

Instruction for Boards and Councils at Level 3 Units at UiT the Arctic University of Norway

Determined by:	The university leadership, cf. decision in board case 11/19 on March 13, 2019
Prepared by:	Administrative Director
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Note:	The translations are not official; they are provided for information purposes only. In the event of any inconsistency, the Norwegian version shall prevail.

Responsibility and Authority

Boards or councils are established at units on level 3 in UiT's organization. The faculty board¹ decides the choice of governance structure for each unit.

The institute management is responsible for ensuring that the academic activities maintain high quality and that the unit is operated efficiently and in accordance with applicable laws, regulations, and rule as well as the goals and frameworks set by the superior authority, the university board, or the faculty board.

The institute management must ensure that decision-making processes are open and transparent, that information about relevant matters and processes is available to staff and students, and that meeting points for participation and co-determination at the unit are established.

Institute Council - Composition and Tasks

The faculty board appoints members to each institute council. The faculty board may delegate this task to the dean.

The composition of the council should, as far as possible, reflect the unit's academic and geographical activities. In the council, the groups of permanent and temporary academic staff, technical/administrative staff, and students should be represented. Students elect their own

¹ The terms "faculty," "faculty leadership," "faculty board," and "dean" also refer to equivalent functions at other level 2 units in UiT's organization. The term "institute" also refers to centers at level 3 in the organization.

representative(s) for one year at a time. The council may have up to two external members. The head of the institute serves as the council's leader.

There are two arrangements for establishing councils:

- At institutes with more than 20 employees: Councils with 5, 7, or 9 members are appointed, depending on the unit's size and complexity. With external representation, the council should have 7 or 9 members. Council members can be appointed with or without affiliation to the unit's internal leadership forums and work organization (research groups, program boards, etc.).
- At institutes with 20 or fewer employees: Meetings with the entire staff and student representatives function as the council.

The council acts as an advisory body for the institute management. The council should be informed about the unit's activities and can discuss and provide recommendations on matters of significance for the content and quality of these activities.

The council's term of office is four years. Meetings should normally be held 1-2 times per semester, and additionally as needed. Each faculty should establish a system for dialogue between the institute council and the faculty leadership, such as participation in an annual dialogue meeting.

There should be the greatest possible transparency about the council's activities. The administrative director has established a simplified meeting order (rules of procedure) for the institute council, based on the Governance and Decision-Making Rules (rules of procedure) for collegial bodies at UiT the Arctic University of Norway.

Institute Boards - Composition and Tasks

The faculty board decides the composition and size of each institute board.

The board should have 5, 7, or 9 members, depending on the unit's size and complexity. The board should have members from the employee groups that constitute the electoral constituencies. Members of institute boards should be elected in accordance with the current Election Rules for faculties and institutes at UiT. Students elect their own representative(s) for one year at a time. The board may have up to two external members appointed by the faculty board; in that case, the number of board members should be 7 or 9. The head of the institute serves as the board's leader.

The institute board is responsible for handling and making decisions on matters concerning plans, budgets, and central priorities, in accordance with the frameworks and decisions provided by the university board/leadership and faculty board/leadership. The board should be informed about the unit's

activities and can discuss and provide recommendations on other matters of significance for the content and quality of these activities.

The board's term of office is four years. Meetings should normally be held 1-2 times per semester, and additionally as needed. Each faculty should establish a system for dialogue between the institute board and the faculty leadership, such as participation in an annual dialogue meeting.

There should be the greatest possible transparency about the board's activities. The board's activities are covered by the Governance and Decision-Making Rules (rules of procedure) for collegial bodies at UiT the Arctic University of Norway.