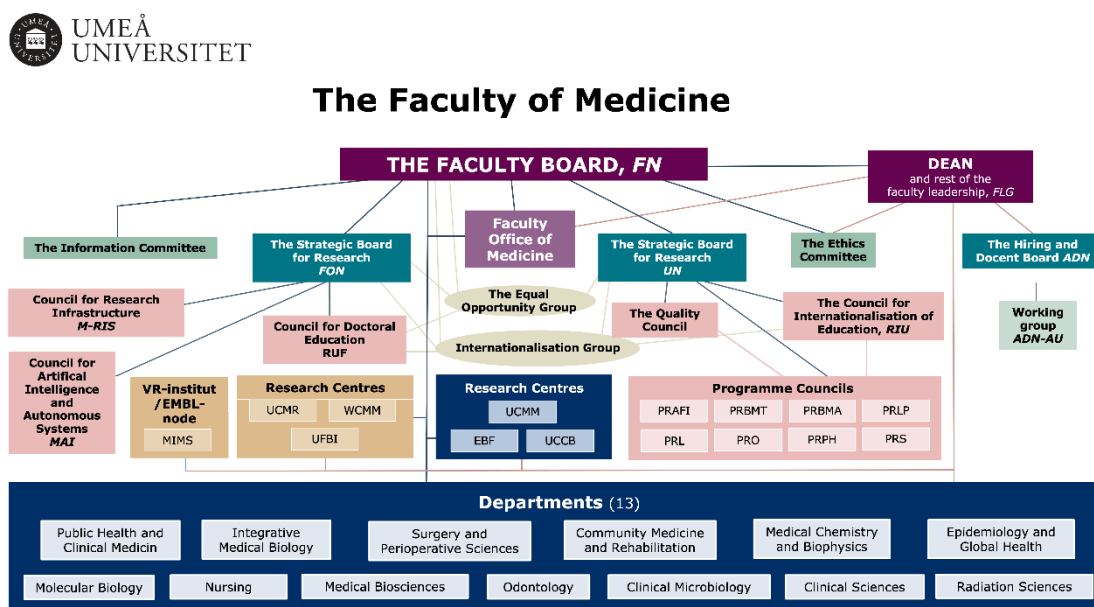


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## Introduction

From 1 January 2011, higher education institutions are to have rules of procedures for the internal organisation. The Faculty's rules of procedure clarify roles and responsibilities, focus on the Faculty's strategic responsibilities, link operational questions within the Faculty, and expand and strengthen the influence of teaching staff.

## Organisation



*Alt-text: Organisation chart for the Faculty of Medicine*



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Faculty of Medicine 901 87 Umeå, Sweden, +46 90-786 50 00, [www.umu.se](http://www.umu.se)

## 1. Faculty Board (FN)

### **Assignments of the Faculty Board**

The Faculty Board is the Faculty's academic management body and has strategic responsibility for research and for first-, second-, and third-cycle education. This work includes outreach, providing information about the Faculty's operations and promoting the use of research results produced at the University. The Faculty Board is responsible for quality enhancement and quality assurance of research and education within the Faculty's subject areas.

The Faculty Board:

- establishes the Faculty's operational plan and annual report
- establishes the budget for faculty-wide costs and the financial framework for departments or equivalent
- ratifies the joint financial statements of the Faculty
- determines measures to address surpluses or deficits for the Faculty
- adopts programme syllabuses and general curricula.

In other respects, the Faculty Board makes decisions in accordance with the Vice-Chancellor's decision-making and delegation procedure for Umeå University

### **Quorum and voting for the Faculty Board**

The Faculty Board has a quorum when more than half of its members, including the chair (or vice-chair), are in attendance. Voting at board meetings are open (not cast anonymously) and are decided by a simple majority. If a vote is tied, the chair has the deciding vote. Decisions related to Chapter 2, Section 6 of the Higher Education Act, require a quorum based on the majority of the attending members having scientific or artistic qualifications.

### **Decisions *per capsulam***

If a matter that comes before the Faculty Board is so urgent that no meeting can be held to discuss it, the matter may be decided through communication between the chair and at least the number of members required for a quorum (decision *per capsulam*). If this is not possible or inappropriate, the chair may decide the matter alone. Such decisions must be taken up at the Faculty Board's next meeting.

### **Composition of the Faculty Board and appointment of members**

The composition of the Faculty Board and appointment of members are regulated in the University's rules of procedure and in regulations determined by the Vice-Chancellor. See next page.



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The Faculty Board at the Faculty of Medicine has the following composition for the term of office 1 July 2021–30 June 2025:

<b>CATEGORY OF MEMBERS</b>	<b>FULL MEMBERS</b>	<b>DEPUTY MEMBERS</b>	<b>APPOINTED BY</b>	<b>TERM</b>
<b>Chair</b> Dean	1		Vice-Chancellor Nominated by the Election Committee	4+2+2 years*
<b>Vice chair</b> Deputy Dean	1		Vice-Chancellor Nominated by the Election Committee	4+2+2 years*
<b>Academically qualified teachers</b>	6	3 deputy members***	Elected by teaching staff after nomination by the Election Committee	4 years**
<b>Students</b> At least one representative of doctoral education	3	3	Appointed by the student union based on its own rules for appointments	Decided by the student union (usually one year)
<b>External members</b> Representative from Region Västerbotten	1	1	Vice-Chancellor Nominated by the Election Committee	4 years**

\* The Dean and the Deputy Dean may each be appointed for two consecutive terms for a total of eight (8) years. If the Deputy Dean is appointed as Dean, the combined terms of office as Dean and Deputy Dean may not exceed a total of twelve (12) years. If reappointed for a second four-year period, an evaluation is held in which either party may choose to end the appointment. A status meeting between the Vice-Chancellor and the Dean or Deputy Dean takes place after two (2) years in the second four-year term of office.

Tenured professors or associate professors who have previously served as a dean or deputy dean at the University may be reappointed for additional terms of office for the same position if at least four (4) years have elapsed since the end of the previous appointment.

\*\* Re-election of individual academically qualified teachers or external members of the Faculty Board cannot take place if the individual member has held two consecutive terms of office for a total of eight (8) years. If this term limit is reached during the current term of office, the member is to resign from the Board and a replacement is to be chosen through a by-election. At the request of the Dean, the Vice-Chancellor may decide to make an exception to this rule if judged necessary.

\*\*\* Three deputy members are appointed as academically qualified teachers. Deputy members are not directly linked to specific full members. Instead, deputies are admitted in a predetermined



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order, which may consider the gender balance of the Board. The Vice-Chancellor determines the details of this procedure<sup>2</sup>.

Both the Dean and the Deputy Dean are to be tenured professors or associate professors.

The Faculty Board at the Faculty of Medicine has decided that the following always have the right to attend and speak at the Board's meetings:

- teacher deputy members (i.e., even when they are not replacing a full member)
- associate deans
- Head of the Faculty Office

## 2. Faculty Management

### **Role and assignments of the Dean**

The Dean manages the daily work of the Faculty and is the Faculty's main representative, both internally and externally. The Dean is to be a well-established member of the research community, have leadership experience in academia and be skilled at working closely with staff and students.

The Deputy Dean steps in as Acting Dean in the Dean's absence. If needed, the Dean may appoint one or more associate deans with areas of responsibility as determined by the Dean.

The Dean chairs the Faculty Board and is responsible for ensuring that matters dealt with by the Board are well prepared. The Dean is responsible for ensuring that the work of the organisation is done in accordance with both the University's own governing documents and applicable ordinances and agreements.

The Dean makes decisions in accordance with the Vice-Chancellor's decision-making and delegation procedure and, in the event of repeated or serious breaches of the rules, must always take action if lower management level does not.

The Vice-Chancellor's decision Rule for academic leadership assignments (FS 1.1-2631-21) specifies in more detail the Dean's assignment and responsibilities and what is required to carry out the assignment.

### **The assignments of the Faculty Management**

The assignments of the Faculty Management is to provide advice and operative support to the Dean in the work with leading the Faculty.

### **Composition of the Faculty Management**

The composition of the Faculty Management is regulated in part in the University's rules of procedure and is approved by the Dean.

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<sup>2</sup> First and foremost, a deputy member preferably replaces a full member of the same gender so that the Board maintains a gender-equal distribution. If this is not possible, deputies join the Board according to how they are ranked. (From *Rules for elections to faculty boards, including the appointment of the Dean and Deputy Dean, for the period from 1 July 2021 to 30 June 2025*, FS 1.1-2010-20)



The Faculty of Medicine's Leadership Group (FLG) includes:

The Dean, appointed by the Vice-Chancellor
The Deputy Dean, appointed by the Vice-Chancellor
Associate Dean(s), appointed by the Dean
Head of the Faculty Office
The Dean can appoint representatives of additional roles or individuals to the leadership group

The leadership group meets regularly.

### **Procedures for the Dean's decision-making**

The Dean's decision-making procedures are to include the following elements:

1. At regular meetings for making decisions based on a pre-established agenda and with minutes taken, the Dean makes decisions in accordance with the Vice-Chancellor's decision-making and delegation procedure for Umeå University.
2. The agenda and minutes are to be made public.
3. Students have the right to be present at decision-making meetings and to have any dissenting opinions noted in the minutes.
4. Meetings for making decisions are preceded by consultation in accordance with the local collaboration agreement.

### **The Dean's decision-making meetings (DBM)**

Present/invited:

Dean
Deputy Dean
Associate dean(s)
Head of the Faculty Office
Other individuals in the leadership group
Student representatives
Secretary
Reporting officers and other relevant individuals

Decision-making meetings are normally held once per week or every other week during the semester. Matters discussed at decision-making meetings are normally handled by and completed in the faculty collaborative group (FSG, see at the end of this document).



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### 3. Preparatory bodies: Boards, committees, and councils

#### **Required preparatory bodies**

The University's rules of procedure stipulate that each faculty is to have one or more employment committees. Each Faculty Board can, at its discretion, establish *additional* temporary or permanent councils and committees.

#### **Decision-making and preparatory bodies; composition and appointment of the chair, vice-chair, and other members**

The membership of different decision-making and preparatory bodies is to reflect the breadth of the Faculty. The decision-making and preparatory bodies are to strive to have as balanced a gender-distribution as possible. The bodies are delegated certain authority to make decisions that is regulated in the Faculty's decision-making and delegation procedure, and they serve as preparatory bodies for the Faculty Board and/or Dean.

The Dean appoints and dismisses chairs and, if necessary, vice-chairs in each body. In other respects, the Faculty Board determines the composition of the body. The Faculty Board appoints and dismisses the body's members (unless otherwise stipulated in the rules of procedure), except student representatives, who are appointed by the Umeå Medical and Health Sciences Student Union based on its internal procedure, and external members from, e.g., regions and municipalities, where the external party is invited to appoint their full representative and deputy.

The term of office for the Faculty's boards, committees, and councils is normally four years, and corresponds with the Faculty Board's term of office, unless the Faculty Board decides otherwise.

#### **Quorum and voting**

A decision-making body has a quorum when more than half of the members, including the chair (or vice-chair), are present. Voting in decision-making bodies is open (not cast anonymously) and votes are decided by a simple majority. If a vote is tied, the chair has the deciding vote. Decisions related to Chapter 2, Section 6 of the Higher Education Act require a quorum based on the majority of the attending members having scientific or artistic qualifications.

#### **Decisions *per capsulam***

If a matter that comes before a body is so urgent that no meeting can be held to discuss it, it may be decided through communication between the chair and the body's other members (decision *per capsulam*). If this is not possible or inappropriate, the chair may decide the matter alone. Such decisions must be taken up at the body's next meeting.

#### **Activating deputy members**

The basic rule is that a deputy member has the right to attend only when a full member is absent. When the deputy member replaces a full member, the deputy has the same decision-making mandate as the full member being replaced. See the section on the Faculty Board for specific information on teacher deputy members and the section on the Hiring and Docent Board for special rules for the Board.

The Umeå Medical and Health Sciences Student Union appoints deputies for its full members. The deputy member that replaces an absent full member is determined by the student union on each occasion.





### Consulting members

Each body determines which individuals/roles are appointed as consulting members with the right to attend and speak for all or parts of their meetings.

### Right to attend and speak for Faculty Office administrators

Holders of relevant roles at the Faculty Office have the right to attend and speak at each body's meetings.

The Faculty of Medicine is to have the following boards, committees, and councils.

## 3.1 Strategic Board for Research (FON)

### FON's assignments

The assignments of the Strategic Board for Research is to follow developments within research nationally and internationally, and to initiate and propose measures to promote and develop the Faculty's competitiveness within its different research areas. The Board is responsible for auditing the quality of the Faculty's research.

The Board is also tasked with following developments in doctoral education, both nationally and internationally, and initiating measures that improve and promote doctoral education. The Board is responsible for the doctoral education's quality assurance and for curriculums, courses, procedures for admission, follow-up and defence of doctoral theses.

The Strategic Board for Research is responsible for preparing the following:

- strategic questions related to research and doctoral education
- determining how to identify and stimulate the Faculty's strong research environments and new research areas
- questions related to research-stimulating measures, analyses, specialisations, infrastructure for research and ways of supporting researchers with grant applications
- appointment of honorary doctors and other scientific prizes and awards

Other tasks of the Strategic Board for Research are defined in the Faculty's Decision-making and delegation procedure.

### Composition of FON

The Strategic Board for Research consists of:

CATEGORY OF MEMBERS	FULL MEMBERS	DEPUTY MEMBERS
<b>Teaching staff</b>	At most 12 members including the chair and vice-chair	
<b>Students</b> Doctoral students	1	1
<b>External members</b> Representative from Region Västerbotten	1	1



The chairs of the Council for Doctoral Education (RUF), the Council for Research Infrastructure (M-RIS), and the Council for Artificial Intelligence and Autonomous Systems (MAI) are co-opted to FON's meetings as needed.

### 3.1.1 The Council for Doctoral Education (RUF)

The Council for Doctoral Education (RUF) is associated to the Strategic Board for Research.

#### RUF's assignments

The Council for Doctoral Education is responsible for:

- preparing strategic questions related to doctoral education prior to the Strategic Board for Research's continued work on the matter
- preparing questions that develop and promote doctoral education
- following developments in doctoral education, both nationally and internationally
- proposing forms for quality assurance of doctoral education

#### Composition of RUF

The Council for Doctoral Education consists of:

CATEGORY OF MEMBERS	FULL MEMBERS	DEPUTY MEMBERS
<b>Teaching staff</b>	At most 15 members including the chair and vice-chair	
<b>Students</b> Doctoral students	2	2
<b>External members</b> (e.g., representatives from Region Västerbotten or other region)	1	1

The Faculty's director of doctoral studies has the right to attend and speak at the Council's meetings.

### 3.1.2 The Council for Research Infrastructure (M-RIS)

#### M-RIS's assignments

The Council for Research Infrastructure is advisory to the Strategic Board for Research and the Faculty Management. The Council's assignments are both to take stock of and propose principles for prioritising and co-financing the faculty's infrastructures and to promote and make existing infrastructures accessible. The Council works for coordination of both local and national infrastructures. It is responsible for monitoring national and international trends within the infrastructure area to optimise opportunities for the Faculty's researchers to conduct innovative research. M-RIS is responsible for:

- preparing strategic questions related to infrastructures
- preparing proposals for systems that identify infrastructure needs
- preparing proposals for prioritisation plans for the Faculty's infrastructures, including their discontinuation



- preparing proposals for long-term financing of purchases of infrastructure at the Faculty
- preparing proposals for long-term financing of operation of the Faculty's infrastructures
- working for coordination of calls for proposals of local funding for infrastructure when possible
- working to ensure that the Faculty's researchers are represented in local/national/international review panels for financing and coordinating infrastructures
- preparing questions related to calls for proposals and award of infrastructure grants for the Strategic Board for Research

### Composition of M-RIS

The Council for Research Infrastructure consists of:

CATEGORY OF MEMBERS	FULL MEMBERS	DEPUTY MEMBERS
<b>Teaching staff</b>	At most 12 members including the chair and vice-chair	
<b>Students</b> Doctoral students	1	1
<b>External members</b> Representative from Region Västerbotten	1	1

### 3.1.3 The Council for Artificial Intelligence and Autonomous Systems (MAI)

#### MAI's assignments

The Council for Artificial Intelligence and Autonomous Systems advises the Strategic Board for Research and the Faculty Management. The Council's assignments are to take stock of and propose principles for prioritising and co-financing of ongoing and new AI projects within the Faculty. It is responsible for monitoring national and international trends within the field of AI to optimise opportunities for the Faculty's researchers to conduct innovative research. MAI is responsible for:

- preparing strategic questions related to AI research
- identifying prioritised areas with development potential within the Faculty
- promoting development of the Faculty's AI research and making it more visible
- stimulating cross-Faculty and applied AI research
- identifying resource needs for the Faculty's AI research
- contributing to the coordination of AI-related activities within Umeå University
- contributing to the follow-up of the University's efforts within AI
- working to ensure the Faculty's researchers are represented in local/national/international review panels for AI-related research



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- preparing calls and proposals for distribution of faculty funding for AI research for the Strategic Board for Research

### Composition of MAI

The Council for Artificial Intelligence and Autonomous Systems (MAI) consists of:

CATEGORY OF MEMBERS	FULL MEMBERS	DEPUTY MEMBERS
<b>Teaching staff</b>	At most 10 members including the chair and vice-chair	
<b>Students</b> Doctoral students	1	1
<b>External members</b> Representative from Region Västerbotten	1	1

## 3.2 Strategic Board for Education (UN)

### UN's assignments

The assignments of the Strategic Board for Education is to follow national and international developments at first- and second-cycle levels and to initiate and propose measures to promote and develop the Faculty's competitiveness at these levels. Using a clear scientific and educational perspective, the Board is to contribute to developing the Faculty's programmes, advancing its position of its education internationally and developing regional contacts and support.

The Strategic Board for Education is responsible for preparing the following:

- strategic questions related to first- and second-cycle education
- quality matters in first- and second-cycle education
- distributing first-cycle education assignments and proposing the size of programmes (except when the Riksdag has stipulated the size of programmes)
- establishing of or phasing out first- and second-cycle programmes (Vice-Chancellor makes these decisions)
- matters related to the range of offered freestanding courses
- strategies for increasing the number of qualified and recognised distinguished university teachers in Umeå University's qualifications system
- matters related to local qualification descriptors (Vice-Chancellor makes these decisions)
- questions related to exemptions from grading scales (Vice-Chancellor makes these decisions)

Other tasks of the Strategic Board for Education are listed in the Faculty's Decision-making and delegation procedure.



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### Composition of UN

The Strategic Board for Education consists of:

CATEGORY OF MEMBERS	FULL MEMBERS	DEPUTY MEMBERS
<b>Teaching staff</b>	At most 13 members, including the chair and vice-chair, of which at least one teacher representative from each programme council	
<b>Students</b>	3	3
<b>External members</b> Representative from Region Västerbotten	1	1

The chair of the Council for Internationalisation of Education (RIU) has a standing right to attend and speak at UN's meetings, even if the chair is not a full member of UN.

#### 3.2.1 Programme councils

Operative responsibility for the Faculty's first- and second-cycle programmes is delegated to eight programme councils. These programme councils are:

- Occupational Therapy, Physiotherapy and Exercise Physiologist Programmes (PRAFI)
- Biomedicine Programme and the Master's Programme in Biomedical Engineering (PRBMT)
- Biomedical Laboratory Science Programme (PRBMA)
- International Master's Programme in Public Health Science (PRPH)
- Speech and Language Pathology Programme (PRLP)
- Medical Programme (PRL)\*
- Dental Hygienist, Dentistry and Dental Technology Programmes (PRO)
- Nursing Programmes (PRS)

\*) PRL is also responsible for proficiency tests and supplementary training for doctors.

#### Responsibilities of the programme councils

The programme councils are responsible for the following tasks, which in some cases means preparing material for decisions by higher authorities:

- drawing up budget proposals for the programme/programmes
- proposing the number of places in programmes
- following up, evaluating and conducting other quality assurance within the programmes
- making proposals for revisions to the programme(s)
- approving editorial revisions to programme syllabuses
- supporting recruitment of students



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Other tasks of the programme councils are listed in the Faculty's Decision-making and delegation procedure.

### Composition of the programme councils

The programme councils consist of:

CATEGORY OF MEMBERS	FULL MEMBERS	DEPUTY MEMBERS
<b>Teaching staff</b>	At most 10 members including the chair and a vice-chair, if appointed	
<b>Students</b>	3	3
<b>External members</b> (e.g., representatives from Region Västerbotten and/or relevant municipality, other region, the private sector, public authority etc.)	1-3	1

The programme council for programmes that are part of multiple departments are expected to have members that reflect the departments offering courses.

### 3.2.2 Quality Council

#### The assignments of the Quality Council

The Quality Council is tasked with:

- reviewing the quality of programme syllabuses ahead of approval by the Faculty Board and the course syllabuses for freestanding courses for approval by the Strategic Board for Education
- preparing strategies for ensuring national qualitative targets
- preparing strategies for quality assurance in accordance with the quality system for education at Umeå University
- preparing strategies for follow-up and evaluation of courses and programmes

#### Composition of the Council

The Quality Council consists of:

CATEGORY OF MEMBERS	FULL MEMBERS	DEPUTY MEMBERS
<b>Staff</b>	At most 8 members including the chair	
<b>Students</b>	1	1

### 3.2.3 The Council for Internationalisation of Education (RIU)

The Council is commissioned by the Strategic Board for Education for internationalisation of the Faculty's first- and second-cycle programmes. This is done through strategic initiatives, promoting



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internationalisation and quality assurance of internationalisation. Internal and external collaboration is of great importance.

### **RIU's assignments**

The Council for Internationalisation of Education works with the following:

- monitoring the disciplinary domain concerning internationalisation, including identifying needs and areas for improvement to UN and the programme councils so these bodies can act
- cooperating with the programme councils on internationalisation, particularly by working to promote cooperation between the programme councils and being a forum for sharing experience between the programme councils
- promoting international exchange by working both for increasing the number of incoming and outgoing students and teachers, and for increasing interactivity in educational settings (often video-based or virtual). This is done both by instigating initiatives for UN and the leadership of the various programmes and through programme council representatives raising questions with their individual councils and actively working to increase internationalisation
- as part of the previous point, following up UN's assignment to the programme councils to increase the number of courses and learning opportunities provided in English within the Faculty's various programmes
- working to achieve and increase the number of cross-programme exchange agreements
- proposing concrete goals to UN with specific numbers (such as courses and learning opportunities in English and exchange agreements) for internationalisation of programmes so that UN can prepare the educational part of the Faculty's operational plan
- when requested by the programme councils or other parts of the Faculty's organisation, working with the International Office to provide expert advice to the Faculty and prepare and follow up agreements for international student and teacher exchanges
- collaborating with the International Office to promote activities (such as harmonisation of agreements) that are in line with the Faculty of Medicine's strategies
- collaborating for internationalisation with other parts of the University and other national and international higher education institutions

### **Composition of RIU**

The Council for Internationalisation of Education consists of:

<b>CATEGORY OF MEMBERS</b>	<b>FULL MEMBERS</b>	<b>DEPUTY MEMBERS</b>
<b>Teaching staff</b>	At most 12 members, including the chair* and vice-chair, of which 8 represent the Faculty's various programme councils**	1 representative for each programme council
<b>Students</b>	3	3

\*) Permanently co-opted with right to attend and speak in UN, if the chair is not already a full member of UN



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\*\*) The programme council representatives are also to be members in their respective programme council and, ideally, have responsibility in the council for monitoring international matters

### 3.3 Hiring and Docent Board (ADN)

The University's rules of procedure stipulate that each faculty is to have an employment committee. At the Faculty of Medicine, the Hiring and Docent Board (ADN) serves this function.

#### ADN's assignments

The Hiring and Docent Board is responsible for preparing the following:

- submitting proposals to the Dean when hiring professors, including adjunct professors (Vice-Chancellor makes the decisions) and other employments requiring assessment by external experts
- submitting proposals to the Dean in matters in which the Vice-Chancellor has approved review of promotion from associate professor to full professor (Vice-Chancellor makes the decisions)
- submitting proposals to the Dean in matters related to promotion from adjunct associate professor to associate professor
- submit proposals to the Dean in matters related to promotion from assistant professor to associate professor
- requesting reports from external experts
- drawing up specifications for formulating reports by external experts
- proposing to the Dean the primary potential candidates for a position. If the Board finds it appropriate, the proposal can include additional applicants who should be considered, and how they are ranked

The Board's other responsibilities are listed in the Faculty's Decision-making and delegation procedure. Some of these responsibilities can be delegated to the ADN's working committee (ADN-AU).

#### Composition of ADN

The Hiring and Docent Board consists of:

CATEGORY OF MEMBERS	FULL MEMBERS	DEPUTY MEMBERS
<b>Teaching staff</b>	At most 11 members including the chair and the two vice-chairs	2 group deputies
<b>Students</b>	1-2	1-2
<b>External members</b> Representative from Region Västerbotten	1-2	1-2

All teacher group deputies have the right to attend and speak at the Board's meetings. When a full member is absent, lots are drawn to determine which of the group deputies steps in for the full member.



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When necessary (e.g., when large numbers of hiring decisions must be made), ADN can be divided into two sub-boards (ADN-1 and ADN-2) with the same assignments; ADN's chair is responsible for assigning cases between the sub-boards. The purpose of the sub-boards is to enable additional meetings and interview opportunities, and thereby shorten the processing time in hiring cases. ADN's chair is chair for both sub-boards. The chair is to ensure that both sub-boards have the same procedures and apply the Faculty Board's adopted assessment criteria according to the same principles.

The Faculty Board determines how the teacher representatives are split between the sub-boards. ADN's chair, however, is able to call in members from one sub-board to the other with the purpose of maintaining quorums in each sub-board's meetings. Based on a proposal from the chair of ADN, the Dean determines whether the entire ADN is to handle hiring cases or if both sub-boards are to be activated for sharing the hiring cases between them for a specific period. The entire ADN may meet for other matters than hirings even during periods when sub-boards are activated, particularly for matters of a principle nature, to the extent that such matters must be handled during the same period.

When divided into two sub-boards, each sub-board is composed of the following:

<b>CATEGORY OF MEMBERS</b>	<b>FULL MEMBERS</b>	<b>DEPUTY MEMBERS</b>
<b>Teaching staff</b>	ADN's chair (Chair) 1 vice-chair 4 additional members	1 group deputy
<b>Students</b>	1	1
<b>External members</b> Representative from Region Västerbotten	1	1

The teacher group deputies have the right to attend and speak at sub-board meetings.

### **3.3.1 ADN's working committee (ADN-AU)**

ADN has a working committee (ADN-AU) responsible for:

- preparing matters for the Hiring and Docent Board
- submitting proposals to the Dean in matters related to unpaid docentships



### Composition of ADN-AU

ADN's working committee is composed of:

CATEGORY OF MEMBERS	FULL MEMBERS	DEPUTY MEMBERS
<b>Teaching staff</b>	ADN's chair and vice-chair and 1 full member from ADN (rotating; appointed by ADN)	1 deputy from ADN (rotating; appointed by ADN)
<b>Students</b>	1	1
<b>External members</b> Representative from Region Västerbotten	1	1

## 3.4 Ethics Committee

### Responsibilities of the Ethics Committee

The Ethics Committee has the following responsibilities:

- serving as an advisory body for the Dean
- organising training and seminars on relevant ethics questions for researchers and students
- ensuring that ethics is included at every education level
- providing doctoral-level courses on ethics
- monitoring current medical ethics debates and publications in the field
- contributing ethics perspectives to internal/external documents for comments as needed
- serving as a contact for the subject of ethics for other faculties at Umeå University and for other medicine faculties in the country
- contributing to drawing up ethics guidelines for parts of the organisation, as needed

### Composition of the committee

The Ethics Committee is composed of:

CATEGORY OF MEMBERS	FULL MEMBERS	DEPUTY MEMBERS
<b>Teaching staff</b>	At most 9 members including the chair	
<b>Students</b>	1	1
<b>External members</b>	1	1



## 3.5 Information Committee

### Responsibilities of the Information Committee

The Information Committee is responsible for:

- sharing information to the general public on research at the faculty
- serving as a reference group for student recruitment campaigns
- serving as a reference group in connection with marketing of the Faculty's research grants from donations or equivalent

### Composition of the committee

The Information Committee is composed of:

CATEGORY OF MEMBERS	FULL MEMBERS	DEPUTY MEMBERS
Staff	At most 8 members including the chair	
Students	1	1

## 3.6 Perspectives integrated into the Faculty's work / Holistic approach

Both the Faculty Board and its preparatory bodies are to consider the crucial perspectives of *equal opportunities* and *internationalisation* in all their work. Previously, there have been separate formal bodies for strategic work with equal opportunities and internationalisation. To ensure that all boards, committees, and councils incorporate and actively work with these perspectives, each central strategic body (FN, FON, UN and RUF) has now been tasked with appointing at least one member with special responsibility for equal opportunities and at least one member with special responsibility for internationalisation.

The task for the responsible member is to monitor and initiate the equal opportunities and internationalisation perspectives in their body, including informing and sharing information with other members about these perspectives as needed, monitoring trends and regularly sharing experiences and ideas with their counterparts in the other bodies, as described below. To further expand expertise in these issues in the various bodies, the responsible officer in the Faculty Office of Medicine is invited by the chair to attend the different bodies when these issues are discussed.

### 3.6.1 Equal opportunities

Members responsible for equal opportunities in the Faculty's central strategic bodies (FN, FON, UN, and RUF) and, when required, representatives for the Faculty Management are to regularly meet and share experiences and take initiatives in these questions. The Equal Opportunities Officer at the Faculty Office of Medicine is responsible convening the group. When needed, the group should be expanded with appropriate expertise and hold joint meetings with the



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departments' equal opportunities representatives to share experiences and work actively with these matters throughout the entire Faculty.

The group is also responsible for:

- providing expertise to the Faculty Board, Faculty Management, and other preparatory bodies on equal opportunity matters and directing work with gender mainstreaming at the Faculty
- initiating and discussing strategies and measures and taking these back to their individual bodies so that all students and staff at the Faculty have the same rights, obligations and opportunities regardless of gender, transgender identity or expression, ethnic background, religion or other belief, functional diversity, sexual orientation or age
- monitoring to ensure that the Faculty organisation is constantly working actively to stop harassment and abuse within the Faculty
- working together to help monitor issues related to the area and support the different bodies in their monitoring of trends and developments

### 3.6.2 Internationalisation

Members responsible for *internationalisation* in the Faculty's central strategic bodies (FN, FON, UN and RUF), representative(s) for RIU and, when required, the Faculty Management are to regularly meet and share experiences and initiate action in these matters. The group is convened by the member(s) responsible for internationalisation in FN. The group should be expanded as needed with appropriate expertise.

The group is also responsible for:

- motivating and following up to ensure that the Faculty's preparatory organisation and operations implement the *Mission Statement for Internationalisation at the Faculty of Medicine* (FS 1.1-2421-20)
- identifying possible synergies between first-, second-, and third-cycle education and research
- participating in the Faculty's monitoring of trends nationally and internationally regarding internationalisation within all levels of education and research
- supporting the preparatory organisation in increasing collaboration with other parts of the University on internationalisation

## 3.7 Preparing questions on establishing/filling vacant higher teaching and tenure track positions

### Background

The Vice-Chancellor at Umeå University approves establishment of professorships, on recommendation of the Dean, and approves establishment of lectureships and associate lectureships. Matters at the Faculty of Medicine are normally initiated at the department level



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when the head of department submits a recruitment request.

For two terms, between 2014–2021, a formal body (Staffing-Planning Committee, BPN) was tasked with helping to prepare such questions prior to a decision by the Dean. The requests by heads of departments to establish or fill a vacant higher teaching position (and tenure track positions for such recruitments, e.g., associate lectureship) were discussed in BPN and approved or rejected. From this point, these matters will be prepared according to a procedure adopted by the Dean with consideration given to the following.

### **Staff planning**

The following tasks – which previously were handled by BPN – are now the responsibility of the Faculty Management (and ultimately the Dean), together with the heads of departments:

- long-term strategic planning of the Faculty’s staffing of professors and associate professors, including planning of tenure track positions (assistant professors) with the right to be considered for promotion to associate professor

The Dean is responsible for this work being reported to the Faculty Board, at least annually in connection with approval of the operational plan, including strategies for talent management.

Because teaching positions are a significant part of the Faculty’s budget and long-term strategic planning, the Faculty Board is to also be given the opportunity to discuss questions related to newly established/filling of existing higher teaching positions and permission to consider promotions to professor. Information about these types of ongoing matters is thus to be provided and listed in attachments to the Faculty Board’s meetings (replaces providing BPN’s minutes to the Faculty Board) to facilitate discussions about long-term strategic talent acquisition.

As regards staff planning advice to the Dean, this will occur through consultation with the rest of the Faculty Management and relevant roles (e.g., the programme council chair) and expertise (e.g., preparatory bodies) based on the specific request. Beyond this, more or less permanent staff planning advisors can be appointed or a strategic reference group for planning of teacher staffing can be created as needed by the Dean.

## **4. Faculty-level trade union collaboration**

### **Faculty collaborative group (FSG) – tasks**

The faculty-level employer and the trade unions consult through the faculty collaborative group to enable the parties to jointly participate in the planning and policy process and in contributing to following up the organisation’s goals.

The collaboration agreement stipulates what is discussed in the FSG<sup>3</sup>, including:

- interfaculty questions, such as goals, specialisations, strategy, budget, planning and review
- budget and financial review
- more significant organisational changes that impact multiple departments
- supporting documentation and recommendations to the Dean and the Faculty Board

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<sup>3</sup> *Local collective agreement on collaboration for development at Umeå University, FS 1.1-2040-17*



- information about proposals from heads of departments about employing technical and administrative staff
- organisational matters and matters on more significant operational changes which involve initiating and following up risk analyses and consequences of changes
- overarching staff policy questions, review and analyses
- work environment issues
- gender equality issues
- equal opportunities issues
- questions referred from LSG

**Participants in the faculty collaborative group (FSG):**

Dean or the Dean's deputy (chair)
Head of Faculty Office (chair in the absence of the Dean/Deputy Dean)
Human resource specialists
Other invited employer representatives
Representatives from the trade unions

FSG normally meets every third week



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