UID DECISION MAKING PROCESSES - ADMINISTRATION

MATERIAL (What thing?)	AREA OF RESPONSIBILITY (Who's pushing the issue?)	PRODUCTION (Who's making or handling it?)	PREPARATION (Who's discussing and following-up prior to decision?)	DECISION (Where's the final decision made?*)
ECONOMY				
Budget Closing of the Books (bokslut)	Vice Rector	Controller, Vice Rector	Rectors group	Rector
Programme budget Project budget	Controller	Program director/project leader, controller		Vice Rector
STAFF: EMPLOYMENTS				
Decision to open position	Rector	Rector, Vice Rector, staff admin	Rectors group	Cooperation / Lokal Samverkansgrupp (LSG)
Employment profile Advertisement		Staff admin, Vice Rector, Rector	Recruitment committee / Rector, Vice Rector	
Decision to employ applicant		Recruitment committee / Rector, Vice Rector	Recruitment committee / Rector, Vice Rector	
Negotiation of contract/agreement w. applicant		Staff admin, Vice Rector, Rector	FSG (Faculty Cooperation Group)	Decision Meeting
STAFF: SALARIES				
Salary revision, UID suggestions Salary talks	Vice Rector	Vice Rector	Rector, Vice Rector	
Salary negotiations		RALS negotiations (w. Dean, unions)		
STAFF: STAFF PLANNING				
UID staff plan	Vice Rector	Vice Rector	Rector, Vice Rector	
Program staffing (based on UID plan)		Program director	Program/course team meetings	
Course staffing (based on UID + program plans)		Course responsible		
WORK ENVIRONMENT				
Work environment plan	Rector	Vice Rector	Work environment group, EHS	
Equal access plan			Equal access group, EHS	
PLANS & POLICIES				
Operational plan (Verksamhetsplan) Action plan	Rector	Rectors groups (per area of responsibility)	Rectors group	
Competence management plan	Vice Rector	Vice Rector, staff admin		
Quality assurance system Policies	Rectors group (per area of responsibility)	Rectors group (per area of responsibility)		
Communication strategy and policies	Rectors group	Communications officer		
REPORTS				
Annual report (Verksamhetsberättelse) Action plan follow-up report	Rector	Rectors group (per area of responsibility)	Staff meeting	
Work environment follow-up Equal access follow-up Competence management follow-up		Vice Rector, area representative		

*) Some items are forwarded to faculty/ university level for further processing