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In case of any discrepancy between the Swedish and English versions, the Swedish version shall prevail.

Instructions for election of members to the Faculty Board, term of office starting 1 July 2021

Introduction

The Board of Directors of Mid Sweden University has decided that each faculty must have a Faculty Board. The Faculty Boards will be composed as follows:

- One Dean (chairperson) who should be qualified within the science or arts fields,
- Five members that are scientifically or artistically competent in the field of responsibility of the Faculty Board,
- Two external members that are scientifically or artistically competent in the fields, or otherwise suitable for the assignment,
- Three student representatives, including research students,
- Two deputies that must be qualified within the science or arts field of responsibility of the Faculty Board.

With the exception of the Dean and the student representatives, the members of the Faculty Board are to be appointed via an election process. As far as possible, there should be an equal gender distribution on the Faculty Boards.

For the election of Faculty Board members, the Vice-Chancellor has provided the following instructions:

Prerequisites for the election of Faculty Board members

Academically competent within the field of responsibility of the Faculty Board

A person will be deemed to fulfil the academic competence requirement pursuant to this election instruction if they are:

- a professor, or
- other person whose position requires a doctoral degree or equivalent scientific or artistic qualification.

Eligible for election as a member of the board

Both men and women are to be represented on the Faculty Board. The gender distribution of

the members that are elected by the electorate, including deputies, must be at least 40/60 and both campus locations must be represented.

- Five members are to be elected that are scientifically or artistically competent in the field of responsibility of the Faculty Board.
- To be eligible for election, individuals must be employees who are scientifically or artistically competent in the field of responsibility of the Faculty Board, and, as at 1 February 2021, have a permanent or fixed-term employment contract that must not be shorter than two years, and who work at least 40% of a full-time position in the field of responsibility of the Faculty Board. This means that all individuals who are employed within the faculty and work the equivalent of at least 40% of a full-time position within the field of responsibility of the Faculty Board, regardless of the scope of the role, meet this condition. The Faculty Offices are not included in the Faculty Board's field of responsibility and Faculty Office employees are not eligible for election.
- Two external persons that are scientifically or artistically competent in the fields, or are otherwise appropriate for the assignment.
- To be eligible for election, individuals must be academically qualified persons or otherwise appropriate for the assignment.
- Two deputies are to be elected that are scientifically or artistically competent in the field of responsibility of the Faculty Board.
- To be eligible for election, individuals must be employees who are scientifically or artistically competent in the field of responsibility of the Faculty Board, and, as at 1 February 2021, have a permanent or fixed-term employment contract that must not be shorter than two years, and who work at least 40% of a full-time position in the field of responsibility of the Faculty Board. This means all individuals who are employed within the faculty and work the equivalent of at least 40% of a full-time position within the field of responsibility of the Faculty Board, regardless of the scope of the role, meet this condition.

The Faculty Offices are not included in the Faculty Board's field of responsibility and Faculty Office employees are not eligible for election.

Term of office

The term of office for the chairperson of the Faculty Board is four years. 1 July 2021 - 30 June 2025.

The term of office for the other members of the Faculty Board is three years. 1 July 2021 - 30 June 2024.

Voting right

To be eligible to vote, individuals must be employed within the science or arts field of responsibility of the Faculty Board, and as at 1 February 2021 have a permanent or fixed-term employment that must not be shorter than two years, and work at least 40% of a full-time position within the field of responsibility of the Faculty Board.

Research students with an assistant lecturer position (not on leave) are eligible to vote.
Research students with a PhD position are not eligible to vote.

The Faculty Offices are not included in the Faculty Board's field of responsibility and Faculty Office employees are not eligible to vote.

The electorate is composed of all those who are eligible to vote.

Election of the election committee, and nomination of members of the Faculty Board

Election committee

Suggestions for Faculty Board members are proposed by the election committee, which is composed of five people. The election committee is appointed through an electoral vote. Only persons who are eligible for election may be included in the election committee.

Both women and men are to be represented on the election committee and the gender distribution must be at least 40/60. Both campus locations are to be represented in the election committee.

The election committee will itself appoint the chairperson from within the committee.

Prior to the election of the election committee, the electorate is invited to nominate candidates to the election committee and propose guidelines for the work of the nomination committee by sending an email to the Faculty Office.

The election committee is appointed for the entire term of office, i.e., including any by-elections. In the event of a by-election during the course of the term of office, special instructions will be issued by the Vice-Chancellor.

The exact procedure for the election will be decided upon by the Head of the Faculty Office.

Work of the election committee

When nominating candidates to the Faculty Board, the election committee must take the gender distribution requirement (at least 40/60) into consideration, as well as the requirement for both campus locations to be included in the Faculty Board. The election committee should also consider the guideline proposals received from the electorate.

All nominees must have been consulted and have accepted their nomination before the election committee submits its proposal. Upon nomination, it must also be stated whether the person is being nominated as an ordinary, external or deputy member.

When the election committee proposals are released, any dissenting opinions must be reported. In the event of a tied vote, the chairperson of the election committee will have the deciding vote.

The proposal of the election committee is to be sent by e-mail to the Faculty Office. The proposal must also be annexed with reasons for the proposals, a compilation of the board's members and a description of how the suggested guidelines have been considered. Thereafter, the Faculty Office will send out the proposal to the electorate via e-mail two weeks before the election is to take place.

Other nominations for board members

Once the election committee proposal has been sent out, the electorate has the opportunity to submit further nominations within five working days. These are to be sent to the Faculty Office. Nominees must have been consulted and have accepted their nomination. It must also be stated whether the person is being nominated as an ordinary, external or deputy member.

Election to the Faculty Board

The Faculty Office will collate all nominations (both those of the election committee and any other nominations) and send them to the electorate one week before the election is to take place.

The election of members of the Faculty Board (five ordinary members, two external members and two deputies) is to be carried out in the manner decided by the Head of the Faculty Office.

The election must take place no later than 1 June 2021. The exact procedure for the election will be decided upon by the Head of the Faculty Office.

Election results

The Faculty Office is responsible for counting the votes and recording the election results.

Those persons that receive the most votes are elected as members of the Faculty Board, but taking into account the requirement for an equal gender distribution of the members elected by the electorate (at least 40/60) and the requirement that members from both campus locations are to be included in the board. This means that a person with significantly more votes may not be given a place on the board, based on the requirement regarding equal gender distribution and campus location. In the event of an equal number of votes, the result will be determined by the drawing of lots.

The record of the results will be sent to the electorate via e-mail once the election has been completed.

Appointment of the Dean, Deputy Dean and student representatives

In consultation with the Vice-Chancellor, the remit of the election committee also includes identifying a suitable candidate for the role of Dean. The task of the election committee includes gathering points of view to ensure that the candidate has sufficient peer support within the field of responsibility of the Faculty Board. To qualify for appointment as Dean, individuals must fulfil the eligibility requirements for employment as a Senior Lecturer or Professor at Mid Sweden University. The decision on the appointment of the Dean is made by the Vice-Chancellor.

The Deputy Dean is appointed by the Vice-Chancellor further to a proposal from the Dean. The eligibility requirements for the Deputy Dean are the same as those of the Dean.

Student representatives are designated by the student unions. The student unions are encouraged to appoint representatives for first, second and third cycle courses and programmes if possible.

Other matters

The Head of the Faculty Office decides on the requirements and procedure for holding the elections.