

11.1 Activities and Administrative law

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Rules for the election of faculty members to the University Board

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1. Introduction

The University Board at Luleå University of Technology shall consist of a chairman and 14 other members¹. Of these, the chairman and seven members shall be external representatives, three shall be teachers and three shall be students². The Vice-Chancellor shall be a member of the Board.³

The external members and the Chair of the University Board are appointed by the Government⁴. The student unions appoint the members who will represent the students⁵. The teaching members are to be appointed through elections within the University⁶. Rules for the election procedure at Luleå University of Technology can be found in this document. Board members other than the Vice-Chancellor shall be appointed for a fixed period, not exceeding three years⁷.

2. Persons entitled to vote

All University employees who are defined as teachers in the University's Appointment Regulations are entitled to vote for the election of teacher members of the University Board, provided that the employment covers at least half-time and is valid until further notice or for at least two consecutive years.

3. Elective

All employees at the University who are defined as teachers in the University's Appointment Regulations are eligible for election provided that the employment covers at least half-time and is valid until further notice or at least for the duration of the term of office.

4. Expression of interest

Assignments as a member of the University Board must be advertised internally for expression of interest.

¹ Chapter 2, Section 1 of the Higher Education Ordinance (1993:100)

² Chapter 2, Section 7a of the Higher Education Ordinance (1993:100)

³ Chapter 2, Section 4 of the Higher Education Act (1992:1434)

⁴ Chapter 2, Section 4 of the Higher Education Act (1992:1434)

⁵ Section 7 of the Student Union Ordinance (2009:769)

⁶ Chapter 2, Section 7a of the Higher Education Ordinance (1993:100)

⁷ Chapter 2, Section 7 of the Higher Education Ordinance (1993:100)

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Anyone who intends to run 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 the University Board's page.

Expressions of interest must be received no later than two weeks before the latest date for publication of the Nomination Committee's proposals.

5. Nominating committee

5.1 Composition of the Nomination Committee

For each term of office, a new nomination committee shall be appointed. The nomination committee shall consist of five electable teachers at Luleå University of Technology. Both women and men shall be represented on the Nomination Committee. There must be a wide range of subjects in the nomination committee with representatives from both the Faculty of Engineering and the Faculty of Philosophy.

5.2 Appoint the Nomination Committee

The University's faculty collegiums jointly appoint, on a proposal from the deans, a new nomination committee for each ordinary election to the University Board. These also appoint the Chairman of the Nomination Committee.

The Nomination Committee's term of office begins in connection with the preparation of ordinary elections to the University Board and continues until a new Nomination Committee has been appointed for the next election. A person may be a member of the Nomination Committee for a maximum of two consecutive terms of office.

5.3 Duties of the Nomination Committee

5.3.1 Preparing for the election and proposing candidates

The Nomination Committee's task is to encourage suitable applicants to submit expressions of interest. Based on submitted expressions of interest, the Nomination Committee shall propose three teaching members for election to the University Board. In the preparation, the nomination committee shall work to ensure that both women and men are represented. Eligible members should be active in both education and research, and there should be a wide range of subjects with representatives from both the Faculty of Engineering and the Faculty of Philosophy. A teacher member may hold the position on the University Board for a maximum of two consecutive terms of office.

5.3.2 Consultation

The Nomination Committee shall consult with the University's teachers during its work.

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5.3.3 Hearing

The Nomination Committee shall plan and conduct a hearing with the proposed candidates 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.

5.3.4 Preparing by-elections

If any of the elected faculty members of the University Board resign from their position during the term of office, the current nomination committee shall also prepare a by-election and propose a new member.

6. Publication of the Nomination Committee's proposals and other candidates

The Nomination Committee's proposals for teaching staff members on the University Board shall be published on the University Board's page on the Staff Web no later than two weeks before the start of the parliamentary term. In connection with this, the Nomination Committee shall also present other candidates who wish to stand as candidates in addition to the Nomination Committee's proposals.

The Nomination Committee's proposal shall be accompanied by a brief presentation of the proposed members and a brief justification for the proposal.

7. Electoral process

7.1 Conduct of the elections

The Unit for Education and Research Planning is responsible for administering the elections. The detailed arrangements for the election, with specified dates for various activities, are determined by a separate decision of the Head of Education and Research Planning and announced on the University Board's page on the Staff Pages no later than six weeks before the start of the election period.

7.2 Electoral register

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

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The Head of Education and Research Planning shall confirm the final voting list no later than one week thereafter by special decision. Only those teachers who are on the established electoral roll are entitled to vote.

7.3. Settlement 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 ballots received in this way and within the set time will be taken into account.

7.4. Reast count and minutes

An administrator from the Unit for Education and Research Planning and the system administrator for the relevant operational system 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 an equal number of votes, the lot shall be the deciding factor. A special drawing protocol must then be drawn up. The minutes are approved by the Head of Education and Research Planning. The results of the election must be published on the University Board's page on the staff web.

8. Byfill elections

If any teacher member resigns from the assignment, a new teacher member must be elected. By-elections must be carried out as soon as possible. Special instructions are issued by the Head of Education and Research Planning. See also section 5.3.4 on preparing by-elections.

9. Term of office

The term of office for teacher members is according to Chapter 2. Section 7 of the Higher Education Ordinance (1993:100) for a maximum of three years. It is appropriate that the term of office be adjusted to be in line with the term of office of external members. If the term of office deviates from three years, this must be determined by the faculty colleges.