



UID Organisation: decision making and processing

Umeå Institute of Design applies a distributed leadership model where responsibilities are distributed at the department according to the order delegation at central, faculty and departmental level. The following are the main bodies active in preparatory processing for decision and decision-making.

Decision Meeting

The decision meeting is the department's highest decision-making body, and thus where all major decisions regarding the school's activities are taken: budget, staffing, programme and course plans, new positions, admission to postgraduate studies and decisions on the department's resources. Led by Rector, includes Vice Rector and keeper of minutes. Decision meetings are minuted.

LSG – lokal samverkansgrupp / Local Cooperation Group

Before an issue is taken up for decision at the decision meeting, it has first been addressed by the Local Cooperation Group, and before that usually also in one of the department's preparatory bodies, such as the programme council or a working group. Led by Vice Rector, includes Rector, local union representatives, equal access and work environment representatives. Student and PhD student representatives are usually also called. LSG is minuted.

Rectors Group

The Rectors group is the leadership of UID, and its members all take part in representing the school internally and externally, also dividing tasks over time depending on area and situation (with the descriptions of roles below as a basis). The group is led by Rector, and includes Vice Rector, Dep. Rector Subject Development, Dep. Rector Education, Dep. Rector Collaboration. Preparatory processing before LSG and Decision Meeting of all plans and policy, budget, new positions, as well as annual report, follow-up reports and closing of the books. Its meetings are not minuted.

Subject Development Committee

Preparatory processing before LSG and Decision Meeting of internal funding applications for research and artistic development work and for travel grants, and of guidelines and policy for internal funding for subject development. Final processing and evaluation of reports of approved projects and travels. Led by Dep. Rector for Subject Development, includes teacher/researcher representatives (assistant, associate of full professors). Meetings are minuted.

Programme Council

Preparatory processing and review before LSG and Decision Meeting of general study plan, course study plans and degree examination, and final processing of course evaluations. The programme council actively pursue matters related to quality, curriculum development and strategy. Led by Dep. Rector for Education, includes teacher and student representatives, subject representative, and study coordinator. Meetings are minuted.

PhD Programme Council

Preparatory processing and review before LSG and Decision Meeting of general study plan and course study plans at PhD level, and final processing of course evaluations. The programme council actively pursue matters related to quality, curriculum development and strategy. Led by Director of PhD studies, includes supervisors and PhD student representatives. Meetings are minuted.

College of Supervisors

Led by Director of PhD studies, the College of supervisors includes all supervisors at UID. The college meets twice a year to follow up on the students' work and progress. Also all external supervisors are invited to these two meetings, that take place in the fall as part of the PhD Festival and in the spring for follow-up. The College of Supervisors also functions as the PhD Student's reference group. In the case of external PhD students, an additional external member can be added to that student's reference group. Preparatory processing before Rector's decision on Individual Study Plans. Its two annual main meetings are minuted.

Strategy Group

The Strategy groups is UID's main body for strategic outlook and coordination across programmes and courses with focus on development of programme content and structure. It reports to staff and school meetings (regarding in particular strategic outlook) and programme councils (regarding in particular education development). It is led by Rector, includes Rectors group, Programme Directors, Course responsible one-year course package Industrial design intensive, Director single subject courses.

The strategy group is not primarily part of the decision making process, and it is not the primary preparatory processing unit for any particular kind of decision. Its main output are the proposals, reports, presentations, etc. that are needed as material in development initiatives and projects.

EHS

The EHS group is a preparatory and advisory body that handles matters regarding physical and psycho-social work environment, equality and equal treatment, health and safety, and sustainability at UID. Led by Vice Rector, EHS includes staff and student representatives for work environment and equal access, fire safety officer, keeper of flammable goods and 4D lab responsible. The meetings are minuted.

Work environment group

The Work environment group is a preparatory and operational body for issues concerning physical and psycho-social work environment from the staff and student perspectives. Issues are passed on to EHS as well as directly to the UID leadership when needed. The group consists of the local work environment representative (chair), vice work environment representative, student work environment representatives, fire safety officer, keeper of flammable goods and 4D lab responsible as well as other engaged students, PhD students and staff. Meetings are minuted.

Equal access group

The Equal access group is a preparatory and operational body for issues concerning equal access from the staff and student perspectives. Issues are passed on to EHS as well as directly to the UID leadership when needed. The group consists of the representatives for equal access for staff (one of whom calls for meetings) and students, as well as other engaged students, PhD students and staff. Meetings are minuted.

Roles and distribution

Rector (also Head of Department)

The Rector holds the overall formal responsibility for school and subject, with focus on strategic development.

Vice Rector (also Deputy Head of Department)

The Vice Rector handles operative issues, including staff, economy and work environment, and functions as substitute for Rector when necessary.

Deputy Rector for Subject Development

Deputy Rector for Subject Development works with the area of subject development, including both education, artistic development work and research. To some extent, this role thus partly corresponds to the areas of a 'research director', but here including not only research practices as UID also works with artistic and professional practices in its subject development.

Deputy Rector for Education

Deputy Rector for Education includes the work of a Director of Studies, with the important addition of being part of UID's leadership and its strategic and representative functions.

Dep. Rector for Collaboration

Deputy Rector for Collaboration handles strategic and operative issues related to collaboration with external partners within both education and subject development work. As such, from the outside a key person for initial and sustained collaborations with school, from the inside a key resource and support for setting up and managing collaborations with external stakeholders.

Director of PhD Studies

The Director of PhD studies is responsible for the planning, operation, and follow-up of the PhD programme.

Final examiner for PhD studies

The final examiner has the overall responsibility for subject content and the quality of the PhD education.

Programme Director

The programme director is the educational leader of the program, and thus responsible for that the content, structure and quality of the program is maintained in the subject when taught in cooperation with course responsible, colleagues in the team of teachers and other tutors. The programme director is responsible for the continuous planning, monitoring and quality assurance of the programme, including programme specific staffing and budget, and that the admission, education and examination of students is done in accordance with local and central procedures and guidelines.

Course responsible one-year course package

The Course responsible for a one-year course package is the educational leader and thus responsible for that the content, structure and quality of the course package is maintained in the subject when taught in cooperation with course responsible, colleagues in the team of teachers and other tutors. She or he is responsible for the continuous planning, monitoring and quality assurance of the programme, including course package specific staffing and budget, and that the admission, education and examination of students is done in accordance with local and central procedures and guidelines.

Director single subject courses

The Director of single subject courses is responsible for the planning, monitoring, budget and quality of the single subject courses. The director is responsible for admissions procedures and educational issues in the courses, and that the overall quality is ensured in collaboration with course responsible and tutors.

Course responsible

The course responsible is responsible for the course schedule, course information, tutoring, examination, evaluation and reporting of grades, and that this is done in accordance with existing guidelines and policy.