



University Governance

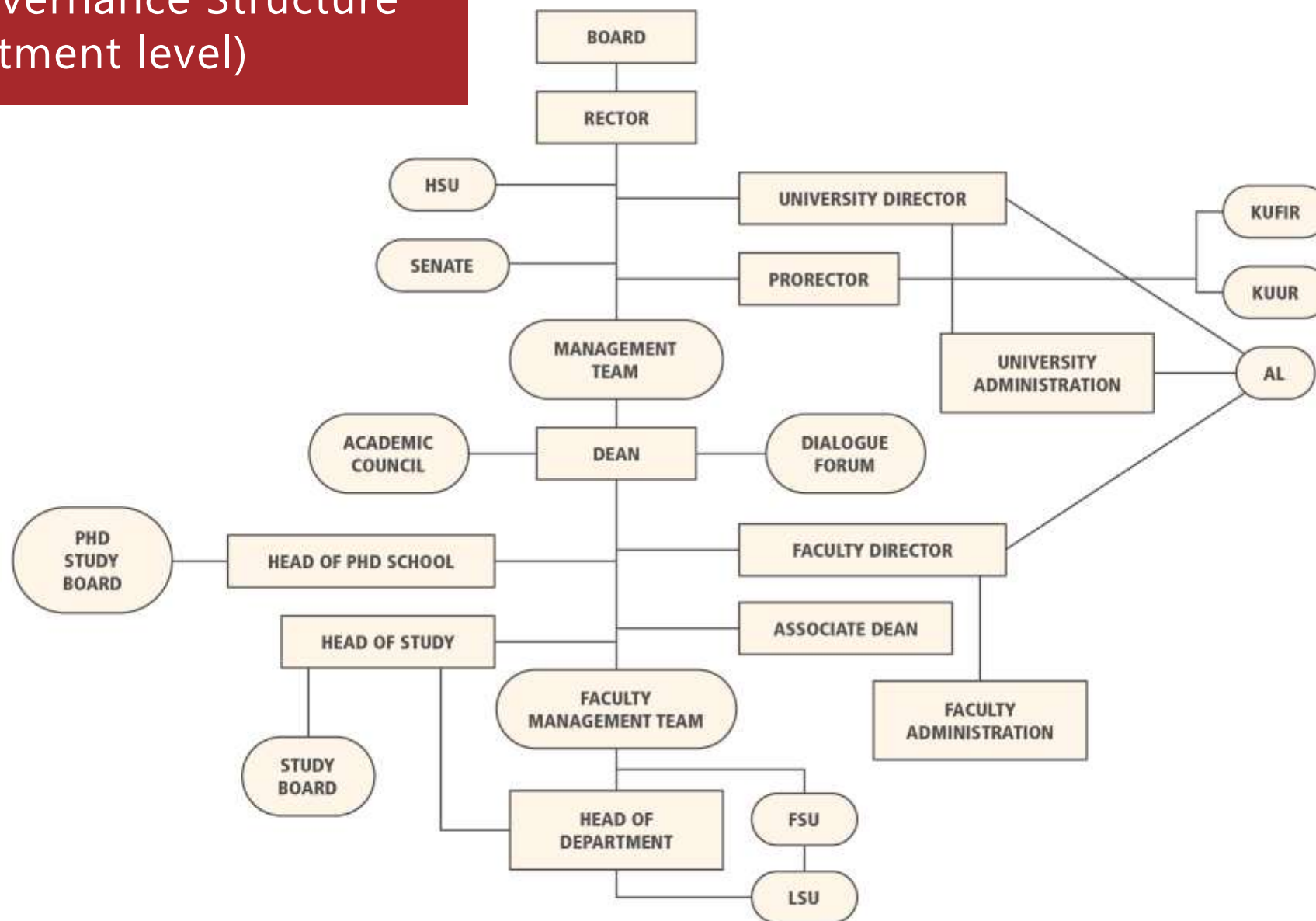
A Brief Introduction to Governance
and Functions in University
Management Structure

Faculty of Social Sciences

UNIVERSITY OF COPENHAGEN



University Governance Structure (above department level)



The University is a public institution regulated by the state

- The University of Copenhagen is a state-financed, self-governing institution operating within the public administration under the supervision of the Minister for Higher Education and Science.
- Teaching, research and impact activities at the University are regulated by a number of laws and regulations, which apply to, for example, research ethics, data management and study programmes.
- University governance is mandated by the University Act.
- As an institution operating within the public administration, the Public Administration Act and the Act on Open Government apply to the University.
- Parliament can, and often does, legislate on University operations.
- The University operates under a contract with the Minister for Higher Education and Science, which stipulates certain initiatives that the University must take.

Board

- The Board is the highest authority of the University and is responsible for the overall and strategic management of the University.
- The Board has the overall responsibility for ensuring that the University's research and study programmes are constantly being developed.
- Upon recommendation from Rector, the Board approves the University's budget, including the allocation of aggregate resources and the principles for the use of the resources, and signs the annual report.
- The Board lays down guidelines for the organisation of the University.
- The Board appoints and dismisses Rector and, upon recommendation from Rector, appoints and dismisses Prorector(s) and the University Director.
- The Board is responsible to the Minister for Higher Education and Science for the activities of the University, including the management of the overall resources of the University.

Rector

- Rector is under the instruction of the Board.
- Rector is responsible for the day-to-day management of the University. Competences for leadership levels below Rector are given by delegating parts of Rector's authority.
- Prorectors and the University Director are under the instruction of Rector and have authority over administrative departments in the Central Administration. They fall under Rector's authority, but do not have authority to instruct lower management levels.
- Rector submits the University budget for the Board's approval and approves the Faculty budgets.
- Rector determines the organisational and budgetary structures and principles by which the University is governed, subject to approval by the Board.
- Rector is responsible for formulating, implementing and evaluating the University strategy.
- Rector is responsible for the University's official external relations with politicians and stakeholders.
- Rector chairs Management Team meetings.
- Rector appoints Deans.

Dean

- The Dean is under the instruction of Rector, and the Dean is responsible for implementing Rector's decisions on Faculty level.
- The Vice-Dean and Faculty Director work for the Dean. They are under the instruction of the Dean and fall under the Dean's authority.
- The Dean partakes in the governing of the entire University, participating in the University Management Team and various working groups and committees.
- The Dean is responsible for building, maintaining and developing an organisation that enables the Faculty to achieve its goals.
- The Dean is responsible for the Faculty's academic development and ensures quality and innovation in research and teaching as well as high-quality dissemination and impact.
- The Dean is responsible for the entire Faculty budget and must ensure proper financial governance. The Dean submits the Faculty's accounts and budget for Rector's approval.
- The Dean is responsible for the Faculty's personnel management and for the development of an engaging and inclusive working environment.
- The Dean must ensure that the Faculty conducts high-quality research and that the staff follows ethical guidelines. The Dean must also ensure that the Faculty employs active researchers.
- The Dean establishes Study Boards and approves changes to study programmes. The Dean also determines the number of students admitted in the various programmes.
- The Dean appoints Heads of Department.
- The Dean hires academic staff upon recommendation from a hiring committee and appoints Heads of Studies and chairpersons of Study Boards upon recommendation from the Study Board. The Dean also appoints the Head of the PhD School.

Vice-Dean

- The Vice-Dean is under the instruction of the Dean and is the Dean's deputy.
- The Vice-Dean has a special responsibility with regard to education, but, as the Dean's deputy, the Vice-Dean can be involved in all issues concerning the Faculty.
- In cooperation with the Faculty Director, the Vice-Dean assists the Dean in formulating, implementing and evaluating the Faculty's strategic goals.
- Ensures dialogue with stakeholders, the engagement of staff and students in developing, maintaining and evaluating high-quality study programmes.
- Chairs regular meetings with Heads of Study and is the Faculty's representative in KUUR.
- Contributes to Faculty governance together with the Faculty Director and the Heads of Department in the Faculty Management Team.

Faculty Director

- The Faculty Director is under the instruction of the Dean.
- The Faculty Director is the Faculty's chief operating officer and as such responsible for the day-to-day operations and the implementation of the Faculty strategy.
- Assists the Dean in formulating, implementing and evaluating the Faculty's strategic goals.
- The Faculty Director is responsible for operationalising, implementing and evaluating action plans and budgets.
- Supports the Dean in building, maintaining and developing an organisation that enables the Faculty to achieve its goals.
- The Faculty Director is the Head of the Faculty Secretariat and oversees all administrative functions at the Faculty.
- Contributes to Faculty governance together with the Heads of Department and the Vice-Dean in the Faculty Management Team.

Head of Department

- The HoD is under the instruction of the Dean and is responsible to the Dean and Rector for ensuring that the Department is run in accordance with the relevant laws, statutes, rules and regulations.
- The HoD contributes to Faculty governance together with other HoDs in the Faculty Management Team, advises the Dean and participates in various working groups and committees.
- The HoD is responsible for ensuring that the Dean has insight into the Department's overall development and must regularly inform the Dean of matters of significance to the Department/Faculty/University.
- The HoD has powers of instruction over Department staff.
- The HoD must protect academic freedom and ensure that the staff consists of active researchers and that research practices are responsible.
- Though the Head of Study is appointed by the Dean upon recommendation from the Study Board, it is the HoD who decides which resources are allocated to which study programmes, and the HoD is the day-to-day leader of the Head of Study. The HoD thus holds the overall responsibility for coherent study programmes.
- The HoD is responsible for the coherence of the Department's research, education, innovation and public-sector services as well as the quality and quality enhancement of its study programmes, teaching and public-sector services.
- The HoD is responsible for the departmental finances, including drawing up the budget.
- The HoD structures the Department in a way which ensures an effective organisation, and the HoD shall ensure proper channels of communication and information in the Department.
- The HoD is responsible for encouraging collaboration within the Department, the Faculty and the University as a whole.
- The HoD is responsible for personnel management and is a pivotal member of appointment committees.
- Only the HoD can enter into agreements on behalf of the Department. The HoD shall keep abreast of and approve expressions of interest, applications and agreements relating to externally funded research projects by staff in the Department.

Union Representatives and Collaboration Committees

- The Union Representative is elected by the Union members at a particular workplace. Rights and obligations are governed by law. The Union Representative also represents non-Union members.
- The Union Representative has a duty to further and maintain a calm and good working environment. The Union Representative has responsibilities towards the Union as well as to the Management.
- The Union Representative negotiates wages etc. on a mandate given by the Union based on agreements between the Union and the Ministry of Finance. This includes the negotiation of wages etc. for employees below the levels of Special Consultant and Full Professor.
- The Union Representative functions as spokesperson for the employees who have elected the representative and is empowered to speak with Management on their behalf. As such, the Union Representative can communicate suggestions and complaints from employees and enter into negotiations about local issues.
- Management is obliged to keep the Union Representative informed about imminent dismissals of permanent staff, and the Union Representative should be timely informed about hiring of staff and other initiatives which affect the group of employees.
- The Union Representative participates in meetings in the Local Collaboration Committee (LSU) as well as in the Faculty Collaboration Committee (FSU). The Union Representative also elects representatives for the General Collaboration Committee (HSU) at University level. The workings of the committees are governed by law, which dictates that Management chairs the committees with a Union Representative as vice-chair.
- Management has a duty to inform the Collaboration Committees about developments concerning the conditions of the workplace and financial situation, especially issues which might affect employment and decisions which might affect the organisation of employees' responsibilities. The Union Representative likewise has a duty to inform Management about issues concerning work relations and to contribute to creating a cooperative working environment.
- Collaboration Committees are informed prior to major changes in working conditions and the working environment. The Union Representative is obliged to inform Union members about decisions and deliberations in the committee and further.
- The Union Representative enjoys certain protections, including a certain protection from being dismissed. This protection does not cover instances where the Union Representative does not fulfil his or her obligations as an employee.

Study Boards

- Study Boards are mandated by the University Act. The Board is not responsible for all issues pertaining to teaching or study environment, but only the issues stipulated by law. The Study Board thus functions in fundamentally different ways from, for example, the Collaboration Committee, which has a very broad remit.
- According to the University Act, Study Boards must ensure the organisation, implementation and development of the study programmes by (i) ensuring the quality of the study programme and follow-up of education and teaching evaluations, (ii) preparing proposals for the curriculum and changes therein and (iii) approving a plan for the organisation of teaching and of examinations and other assessment activities included in the examination. The Board is also tasked with approving applications for merit, including prior merit, and for dispensation. University Management may consult the Board on matters relating to the study programmes.
- The Study Board consists of an equal number of Faculty members elected by the Faculty and students. Faculty members are elected for a three-year period, while student members are elected for one year.
- The Study Board appoints a chairman (Faculty) and a deputy (student). The Board also suggests a Head of Study for appointment by the Dean.
- The Faculty's Study Administration functions as the secretariat for all Study Boards at the Faculty and ensures that the Board makes decisions according to the Public Administration Act and other relevant rules and regulations.

Academic Council

- The Academic Council advises the Dean on academic matters, and the University Act defines a number of areas where the Academic Council is to be consulted by the Management.
- The Academic Council confers PhD and Doctor degrees. The Council is also consulted on the composition of appointment committees etc.
- By law, the Academic Council and its members do not have the same right to negotiate and speak on behalf of their constituencies as the Collaboration Committee, and the members do not enjoy the same legal protection as the Union Representatives.
- The members of the Academic Council are elected among Faculty, PhD students and students. Administrative staff has a number of non-voting members participating in the meetings.
- A planning subcommittee constituted by the Dean, a member of Faculty and a student plan the agenda for upcoming meetings.
- The Academic Council elects a chairperson. The Council has elected the Dean as chairperson.

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