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Rules for elections to the faculty boards

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1. Introduction

At Luleå University of Technology there are two faculty boards, a board for technical education and research, called the Faculty Board of Engineering and a board for education and research in social sciences, health sciences, arts, educational sciences, humanities and artistic development work, called the Faculty Board of Philosophy. The Vice-Chancellor determines the number of members and the detailed composition of each faculty board.

2. Duties of the Faculty Boards

The tasks of the faculty boards are stated in the Rules of Procedure for Luleå University of Technology and the Vice-Chancellor's decision-making and delegation procedure. In addition, the tasks and decision-making powers of the faculty boards as well as the working methods for the work of the boards are clarified in separate rules of procedure for the Faculty Board of Engineering and the Faculty Board of Philosophy.

3. Election Assembly – Faculty Collegium

The university has two faculty colleges, one technical and one philosophical. The faculty collegiums constitute electoral assemblies for elections to the faculty boards. All employees defined as teachers in the University's Appointment Regulations are members of the faculty colleges and are thus entitled to vote provided that:

- The employment is for at least half-time and is valid until further notice or at least two consecutive years.
- The work is within the Board's area of responsibility.

4. Composition of the committees

The faculty boards shall consist of teacher and student representatives as well as external members. The term of office is one year for student representatives and three years for other members. Only student representatives may have deputies.

4.1 Board of the Faculty of Engineering

The Faculty Board of Engineering shall consist of eleven members, of which six are scientifically competent teachers, three student representatives - one of whom is a doctoral student - and two external members.

4.2 Board of the Faculty of Arts and Sciences

The Faculty Board of Arts and Sciences shall consist of 13 members, including eight academically or artistically competent teachers, three student representatives – one of whom is a doctoral student – and two external members.

5. Appointing members

5.1 Election of teacher representatives

Teacher representatives in the faculty boards are appointed through elections. A teacher representative may hold the position of member of the faculty board for a maximum of two terms of office. A teacher representative who is appointed chairman or vice-chair by the Vice-Chancellor may, in addition to the aforementioned limitation, hold the position of a member to the extent specified in 5.2.

5.2 Appoint the Chairman and Vice-Chairman

The Chairman and Vice Chairman are appointed from among the teacher members by the Vice-Chancellor, following proposals from the respective Nomination Committees.

A teacher member may hold the position of chair or vice-chair for a maximum of two terms in total.

The requirements profile for the Chairman and Vice Chairman of the Faculty Boards is determined by decision of the Vice-Chancellor, after obtaining views from the Nomination Committees.

5.3 Appoint external representatives

External representatives are appointed by the Vice-Chancellor, following proposals from the respective Nomination Committee. An external member may hold the position on the Faculty Board for a maximum of two terms of office.

5.4 Appoint student representatives

A student representative refers to students in first, second and third cycle education.

The student unions of the University appoint student representatives to both faculty boards and their deputies.

6. Eligible teachers

The teachers who can be considered for election to the faculty boards are such teachers as are specified in the university's appointment regulations provided that:

- The teacher is employed by the university and the teacher's employment is for work of at least half-time and is valid until further notice or at least three consecutive years at the time of the election.

- The teacher is scientifically, or as the case may be, artistically competent within the Board's area of responsibility.¹
- The work is within the Board's area of responsibility.

Teachers on leave of absence are also eligible for election.

6.1 Expression of interest

The positions of member, chair or vice chair of the faculty board at the university must be advertised internally for expression of interest. Anyone who intends to run for one or more of the positions must submit an expression of interest via the University's recruitment system. The advertisement is published on the staff web under vacant internal jobs/assignments and on the respective faculty board's page. Expressions of interest must be received no later than three weeks before the latest date for publication of the Nomination Committee's proposals.

7. Nominating committee

7.1 Composition of the Nomination Committees

Two nomination committees shall be appointed, one for each committee. Each nomination committee shall consist of five electable teachers at Luleå University of Technology, one of whom shall be appointed chairman. Both women and men shall be represented in their respective nomination committees. There shall also be a wide range of topics among the members of each nomination committee.

7.2 Nomination process for the Nomination Committee

The faculty colleges each appoint, on a proposal from the deans, a new nomination group with representatives from each collegium whose task is to present a proposal to the nomination committee.

7.3 Term

The faculty colleges appoint new nomination committees before each ordinary election to the faculty boards. The term of office of the nomination committees begins in connection with the preparation of ordinary faculty board elections and continues during the committees' term of office.

The number of terms of office for a member of the Nomination Committee in elections to the Faculty Boards may amount to a maximum of two.

¹ In accordance with Chapter 4. Sections 3-4 of the Higher Education Ordinance

7.4 Preparing for the election and proposing candidates

The Nomination Committee's task is to encourage suitable applicants to submit expressions of interest. In the preparation, the Nomination Committee shall actively take a position on both women and men who are interested in and active in both education and research. There should be a wide range of topics among the members of each committee.

Unless there are special reasons, the proposed persons shall be at least one third women and at least one third men.

The Nomination Committee shall:

- Propose teacher members for election to each board.
- Obtain the opinion of the Election Assembly regarding proposals for Chairman and Vice-Chairman.
- Submit proposals to the Vice-Chancellor for the Chairman and Vice-Chairman as well as external members.

7.5 By-election

If any of the committee members resign during the term of office, it is the task of the current nomination committees to prepare by-elections as soon as possible and nominate a new member. Special instructions in this regard are issued by the Head of Unit for Education and Research Planning.

7.6 Consultation

The nomination committees shall, during the course of their work, consult with the teachers within each board's area of responsibility. The nomination committees shall also consult with each other.

The nomination committees shall consult with the Vice-Chancellor before submitting proposals for chairman and vice-chairman of each committee to the respective election assembly.

7.7 Hearing

The Nomination Committees shall plan and conduct a hearing with the persons proposed by the Nomination Committee before the start of the election period. In connection with this, others who have submitted an expression of interest must also be given the same opportunity. The hearing will be open to all employees at the University.

7.8 Publication of the Nomination Committee's proposals and other candidates

The nomination committees' proposals for members, including the chairman and vice chairman of each board, must be published on the respective faculty board's page on the staff web no later than three weeks before the start of the election period. A brief

presentation and a brief justification for the Nomination Committee's proposal shall be attached to the proposal.

In connection with the publication of the Nomination Committee's proposals, the other candidates shall also be presented, provided that they wish to stand as candidates alongside the Nomination Committee's proposals.

8. Electoral procedure

8.1 Conduct of the elections

The Unit for Education and Research Planning is responsible for administering the elections. The detailed arrangements for the election, including specified dates for various activities, are determined by a special decision by the Head of Unit for Education and Research Planning and are announced on the respective faculty board's page on the staff web well in advance of the start of the election period.

8.2 Voting procedure

The election takes place by electronic voting in the operating system adapted for such voting procedure during an election period of one week. The system will ensure anonymity and guarantee that only those who are entitled to cast their vote can participate and that they can only participate once during the parliamentary term.

Elections can only be made using the electronic ballot paper in the operating system. Only ballot papers that have been received in this way and within the set time limit shall be taken into account.

8.3 Electoral register

The voting list must be drawn up, posted at the departments and published on the respective faculty board's page on the staff web for a period of three weeks. Objections to the voting list must be submitted to the registrar within this time.

The Head of Unit for Education and Research Planning must confirm the electoral roll by special decision two weeks before the start of the parliamentary term. Only those teachers who are on the established electoral roll are entitled to vote.

8.4 Counting of votes

An administrator from the Unit for Education and Research Planning and the system administrator for the relevant operational system must count the votes and keep minutes of the election. Representatives of the Legal Unit should be involved in the counting of votes. In the event of a tie, the lot shall be the deciding factor. A special drawing protocol must then be drawn up. The minutes are adjusted by the Head of Unit for Education and

Research Planning. The results of the election shall be published on the respective faculty board's page on the staff web.

9. By-election

If any committee member resigns from the assignment, a new member must be elected. By-elections must be carried out as soon as possible. Special instructions are issued by the Head of Unit for Education and Research Planning. See also item 7.5 for the work of the Nomination Committee in the event of a by-election.