



UPPSALA
UNIVERSITET

Institutionen för speldesign/
Department of Game design
Institutionsstyrelsen/
Department Board

Decision Rules of Procedure for the Department Board

29 October 2014
Ref.: Game 2018/7

Rules of Procedure for the Department Board

Introduction

The Rules of Procedure for Uppsala University (UFV 2011/1724) describe the tasks of the Department Board. The Department Board decides on

1. the Department's internal organisation,
2. the Department's budget,
3. general guidelines for activities,
4. action prompted by audit reports,
5. initiation of recruitment to time-limited teaching positions (excluding those of adjunct professor, visiting professor, associate senior lecturer and postdoctoral research fellow) and also, with permission from the Disciplinary Domain Board or Faculty Board, recruitment of lecturers,
6. initiation of recruitment of researchers and also laboratory, technical and administrative staff,
7. recommendations for appointment as Head of Department
8. issues presented by the Head of Department to the Board.

The above responsibilities may not be further delegated.

At the delegation of Faculty of Arts Board, the Department Board also decides on the following matters:

1. initiation of recruitment of senior lecturers, career-development position and lecturers after consultation with the Faculty Board,
2. holders of employment as senior lecturer for a total of 1½ years,
3. holders of employment as lecturer,
4. adoption of course syllabus and reading list.

Composition of the Department Board

The Department Board consists of the Head of Department (Chair), four teacher representatives, one technical-

administrative staff representative and three student representatives. Two proxies are appointed for the teachers, one proxy for the technical-administrative staff and two proxies for the students.

Procedures for the work of the Department Board

Matters to be considered by the Department Board shall be announced and provided with documentation that the members may access in advance. The matters shall be announced no later than ten days in advance to the Secretary of the Board. The meeting summons and any appendices shall be sent by email to members and proxies no later than seven days prior to the meeting. The summons shall also be posted on the Department's website.

The Board normally meets three times per semester. The meeting dates for a given semester are decided at the last meeting of the preceding semester.

Participation and decisions in the Department Board

Only members of the Board are entitled to participate in Department Board meetings. Proxies are always entitled to attend meetings and to express opinions. The Board may grant others the right to attend and express opinions when this is justified for the handling of a matter. The Board has a quorum when more than half of the members, including the Chair, are present. Decisions are taken by simple majority. If a new vote is requested, it must take place openly. If votes are equally divided, the Chair has the deciding vote. Matters for consideration by the Department Board are decided after presentation by the Head of Department or by a person designated by the Head of Department.

If there are too few members at a meeting, there is a risk that the Board will not have a quorum. Only illness and long journeys are considered valid reasons for absence. Teaching is not a valid reason for absence from a meeting. Board members and proxies must always notify the Secretary of the Board if they are unable to attend.

In exceptional cases, the Board may take a "*per capsulam*" decision on an individual matter. This essentially only occurs when a decision is needed very quickly. Decision *per capsulam* means that a decision is made without the members convening. The Head of Department will inform the Board of the matter in question by email and present a proposal for a decision. The members will communicate their opinions on the matter by

email to the Secretary. The Board's decision on the matter will be reported in the usual order in meeting minutes.

Department Board minutes

Proposals for minutes are prepared by a secretary appointed at each individual meeting. At each meeting, a member is also appointed to adopt the minutes together with the Chair. The adopted minutes are published on the Department's website and in the Employee Portal. The original copy of the minutes (printed out), along with any appendices, are filed in the Department's archives.