



FACULTY
OF SOCIAL
SCIENCES

DECISION

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STYR 2023/1162

2023-06-09

Faculty Board

Delegation rules and work procedures at the Faculty of Social Sciences

Approved by the Faculty Board on 9 June 2023.

The present delegation rules and work procedures at the Faculty of Social Sciences enter into force on 9 June 2023 and replace and invalidate the previous delegation rules (reg. no STYR 2023/139 dated 2 February 2023).

Delegation rules and work procedures at the Faculty of Social Sciences was subject to negotiations in accordance with Section 11 of the Co-Determination in the Workplace Act, 7 June 2022.

1.	<i>General rules for the organisation</i>	3
2.	<i>Faculty board and its delegations</i>	4
2.1.	Delegations to the dean	5
2.2.	Delegations to the dean responsible for first and second-cycle education	9
2.3.	Delegations to the faculty office	9
2.4.	Delegations to the professors group	11
3.	<i>Councils and committees on faculty level</i>	11
3.1.	Working Committee.....	12
3.2.	Council of Heads of Department.....	12
3.3.	Academic Appointments Board.....	12
3.4.	Education Board	13
3.5.	Research Studies Board.....	14
3.6.	Research Board.....	15
3.7.	External Engagement Board	15
3.8.	Local Health and Safety Committee	16
3.9.	Gender Equality and Equal Opportunities Committee.....	17
3.10.	Course Syllabus Committee.....	17
3.11.	The Quality Assurance Group for Education and Research	18
3.12.	Council for Educational Development.....	19
3.13.	Ethics Council.....	19
3.14.	Management bodies for first and second-cycle study programmes	20
4.	<i>Departments and other units</i>	23
4.1.	Department boards	24
4.2.	Head of department	28
4.3.	Deputy Head of Department	31
5.	<i>Centre for Advanced Middle Eastern Studies</i>	31
6.	<i>LUCSUS</i>	33
7.	<i>Library of the Faculty of Social Sciences</i>	38

Delegation rules and work procedures at the Faculty of Social Sciences

The Faculty of Social Sciences processes a large number of matters. To ensure efficient work, the Faculty Board delegates decision-making powers to various sub-bodies or individual officials. The delegation rules determine both the Faculty Board's delegations to the faculty management, officials at the faculty office, department boards and heads of department as well as the work procedures and organisation of the preparatory sub-bodies established by the Faculty Board.

1. General rules for the organisation

The University is divided into nine faculties, each managed by a faculty board. Lund University has made a number of decisions regarding the decision-making powers of the faculty boards, as well as the activities at faculty and department level, the most important of which are:

- Rules of procedure for Lund University (reg. no STYR 2022/1481, approved 28 October 2022)
- Rules on the allocation of decision-making powers and the right to sign agreements at Lund University (reg. no STYR 2022/1382, approved 9 June 2022)
- Lund University Approval rules – regulations on the authority to allocate University funds (reg. no STYR 2020/563, approved 3 September 2020)
- Lund University's appointment rules (reg. no STYR 2022/1843, approved 9 September 2022)
- Admission rules for first and second cycle education, and qualifying and higher education access programmes at Lund University (reg. no STYR 2021/1876, approved 24 September 2021)
- Admission rules for third-cycle education at Lund University (reg. no STYR 2022/2700, approved 14 June 2022)
- Regulations for third-cycle education at Lund University (reg. no STYR 2018/562, approved 15 March 2018)

- Regulations for Degrees, Courses and Study Programmes at Lund University (reg. no STYR 2021/768, approved 16 June 2021)
- Rules on elections to the Electoral College and elections at faculty and department level (reg. no STYR 2022/1481, approved 3 November 2022)
- Local collective agreement on work environment collaboration at Lund University (reg. no STYR 2017/1659, approved 23 November 2017).

2. Faculty board and its delegations

The board of Faculty of Social Sciences has overall responsibility for the activities within the faculty in first, second and third cycle education, research, innovation and external engagement. The faculty board have responsibility for matters concerning quality enhancement and development, libraries, organisation, finances, human resources, administration, information and communication as delegated by the University Board or the vice-chancellor. The board of Faculty of Social Sciences is to work proactively and identify long-term goals and visions for the faculty.

The scope and complexity of the organisation require that the board's decisions are prepared in committees and can be executed by other bodies or by officials.

The present document specifies the delegations to the dean, management groups, department boards, heads of department and officials at the faculty office. In addition to these, there is a so-called emergency delegation to the dean, which includes all types of urgent matters.

The vice-chancellor's delegation of decision-making powers to faculty boards, the university director and deans is laid down in the decision **Rules on the allocation of decision-making powers and the right to sign agreements at Lund University**. The decision includes the vice-chancellor's delegations to deans and heads of department as signatories.

2.1. Delegations to the dean

The Faculty Board delegates to the dean the power to take decisions on

general administration and organisation

- appointment of a vice-dean, as well as the duties of the post
- appointment of a head of department based on proposals from the department employees, as well as the duties of post
- appointment of a deputy head of department based on proposals from the department employees
- appointment of an assistant head of department, when relevant, as well as the duties of the post
- appointment of a director of studies responsible for first and/or second-cycle education, as well as the duties of the post
- appointment of a director of studies responsible for third cycle education in Media and Communication Studies, based on proposals from the heads of departments at Department of Communication and Media and the Department of Strategic Communication
- appointment of a head of department (as well as the duties of the post) and deputy head of department at the Department of Communication and Media, based on proposals from the department employees, together with the dean of the Faculties of Humanities and Theology
- appointment of an assistant head of department, when relevant, as well as a director of studies responsible for first and/or second-cycle education as well as the duties of the posts, together with the dean of the Faculties of Humanities and Theology
- appointment of a director and deputy director of the Centre for Middle Eastern Studies, as well as the duties of the posts
- appointment of a director and deputy director of LUCSUS based on proposals from the centre employees, as well as the duties of the posts
- appointment of members of management groups for department-wide first and second-cycle study programmes
- appointment of members of the assessment group for applications of assessment of teaching skills

education

- approval of vocational degree certificates
- issuance of degrees (including the degree of Bachelor of Science in Political Sciences, 180 credits, regardless of the main field of study)
- admissions to third-cycle studies with some form of student finance other than a doctoral studentship. Decisions on admissions may be delegated to bodies or officials at faculty level, but may not be further sub-delegated.
- the time and place for the public defence
- the time and place for the licentiate seminar
- appointment of an external reviewer, chair and grading committee at public defences of doctoral theses
- appointment of a critical reviewer, chair and grading committee at defences of licentiate theses
- permission to adopt different doctoral and licentiate degree titles

research

- appointment of an expert to assess applications for associate professorship
- the establishment of scholarships using external funds managed by Lund University
- the allocation of announced funds within the faculty
- the allocation of faculty travel and research grants

human resources

- the recruitment and appointment of head of faculty office and library manager
- appointment of researchers for a period longer than one year, or for an indefinite term, after preparation by the relevant department
- appointment of a senior lecturer for more than 2 years or for an indefinite term after preparation by the Academic Appointments Board. This decision-making power may not be sub-delegated.

- appointment of a senior lecturer for a period of 1–2 years after preparation by the deputy chair of the Academic Appointments Board. This decision-making power may not be sub-delegated.
- appointment of a senior lecturer for an employment period of no more than 12 months after preparation at the relevant department. This decision-making power may not be sub-delegated.
- appointment of an adjunct senior lecturer after preparation at the relevant department. This decision-making power may not be sub-delegated.
- appointment of an associate senior lecturer after preparation on the Academic Appointments Board. This decision-making power may not be sub-delegated.
- following preparation by the relevant department, appointment of
 - o lecturers
 - o adjunct lecturers
 - o postdocs
 - o doctoral students
- ensuring that applications received for advertised professorships include qualified and eligible applicants of both genders, before submitting the applications to external experts. In cases without a qualified applicant of one of the genders, the dean shall notify the vice-chancellor in writing. The matter shall be prepared by the deputy chair of the Academic Appointments Board together with the relevant head of department.
- assessment of applications for promotion to professor, following consultation with the relevant department board and together with a committee composed of the Academic Appointments Board's deputy chair and one other member, varying from case to case, and attended by the board secretary
- granting and rejecting applications for promotion from associate university lecturer to senior lecturer following preparation by the Academic Appointments Board
- assessment of applications for promotion from lecturer to senior lecturer, following consultation with the relevant

department board and the deputy chair of the Academic Appointments Board

- take decisions on the specialisation/subject of a teaching position (with the exception of professorships)
- appoint external experts for the assessment of applicants to teaching posts
- whether an employee is to leave their position on the basis of their entitlement to full sickness benefit pursuant to the Social Insurance Code and deciding on termination of employment based on age pursuant to the Employment Protection Act (1982:80), for the head of the faculty office and the library director
- whether or not an employee must terminate their secondary employment, or prohibit an employee from accepting secondary employment (with the exception of the pro-dean). This power to decide may be delegated to a body or manager at the faculty level, but not further subdelegated
- signing of local wage agreements
- salary (salary reviews and other salary decisions) for
 - o the head of faculty office, in consultation with the university director
 - o heads of department/directors and the library manager
- other issues concerning employment for the head of faculty office, heads of department, directors and the library manager such as
 - o granting/rejecting applications for leave of absence
 - o scheduling of employee working hours within the scope of applicable collective agreements
 - o employees' performance of duties
 - o annual leave
 - o rehabilitation measures
 - o termination of employment at the employee's request
- granting leave of absence for doctoral students if the leave is due to reasons other than parental leave or service within Swedish Armed Forces
- extension of a doctoral studentship for reasons other than departmental duties, illness, parental leave, service in the

Swedish Armed Forces or elected office in trade unions or student organisations.

2.2. Delegations to the dean responsible for first and second-cycle education

The Faculty Board delegates to the dean responsible for first and second-cycle education the power to take decisions on

- the allocation of educational development resources
- approval of minor changes in programme syllabi

Being the faculty signatory (reg. no STYR 2015/891, 17 August 2015) for:

- Memorandums of Understanding and Letters of Intent, in cases when the agreement concerned is to be signed by the dean
- education agreements that only concern the faculty

2.3. Delegations to the faculty office

The head of faculty office is responsible for ensuring that matters are processed, that proposals for decisions are prepared and that a rapporteur is appointed. The head of faculty office is authorised to sign payment orders on behalf of the Faculty Board. Below is a list of the Faculty Board's standing delegations to officials at the faculty office.

The Faculty Board delegates to the head of faculty office the power to

- represent the public authority in negotiations with the employee organisations on a decision the employer intends to take or the employee organisation wants the employer to take (with the exception of dispute negotiations or negotiations on collective bargaining agreements)

take decisions on finances

- recruitment of a legal person

take decisions on human resources

- recruitment and appointment of staff at the faculty office (with the exception of teaching staff)

- appointment of technical/administrative staff (with the exception of researchers) for an indefinite term, following preparation at the department
- whether an employee is to leave their position on the basis of their entitlement to full sickness benefit pursuant to the Social Insurance Code and deciding on termination of employment based on age pursuant to the Employment Protection Act (1982:80), for staff at the faculty office
- salary (salary reviews and other salary decisions) for staff at the faculty office
- other issues concerning employment for staff at the faculty office such as
 - o granting/rejecting applications for leave of absence
 - o the scheduling of employee working hours within the scope of applicable collective agreements
 - o employees' performance of duties
 - o annual leave
 - o rehabilitation measures
 - o termination of employment at the employee's request
- work instructions for faculty office staff
- urgent administrative human resources matters listed under the powers delegated to the dean, in case the dean and pro dean are on leave

The Faculty Board delegates to the human resources manager at the faculty office the power to

- represent the public authority in negotiations with the employee organisations on a decision the employer intends to take or the employee organisation wants the employer to take (with the exception of dispute negotiations or negotiations on collective bargaining agreements)

take decisions on human resources

- fixed-term employment as a researcher for a maximum of 12 months, following preparation at the relevant department
- fixed-term employment of technical/administrative staff and assistants, following preparation by the relevant department

- agreements on terms for short and temporary employment with hourly wage at the faculty office
- salary (other salary decisions), for teaching staff and technical/administrative staff (with the exception of professors, the head of faculty office, head of departments, directors, the library manager, staff at the faculty office, as well as planned salary increases for doctoral students), in consultation with the relevant manager
- changed scope of employment, following preparation by the relevant department
- calls for applications of technical/administrative posts, following preparation by the relevant department
- calls for applications for doctoral studentships, following preparation by the relevant department

2.4. Delegations to the professors group

The professors group at the Faculty of Social Sciences is composed of professors who work at least 20 per cent of full-time at the faculty (reg. no S 2012/336, 15 November 2012).

The Faculty Board delegates to the professors group the power to take decisions on

- the award of honorary doctorates

3. Councils and committees on faculty level

- Working Committee
- Council of Heads of Department
- Academic Appointments Board
- Education Council
- Research Studies Council
- Research Council
- External Engagement Council
- Local Health and Safety Committee
- Gender Equality and Equal Opportunities Committee
- Course Syllabus Committee
- Quality Assurance Group for Education and Research
- Council for Educational Development

- Ethics Council
- Management groups for study programmes

For all bodies, except for the Education Council, the Research Studies Council, the Research Council and the External Engagement Council, the term of office corresponds to the term of office of the Faculty Board, except for the student representatives who are appointed for one year at a time. The student representatives are appointed in accordance with the regulations of Section 7 of the Student Union Ordinance (2009:769). The members' service in committees to the board is deducted in accordance with a decision by the Faculty Board on 28 April 2022, reg. no STYR 2022/914. The dean, pro dean, vice-dean and head of faculty office have the right to attend, speak and make proposals in all councils and committees reporting to the board.

3.1. Working Committee

The task of the Working Committee is to prepare matters for the board. The Working Committee is appointed by the Faculty Board and is composed by: the dean, who is also the chair, the pro dean who is also the deputy chair, one board representative and two student representatives, as well as one substitute board member.

3.2. Council of Heads of Department

The Council of Heads of Department functions as the faculty's management council and is a forum for dialogue between the departments/organisational units and the faculty management. The Council of Heads of Department deals with both short-term and long-term issues.

The Council of Heads of Department consists of the faculty management (dean, pro dean, vice dean, head of the faculty office) heads of department (equivalent), library director and two student representatives.

3.3. Academic Appointments Board

The tasks and composition of the Academic Appointments Board are regulated in Lund University's Appointment Rules. The board is appointed by the Faculty Board and is composed of a chair (dean, pro dean or vice-dean), three teaching staff representatives with research

expertise and two student representatives. In addition, it is to have at least two substitute teaching staff representatives with research expertise and at least one substitute student representative. One of the teaching staff representatives shall be appointed the deputy chair. The Academic Appointments Board must have gender-equal representation.

The board shall prepare matters and submit proposals for appointment of professors, adjunct professors, visiting professors, senior lecturers and associate senior lecturers.

The Academic Appointments Board's proposals in matters concerning professorship are submitted to the Faculty Board, which, after taking a position on the proposal, forwards the matter to the vice-chancellor for a decision. The Academic Appointments Board's proposals in cases concerning lecturers are submitted to the dean for a decision.

The Academic Appointments Board is also a preparatory body for decisions by the Faculty Board in matters concerning appointment of associate professors.

The Faculty Board delegates to the chair of the Academic Appointments Board the power to take decisions on

- assessment of late applications
- supplementary instructions to external experts
- calls for applications and person specifications in connection with calls for applications for the post of senior lecturer and assistant senior lecturer, following consultation with the relevant department
- shortlisting of applicants following consultation with the relevant department

3.4. Education Council

The Education Council at the Faculty of Social Sciences is tasked with discussing strategic issues and monitoring the development of first and second-cycle education. The council is to prepare matters and submit proposals to the Faculty Board in areas such as faculty-wide guidelines and highlight the needs of the organisation regarding education.

The Education Council is composed of

- chair (dean, pro dean or vice-dean)
- eleven department/organisational representatives (directors of studies responsible for first and/or second-cycle education)
- international coordinator at the faculty office
- director of studies at the Graduate School
- library manager
- two student representatives

3.5. Research Studies Council

The Research Studies Council at the Faculty of Social Sciences is tasked with monitoring and promoting third-cycle education in accordance with Chapter 6 of the Swedish Higher Education Ordinance and the Regulations for third-cycle education at Lund University. The Research Studies Council is to prepare decisions concerning third-cycle education for the Faculty Board, be an active party in issues related to the supervisor training, monitor the internationalisation aspect as well as discuss and follow up performed evaluations concerning third-cycle education. The council is to initiate faculty-wide third-cycle courses.

The Research Studies Council is composed of ten department representatives (directors of studies responsible for third-cycle education), one representative from LUCSUS (director of studies responsible for third-cycle education) and three student representatives. The chair of the council is the dean, pro dean or vice-dean.

The Faculty Board delegates to the Research Studies Council the power to take decisions on

- the range of faculty-wide third-cycle courses offered within the financial scope of the educational assignment
- the approval of course syllabi and reading lists for faculty-wide third-cycle courses
- appoint of examiners on faculty-wide third-cycle courses

The Faculty Board delegates to the chair of the Research Studies Council the power to take decisions on

- special permission to participate in faculty-wide third-cycle courses for people who are not admitted to third-cycle education at Lund University

3.6. Research Council

The Research Council is a preparatory and advisory body to the Faculty Board on issues concerning research. Its task is to promote research at the faculty and serve as an information channel between the faculty and the department. The Research Council is to prepare policy decisions on research issues to the Faculty Board and be an active party in research-related matters. In addition, it is to monitor the development of external research funding at the faculty and work to increase these.

Members of the Research Council have the task to disseminate information and knowledge about calls for applications and research-related issues to employees at the departments/equivalent.

The Research Council's tasks include:

- serving as a consultation body for internal and external consultations
- organising qualified support for/review of research applications, which have progressed to stage two (equivalent)
- review applications and propose recipients of application months
- prioritise applications and nominations from the faculty
- make contributions to the faculty's plan of operations

Every department (equivalent) appoints a representative as member of the Research Council. The council also includes a student representative. The chair of the council is the dean, pro dean or vice-dean.

3.7. External Engagement Council

The External Engagement Council's overall task is to promote collaboration between the faculty's departments and wider society (external engagement). The task includes external engagement linked to both education and research. The council is in part a forum for sharing experiences and coordinating faculty-wide external

engagement initiatives, and in part a coordinating body in relation to the central administration's support functions in the area of external engagement. In addition, the External Engagement Council is a preparatory and advisory body to the Faculty Board in matters concerning external engagement.

The External Engagement Council is composed of

- chair (dean, pro dean or vice-dean)
- at least six teaching staff representatives and a maximum of one representative from each department (equivalent). Every department (equivalent) appoints their own representative.
- communications officer at the faculty office
- two student representatives.

3.8. Local Health and Safety Committee

In accordance with the local collective agreement on work environment collaboration at Lund University, every faculty is to have a local health and safety committee. The Local Health and Safety Committee is a collaborative body between the employer and the principal health and safety representative in matters concerning planning, implementation and follow-up of systematic work environment management within the faculty. The Local Health and Safety Committee is composed of:

- four employer representatives (including the dean or other decision-making representative of the faculty, who is also the chair)
- four employee representatives (including at least one principal health and safety representative at the faculty)
- two student health and safety representatives

The employer representatives shall be the dean, who is also the chair, the head of faculty office, and two heads of department (equivalent). The Faculty Board appoints employer representatives and their substitutes for a term of office of three years.

The Local Health and Safety Committee is to appoint a deputy chair from among the employer representatives.

The Local Health and Safety Committee's tasks are to:

- monitor the development of issues related to preventive work against ill-health and accidents as well as to promote a good work environment
- participate in the planning of the faculty's work environment management and submit proposals to the faculty management and follow up on these proposals
- report analyses of the results of follow-ups and action plans concerning the systematic work environment management at the faculty's departments to the Central Health and Safety Committee
- provide feedback to the departments on issues such as the result of their annual follow-ups of and action plans for systematic work environment management.

3.9. Gender Equality and Equal Opportunities Committee

The Gender Equality and Equal Opportunities Committee is tasked with running and following up on gender equality and equal opportunities work within the faculty, based on the University's policies and plans.

The Gender Equality and Equal Opportunities Committee consists of all the heads of department (equivalent), the library director, the head of the faculty office and three student representatives. The committee is chaired by the dean.

The principal health and safety representative at the faculty has the right to attend committee meetings, and to make statements and proposals. Likewise, representatives of the employee organisations have the right to attend committee meetings, and to make statements and proposals, and are appointed according to the Staff Representatives Ordinance (1987:1101).

3.10. Course Syllabus Committee

The faculty's Course Syllabus Committee supports the departments (equivalent) in their work to ensure that first and second-cycle course syllabi and programme syllabi satisfy legal requirements and are of good quality. The Course Syllabus Committee reviews course syllabi as well as performs sample reviews for the purpose of following up on the quality of syllabi.

The Course Syllabus Committee is composed of

- programme coordinator at the faculty office (convenor)
- faculty programme director
- two teaching staff representatives
- programme coordinator at the department (equivalent) who deals with course syllabi
- two student representatives

3.11. The Quality Assurance Group for Education and Research

The Quality Assurance Group for Education and Research at the Faculty of Social Sciences focuses on quality issues in research and first, second and third-cycle education.

Included in the group's remit is to:

- constitute a living forum for the faculty's work on quality assurance and quality enhancement in all cycles of education and research
- work to intertwine research and education
- act as a reference group for the faculty in connection with the Swedish Higher Education Authority's (UKÄ) reviews as well as other external education evaluations
- act as a reference group for courses in teaching and learning in higher education

The quality group is comprised of

- Deans with responsibility for education, research education and research; one of the deans is appointed as chair
- Library director
- One representative each from the Education Council, the Research Studies Council and the Research Council (each council appoints its representative)
- Three student representatives
- Programmes director
- Administrator from the faculty office

3.12. Council for Educational Development

The remit of the Council for Educational Development at the Faculty of Social Sciences includes:

- assessing applications for teaching qualifications and proposing to the faculty board which applicants are to be appointed as qualified or excellent teaching practitioners.
- assessing applications for funding for education-related development initiatives/activities
- functioning as a bridge between the university-wide Council for Educational Development and the faculty's teaching staff.
- following up on and developing the faculty's higher education teaching and learning initiatives in relation to internal faculty needs and needs brought on by changes in wider society.
- monitoring the content of university-wide courses in teaching and learning in higher education, in relation to the needs of teaching staff at the Faculty of Social Sciences.

The Council for Educational Development is appointed by the faculty board and consists of

- the dean responsible for first and second-cycle education (chair)
- the Faculty of Social Sciences' representative in the university-wide Council for Educational Development (vice chair)
- five members who have achieved the qualification level of excellent teaching practitioner
- a student representative

3.13. Ethics Council

The Ethics Council's tasks include:

- external monitoring, nationally and internationally, of ethical issues relevant to education and research at the faculty
- monitoring of ethical issues within the University, including the work of Lund University's Council for Ethics and Academic Freedom
- proposing education initiatives for teaching staff and researchers concerning ethics and adjacent areas, such as data processing

- responsibility for seminars concerning ethical issues

The Ethics Council reports to the Quality Assurance Group for Education and Research (KUF).

The Ethics Council is appointed by the Faculty Board and is composed of

- the faculty's ethics advisor (convenor)
- the faculty's research representative
- data protection coordinator at the Social Sciences Faculty Library
- two teaching staff representatives
- two student representatives

3.14. Management bodies for first and second-cycle study programmes

Study programmes are established by the University's Education Board. The process is described in Management rules for the establishment and discontinuation of study programmes at Lund University (reg. no STYR 2018/1724, approved 16 September 2019). Programme syllabi are approved by the Faculty Board.

3.14.1. Graduate School Board

The Graduate School Board is responsible for the five Master's programmes Development studies, Global studies, Social studies of Gender, Middle Eastern Studies and Social Scientific Data Analysis as well as faculty-wide courses within the Graduate School (SIM courses).

The Graduate School Board is appointed by the Faculty Board and consists of:

- a chair (director of studies at the Graduate School)
- six teaching staff or directors of studies from the following main areas: Sociology/ Social Anthropology, Social Work, Political Science, Human Geography/Development Studies, Sociology of Law and Gender Studies.
- programme directors for Development Studies, Global Studies, Social Studies of Gender, Middle Eastern Studies and Social Scientific Data Analysis

- a method coordinator
- five student representatives

Administrative staff at the Graduate School have the right to attend, speak and make proposals at board meetings.

The Faculty Board delegates to the Graduate School Board the power, with regard to programmes and courses, to take decisions on

- range, size and allocation of courses within the scope of the Graduate School's educational assignment
- proposals for programme syllabi
- approval of programme-specific course syllabi and reading lists
- admission
- admission to a later stage of a programme
- admission from a waiting list
- deferment of studies
- appoint examiners for courses
- the transfer of credits for previous studies or activities to a degree
- leave from studies
- cancellation of courses
- approval of a budget proposal for the Graduate School

The Graduate School Board may delegate decisions on admission, admission to a later stage of a programme, admission from a waiting list, deferment of studies, credit transfer from previous studies, leave from studies and cancellation of courses to the Graduate School director of studies.

3.14.2. Management groups for department-wide study programmes

Special management groups are appointed for department-wide study programmes within the faculty. Each management group is composed of a chair, a teaching staff representative for each of the main fields of study or department as well as substitutes. In addition, each management group shall have two student representatives and substitutes for these. Any additional members are listed below for the respective programmes.

The teaching staff representatives in the programme management groups and the chairs are appointed by the dean.

The Faculty Board delegates to the management groups specified below the power, for the respective programmes, to take decisions on

- proposals for programme syllabi
- approval of programme-specific course syllabi and reading lists
- admission
- admission to a later stage of a programme
- admission from a waiting list
- deferment of studies
- the transfer of credits for previous studies or activities to a degree
- leave from studies

All management groups may delegate decisions on admission to a later stage of a programme, admission from a waiting list, deferment of studies, credit transfer from previous studies and leave from studies to the chair of the management group.

The management groups determine which department is responsible for the study administration for the respective programmes.

The management groups for the various programmes shall be composed as follows:

Bachelor's programme in Human Resources and Master's programmes in human resource development and labour relations: one teaching staff representative from each of the following main fields of study: commercial law, education, psychology and sociology.

Bachelor's programme in Political Sciences: one teaching staff representative from each of the following departments: business administration, business law, human geography, economics, statistics and political science. The chair is appointed from either the main field of study in economics or political science.

Bachelor's programme in Behavioural Sciences: two teaching staff representatives from each of the following main fields of study: psychology and sociology.

Bachelor's programme in Criminology: two teaching staff representatives from each of the following main fields of study: sociology of law and sociology.

Bachelor's programme in Urban and Regional Planning: one teaching staff representative from each of the following main fields of study: human geography, sociology, political science and environmental studies and sustainability science.

Bachelor's programme in Development Studies: one teaching staff representative from each of the following main fields of study: human geography, sociology, political science and economic history.

Bachelor's programme in Logistics Service Management: two teaching staff representatives from each of the Department of Service Management and Service Studies and the Faculty of Engineering. The chair is appointed from the Department of Service Management and Service Studies.

Master's programme (120 credits) in International Development and Management: six teaching staff representatives, five of whom work at the Faculty of Social Sciences (one of whom work at LUCSUS) and one who works at the Faculty of Medicine.

Master's programme (120 credits) in Welfare Policies and Management: one teaching staff representative from each of the following main fields of study: social work, sociology and political science.

4. Departments and other units

The University's teaching and research activities shall be carried out at departments. The department's activities are regulated in the Rules of Procedure for Lund University.

At the Faculty of Social Sciences there are 10 departments, of which the Department of Communication and Media is shared with the Faculties of Humanities and Theology.

The following organisational units are also part of the Faculty of Social Sciences:

- Centre for Advanced Middle Eastern Studies (CMES) (see section 5)
- Lund University Centre for Sustainability Studies (LUCSUS) (see section 6)
- The library of the Faculty of Social Sciences (see section 7)
- Swedish South Asian Studies Network (SASNET)
See the Regulations on Swedish South Asian Studies Network (SASNET), (9 June 2022, reg. no STYR 2022/1242)
- Centre for European Studies
See the Regulations on the Centre for European Studies, (26 November 2020, reg. no STYR 2020/1915).

4.1. Department boards

A department shall be led by a department board, which, within the boundaries set by the faculty board, has overall responsibility for education, research and quality and development work (Rules of Procedure for Lund University).

A department board shall

- take decisions on the budget
- take decisions on guidelines for the department's activities and use of resources
- follow up on the activities of the department, analyse the results and ensure that the resources are used effectively
- take decisions on matters submitted to the board

The boards of the faculty's departments shall be composed as follows.
The head of department is chair of the department board.

Department	Head of department	Teaching staff with research expertise	Non-academic staff	Student representatives	Total
Gender Studies	1	4	1	3	9
Communication and Media	1	4	1	3	9
Human Geography	1	4	1	3	9
Psychology	1	5	1	3	10
Strategic Communication	1	4	1	3	9
Service Management and Service Studies	1	5	2	3	11
Sociology of Law	1	4	1	3	9
School of Social Work	1	5	2	3	11
Sociology	1	5	1	3	10
Political Science	1	4	1	3	9

All members of the department boards, except the student representatives, are appointed for three years.

Representatives of the staff organisations have the right to attend board meetings, speak and put forward proposals. They are appointed in accordance with the regulations of the Staff Representatives Ordinance (1987:1101).

The department health and safety representative has the right to attend and speak at department board meetings. There may be substitutes for the members.

The head of department is responsible for ensuring that elections are carried out at the department level and determines the term of office for the Nominating Committee. The Nominating Committee is appointed through election and is to be composed of 3–5 members, including at least one representative of non-academic staff. The Nominating Committee draws up proposals for a head of department and deputy head of department, and shall therefore give the relevant students' union representatives the right to attend, speak and make proposals. Elections at Lund University are regulated in the Rules of Procedure for Lund University, Regulations on Elections to the Electoral College, and Elections at Faculty and Department Level, and Lund University's Appointment Rules.

The Faculty Board delegates to the department boards the power to take decisions on

first and second-cycle education

- range of courses
- course syllabi and reading lists
- the number of places on freestanding courses and study programmes within the scope of the department's educational assignment
- deviation from the general rule of place guarantee on more advanced courses
- appoint examiners for courses
- admission from a waiting list to courses
- deferment of studies
- the transfer of credits for previous studies or activities to a degree
- cancellation of courses

New courses are established by the Faculty Board. Programme syllabi are approved by the Faculty Board.

study programmes offered at a single department

- proposals for programme syllabi

- admission
- admission to a later stage of a programme
- admission from a waiting list
- deferment of studies
- the transfer of credits for previous studies or activities to a degree
- leave from studies
- cancellation of courses

The department board may appoint a study programme management group, which includes student representatives.

third-cycle education

- subject area and department specific routines as well as other governing documents for third cycle education, with the exception of Media and Communication Studies, where the faculty board makes decisions based on proposals from the Department of Communication and Media and the Department of Strategic Communication
- establishment of courses
- approval of course syllabi and reading lists
- appoint examiners for courses and other examined components
- whether the training in higher education teaching and learning shall be part of the study programme or part of the doctoral student's departmental duties
- the transfer of credits for previous studies or activities to a degree. This decision-making power may not be delegated to the doctoral student's supervisor.
- the number of members on the grading committee, three or five

human resources

- the recruitment of staff (with the exception of professors)

The dean takes decisions on the appointment of teaching staff (with the exception of professors), doctoral students and the employment of researchers for periods exceeding one year or for an indefinite term.

The HR manager at the faculty office takes decisions on employment of researchers for periods up to one year and fixed-term employment

of technical/administrative staff and teaching assistants. The head of the faculty office takes decisions on the employment of technical/administrative staff with open-ended contracts. The Academic Appointments Board prepares employment matters concerning teaching staff (with the exception of senior lecturers employed for less than one year, lecturers, adjunct lecturers and postdocs).

4.2. Head of department

The Head of Department is the manager of the department and is appointed by the Dean for a period of three years, following a proposal from the employees at the department. The Head of Department shall strive to ensure that the research and education carried out within the activities of the department are of high quality and to promote collaboration between the department and wider society. The Head of Department represents the department within and outside the University. The Head of Department is responsible for the department's ongoing activities, and is to make sure that they are performed in accordance with current legislation, regulations, collective agreements and other agreements, and thereby ensure the proper exercise of public authority and the department's responsibilities as an employer. The Head of Department also has decision-making powers, delegated by the department board and the faculty board (Rules of Procedure for Lund University).

The Faculty Board delegates to the head of department the power to

- represent the public authority in negotiations with the employee organisations on a decision the employer intends to take or the employee organisation wants the employer to take (with the exception of dispute negotiations or negotiations on collective bargaining agreements)
 - fulfil the duties an entity responsible for research has according to the Ethical Review Act and related regulations.
- The Head of Department is delegated the power to
- o apply for ethical review of research and amendment of an approval in accordance with the Ethical Review Act

and the ordinance concerning the ethical review of research involving humans

- request an advisory opinion under the ordinance concerning the ethical review of research involving humans
- jointly with other entities responsible for research participating in the same research project, instruct one of them to apply for ethical review of the project on behalf of all of them, and to apply for ethical review on behalf of the other entities and inform the others of the Ethical Review Authority's decision.
- appeal the Ethical Review Authority's decisions in ethical review cases and represent the university in such appeals

The above-mentioned duties and decision-making power may not be sub-delegated.

take decisions on third-cycle education

- admissions to third-cycle studies with a doctoral studentship. Decisions on admissions may be delegated to bodies at department level, however not to an individual official other than the head of department. In cases where the head of department is considered for supervisor duties, decisions are to be made by the assistant/deputy head of department.
- appointment of preparatory committee for preparation and selection concerning decisions on admission to third-cycle studies. The right to decide on a preparatory committee may be delegated to bodies at department level, however not to an individual official other than the head of department. The preparatory committee is to include at least two members of teaching staff holding the qualifications for associate professorship. At least one of the members of teaching staff on the committee with qualifications for associate professorship is not to be under consideration as a prospective supervisor.
- appointment of a principal supervisor and assistant supervisor for doctoral students. This decision-making power may not be

sub-delegated. In cases where the head of department is considered for supervisor duties, decisions are to be made by the assistant/deputy head of department.

- appoint a director of studies for each subject in which third-cycle education is organised, with the exception of the subject area Media and Communication Studies, where the dean appoints director of studies
- approval and annual follow-up of individual study plans. This decision-making power may not be sub-delegated. In cases where the head of department is considered for supervisor duties, decisions are to be made by the assistant/deputy head of department.
- appointment of examiners
- special permission to participate in the department's third-cycle courses for persons who are not admitted to third-cycle studies at Lund University

take decisions on human resources

- as to whether an employee is to leave their position on the basis of their entitlement to full sickness benefit pursuant to the Social Insurance Code and deciding on termination of employment based on age pursuant to the Employment Protection Act (1982:80), with the exception of professors
- salary, in salary reviews, for
 - o professors, in consultation with the dean
 - o teaching staff and TA staff, in consultation with the human resources manager
- planned salary increases for employed doctoral students, with the principal supervisor's approval
- other issues concerning employment such as
 - o approval/rejection of applications for leave of absence, (in case of a doctoral studentship, only if the leave is due to parental leave or service in the Swedish Armed Forces)
 - o scheduling of employee working hours within the scope of applicable collective agreements
 - o employees' performance of duties
 - o annual leave

- rehabilitation measures
- termination of employment at the employee's request
- remuneration in the form of fees
- extension of doctoral studentship due to departmental duties, illness, parental leave, service within the Swedish Armed Forces or elected office in trade unions or student organisations (Guidelines for the extension of doctoral studentships, etc., 29 October 2015, reg. no STYR 2015/1170)
- approval of work instructions for department staff
- proposals for decisions on appointments to postdoc, adjunct senior lecturer, senior lecturer and adjunct lecturer, following preparations at department level and in consultation with the deputy chair of the Academic Appointments Board
- agreements on terms for short and temporary employment with hourly wage

The Faculty Board delegates to the head of department of the School of Social Work the power to take decisions on

- deferment of and leave from the first-cycle programme in psychotherapy (level 1)

The Regulations on the allocation of decision-making powers and the right to sign agreements at Lund University states the signatory powers delegated by the vice-chancellor to the heads of department.

4.3. Deputy Head of Department

The Head of Department is to have a deputy, who shall be called the Deputy Head of Department. The Deputy Head of Department is appointed by the Dean for a period of three years, following a proposal from the employees at the department (Rules of Procedure for Lund University).

5. Centre for Advanced Middle Eastern Studies

The Centre for Middle Eastern Studies (CMES) is organisationally part of the Faculty of Social Sciences as of 1 January 2018 (reg. no STYR 2016/1711).

The strategic research area Politically important geographic regions – the Middle East (MECW) is part of the Centre for Middle Eastern Studies.

The Centre for Middle Eastern Studies conducts research on the Middle East. The centre is particularly responsible for the research to be conducted within the MECW strategic research area.

The board of the Centre for Middle Eastern Studies shall, within the scope determined by the Faculty Board:

- have overall responsibility for research as well as quality enhancement and development work
- take decisions on the budget for CMES, including MECW
- take decisions on the plan of operations for MECW
- follow up on the activities of the centre, analyse the results and ensure the efficient use of resources
- take decisions on matters submitted to the board

The board shall be composed of:

- two community representatives
- four teaching staff with research expertise
- the director of the Centre for Advanced Middle Eastern Studies
- one student representative

The Faculty Board appoints members of the board, of whom one is appointed chair.

The student representative is appointed in accordance with the regulations of Section 7 of the Student Union Ordinance (2009:769).

The term of office for the members of the board is three years, except for student representatives, whose term of office is one year.

Representatives of the employee organisations also have the right to attend, speak and make proposals to the board, and are appointed in accordance with the Staff Representatives Ordinance (1987:1101). The health and safety representative at the centre has the right to attend and speak at board meetings.

The Faculty Board delegates to the centre director the power to take decisions on human resources matters

- remuneration in the form of fees
- agreements on terms for short and temporary employment with hourly wage
- whether an employee is to leave their position on the basis of their entitlement to full sickness benefit pursuant to the Social Insurance Code and deciding on termination of employment based on age pursuant to the Employment Protection Act (1982:80), with the exception of professors
- salary, in salary reviews, for
 - o TA staff, in consultation with the human resources manager
- other issues concerning employment such as
 - o approval/rejection of applications for leave of absence
 - o scheduling of employee working hours within the scope of applicable collective agreements
 - o employees' performance of duties
 - o annual leave
 - o rehabilitation measures
 - o termination of employment at the employee's request
- approval of work instructions for centre staff

6. LUCSUS

The Lund University Centre for Sustainability Studies (LUCSUS) is organisationally part of the Faculty of Social Sciences as of 1 January 2019 (reg. no STYR 2018/847). LUCSUS activities, including its aim and remit, as well as the composition and remit of its board, are governed by the Regulations for the Lund University Centre for Sustainability Studies (reg. no STYR 2018/1605). According to the regulations, the centre is to be managed by a board and under it a director.

LUCSUS's overall task is to conduct education and research as well as collaborate with wider society on issues related to globally sustainable community development.

The board of LUCSUS shall, within the scope determined by the faculty board:

- have overall responsibility for education and research as well as quality enhancement and development work
- take decisions on the budget for LUCSUS
- follow up on the activities of LUCSUS, analyse the results and ensure the efficient use of resources
- take decisions on matters submitted to the board

The board shall be composed of:

- the director of LUCSUS, who is also the chair
- four teaching staff with research expertise
- one representative of non-academic staff
- three student representatives

The term of office for the members of the board is three years, except for student representatives, whose term of office is one year.

Representatives of the employee organisations also have the right to attend, speak and make proposals to the board, and are appointed in accordance with the Staff Representatives Ordinance (1987:1101). The health and safety representative at LUCSUS has the right to attend and speak at board meetings.

The Faculty Board delegates to the centre board the power to take decisions on

second-cycle education

- the range of courses
- proposals for programme syllabi
- approval of course syllabi and reading lists
- the number of places on freestanding courses and study programmes within the scope of the centre's educational assignment
- appoint examiners for courses
- admission to study programmes
- admission to a later stage of a programme
- admission from a waiting list
- deferment of studies
- the transfer of credits for previous studies or activities to a degree
- leave from studies

- cancellation of courses

New courses are established by the Faculty Board. Programme syllabi are approved by the Faculty Board.

The board of LUCSUS is a management group for the Master's programme in Environmental Studies and Sustainability Science.

Decisions on admission to study programmes, admission to a later stage of a programme, deferment of studies, credit transfer from previous studies, leave from studies and cancellation of courses may be delegated to the centre director or the director of studies. This decision-making power may not be sub-delegated.

third-cycle education

- establishment of courses
- approval of course syllabi and reading lists
- appoint examiners for courses and other examined components
- whether the training in higher education teaching and learning shall be part of the study programme or part of the doctoral student's departmental duties
- the transfer of credits for previous studies or activities to a degree. This decision-making power may not be delegated to the doctoral student's supervisor.
- the number of members on the grading committee, three or five

human resources

- the recruitment of staff (with the exception of professors)

The dean takes decisions on employment of teaching staff (with the exception of professors), doctoral students and employment of researchers for periods exceeding one year or for an indefinite term. The HR manager at the faculty office takes decisions on employment of researchers for periods not exceeding one year and on fixed-term employment of technical/administrative staff and teaching assistants. The head of the faculty office takes decisions on employment of technical/administrative staff with open-ended contracts. The Academic Appointments Board prepares employment matters concerning teaching staff (with the exception of senior lecturers

employed for periods shorter than one year, lecturers, adjunct lecturers and postdocs).

The Faculty Board delegates to the centre director the power to

- represent the public authority in negotiations with the employee organisations on a decision the employer intends to take or the employee organisation wants the employer to take (with the exception of dispute negotiations or negotiations on collective bargaining agreements)
- fulfil the duties an entity responsible for research has according to the Ethical Review Act and related regulations.

The centre director is delegated the power to

- apply for ethical review of research and amendment of an approval in accordance with the Ethical Review Act and the ordinance concerning the ethical review of research involving humans
- request an advisory opinion under the ordinance concerning the ethical review of research involving humans
- jointly with other entities responsible for research participating in the same research project, instruct one of them to apply for ethical review of the project on behalf of all of them, and to apply for ethical review on behalf of the other entities and inform the others of the Ethical Review Authority's decision.
- appeal the Ethical Review Authority's decisions in ethical review cases and represent the university in such appeals

The above-mentioned duties and decision-making power may not be sub-delegated.

take decision on third-cycle education

- admissions to third-cycle studies with a doctoral studentship. Decisions on admissions may be delegated to bodies at department level, however not to an individual official other than the head of department. In cases where the head of

department is considered for supervisor duties, decisions are to be made by the assistant/deputy head of department.

- appointment of preparatory committee for preparation and selection concerning decisions on admission to third-cycle studies. The right to decide on a preparatory committee may be delegated to bodies at department level, however not to an individual official other than the head of department. The preparatory committee is to include at least two members of teaching staff holding the qualifications for associate professorship. At least one of the members of teaching staff on the committee with qualifications for associate professorship is not to be under consideration as a prospective supervisor.
- appointment of a principal supervisor and assistant supervisor for doctoral students. This decision-making power may not be sub-delegated. In cases where the head of department is considered for supervisor duties, decisions are to be made by the assistant/deputy head of department.
- appoint a director of studies for each subject in which third-cycle education is organised
- approval and annual follow-up of individual study plans. This decision-making power may not be sub-delegated. In cases where the head of department is considered for supervisor duties, decisions are to be made by the assistant/deputy head of department.
- appointment of examiners
- special permission to participate in the department's third-cycle courses for persons who are not admitted to third-cycle studies at Lund University

take decision on human resources

- proposals for decisions on appointment to postdoc, adjunct senior lecturer, lecturer and adjunct lecturer, following preparation at LUCSUS and in consultation with the deputy chair of the Academic Appointments Board
- extensions of doctoral studentships due to departmental duties, illness, parental leave, service within the Swedish Armed Forces or elected office in trade unions or student

- organisations (Guidelines for the extension of doctoral studentships, etc. 29 October 2015, reg. no STYR 2015/1170)
- remuneration in the form of fees
 - agreements on terms for short and temporary employment with hourly wage
 - whether an employee is to leave their position on the basis of their entitlement to full sickness benefit pursuant to the Social Insurance Code and deciding on termination of employment based on age pursuant to the Employment Protection Act (1982:80), with the exception of professors
 - salary, in salary reviews, for
 - o professors, in consultation with the dean
 - o teaching staff and TA staff, in consultation with the human resources manager
 - planned salary increases for employed doctoral students, with the principal supervisor's approval
 - other issues concerning employment such as
 - o approval/rejection of applications for leave of absence
 - o scheduling of employee working hours within the scope of applicable collective agreements
 - o employees' performance of duties
 - o annual leave
 - o rehabilitation measures
 - o termination of employment at the employee's request
 - approval of work instructions for LUCSUS staff

The decision Regulations on the allocation of decision-making powers and the right to sign agreements at Lund University states the signatory powers delegated by the vice-chancellor to the heads of department. The same principle applies to the director of LUCSUS. This decision-making power may not be sub-delegated.

7. Library of the Faculty of Social Sciences

The library of the Faculty of Social Sciences was established as a centre at the Faculty of Social Sciences in 1999 (reg. no S A9 140/1999). The organisation consists of two units: the Faculty of Social Sciences library in Lund and the library at Campus

Helsingborg (reg. no HBG 2013/1). The faculty also uses the SOL library for its library activities

The duty of the library of the Faculty of Social Sciences is to use its allocated resources to make services and high-quality faculty-centred support available to the faculty's education and research, in accordance with the strategic investments of the faculties and departments. Financial decisions affecting the library are managed by the Faculty Board.

The library is led by a library manager/faculty librarian who is responsible for staff as well as the library's results and activities. The library manager's duties also include being the faculty librarian, which involves coordinating of the Faculty of Social Sciences' library operations. The duties also involve ensuring that all students and researchers at the faculty are offered a library service of high quality. In addition, the assignment includes grounding current library and information service issues in the faculty's preparatory and decision-making bodies. The Council of Heads of Department has special responsibility for library issues and acts as an advisory body to the library director in discussions on the faculty's library activities. Once per semester, parts of the meeting of the Council of Heads of Department are set aside for the library director to discuss and update the heads of department on library matters. On these occasions, an extra student representative is to be invited to attend the meeting.

The Faculty Board delegates to the library manager the power to decide on

- the recruitment of TA staff (with the exception of researchers)
- whether an employee is to leave their position on the basis of their entitlement to full sickness benefit pursuant to the Social Insurance Code and deciding on termination of employment based on age pursuant to the Employment Protection Act (1982:80), for library staff
- salaries, in salary reviews, for library staff, in consultation with the human resources staff manager
- other issues concerning employment such as
 - o approval/rejection of applications for leave of absence

- scheduling of employee working hours within the scope of applicable collective agreements
 - employees' performance of duties
 - annual leave
 - rehabilitation measures
 - termination of employment at the employee's request
- work instructions for library staff
- remuneration in the form of fees
- agreements on terms for short and temporary employment with hourly wage at the library
- budget proposals for the library of Faculty of Social Sciences to the Faculty Board
- manage the library's finances (including payment authorisations)