



UMEÅ UNIVERSITY

# **RULES FOR ELECTIONS TO FACULTY BOARDS, INCLUDING THE APPOINTMENT OF DEANS AND DEPUTY DEANS, FOR 1 JULY 2021 TO 30 JUNE 2025**

Type of document:	Rule <sup>1</sup>
Date of approval:	9 September 2022 <sup>2022</sup> (revision date), 13 October 2020 (decision date)
Reg. no.:	FS 1.1-2010-20
Approved by:	Vice-Chancellor
Validity:	9 September 2022 until 30 June 2025
Field:	Decision structure, delegation and organisation
Office in charge:	Planning Office
Replaces document:	<p><i>Rules for the election and appointment of members of the Faculty Boards (including the Dean and Deputy Dean) at Umeå University for the period from 1 July 2017 to 30 June 2021 (FS 1.1-1939-16), established by the Vice-Chancellor on 1 November 2016.</i></p> <p><i>Rules for the by-election of external members of the Medical Faculty Board for the period through 30 June 2021 (FS 1.2.2-2300-18), established by the Vice-Chancellor on 27 November 2018.</i></p> <p><i>Rules for by-elections to the Faculty Boards for the period through 30 June 2021 (FS 1.1-1763-19) established by the Vice-Chancellor on 8 October 2019.</i></p>

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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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## 1. Description

The following rules state the procedures for the election and appointment of members and deputy members, including the Dean and Deputy Dean, to the Faculty Boards for the period from 1 July 2021 to 30 June 2025 inclusive.

## 2. Background

The current term of office of the members of the Faculty Boards (including the Dean and Deputy Dean) ended on 30 June 2021 and the new term of office starts on 1 July 2021. In view of this, elections of academically qualified members to the Faculty Boards will be held and the Vice-Chancellor will appoint deans, deputy deans and external members for each Faculty Board. The student unions appoint students to the Faculty Boards.

The rules are based on the *Rules of procedure for Umeå University*. The Rules of procedure state that the Vice-Chancellor establishes a more specific regulation of the procedures for appointing the members of the Faculty Boards. The current rules constitute this specific regulation.

According to the *Rule for university-wide policy documents*, several perspectives are integrated into new and revised policy documents at Umeå University. The policy documents also include an analysis of the document's consequences from a gender equality perspective. The student and collaborative perspectives have been integrated into the following rules. Due to the content and nature of the document, the sustainability, accessibility and international perspectives have not been integrated into the document. The policy document is expected to help maintain and ensure gender equality in the Faculty Boards.

## 3. General

### 3.1. Coordinator

The Academy Clerk of the Planning Office is the coordinator for appointing members of the Faculty Boards.

### 3.2. Responsibilities

Each Head of the Faculty Office is responsible for implementing the election and appointment processes prescribed in this policy document.

### 3.3. Term of office

The term of office runs from 1 July 2021 through 30 June 2025. Members of the Faculty Board appointed by the students through decisions by the relevant student union are an exception to this term of office (see Section 3.9 and Chapter 8).



### 3.4. Teachers

The term “teacher” in this document refers to an individual employed as a teacher according to the *Appointments procedure for teachers at Umeå University*.

### 3.5. Academically qualified

Academically qualified refers to an individual who has obtained a doctoral degree.

### 3.6. Simplified appointment process

The term “simplified appointment process” in this document refers to the procedure for the appointment of the Dean and Deputy Dean for a second term of office as described in Section 7.3.

### 3.7. Postal voting

Postal voting refers to voting carried out by casting votes on a physical ballot or the equivalent, which is then mailed to the responsible election official.

### 3.8. Electronic voting

Electronic voting refers to voting that is carried out by casting votes via computer or the equivalent with electronic system support.

### 3.9. Electoral assembly

Those in the faculties who are entitled to vote in the election of academically qualified members and deputy members to the Faculty Boards are referred to as the electoral assembly (see Section 5.1).

### 3.10. Group deputy member

A deputy member who is part of a group of members and not assigned to an individual member is a group deputy member.



### 3.11. Composition of the Faculty Boards

According to the *Rules of procedure for Umeå University*, the Faculty Boards have the following composition:

Category	Number	Appointed by	Term
<b>Dean/Deputy Dean (Chair/vice-chair)</b> Both the Dean and Deputy Dean are to be professors or associate professors	2	<b>Vice-Chancellor</b> Following nomination by the Nomination Committee	4 + 2 + 2 years <sup>2</sup>
<b>Academically qualified teachers</b> Three deputy members are appointed as academically qualified teachers.	5 or 6	<b>Academically qualified teachers of the faculty (Electoral Assembly)</b> Following nomination by the Nomination Committee	4 years <sup>3</sup>
<b>External members</b> Are to possess a wide range of experience in, for example, the public sector and/or the private sector. A deputy to the external member may be appointed.	1 or 2	<b>Vice-Chancellor</b> Following nomination by the Nomination Committee	4 years <sup>2</sup>
<b>Students</b> One of the students should represent doctoral studies. Up to three joint group deputy members may be appointed.	3	<b>Student unions</b>	According to the student unions' decision (usually one year)
	11, 12 OR 13		

<sup>2</sup> 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 the 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 takes place 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 years in the second four-year period. According to the Rules of procedure for Umeå University, permanently employed 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 post if at least four years have elapsed since the end of the previous appointment.

<sup>3</sup> 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 years. If this period occurs 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. According to the *Rules of procedure for Umeå University*, the Vice-Chancellor may decide to deviate from this rule at the request of the Dean, if there are special reasons for this.

The vacancy is filled by a deputy member taking the place of a regular member (see Section 9.2).



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The *Rules of procedure for Umeå University* stipulate that the Faculty Boards consist of five (5) or six (6) academically qualified teachers and one (1) or two (2) external members. Together with the Dean, Deputy Dean and students, the Faculty Board consists of 11, 12 or 13 permanent members and up to seven (7) deputy members.

The Heads of Department meeting determines the composition of the Board within the framework of regulations in the Rules of procedure (see Section 4.2.1).

### 4. Nomination Committee

#### 4.1. Composition of the Nomination Committee

The Nomination Committee consists of a total of nine (9) members, eight (8) of whom are academically qualified teachers, permanently employed professors on an artistic basis or permanently employed associate professors on an artistic basis. The ninth member is to be a student. The Nomination Committee should have a gender balance.

The student representative participates only in the preparation of proposals and decisions on proposals by the Dean and Deputy Dean.

The Nomination Committee appoints the chair from among its members. The Nomination Committee may also appoint a vice-chair from among its members to direct the work of the Nomination Committee in the absence of the chair. The chair and vice-chair are appointed from among the academically qualified members of the Nomination Committee.

#### 4.2. Appointment of the Nomination Committee

##### 4.2.1. Appointment of academically qualified members of the Nomination Committee (Heads of Department meeting)

The academically qualified teachers on the Nomination Committee are appointed at a meeting at which all Heads of Department, or the deputy appointed by the Head of Department, constitute the members (Heads of Department meeting).<sup>4</sup>

Each Head of Department nominates at least two (2) candidates for the faculty's Nomination Committee from among the academically qualified teachers at the department. At least one man and one woman are nominated from each department. Nominated candidates should be contacted and willing to accept the assignment. Before the nomination, all employees of the department have an opportunity to submit to the Head of Department proposals for individuals for the Nomination Committee from among the department's academically qualified teachers. Nominations of the Heads of Department should be received by the faculty office at least eight working days before the meeting of the Heads of Department.

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<sup>4</sup> For this purpose, Head of Department includes 1) heads of department (Sw. *prefekt*), and 2) directors of units (Sw. *föreståndare för en arbetsenhet*) if the unit has permanently employed associate professors and/or professors.



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Each faculty office sends out notice of the Heads of Department meeting one week beforehand and, if necessary, provides the secretary for the meeting. The faculty office distributes a list of the nominations received to the faculty's heads of department together with the notice of the meeting. The chair of the meeting is appointed from among its members.

Assignments of the Heads of Department meeting:

1. To appoint academically qualified members of the Nomination Committee.
2. To determine whether the Faculty Board should consist of five (5) or six (6) academically qualified teachers and one (1) or two (2) external members and whether a deputy to the external member should be appointed (see Section 3.5).
3. To submit an opinion before the Dean decides whether to apply the rules for preference voting or the list system (see Section 5.3).
4. To provide the Vice-Chancellor with views on the subsequent process regarding the appointment of the Dean and Deputy Dean and an external member of the Faculty Board. The Vice-Chancellor personally participates in this discussion item at the Heads of Department meeting. For this item at the Heads of Department meeting, the Dean may decide to co-opt other directors (who are not defined as Heads of Department) within the faculty who report to the Dean.

Minutes are taken at the Heads of Department meeting. The minutes indicate the name, role, email address, telephone number and department of the members appointed to the Nomination Committee. The minutes also record the decision at the meeting regarding the composition of the Faculty Board. The approved minutes are sent to the appropriate faculty office and to the coordinator (see Section 3.1).

### 4.2.2. Appointment of a student to the Nomination Committee

The relevant student union for the faculty appoints the student representative (see Section 8.1).

### 4.3. Meeting formats of the Nomination Committee

Voting in the Nomination Committee is open and decided by simple majority. In case of a tie vote, the chair casts the deciding vote. The Nomination Committee has a quorum when at least five members, including the chair or vice-chair, are present.

Minutes are taken at all meetings. Any dissenting opinions are reported when deciding on proposals of the Nomination Committee.

The annex to the final minutes includes the names, roles, email addresses, telephone numbers and departments of the nominated academically qualified teachers, including deputy members.

The minutes are to show that the Vice-Chancellor has been consulted on the nomination of the Dean and Deputy Dean and external members. In the case of the Dean, a brief explanation of the reason for the nomination, as defined in Section 7.1, and a CV also are attached to the minutes. The approved minutes are sent to the coordinator (see Section 3.1) and to the relevant faculty office. The minutes are permanently preserved and sent to the registry and archives for preservation.





## 4.4. Assignments of the Nomination Committee

The Nomination Committee's assignments encompass all elections and appointments for the current term of office, and the Nomination Committee convenes if a by-election needs to be held.

The Nomination Committee is to:

1. Use open nominations in accordance with Section 4.5.
2. Where appropriate or necessary, supplement received nominations with the Nomination Committee's own proposals.
3. Ask all the nominated candidates according to items 1 and 2 whether they are available to serve as a member of the Faculty Board.
4. Propose to the Vice-Chancellor individuals to be appointed as Dean and Deputy Dean (the chair of the Faculty Board and its vice-chair). These are appointed by the Vice-Chancellor. Please note that different drafting processes are used if a simplified appointment process is applied (in cases of a reappointment). (See Chapter 7.)
5. Nominate five (5) or six (6) academically qualified teachers (based on the decision of the Heads of Department meeting) as proposed members of the Faculty Board. Academically qualified members are appointed through an election by the faculty's Electoral Assembly. The Nomination Committee nominates a gender equal composition of academically qualified members to the Faculty Board.
6. Nominate three (3) group deputy members to the academically qualified members. First and foremost, deputy members are appointed to the Board by replacing a deputy of the same sex. Only secondarily are deputy members appointed to the Board according to how they are ranked. The Nomination Committee proposes rankings. The group deputy members to the academically qualified members are appointed through an election by the faculty's Electoral Assembly. The Electoral Assembly also determines how they are ranked. The Nomination Committee nominates at least one (1) woman and at least one (1) man as deputy members.
7. Propose to the Vice-Chancellor one (1) or two (2) individuals for appointment as external members (based on the decision of the Heads of Department meeting) and, where appropriate, propose one (1) deputy for these two external members. The Vice-Chancellor appoints external members and their deputy.
8. Submit to the responsible faculty office a list of all nominees available for election as an academically qualified member or deputy member of the Faculty Board as described in item 3.

## 4.5. Free nomination of Dean, Deputy Dean and Faculty Board members

The Nomination Committee provides all faculty employees with an opportunity to submit proposals for Dean, Deputy Dean, academically qualified members (including deputy members) and external members (including a deputy member). Information about the nomination procedure is published on the faculty's website. The nomination period is to last at least two (2) weeks. The Nomination Committee considers all nominations it receives and reports them in the final minutes. If a simplified nomination process for the Dean and Deputy Dean (according to Section 7.3) is applied, the nomination will not involve a proposal for Dean and Deputy Dean.



## 5. Election of academically qualified members to the Faculty Boards

### 5.1. Those entitled to vote in the election of academically qualified members and deputy members to the Faculty Boards

Voting rights belong to those who are permanently employed as academically qualified teachers with a post corresponding to at least 50 per cent of full-time employment within the faculty. Academically qualified refers to an individual who has obtained a doctoral degree. Voting rights are also given to an individual who, according to older regulations, has been promoted as an associate professor without having obtained a doctoral degree or who is employed as a professor without having obtained a doctoral degree, if the employment is permanent and corresponds to at least 50 per cent of full-time employment within the faculty.

A permanently employed professor or associate professor on an artistic basis with a post corresponding to at least 50 per cent of full-time employment within the faculty also has voting rights.

An individual teacher is entitled to vote at only one faculty at a time. If an individual teacher meets the eligibility criteria for voting at two faculties, the teacher concerned is only eligible to vote at the faculty where their permanent post is located.

For this election, the criteria must be fulfilled by 1 March 2021 (the cut-off date). The right to vote and to run for office does not apply to anyone who, on the cut-off date, occupies a post that is due to expire before the election is held.

Each faculty office prepares a preliminary register of voters for distribution to the heads of department concerned (or the equivalent) for review. The Dean establishes the register of voters. Before the register of voters is established, the proposed register of voters is sent to the coordinator at the Planning Office (see Section 3.1), who ensures that no individual teacher is given the right to vote at more than one faculty. The coordinator should receive the proposed register of voters no later than 16 March 2021.

### 5.2. Academically qualified members and deputy members eligible for election to the Faculty Boards

Academically qualified teachers eligible for election are those who meet the eligibility requirements for voting in the election. Heads of Department, Deputy Heads of Department<sup>5</sup>, Directors and Deputy Directors<sup>6</sup> of units and centres may not simultaneously hold office as a member of the Faculty Board.

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<sup>5</sup> Translator's note: Deputy Heads of Department refer to both *ställföreträdande* and *biträdande prefekter*.

<sup>6</sup> Translator's note: Deputy Directors refer to both *ställföreträdande* and *biträdande föreståndare*.



Only those who have made themselves available as members of the Faculty Board, in accordance with Section 4.4, item 8, are electable when the election takes place.

### 5.2.1. Election of a former deputy member as a regular member of the Board

If a deputy member is appointed as a regular member, the combined terms of office as deputy and member may not exceed a total of twelve (12) years. If this time falls during the current term of office, the member concerned must resign from the Board, and the vacancy will be filled by a deputy member, who takes the place of the regular member (see Section 9.2). The Vice-Chancellor may decide to dispense with this rule, at the request of the Dean, if there are special reasons for this.

## 5.3. Implementing the election

For the election of academically qualified members and their deputy members, the Dean decides whether the rules for preference voting according to Section 5.3.1 or the list system according to Section 5.3.2 will apply. Consultation with the Faculty Board and with the Heads of Department meeting precede the Dean's decision. The reasons for the Dean's decision are noted.

The Dean also must decide whether the election will be conducted by electronic voting, postal voting and/or voting at an election meeting. Specific regulations for each election procedure are stated below.

The results of the election are documented in a voting record that is preserved. Ballots may be destroyed after the term of office expires (see the records removal description according to FS 2.4.2-358-20).

### 5.3.1. Preference voting

If the rules for preference voting are used, the following applies.

The Nomination Committee's proposals are presented in a pre-filled and clearly marked ballot or the equivalent. Submitting a blank ballot is allowed.

In addition to the Nomination Committee's proposal, other individuals who have made themselves available as members of the Faculty Board, in accordance with Section 4.4, item 8, are also eligible for election.

#### **Election of regular members of the Faculty Board consisting of five (5) academically qualified members**

The two (2) women with the most votes and the two (2) men with the most votes are elected as regular members. The next individual to receive the most votes, whether a woman or a man, is also elected as a regular member. In the event of a tie, lots are drawn.

For a given vote to be valid, it should contain votes for five (5) individuals, including at least two (2) women and at least two (2) men.



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### **Election of regular members of the Faculty Board consisting of six (6) academically qualified members**

The three (3) women with the most votes and the three (3) men with the most votes are elected as regular members. In the event of a tie, lots are drawn.

For a given vote to be valid, it should contain votes for six (6) individuals, including three (3) women and three (3) men.

### **Election of deputy members**

At the same time as the regular members are elected, three (3) deputy members are chosen through a parallel election. All those who have made themselves available as members of the Faculty Board in accordance with Section 4.4, item 8, are electable in the deputy members election. This also includes those proposed as regular members by the Election Committee. The Nomination Committee's proposals for deputy members are presented in a pre-filled and clearly marked ballot or the equivalent. For a given vote to be valid, it should contain votes for three (3) individuals, including at least one (1) woman and at least one (1) man.

After confirming which five (5) or six (6) individuals have been chosen as regular members, the results of the election of the deputy members are confirmed. Those elected as regular members are excluded from the election of deputy members. The woman and the man with the most votes in the election of deputy members, after the appointed regular members have been excluded, are elected as deputy members. The next individual to receive the most votes, whether a woman or a man, is also elected as a deputy member. In the event of a tie, lots are drawn.

The three deputy members elected are ranked according to the number of votes each received in the election of deputy members. In the event of a tie, lots are drawn. First and foremost, a deputy member preferably replaces a member of the same gender so that the Board maintains a balanced composition. Secondly, deputy members join the Board based on how they are ranked.

If the election is conducted only at an election meeting without the possibility of postal or electronic voting, the election of deputy members may instead be conducted as a separate election after the election of regular members has been completed. In that case, those elected as regular members of the Faculty Board are not eligible for election as deputy members. In other respects, the above regulations apply.

### **5.3.2. The list system**

When elections take place under list system rules, the following applies.

The Nomination Committee's proposals are presented in a pre-filled and clearly marked ballot. Submitting a blank ballot is allowed.

The election takes place as a consolidated election of a constellation of members and deputy members, in which the unique combination (referred to as the list) of members and deputy members (including a unique ranking of deputy members) that has received the most votes is elected. In the event of a tie, lots are drawn.

Voters can either vote for the Nomination Committee's consolidated proposal for the constellation of members and deputy members or vote for their own alternative consolidated constellation of



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members and deputy members. Voters can also submit a blank ballot. In the case of voting for an alternative slate, the only eligible candidates are those appearing on the list drawn up by the Nomination Committee, consisting of those available as members of the Faculty Board in accordance with Section 4.4, item 8. If an individual other than those on the list is entered in the ballot or if an incorrect number of members and deputy members is entered, the vote is invalid. The list of eligible candidates is shown on, or attached to, the ballot. In case of a vote on an alternative, five (5) or six (6) academically qualified members (based on the decision of the Heads of Department meeting) and three (3) deputy members should be listed.

If five (5) academically qualified members are to be elected and the voter chooses their own alternatives, the selection must consist of at least two (2) women and at least two (2) men. However, the total number of regular members on the list must be five (5). Among the three (3) deputy members, the list should include at least one (1) woman and at least one (1) man.

If six (6) academically qualified members are to be elected, a vote for an alternative slate must include three (3) women and three (3) men as regular members. Among the three (3) deputy members, the list should include at least one (1) woman and at least one (1) man.

In the case of voting on an alternative slate, the deputy members should be ranked based on the order in which they are to be admitted to the Board.

### 5.3.3. Electronic voting

If an electronic voting system is available, the faculty concerned (Dean) may decide to use it for the election of academically qualified members and deputy members.<sup>7</sup> In the case of electronic voting, the voting procedure should be available for at least one (1) week.

### 5.3.4. Postal voting

The faculty concerned (Dean) may decide to apply postal voting. All individuals entitled to vote at the faculty have an opportunity to vote by mail. The relevant faculty office will take steps to ensure that the election is conducted anonymously.

### 5.3.5. Election meeting

The faculty concerned (Dean) may decide that the election is to be conducted through an election meeting. All those entitled to vote at the faculty are then summoned to an election meeting. The notice should be issued no later than the time when the Nomination Committee publishes its proposals. The election meeting is chaired by the Head of the Faculty Office or by an individual appointed by the Head of the Faculty Office.

Voting at an election meeting takes place anonymously by means of sealed ballots collected in a ballot box (see sections 5.3.1 or 5.3.2).

If postal or electronic voting is not provided as an option in addition to voting at the election meeting, an individual entitled to vote who is unable to attend the election meeting in person

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<sup>7</sup> Where appropriate, electronic voting systems are provided by the Planning Office of the University Administration.



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should be given the opportunity to exercise their right to vote at the election by proxy, signed and dated by the individual entitled to vote. Only those who are entitled to vote at the election may be appointed as representatives by proxy. The relevant faculty office provides a template for such proxies together with the notice of meeting.

### 6. Appointment of external members

The Nomination Committee submits nominations to the Vice-Chancellor of one (1) or two (2) individuals (based on the decision of the Heads of Department meeting) with broad experience from academia and/or business and society to be appointed as external members of the Faculty Board.

The Nomination Committee also submits nominations to the Vice-Chancellor of one (1) individual to be appointed as a deputy to the external member or as a group deputy to the external members, if such are appointed.

Consultation between the Nomination Committee and the Vice-Chancellor precedes the Vice-Chancellor's decision.

### 7. Appointment of the Dean and Deputy Dean

The Nomination Committee nominates one woman and one man for the assignments of chair (Dean) and vice-chair (Deputy Dean) of the Faculty Board from among the faculty's permanently employed professors or associate professors. The Nomination Committee should ensure that the individuals proposed have consulted with each other before the proposal is submitted to the Vice-Chancellor.

#### 7.1. Requirements for the Dean and Deputy Dean

The Dean and Deputy Dean are to be a permanently employed professor or associate professor at Umeå University in the faculty's area of responsibility and have experience in leadership within academia.

According to the University's Rules of procedure, the Dean is to be firmly established in the research community and have a good ability to collaborate in a spirit of trust with staff and students.

In addition to this, the Dean will

- have good teaching and academic qualifications
- have good leadership skills
- have a good ability to foster development and create new opportunities in view of the changes taking place in higher education and research
- be judged to be skilled in representing the faculty
- have a high degree of integrity



## 7.2. Consultations with the Vice-Chancellor

The Nomination Committee consults with the Vice-Chancellor regarding the appointment of the Dean and Deputy Dean. Unless a simplified appointment process is applied (see Section 7.3), the consultation consists of two status meetings. The first status meeting concerns the Nomination Committee's proposal for the direction and process for selecting the Dean and Deputy Dean. The second status meeting relates to available proposals at the disposal of the Nomination Committee. The Vice-Chancellor meets with the proposed candidates before the Nomination Committee makes a decision. The Vice-Chancellor consults with the Head of the Faculty Office concerned before deciding.

## 7.3. Reappointment of an incumbent Dean and Deputy Dean

If the incumbent Dean and/or Deputy Dean are available for reappointment for a second four-year term (according to Section 3.5) and indicate an interest in this, a simplified appointment process will be applied. The assessment of whether to apply a simplified appointment process is carried out for the Dean and the Deputy Dean separately.

### **Simplified appointment process**

The simplified appointment process consists of an evaluation between the Vice-Chancellor and the incumbent Dean or Deputy Dean regarding the current term of office. The Vice-Chancellor also consults with the Head of the Faculty Office. The Vice-Chancellor then attends the Heads of Department meeting for opinions on the subsequent process of appointing the Dean and Deputy Dean. The Nomination Committee then asks the current Dean and Deputy Dean if they are available for a second term. If the Dean/Deputy Dean indicates an interest in this, the Nomination Committee meets with the Vice-Chancellor to discuss the conditions for an extended term of office. The Vice-Chancellor then decides on the appointment of the Dean and Deputy Dean for a new term of office. If it becomes clear during the simplified appointment process that a reappointment is not appropriate, the regular process according to Section 7.2 (including open nominations to the Nomination Committee) is applied instead.

## 8. Appointment of students to the Faculty Boards

The relevant student union (see Section 8.1) decides on the appointment of students as members and deputy members to the Faculty Board. Three regular members are appointed, including one who represents doctoral studies.

Up to three joint group deputy members for students may be appointed. The faculty concerned (Dean) decides on the attendance rights of the deputy members at the meetings of the Faculty Boards. The student union also decides on the order in which deputy members will be admitted to the Board in the absence of regular members.

The relevant student union also decides on the term of office of the students appointed as members or deputy members of the Faculty Board.

The student union notifies the relevant faculty office of the students appointed and their term of office and the order in which deputy members will be admitted to the Board in the absence of regular members.



## 8.1. Areas of activity of student unions

According to the University Board's decision of 3 April 2019 (FS 1.6.1-2243-18), the student unions at Umeå University have the following areas of activity for the period 1 July 2019 to 30 June 2022 inclusive.

Faculty	Student union
Faculty of Arts	Umeå Student Union
Faculty of Social Sciences	Umeå Student Union
Faculty of Medicine	Umeå Medical and Health Sciences Student Union
Faculty of Science and Technology.	Umeå Student Union of Science and Technology

For the period from 1 July 2022 through 30 June 2025, the areas of activity determined in accordance with the University Board's decision on the position of the student union for the period in question will apply instead.

## 9. Vacancies and by-elections

If a member, including the Dean and Deputy Dean, no longer can fulfil their duties, the individual will be replaced. If a deputy member can no longer carry out their duties, the individual will be replaced in certain cases.

### 9.1. Dean and Deputy Dean

If the Dean or Deputy Dean resigns during the term of office, the coordinator must be notified to establish a timetable for appointing a new Dean or Deputy Dean. The Nomination Committee then convenes and meets as described in Section 4.3 to propose an individual to be appointed by the Vice-Chancellor.

A consultation between the Vice-Chancellor and the Nomination Committee precedes the proposal. The Nomination Committee provides all faculty employees with an opportunity to submit nominations.

### 9.2. Academically qualified members

If one of the academically qualified teachers on the Faculty Board resigns, a group deputy will be admitted as a regular member of the Faculty Board. First and foremost, a deputy member preferably replaces a member of the same gender so that the Board maintains a balanced composition. Secondly, deputy members join the Board according to how they are ranked.

A by-election of deputy members to the academically qualified teachers on the Faculty Board takes place when at least two deputy members have either resigned or have become regular members of





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the Faculty Board. By-elections to fill vacancies are held among the academically qualified teachers of the faculty as proposed by the Nomination Committee. The Nomination Committee provides all faculty employees with an opportunity to submit nominations. The faculty must establish the timetable for the by-election in consultation with the Planning Office. The faculty must also draft a decision regarding the proposed members and send this to the responsible officer at the Planning Office prior to the Vice-Chancellor's decision.

### 9.3. External members

If a regular external member resigns, the deputy member, if one has been appointed, is admitted as a regular member of the Faculty Board. A new deputy member is appointed if the deputy has resigned or has become a regular member of the Faculty Board. If no deputy has been appointed, a new external member will be appointed. The Vice-Chancellor decides on the appointment based on a proposal by the Nomination Committee. The Nomination Committee provides all faculty employees with an opportunity to submit nominations.

### 9.4. Students

The relevant student union has the right to appoint and remove students as members or deputy members of the Faculty Board. If a student resigns or is removed during the term of office, the relevant student union appoints a replacement.

The student union notifies the relevant faculty office of the replacement and their term of office.

### 9.5. Nomination Committee

Each faculty's Nomination Committee takes charge of all elections conducted for the entire current term of office. If one or more members have resigned, new members can be appointed to the Nomination Committee.

The Nomination Committee assesses whether by-elections for new members should be held. In making its assessment, the Nomination Committee considers the time remaining in the Nomination Committee's term of office and the number of vacancies to be filled. Where appropriate, the Nomination Committee will apply to the relevant Head of the Faculty Office to see that by-elections are held to fill vacancies. New members of the Nomination Committee are appointed at a Heads of Department meeting.

Provisions of the second paragraph apply to academically qualified members of the Nomination Committee. If the student has resigned or been removed from the Nomination Committee, the relevant student union appoints a replacement. The student union notifies the relevant faculty office of the replacement.

## 10. Other matters

### 10.1. Additional regulations

The Vice-Chancellor announces additional regulations that may be necessary to appoint members of Faculty Boards for the current term of office.



In addition to what these rules prescribe, the Dean decides

- on a specific timetable for the Faculty for the election and appointment processes stated in these rules, and
- if necessary, on related regulations within the framework of these rules.

## 10.2. Timetable

Date	Activity
13 October 2020	The Vice-Chancellor establishes rules.
3 November 2020	Last day to hold a Heads of Department meeting for selecting the Nomination Committee.
Not determined	Information meeting for the Nomination Committees.
18 December 2020	Last day for employees to submit proposals to the Nomination Committee for Dean, Deputy Dean, academically qualified teachers (including deputy members) and an external member of the Faculty Board (including deputy member).
19 December 2020 – at least two weeks before the last election day	The Nomination Committee prepares the proposals received and consults with the Vice-Chancellor regarding the election of the Dean and Deputy Dean. This also includes time for interviews.
22 December 2020	The Vice-Chancellor decides on the appointment of the Dean and Deputy Dean if a simplified appointment process is used.
1 March 2021	Cut-off date for voting in the election of academically qualified members and deputy members.
10 March 2021	The Nomination Committee publishes proposals for Dean and Deputy Dean if the regular appointment procedure is used.
16 March 2021	The Vice-Chancellor appoints the Dean and Deputy Dean.
16 March 2021	Last day for sending the proposal for the register of voters to the coordinator.
At least three weeks before the last election day	Last day for the Nomination Committee to publish proposals for the Faculty Board and external member.
By 18 May 2021	Selection of academically qualified members is completed.
18 May 2021	The Vice-Chancellor appoints external members.
1 July 2021	The Faculty Boards assume office.