



Umeå Institute of Design - Designhögskolan
 Established 2015-12-09
 Appendix to Annual report 2016
 Bilaga till Verksamhetsberättelse 2016

Umeå Institute of Design Action Plan 2016, follow-up

1. A University that makes things possible
2. Education for boundless knowledge
3. Research that breaks down boundaries
4. The excellent and efficient university

See separate plans for:

Work environment and sustainability

Equal access

Competence management

Designhögskolans aktivitetsplan 2016, uppföljning

1. Ett universitet som gör det möjligt
2. Utbildning för gränslös kunskap
3. Forskning som spränger gränser
4. Det goda och effektiva universitetet

Se separata planer för

Systematiskt arbetsmiljöarbete

Lika villkor

Kompetensförsörjning

Abbreviations / Förkortningar:

Faculty	The Faculty of Science and Technology / Teknisk-Naturvetenskaplig fakultet
Rector	Rector of Umeå Institute of Design / Rektor för Designhögskolan
VR	Vice Rector of UID / Vicerektor för Designhögskolan
DR	Deputy rector / Biträdande rektor
RG	Rector's group / Rektorsgrupp
SG	UID Strategy group / Strategigruppen, Designhögskolan
PD	Programme director / Programansvarig
PhD dir.	Director of PhD studies / Forskarutbildningsansvarig
SSC	Single subject courses / Fristående kurser
UID	Umeå Institute of Design / Designhögskolan vid Umeå universitet
UAC	Umeå Arts Campus / Konstnärligt campus
UmU	Umeå University / Umeå universitet
VB	Annual Report / Verksamhetsberättelse

Bold text = highest priority

1. A university that makes things possible

1.1. A long-term approach facilitates a high level of risk-taking

Objective / delmål	Activities	Resource (which people/groups/resources need to help out with this at UID/UAC/UmU/externally)	Time plan (when should this be started/done during the year)	Responsible (i.e. the person responsible for starting up/initiating & following up the activity)	Follow-up (how will this be followed up)	Green/Red/Yellow (colour codes for follow-up: green-done, red-not done, yellow-initiated/ongoing)	Comments, goal fulfilment (comment on activities done and goals met when followed up)
UID 1.1.4 Combination of research and education in teaching positions, and systematic organisational development to make research and/or artistic development work an important part of all teachers' work.	All teachers shall be actively involved in (international) professional/research/artistic development work, and this shall be planned on both individual and structural level each study year.	Rector, VR, RG, PDs	Continuous	Rector, VR	Reported to UID strategic advisory board June 2016 Yearly in Staff plan and Competence management plan		-Structural changes have been made in staff planning routines: Competence development time is specified in all individual development plans and in the staff planning system -Timeline has been established for staff planning processes -Individual plans made in relation to overall subject development strategy
	Pedagogical seminars focusing subject development in relation to individual competence development	RG, all teachers	Once a term	DR subject development	Yearly in Staff plan and Competence management plan		-xx seminars have been held over the year, focusing on xx and xx in relation to overall development aims

1.3 Collaboration creates development and improves quality

<i>Objective / delmål</i>	<i>Activities</i>	<i>Resource</i>	<i>Time plan</i>	<i>Responsible</i>	<i>Follow-up</i>	<i>Green/Red/Yellow</i>	<i>Comments, goal fulfilment</i>
UmU 1.3.1. Merit system that comprises meritation on scientific, pedagogical and collaboration basis	Industry exchange possibilities for our staff	RG, UID alumni, staff administrator	Autumn 2016	DR collaboration	VB		-Compilation of existing exchange possibilities needs to be published on UID web -Information should be given at Staff meeting regarding industry exchange possibilities.
UmU 1.3.2. Positions allow for national and international mobility within and outside academia	Definition of systematic strategies for long term relations with our external partners	SG, international coordinator	April 2016	DR collaboration	VP revision		-Discussion held at strategic group meeting -List made of existing long term partners -List made of strategic partners to connect to
	Identification of key collaboration partners in other leading design educations for teaching, research and student exchange	SG, UID alumni	May 2016	DR collaboration	VP revision		-List made of strategic design education peer institutions to make contact with -List made of strategic design research peer institutions to make contact with
	Continued strategic collaboration with regional, national and international organisations	SG, UID alumni	continuous	DR collaboration	VB		Continues, well integrated in education and other activities.
	Seminars with and visits to other departments and research environments within UmU to find collaboration possibilities	SG, researchers and PhD students	continuous	PhD dir.	VB		-List needed of UmU research environments interesting for us to contact for collaboration initiatives -Plan needed for seminars/visits -Collaboration with the Umeå Centre for Gender Studies has been pursued through a joint PhD position.
	Arts Campus collaboration initiatives	SG, TA-staff, teachers, PhD students, UAC leaders' group, UAC research group, UAC TA groups	continuous	Rector, VR, DR collaboration	VB, VP revision		-A UAC seminar series was created as one of the outcomes of the UAC Research Days 2016, and other individual-level contacts were developed (e.g., in relation to the seminar series at HUM-lab).
UID 1.3 Our alumni are highly	Define strategy and clear routines for alumni	SG, Comms officer	October 2016	DR collaboration	VP revision		-Analysis of alumni feed-back from 25 yr jubilee needed

Bold text = highest priority

involved in the UID network, and in providing input and collaboration in UID development	networking and information gathering						-Define and prioritize areas/themes in which alumni feed-back is a crucial tool -Define media and methods for collecting alumni feedback
	Conduct alumni survey / Questionnaire with relevant questions on UID development issues	SG, DR collaboration	April 2016	Comms officer	VB		-Define questions in Strategic group -Set time line for questionnaire -Set work group for analysis of questionnaire
	Gather and analyse alumni positioning and employment information	SG, comms officer, staff administrator	Autumn 2016	DR collaboration	RG meeting late autumn		
	Define routines for how to systematically gather input from students on internship/internship courses and use of the knowledge in order to further develop other parts of our education as well.	SG, comms officer	Spring 2016	DR education	SG meeting early autumn		-Define questions / themes in Strategic group -Define format(s) for information gathering -Describe routine/work flow

2. Education for boundless knowledge

Objective / delmål	Activities	Resource	Time plan	Responsible	Follow-up	Green/Red/Yellow	Comments, goal fulfilment
UID 2.6, 2.7 Education by teachers holding a PhD and by PhD students is well integrated in education on all levels, and the knowledge development in the research environment is used in education.	Systematic planning and distribution of teaching by PhD students and research active staff across all programmes, entered into staff plan.	PDs, staff administrator, DR education, DR subject development, PhD dir.	April 2016. November 2016.	VR	VB		-Define time line: Done -Define routines: Done -Describe routines and work flow: Done However, not all programs include research active staff as teachers – follow up in next years staffing routines.
	Programmes: initiation of curriculum revision and development of current programmes to proactively handle a changing design context.	SG ,DR education DR subject development, pedagogical seminar	March 2016.	DR subject development	VB		-Discussions initiated. Define questions / themes in Strategic group -Set project plan/time plan for this work
UID 2.8, UID	Programmes:	SG, DR education, DR subject	spring	Rector	SG meeting autumn		-Discussions initiated.

Bold text = highest priority

work with external partners in projects and courses is developed and the number of cross-education collaboration projects increases	initiation of curriculum revision and development of current programmes to proactively handle a changing design context	development, pedagogical seminar					Project plan/time plan for this work still needed.
	Curriculum revision to allow for a larger degree of flexibility for students to make individual choices based on their personal wishes and future societal needs.	SG, DR education, DR subject development, pedagogical seminar	spring	Rector	SG meeting autumn		-Discussions initiated. Project plan/time plan for this work still needed.
	Development strategy for future educations	SG, DR education, pedagogical seminar	spring	DR subject development	SG meeting		-Definition of core skills & educational aims, discussions and work initiated.
	Plan for development of new courses and programmes	SG, DR education	spring	DR subject development	RG meeting		-Discussions initiated. Project plan/time plan for this work still needed.
UID 2.12 Continuous development work leads to higher number of merited and excellent teachers, and over time to a balanced structure of lecturers, senior lecturers and professors.	All staff should actively plan and carry out own competence development activities	SG, DR subject development, Wednesday lectures, pedagogical seminar	continuously	VR	Development talks, individual development plan		Development talks held with all staff. All have individual dev. plans. Follow-up at next development talk, spring 2017.
	All teaching staff actively documents and reflects on their practice in a pedagogical portfolio	DR subject development, VR, pedagogical seminar	continuously	DR education	Development talks, Individual development plans		-All teaching staff have pedagogical documentation and reflection as part of their individual development plan.
	Pedagogical workshops on how to work with pedagogical portfolio	Pedagogical seminar, staff meeting, UPL, merited UID teachers (TD, MG)	Once a year	DR subject development	Individual development plans VB		-Plan activities promoting pedagogical documentation and reflection
UID 2.3 The number of awarded degrees amounts to 100% of passed UID degree projects	Study administrative routines are defined for support and follow-up to our students for applying for their degree during spring term.	PDs, study administrators	Spring term yearly	DR education	SG VB		Work initiated spring 2016. Clear definitions of routines and responsibilities still needs finalizing.

Bold text = highest priority

3. Research that breaks down boundaries

<i>Objective / delmål</i>	<i>Activities</i>	<i>Resource</i>	<i>Time plan</i>	<i>Responsible</i>	<i>Follow-up</i>	<i>Green/Red/Yellow</i>	<i>Comments, goal fulfilment</i>
UID 3.3 The amount of external research funding obtained in national and international competition increases, as does the amount of internal faculty research funding	Increased international and national networking and exchange through research collaborations, conferences and visiting researchers in order to develop potential research applications	SG, DR subject development, PhD dir	continuous	Rector	VB ISP:s	Yellow	-There were 2 visiting PhD students in fall 2016, although collaborative funding was not a focus or reason for their visit. -The UAC research days in both 2015 and 2016 have led to ongoing conversations about possible collaborative projects/funding applications.
	Relevant application(s) for research funding, national, international and faculty funded, is made by UID research active staff	Research active staff, PhD dir, research seminar	continuous	Rector	VB	Green	-Inventory of most relevant funding bodies to approach has been made by accountant, from an economic perspective. -UID routines for application handling and feed-back will be defined when needed.
	Units at UAC work together to establish criteria and frameworks for quality research in the artistic fields, and contribute directly to the work with criteria for faculty funding for artistic research.	PhD dir., SG, DR subject development, UAC research group	tbd	Rector	VB	Red	-Topic not yet raised in the UAC research group
UID 3.9 UID works for a strong national network for PhD students, and contributes to international networks in practice based design research	Research periods for our PhD students at other institutions (nationally and internationally) is supported and is a part of the ISP planning for each PhD student	Supervisors, PhD students, International coordinator	yearly	PhD dir.	Supervisors' ISP meeting	Green	-This is supported during the ISP process in discussions with supervisors. -One PhD student did have an international residency at another institution in 2016.
	Research communication: Increased visibility of research activities on UID	PhD students, staff involved in research/artistic	spring	Comms officer	SG meeting autumn	Red	-Time plan and work group defined -Define routines for updates

Bold text = highest priority

	through different means of visualisation (web, videos, installations, visuals etc). All ongoing programs, projects and artistic development work are listed and described online. A portfolio of past projects is described.	development work, PhD dir.					and follow-ups of current research information -Complete current research information online -Complete past projects information online
UID 3.10 UID PhD students are encouraged to carry out projects with external partners, also when not necessarily funding-related	Planning of studies, workshops and projects with external partners is part of the ISP process for all PhD students	Supervisors, PhD students	yearly	PhD dir.	Supervisors' ISP meeting		-Activities planned in the ISP are driven by the learning goals and each individual PhD project; collaboration with external partners is included if and when appropriate.
UID 3.11 Besides active participation in conferences and networks, and periods in international research environments, UID works with building long term relations with other environments for exchange and collaboration	Strategic plan for increasing number of visiting guest researchers and professors at UID, in order to contribute to strengthening the research environment.	SG, PhD students, staff involved in research/artistic development work, PhD dir.	Spring 2016	Rector	VP revision		-List of strategic persons to invite/contact
UID 3.13 UID has a clear structure for roles and responsibilities in PhD education management	Continued work with defining and clarifying responsibilities, roles and routines within the organisation and administration of the PhD education	Supervisors, TA-staff, Rector, VR	Spring 2016	PhD dir	RG meeting		-Work flow descriptions/check lists developed for PhD position creation, recruiting, and on-boarding. -Quick reference guide created for defence timeline and procedures. -ISP process collectively developed. -PhD Programme Council initiated.

4. The excellent and efficient university

Bold text = highest priority

<i>Objective / delmål</i>	<i>Activities</i>	<i>Resource</i>	<i>Time plan</i>	<i>Responsible</i>	<i>Follow-up</i>	<i>Green/Red/Yellow</i>	<i>Comments, goal fulfilment</i>
UmU 4.2 The university works in a systematic and integrated way with equal access.	Continued work with raising awareness among staff and students in the field of equal access	Equal access group, SG, Wednesday lectures	continuous	Rector	VB Equal access plan revision		/see separate plan for equal access/
UmU 4.5 The number of staff and students who experience good health and well being, and has a manageable work load has increased in comparison to 2015	Organisation: UID continues to develop and restructure the organisation of work in order to create better ways of collaboration, and with the explicit aim of decreasing periods of individual high work load.	Work environment group, SG, TA-staff	continuous	VR	VB Work environment plan revision		/see separate work environment plan/
	Administrative systems: Continued work with developing administrative routines and tools to support collaboration and improve communication at UID.	SG, TA-staff	continuous	VR	VB Work environment plan revision		Routines and responsibilities in planning and work flows are under revision.
	Work descriptions for all teaching staff.	Staff administrator, RG	January-September 2016	VR	VB Work environment plan revision		Work descriptions created for all teaching staff; All UID now staff have work descriptions.
	Routines for staff planning for in-house staff and external teachers, in synchronisation with routines for Grand Plan meetings	SG, staff administrator	Spring 2016	VR	Staff meeting VB		Routines and time lines for staff planning are defined and implemented.
UmU 4.4 The university has a strategic planning of competence management on all organisational levels	Competence development: Activities to support subject development in research, profession and artistic development work are planned on both strategic and individual level based on UID development goals.	RG, SG, VR	continuous	Rector	Development talks, Individual competence development plan, VB, Competence management plan revision		/see separate competence management plan/
	Competence management: strategic planning and follow-up /see separate competence management plan/	RG, SG, staff administrator	continuous	VR	VB, Competence management plan revision		/see separate competence management plan/
UmU 4.6 Administrative support at the university gives a good support for leaders	Organisational development: UID continues the establishment and development of clear	RG, SG	continuous	Rector	Staff meeting VB Quality system		Routes for decision making and preparatory processes have been mapped out and visualized, and discussed at staff meetings, LCG

Bold text = highest priority

on all organisational levels and works in a cohesive system.	and transparent leadership and organisational structures that supports the goal of an open and genuinely collaborative environment						and school meeting.
	Order of delegation and supporting documents clarify the process and structure of preparation, discussion and decision making at UID.	RG, SG, Faculty	Spring 2016	Rector, VR	RG meeting Staff meeting Quality system		Order of delegation established and decided.
	Communication: Development of clear routines for how and what to document and share our work material with others at UID.	Comms officer, TA-staff, SG	spring	VR	SG meeting Staff meeting Quality system		Due to a lack of comms functions, this is still on hold.
UmU 4.7 The accessibility and fitness to function of the university for employees and students when it comes to information and facilities has increased in comparison to 2015	Strategic communication: Analysis of communication issues at UID from different perspectives.	RG, SG, students, staff, School meeting, Staff meeting	tbd	Comms officer	SG meeting VB		Due to a lack of comms functions, this is still on hold.
	Communication strategy: Communication plan and routines for internal/in-house information	RG, SG	March 2016	VR	VB		Due to a lack of comms functions, this is still on hold. : -Formulation of brief for comms strategy framework
	Digital presence: Inventory and analysis of the channels and media of most central importance to UID digital visibility and accessibility with the purpose to improve this based in the communication strategy.	RG, SG, students, staff	tbd	Comms officer	VB		Due to a lack of comms functions, this is still on hold: -UID web analytics of visitor's movements -Inventory of and policy for UID's social media pages
UmU 4.9 The impact on climate and environment at the University has decreased in	All activities at UID are based in a sustainability approach, and strive to the least possible negative environmental impact.	EHS group, SG	continuous	VR	Work environment plan revision, VB		The issues are being discussed, and to a certain extent handled on strategic level.

Bold text = highest priority

comparison to 2012							
	Inventory of UID environmental impact in relation to travels, energy consumption and recycling in order to identify improvements to make	EHS group	May 2016	VR	Work environment plan revision, VB		This has not been done: - Investigation of lamp timers settings - Inventory of flight travels (number of/purpose) - Inventory of recycling infrastructure (materials/routines)

Bold text = highest priority