



## UID organisation

Umeå Institute of Design at Umeå University was founded in 1989, and has since been led by a Rector, later in a joint leadership between Rector and Head of department, with the Department board as the department's highest decision making body. In connection to the decision by the Umeå university board *Ny struktur för ledning och samverkan vid Umeå universitets institutioner* the 1 October 2008 (dnr 103-520-07), when a Head of department leadership was introduced at the university departments, Umeå Institute of Design was excepted from this rule and allowed to maintain the department board. In this document is described a suggestion for new organisation for Umeå Institute of Design at Umeå University, which is closer to the organisational mode lapped at other departments. The Department board and connected work groups and organisational structure is suggested to be discontinued from 1 January 2013, and replaced with the below described structure for organisation and decision making. The Order of delegation at the Faculty of Science and Technology from 8 September 2011 (rev. 2011-12-01, dnr. 103-1701-11) is suggested to be reviewed according to separate attachment.

### Overall organisation

The department applies a joint leadership between Rector and Head of department, with the Head of department as responsible for personnel, economy and management, and the Rector as responsible for issues of quality and strategy in education and research in industrial design. The department leadership group consists of rector, head of department, deputy head of department, programme directors and director for research and PhD education. The leadership group has a strategic role, and raises questions and discussions of department vision and strategy to be handled in the councils and groups.

Decisions following of the Vice-chancellor's delegation and further delegation from the Faculty are made by Head of department and Rector at bi-weekly decision meetings. Decisions of direction and long term strategy, including decision on action plan, are made at Strategic board meetings twice a year. Before decisions are made, these are coordinated with the Local cooperation group at UID. Items for decision meetings are prepared by the respective councils for education, research and collaboration, or the work group for environment, equality, health, safety and sustainability. Items for Strategic board meetings are prepared by councils, work groups and leadership group. All councils and work groups preparing decisions connect the process to groups and persons within the department through close contacts. Information is also given through staff meetings every two months, staff days twice yearly, and monthly school meetings for all staff and students.

### Decision meetings

Rector and Head of department make department decisions, according to the order of delegation, at bi-weekly meetings. Item list and basis for decisions are announced on the web and through e-mail a minimum of 4 days beforehand and recorded with minutes that are posted online. Oral information of items are also given at weekly Friday meetings, where TA staff and teacher representatives participate. Issue preparation is handled and basis for decisions, including suggestion for decision, are given by the different councils or work groups, or by the leadership group. Before decisions, the Head of department and/or Rector consults with the Local cooperation group, which consists of representatives for staff, students, and union representatives. Council chairs, leadership group members and appointed student representatives have the right to attend the decision meetings and to announce objections that can be noted in the minutes.

*Meetings:* Every two weeks. Item list and basis for decisions from councils and work groups, including suggestion for decision, public the week before.

*Composition:*

Head of department (chair)  
Rector

*Secretary:* staff administrator

*Right to attend and speak:* Council and group chairs, leadership group members, student representatives.

### **Strategic board**

The board is the UID body for long term strategy and vision from an international perspective on industrial design in education, research and the profession. The board's most important task is to give long term strategic guidelines for how education and research in the subject industrial design should develop from an internationally competitive perspective, and thereby secure that Umeå Institute of Design maintains world leading quality in education and research. The board gives feed-back and challenges the department's strategic work, visions and analyses in relation to developments in the industrial design field globally. The board decides upon the department's 3-year action plan. The board is led by Rector, and consists of representatives for teachers, TA-staff and students who are elected, and external representatives from the design profession, education, research and companies that are appointed by head of department and rector on suggestion from the councils.

*Meetings:* Two yearly meetings, one in January and one in June. Item list and basis for decision one week in advance.

#### *Composition:*

Rector (chair)  
Head of department  
3 external representatives  
2 teacher representatives  
1 student  
1 PhD student

*Right to attend and speak:* Union representatives have the right to attend and speak. Council chairs and leadership group members can be adjunct to the meetings for presentation and explanation of basis for decision.

### **Leadership group**

UIDs leadership group raises and identifies strategic issues of importance for the education, research, collaboration, communication and organisation of the school. The leadership group can give councils and work groups the task to investigate and prepare issues that it has identified, and it can also be given items or issues to discuss and give feed-back on from the councils and work groups. The leadership group can also prepare decisions for the decision meeting. The main task is to function as support in decision making for rector, head of department and board. The leadership group is not a decision making body.

*Meetings:* One full day meeting per month, and one lunch-lunch meeting yearly. Discussion minutes taken as working material are not made public. Short item descriptions are made public at the department after the meetings, as are basis for decisions.

#### *Composition:*

Head of department (chair)  
Rector  
Deputy head of department  
Programme directors  
Director of single subject courses  
Director of research & PhD education

## Councils and EHS group

Issues pertaining to the core areas of education, research, PhD education, collaboration and work environment are handled in councils that prepare and suggest decisions for the departmental level. Decisions that can be delegated by the Head of department, are decided upon in the councils, or at decision meetings by the person receiving the delegation, according to the order of delegation. The councils can appoint special work groups or persons to prepare and investigate an issue when specific competencies are needed. Council meetings are headed by the chair, who together with the council secretary are appointed by the head of departments, and responsible for preparing and presenting the issues within their areas at council meetings and decision meetings. Members of the councils are in some cases appointed by Head of department and Rector, and otherwise elected according to the different corporations (see attachments for each council). Head of department should not be a member of the councils. The chair of the EHS group is appointed by the Head of department and rector, and the group composition is formed on basis of the persons in UID staff appointed specific areas of responsibility within the group's area (see below). Head of department should be a member of the group.

The main task for the councils and EHS group is to raise and review issues, prepare basis for decisions and create processes and policies for the respective areas.

### Education council

The Education council is UID's preparatory body for issues concerning all education on basic and advanced levels, and works for quality assurance and strategic development of the department's education. The Education council is led by one of the programme or SSC directors, with a study administrator as secretary, and elected representatives for teachers, TA-staff and students. The Council can call together specific work groups when the need arises.

The main objective is the development of present and future educations at UID to ensure UID's educations will maintain and improve its international position and reputation as one of the best vocational industrial design educations, including strategic competence overview and suggestions for new staff recruitments relating to education, methods and routines for quality assurance, initiation of strategic course and programme development, development and review of course syllabi and education plans, Grand Plan synchronisation. Chair and secretary are appointed by head of department and rector. Council representatives are elected according to corporation (see attachment). The main task for the council is to raise and review issues, prepare basis for decisions and create processes and policies for the respective areas.

*Meetings:* Long meeting every four weeks, short meetings in between if necessary (Grand Plan, specific work groups etc.). Item list one week in advance. Minutes published online.

Chair, full time teacher or programme director

Secretary, study administrator

1 teacher representative

1 teacher representative, programme director

1 workshop technician representative

1 student representative

### Research council

The Research council is UID's preparatory body for issues concerning research and artistic development work, including PhD education, and works for quality assurance and strategic development of the department's research, artistic development work and PhD education. The Research council is led by the head of research, with a PhD studies or research administrator as secretary, and elected representatives for researchers, tutors and PhD students. *Temporary workgroups* are formed around matters of concern, e.g. a PhD supervisors group, PhD curriculum development group, strategic project funding applications group, admission group, Artistic Development Work group etc. The objective is integrated decision-making foundation regarding the development of the research department, including PhD curriculum and courses, admissions and open positions, funding applications and collaborations, outreach, communication and research infrastructure. Short-term focus on research infrastructure; long-term focus on research direction.

Chair and secretary are appointed by head of department and rector. Council representatives are elected according to corporation (see attachment). The main task for the council is to raise and review issues, prepare basis for decisions and create processes and policies for the respective areas.

*Meetings:* Long meeting every four weeks, short meetings in between. Item list public one week in advance. Minutes published online.

Chair, research director  
 Secretary, PhD study administrator  
 1 Supervisor representative  
 1 programme director representative MA or BA  
 2 teacher representatives  
 1 PhD student representative

### **Collaboration council**

The Collaboration council is UID's preparatory body for issues concerning external collaboration and communication, and works for quality assurance and strategic development of the department's collaboration and communication. The Collaboration council is led by one of the programme or SSC directors, with the information officer as secretary, and elected representatives for staff and students. The Council can call together specific work groups when the need arises. Main objectives are development of present and future collaborations, fundraising, and UID promotion and communication. Chair and secretary are appointed by Head of department and Rector. Council representatives are elected according to corporation (see attachment). External representatives of companies and society can be adjunct to the council. The main task for the council is to raise and review issues, prepare basis for decisions and create processes and policies for the respective areas.

*Meetings:* monthly meetings, with shorter meetings in between. Item list one week in advance. Minutes published online.

Chair, programme director  
 Secretary, information officer  
 International contact person  
 1 Teacher representative  
 1 PhD student representative  
 1 student representative

Adjunct: 1 external advisor

### **Equality/Environment Health Safety/Sustainability Group**

The EHS group is UID's preparatory body for issues concerning equality, equal treatment, work environment, health, sustainability and safety, and works for quality assurance and strategic development of these areas at the department. The EHS group is chaired by the work environment representative, who is convener. Members of the group are appointed based on their appointed areas of responsibility, or function (see below). For each of the specific themes handled by the EHS group, different constellations of work groups – permanent or temporary – can be formed to handle and prepare specific issues within those areas, such as equality, equal treatment, sustainability, work environment, health and safety. The main task of EHS group is to raise and review issues, prepare basis for decisions and create processes and policies for the respective areas.

*Members:*

Work Environment Representative, chair  
 Head of Department  
 Staff Administrator  
 Technical Facilities Manager

Deputy Work Environment Representative  
Equality representative  
Equal treatment representative  
Fire precaution representative  
Sustainability representative  
Student representative, Equality & Equal treatment  
Student representative, Sustainability  
Student representative, Work environment

**Local cooperation group**

Before important decisions concerning the department, the Head of department consults with the local cooperation group consisting of union representatives and the department representatives for the areas of work environment, equality & equal treatment, and sustainability. The local cooperation group at UID can be expanded with representatives for teachers, TA-staff and students, depending on the issues at hand.

Head of department, chair  
Secretary, staff administrator  
Local union representative, SACO  
Local union representative, ST  
Local union representative, SECO  
Work environment representative.  
Equality representative.  
Equal treatment representative.  
PhD student representative.  
Student representative.

Attachment 1:

## UID Education Council

### **Task**

The Education Council shall on assignment from Head of department/Rector work for the development, planning, coordination and follow up of education on basic and advanced level at Umeå Institute of Design, Umeå University.

### **Meetings**

The Education Council shall hold one meeting each month during the study year.

Meeting participants are, besides the six (6) members, other required experts when so calls for.

Call to attend, including agenda and attachments, are sent out to members by the secretary 1 week in advance. Agenda and attachments are also made public to all UID staff. Meetings are recorded with minutes, and all decisions or basis for decisions sent to Head of department, Rector and concerned parties directly by the Council secretary. Minutes are published on the UID web latest 1 week after the meeting.

Basis for decision, accepted policies and other documents are sent to the Decision meeting, with suggestion for decision, by the Council secretary.

### **Council voting**

In issues which demand voting to be resolved or decided, all six (6) members have the right to vote. If the vote results in a draw, the Council chair's vote weighs heavier (1:2).

### **Composition**

The Education Council consists of (6) members:

One (1) chair

One (1) secretary

Two (2) teachers/researchers, of which one programme director

One (1) workshop technician, TA-staff

One (1) student representative

If necessary, the council can call in other expertise besides that which is represented by the members.

Substitutes are elected from the respective corporations/categories for the same period as the members:

Two (2) substitutes for teachers/researchers, of which one programme responsible

One (1) substitute for workshop technicians, TA staff

One (1) substitute for students

### **Mandate period**

The Chair is appointed for a three year period.

The Secretary is appointed for a three year period.

Teachers/researchers, appointed for a two year period.

Workshop technician, appointed for a three year period.

Student representative appointed for a one year period.

### **Election**

The Chair is appointed by Rector/Head of department in collaboration with the UID Leadership group

The Secretary is appointed by Rector/Head of department in collaboration with the UID Leadership group

Teachers/researchers are appointed through election in Corporation 1.

Workshop technician, TA-staff, appointed through election in Corporation 2.  
Student representative appointed by the student union Ställverket.

### **Eligible for election**

Corporation 1:

Eligible is teacher/researcher employed at Umeå Institute of Design with a permanent employment of a minimum of 50% of full time.

Corporation 2:

Eligible is TA-staff employed as workshop technician at Umeå Institute of Design with a permanent employment of a minimum of 50% of full time.

Student representatives:

Elected by the student union Ställverket.

### **Qualified to vote**

Qualified to vote are staff employed at Umeå University with a permanent or time limited employment of two years or more, of a minimum of 50% of full time, where a minimum of 40 % of the work is conducted at Umeå Institute of Design.

### **Electoral register**

A preliminary electoral register is produced by the Council secretary with assistance by the UID staff administrator. The Chair confirms the final electoral register for the election.

### **Election procedure**

The Chair sets the time plan and format for the election of members. The election shall be conducted latest on the 15 of December before the new mandate period for teachers and TA staff.

Election of members is made through handing in a ballot to the Council secretary or through postal vote. Information about the election shall be spread a minimum of 14 days before the election. Election is made with sealed ballots. The count of votes is made by chair and secretary. If the result is a draw, it is decided through lottery. Result of the election is documented in a protocol signed by chair and secretary. The protocol shall be published on the UID web page.

### **Vacancies and replacements**

If any of the members resigns during the mandate period, a by-election shall be held, alternately a new chair or secretary appointed.

Attachment 2:

## UID Research Council

### **Task**

The Research Council shall on assignment from Head of department/Rector work for the development, planning, coordination and follow up of research and doctoral education at Umeå Institute of Design, Umeå University.

### **Meetings**

The Research Council shall hold one meeting each month during the study year.

Meeting participants are, besides the seven (7) members, other required experts when so calls for. Call to attend, including agenda and attachments, are sent out to members by the secretary 1 week in advance. Agenda and attachments are also made public to all UID staff. Meetings are recorded with minutes, and all decisions or basis for decisions sent to Head of department, Rector and concerned parties by the Council secretary. Minutes are published on the UID web latest 1 week after the meeting. Basis for decision, accepted policies and other documents are sent to the Decision meeting, with suggestion for decision, by the Council secretary.

### **Council voting**

In issues which demand voting to be resolved or decided, all seven (7) members have the right to vote. If the vote results in a draw, the Council chair's vote weighs heavier (1:2).

### **Composition**

The Research Council consists of seven (7) members:

One (1) chair

One (1) secretary

Three (3) teachers/researchers, of which one programme director and one PhD supervisor

One (1) PhD student representative

One (1) student representative

If necessary, the council can call in other expertise besides that which is represented by the members.

Substitutes are elected from the respective corporations/categories for the same period as the members:

One (1) teacher/researcher

One (1) teacher/researcher programme director

One (1) teacher/researcher PhD supervisor

One (1) PhD student representative

One (1) student representative

### **Mandate period**

The Chair is appointed for a three year period.

The Secretary is appointed for a three year period.

Teachers/researchers, appointed for a two year period.

PhD student representative appointed for a one year period.

Student representative appointed for a one year period.

### **Election**

The Chair is appointed by Rector/Head of department in collaboration with the UID Leadership group

The Secretary is appointed by Rector/Head of department in collaboration with the UID Leadership group

Teachers/researchers are appointed through election in Corporation 1 and Corporation 2.



PhD student representative is appointed through election in Corporation 3.  
Student representative appointed by the student union Ställverket.

### **Eligible for election**

Corporation 1:

Eligible is teacher/researcher employed at Umeå Institute of Design with a permanent employment of a minimum of 50% of full time.

Corporation 2:

Eligible is teacher/researcher employed at Umeå Institute of Design with a permanent employment of a minimum of 50% of full time, with an assignment as programme director or director of single subject courses.

Corporation 3:

Eligible is PhD student enrolled in doctoral education at Umeå Institute of Design with and conducting studies for a minimum of 50% of full time.

Student representatives:

Elected by the student union Ställverket.

### **Qualified to vote**

Qualified to vote are staff employed at Umeå University with a permanent or time limited employment of two years or more, of a minimum of 50% of full time, where a minimum of 40 % of the work is conducted at Umeå Institute of Design.

### **Electoral register**

A preliminary electoral register is produced by the Council secretary with assistance by the UID staff administrator. The Chair confirms the final electoral register for the election.

### **Election procedure**

The Chair sets the time plan and format for the election of members. The election shall be conducted latest on the 15 of December before the new mandate period for teachers and TA staff.

Election of members is made through handing in a ballot to the Council secretary or through postal vote. Information about the election shall be spread a minimum of 14 days before the election. Election is made with sealed ballots. The count of votes is made by chair and secretary. If the result is a draw, it is decided through lottery. Result of the election is documented in a protocol signed by chair and secretary. The protocol shall be published on the UID web page.

### **Vacancies and replacements**

If any of the members resigns during the mandate period, a by-election shall be held, alternately a new chair or secretary appointed.

Attachment 3:

## UID Collaboration Council

### **Task**

The Collaboration Council shall on assignment from Head of department/Rector work for the development, planning, coordination and follow up of collaboration issues at Umeå Institute of Design, Umeå University.

### **Collaboration**

The Research Council shall hold one meeting each month during the study year.

Meeting participants are, besides the six (6) members, other required experts when so calls for. Call to attend, including agenda and attachments, are sent out to members by the secretary 1 week in advance. Agenda and attachments are also made public to all UID staff. Meetings are recorded with minutes, and all decisions sent to Head of department, Rector and concerned parties by the Council secretary. Minutes are published on the UID web latest 1 week after the meeting.

Basis for decision, accepted policies and other documents are sent to the Decision meeting, with suggestion for decision, by the Council secretary.

### **Council voting**

In issues which demand voting to be resolved or decided, all six (6) members have the right to vote. If the vote results in a draw, the Council chair's vote weighs heavier (1:2).

### **Composition**

The Collaboration Council consists of six (6) members:

- One (1) chair
- One (1) secretary
- One (1) teacher/researcher representative
- One (1) TA staff representative
- One (1) PhD student representative
- One (1) student representative

One (1) external representative for the profession or society can be adjunct to the council, and will then participate with right to speak and vote.

If necessary, the council can call in other expertise besides that which is represented by the members.

Substitutes are elected from the respective corporations/categories for the same period as the members:

- One (1) teacher/researcher
- One (1) PhD student representative
- One (1) student representative

### **Mandate period**

The Chair is appointed for a three year period.

The Secretary is appointed for a three year period.

International contact person is appointed for a three year period.

Teachers/researchers, appointed for a two year period.

PhD student representative appointed for a one year period.

Student representative appointed for a one year period.

### **Election**

The Chair is appointed by Rector/Head of department in collaboration with the UID Leadership group

The Secretary is appointed by Rector/Head of department in collaboration with the UID Leadership group

Teachers/researchers are appointed through election in Corporation 1 and Corporation 2.  
PhD student representative is appointed through election in Corporation 3.  
Student representative appointed by the student union Ställverket.

### **Eligible for election**

Corporation 1:

Eligible is teacher/researcher employed at Umeå Institute of Design with a permanent employment of a minimum of 50% of full time.

Corporation 2:

Eligible is teacher/researcher employed at Umeå Institute of Design with a permanent employment of a minimum of 50% of full time, with an assignment as programme director or director of single subject courses.

Corporation 3:

Eligible is PhD student enrolled in doctoral education at Umeå Institute of Design with and conducting studies for a minimum of 50% of full time.

Student representatives:

Elected by the student union Ställverket.

### **Qualified to vote**

Qualified to vote are staff employed at Umeå University with a permanent or time limited employment of two years or more, of a minimum of 50% of full time, where a minimum of 40 % of the work is conducted at Umeå Institute of Design.

### **Electoral register**

A preliminary electoral register is produced by the Council secretary with assistance by the UID staff administrator. The Chair confirms the final electoral register for the election.

### **Election procedure**

The Chair sets the time plan and format for the election of members. The election shall be conducted latest on the 15 of December before the new mandate period for teachers and TA staff.

Election of members is made through handing in a ballott to the Council secretary or through postal vote. Information about the election shall be spread a minimum of 14 days before the election. Election is made with sealed ballotts. The count of votes is made by chair and secretary. If the result is a draw, it is decided through lottery. Result of the election is documented in a protocol signed by chair and secretary. The protocol shall be published on the UID web page.

### **Vacancies and replacements**

If any of the members resigns during the mandate period, a by-election shall be held, alternately a new chair or secretary appointed.

## Bilaga 4

# Environment, Equality/Equal treatment, Health, Safety and Sustainability group

### **Task**

The EHS group shall on assignment from Head of department/Rector work for the development, planning, coordination and follow up of issues of physical and psycho-social work environment, health and safety, equality and equal treatment and sustainability at Umeå Institute of Design, Umeå University.

### **Meetings**

The EHS group shall hold one meeting each month during the study year.

Meeting participants are, besides the members, other required experts when so calls for.

Call to attend, including agenda and attachments, are sent out to members by the secretary 1 week in advance. Agenda and attachments are also made public to all UID staff. Meetings are recorded with minutes, and all decisions sent to Head of department, Rector and concerned parties by the secretary. Minutes are published on the UID web latest 1 week after the meeting.

Basis for decision, accepted policies and other documents are sent to the Decision meeting, with suggestion for decision, by the Council chair.

### **Council voting**

In issues which demand voting to be resolved or decided, all six (6) members have the right to vote. If the vote results in a draw, the chair's vote weighs heavier (1:2).

### **Composition**

The EHS group consists of representatives for twelve (12) functions or areas, of which two or more can be represented by one person/member:

- Work environment representative (chair)
- Head of department
- Facilities manager
- Staff administrator
- Deputy work environment representative
- Gender equality representative
- Equal treatment representative
- Fire prevention representative
- Sustainability representative, staff
- Student representative, equality & equal treatment
- Student representative, work environment
- Student representative, sustainability

If necessary, the council can call in other expertise besides that which is represented by the members.

### **Mandate period**

The Chair is appointed for the same period as the role of Work environment representative encompasses. The same applies for the other members.

Student representative is appointed for a one year period.

### **Election**

The Chair is appointed by Rector/Head of department in collaboration with the UID Leadership group. The Secretary is appointed within the group.

The members of the group are elected to their respective functions by UID staff.

Student representatives are appointed by the student union Ställverket.

### **Eligible for election**

Eligible for election in one of the above roles are teachers/researchers and TA-staff employed at Umeå Institute of Design with a permanent employment of a minimum of 50% of full time, and PhD students enrolled in doctoral education, conducting studies minimum on 50% of full time.

Student representatives:  
Elected by the student union Ställverket.

### **Qualified to vote**

Qualified to vote are staff employed at Umeå University with a permanent or time limited employment of two years or more, of a minimum of 50% of full time, where a minimum of 40 % of the work is conducted at Umeå Institute of Design.

### **Election procedure**

Election procedures differ for the different roles or tasks.

*Work environment representative:* Information about election is given at a staff meeting, and election either conducted at the meeting or through ballots handed in to the Head of Department. The Head of Department together with the current work environment representative counts the votes, and hands in the nominated names to the central union representatives. Elections are held in accordance to centrally defined mandate periods.

*Equal treatment and equality representatives:* Information about election is given at a staff meeting, and election either conducted at the meeting or through ballots handed in to the Head of Department. The Head of Department together with the current equal treatment and equality representatives counts the votes and appoints the roles. If a draw, lottery decides the result.

*Sustainability representative:* Information about election is given at a staff meeting, and election either conducted at the meeting or through ballots handed in to the Head of Department. The Head of Department together with the current equal treatment and equality representatives counts the votes and appoints the roles.

*Fire prevention representative:* The fire prevention representative is appointed by the Head of Department/Rector, and delegated the responsibilities connected to this role.

*Facilities manager:* Appointed by the Head of Department/Rector.

### **Vacancies and replacements**

If any of the members resigns during the mandate period, a by-election shall be held, alternately a new chair or secretary appointed.

## Attachment 5

# UID Strategic board

### **Task**

The Strategic board shall work for the development and follow up of long term strategies for Umeå Institute of Design, Umeå University.

### **Meetings**

The board shall hold two meetings annually.

Participants at the meetings are, besides the ten (10) members, other experts when so called for. The meetings are recorded with minutes, and all decisions sent to Head of department, Rector and other concerned parties by the meeting secretary. The minutes are published on the UID web site.

Basis for decision and other documents are sent to the decision meeting, with suggestion for decision, by the chair. Collaboration shall be held beforehand in accordance to the local collaboration agreement.

### **Voting**

In issues that demand voting to determine an issue or make a decision, all members of the board can vote. If a draw, the Chair's vote weighs heavier (1:2).

### **Composition**

The board consists of nine (9) members:

Rector of Umeå Institute of Design

Head of Department of Umeå Institute of Design

Two (2) teacher/researcher representatives

One (1) PhD student representative

One (1) student representative

Three (3) external representatives for companies, society or education.

Participating for minute taking:

One (1) secretary

*Right to attend and speak:* Union representatives have the right to attend and speak at the meetings. UID Council Chairs and Leadership group can be adjunct the meetings for presenting and explaining basis for decision.

If necessary, the Board can call in other expertise besides that which is represented by the members.

Substitutes are elected from the respective corporations/categories for the same period as the members:

Two (2) teachers/researchers

One (1) TA-staff representative

One (1) PhD student representative

One (1) student representative

### **Mandate period**

Rector of UID is chair of the Board for the same mandate period as the rectorship.

Head of Department is member of the board for the same period as the role of Head of Department lasts.

The Secretary is appointed for a three year period.

Teachers/researchers, appointed for a two year period.

PhD student representative appointed for a one year period.

Student representative appointed for a one year period.

External member is appointed for a three year period.

### **Election**

The Secretary is appointed by Rector/Head of department in collaboration with the UID Leadership group.

External members are appointed by Rector/Head of department in collaboration with the UID Leadership group.

Teachers/researchers are appointed through election in Corporation 1 .

TA-staff are appointed through election in Corporation 2.

PhD student representative is appointed through election in Corporation 3.

Student representative appointed by the student union Ställverket.

### **Eligible for election**

Corporation 1:

Eligible is teacher/researcher employed at Umeå Institute of Design with a permanent employment of a minimum of 50% of full time.

Corporation 2:

Eligible is TA-staff employed as workshop technician at Umeå Institute of Design with a permanent employment of a minimum of 50% of full time.

Corporation 3:

Eligible is PhD student enrolled in doctoral education at Umeå Institute of Design with and conducting studies for a minimum of 50% of full time.

Student representatives:

Elected by the student union Ställverket.

### **Qualified to vote**

Qualified to vote are staff employed at Umeå University with a permanent or time limited employment of two years or more, of a minimum of 50% of full time, where a minimum of 40 % of the work is conducted at Umeå Institute of Design.

### **Electoral register**

A preliminary electoral register is produced by the Council secretary with assistance by the UID staff administrator. The Chair confirms the final electoral register for the election.

### **Election procedure**

The Chair sets the time plan and format for the election of members. The election shall be conducted latest on the 15 of December before the new mandate period for teachers and TA staff.

Election of members is made through handing in a ballot to the Council secretary or through postal vote. Information about the election shall be spread a minimum of 14 days before the election. Election is made with sealed ballots. The count of votes is made by chair and secretary. If the result is a draw, it is decided through lottery. Result of the election is documented in a protocol signed by chair and secretary. The protocol shall be published on the UID web page.

### **Vacancies and replacements**

If any of the members resigns during the mandate period, a by-election shall be held, alternately a new chair or secretary appointed.

## Attachment 6

# Decision meeting

### **Task**

At the Decision meeting, operative decisions concerning Umeå Institute of Design at Umeå University are made.

### **Meetings**

Decision meetings are held every two weeks.

Meeting participants are Rector and Head of Department, other decision makers by delegation if applicable, and item presenters and secretary. Item list is published and distributed at the department by the secretary the week before the meeting. Meeting minutes are taken by the secretary, and all decisions sent to concerned parties by the meeting secretary. The minutes are published on the UID web site latest 1 week after the meeting.

### **Decisions**

Rector and Head of department make decisions together and in collaboration, according to the Vice-Chancellor's and Faculty's delegation, on basis of prepared material with suggestions for decisions from the preparatory bodies at UID. If one on the decision makers is not present, participation by phone is possible, alternately the absent party can give the decision or stance of policy by proxy or in writing beforehand. Before decision meetings, collaboration shall be held in accordance to the local collaboration agreement.

### **Decision makers**

Head of Department of Umeå Institute of Design (chair)  
Rector of Umeå Institute of Design

Attending for minute taking:

One (1) secretary

*Right to attend and speak:* Council chairs, leadership group have the right to attend and speak, and can also be adjunct the meetings for presentation and explanation of basis for decision material. Student representatives have the right to attend and speak, and to if necessary have divergent meaning taken to the minutes.

### **Election**

The Secretary is appointed by Rector/Head of department in collaboration with the UID Leadership group.

Student representative appointed by the student union Ställverket.

### **Mandate period**

The mandate period follows the same mandate period as the rectorship and role as head of department.

Secretary is appointed for a period of three years.

Student representative is appointed for a period of one year.