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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 01/07/2024-30/06/2027**

### **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,
- 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 or artistically competent within the field of responsibility of the Faculty Board**

A person will be deemed to fulfil the academic or artistic 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**

- 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 January 2024, have a permanent contract and work at least 40% of a full-time position in the field of responsibility of the Faculty Board. This means that all individuals who have a permanent contract 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 or artistically 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 January 2024, have a permanent or fixed-term employment contract, and 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.

The term of office for the other members of the Faculty Board is three years.

### **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 January 2024 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 a PhD position are categorised as students and are not eligible to vote. Research students with an assistant lecturer position (not on leave) are 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**

### **Constituent meeting**

The constituent meeting of the electorate is held physically on campus. The meeting is convened by the Vice-Chancellor or a person appointed by the Vice-Chancellor.

At the constituent meeting, the electorate appoints from among the persons in the electorate:

- a chairperson,
- an election committee composed of five persons, and
- a vice-chairperson of the election committee.

At the meeting, a discussion is also held to provide guidelines to the election committee.

### **Election committee**

The election committee is appointed through an electoral vote at the constituent meeting of the electorate. The election committee is composed of five persons. Only persons who are eligible for election may be included in the election committee and only persons who accept the nomination can be elected to the election committee. When appointing the election committee, the aim should be for even gender distribution and at least 40/60. The aim should also be to include persons from both campus locations in the election committee.

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**

The election committee's task is to come up with proposals for members to the Faculty Board. When nominating candidates to the Faculty Board, the election committee must strive for an even gender distribution (at least 40/60), as well as the requirement for members from both campus locations to be nominated. The election committee should also consider the guideline proposals that resulted at the constituent meeting of 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. The proposal is presented to the meeting of the electorate by the chairperson of the election committee at a digital meeting. The Faculty Office will also send out the proposal to the electorate.

### **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 of members 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 done digitally via some voting tool. The election must take place no later than 31 May 2024. 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. In the event of an equal number of votes, the result will be determined by the drawing of lots.

Minutes will be sent to the electorate via email once the election has been completed.

## **Appointment of the Dean and Deputy Dean**

Following consultation with the Vice-Chancellor, the remit of the election committee also includes proposing a candidate who is suitable for the role of Dean and who has the confidence of the faculty meeting. 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.

## **Appointment of student representatives**

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.