

Rules of Procedure for the Faculty of Law

Contents

1. Introduction	2
2. Governing bodies	2
2.1 The Faculty Assembly	2
2.2 The Faculty Board and Department Board	2
2.2.1 The Faculty Board's composition	2
2.2.2 The Faculty Board's functions	3
2.2.3 The Department Board's functions	4
2.3 The Dean	4
2.4 The Head of Department	5
2.5 The Teaching Committee	5
2.6 The Research Committee	6
2.7 The Recruitment Group	6
2.8 The Equal Opportunities Group	7
2.9 The Nomination Committee	7
2.10 Centres affiliated to the Faculty	7
3. Delegations	8
3.1 The Faculty Board's delegations to the Teaching Committee	8
3.2 The Faculty Board's delegations to the Research Committee	8
3.3 The Faculty Board's delegations to the Dean and Senior Faculty Administrator	9
Appendix 1. The Teaching Committee's delegations	10
Appendix 2. The Research Committee's delegations	12
Appendix 3. The Head of Department's delegations	13

1 Introduction

Under Uppsala University's Rules of Procedure (ref. UFV 2011/1724, latest version dated 14 December 2012), a faculty board must decide on its own rules of procedure. The present document contains, in section 2, an account of the Faculty of Law's governing bodies, functions and composition. Section 3 contains details of delegations from the Faculty Board to the Teaching Committee and Research Committee, and also to the Dean and Senior Faculty Administrator. The Appendices list what is delegated by these Committees and by the Head of Department.

2. Governing bodies

2.1 The Faculty Assembly

The Faculty Assembly's main functions are to select the Faculty Board; submit to the Vice-Rector recommendations for appointment as Dean and as a stand-in for the same (Deputy Dean); and select a joint Nomination Committee for the Faculty. The Assembly also appoints honorary doctors.

The Faculty Assembly's composition is regulated in Uppsala University's Rules of Procedure. Persons with academic expertise within the Faculty Board's area of responsibility have voting rights in elections to the Faculty Board (UU Rules of Procedure Chapter 7, Section 4). A 'person with academic expertise' means, in this context, one who is a professor or holds a teaching or research position for which a doctorate or corresponding academic expertise is required.

The persons referred to in the preceding section are considered to be teachers or researchers within the area of responsibility of a Disciplinary Domain Board or Faculty Board if they are employed at the University on a permanent basis or for a limited period exceeding two years, in a position constituting at least 50% of a full-time position and if work constituting at least 40% of a full-time position is carried out within the Board's area of responsibility (UU Rules of Procedure Chapter 2, Section 1).

2.2 The Faculty Board and Department Board

The Faculty Board, the Faculty of Law's highest decision-making body, is responsible for basic, advanced and postgraduate (first-, second- and third-cycle) education, and for research. The Board also serves as the Department Board, i.e. the governing board of the Department of Law.

2.2.1 The Faculty Board's composition

Under Uppsala University's Rules of Procedure (Chapter 7, Sections 3–7) and detailed specification of the Vice-Chancellor's decision of 8 March 2011 (UFV 2010/1843), the Board

of the Faculty of Law must comprise a total of 16 members (11 teachers and/or researchers, 1 representative of technical and administrative staff, 2 doctoral students and 2 other students). In addition, representatives of the staff organisations are entitled to attend meetings and express opinions. The teacher and/or researcher representatives are appointed by election in the Faculty Assembly. The Dean (Board Chair) and Deputy Dean are appointed by the Vice-Rector according to recommendations from the Faculty Assembly. Persons who do not belong to the Faculty may be elected to the Faculty Board. Representatives of doctoral and other students are appointed according to provisions in the Swedish Student Union Ordinance (2009:769).

A deputy may be appointed for the representative of technical and administrative staff. For doctoral and other student representatives, a group deputy may be appointed for each group. The deputies are entitled to attend meetings and express their views.

Representatives of the staff organisations are appointed according to the Swedish Staff Representation Ordinance (1987:1101).

For the Chair, Deputy Chair and members, the term of office is three years, with possible extension. The term of office for the Chair and Deputy Chair may not, however, be extended more than once, for three years. For members representing doctoral and other students, the maximum term is one year.

The Faculty Board is a quorum when more than half the members, including the Chair, are present. Its resolutions are taken with a simple majority. If a new vote is requested, it must take place openly. If votes are equally divided, the Chair has the deciding vote.

In elections to the Faculty Board, the objective of the University's Gender Equality Plan regarding equal gender composition must be taken into consideration.

A Senior Faculty Administrator and a Faculty Secretary are associated with the Faculty Board. Both employed at the Office for Humanities and Social Sciences, they present business to, and administer it on behalf of, the Faculty Board. The Faculty Secretary is the secretary of the Faculty Board, Faculty Assembly and Recruitment Group.

2.2.2 The Faculty Board's functions

Under Uppsala University's Rules of Procedure (Chapter 7, Section 1), the functions of the Faculty Board are to:

1. decide on its own rules of procedure
2. decide on the structure, implementation and quality of the education
3. decide on the organisation and quality of the research
4. decide to initiate and phase out subjects of postgraduate education
5. issue proposals for the Vice-Chancellor's decisions to set up study programmes
6. issue proposals for the Vice-Chancellor's decisions on plans to recruit professors

7. decide, after consulting the Vice-Chancellor, on the profile of the professor position
8. decide to initiate recruitment of a professor
9. submit proposals to the Vice-Chancellor on whom to appoint as professor
10. decide to initiate recruitment of a senior lecturer, associate senior lecturer and postdoctoral research fellow
11. decide to change the subject area for a senior lecturer, associate senior lecturer and postdoctoral research fellow
12. decide that a position as postdoctoral research fellow should become a position as associate senior lecturer
13. where a new department is to be set up, implement elections for the Department Board.

The Faculty Board may delegate its functions unless otherwise specially prescribed. The functions defined in points 1, 5–8 and 11–13 above may not be delegated.

2.2.3 The Department Board's functions

The Faculty Board also serves as the Board of the Department of Law. Under Uppsala University's Rules of Procedure (Chapter 8, Section 2), the Department Board decides on:

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

The responsibilities defined in points 1–8 above may not be delegated.

Other departmental issues are decided by the Head of Department (see below under 2.4).

2.3 The Dean

The Dean represents the Faculty within and outside the University and is the Faculty Board Chair. The Dean decides on issues relating to the Faculty's area of activities and works to ensure that research and education of high quality are conducted in the Faculty's area of activities, and also to promote cooperation between this area and the community at large.

The Dean's functions are regulated in detail in the Vice-Chancellor's decision on the role

and decision-making rights of the Dean, who is Chair of the Faculty Board in the Disciplinary Domain of Humanities and Social Sciences (UFV 2011/619).

The Dean's stand-in is the Deputy Dean.

2.4 The Head of Department

According to a delegation from the Vice-Rector in the Disciplinary Domain of Humanities and Social Sciences, Heads of Department in the Domain are appointed by the Dean concerned. The Head of the Department of Law is appointed according to a recommendation from the Faculty Board or Department Board following a review by the Nomination Committee.

The Head of Department directs the Department and decides on issues relating to its activities. The Head of Department must work for research and education of high quality to be conducted within the Department's area of activity and for the Department's cooperation with the community at large to be promoted. The Head of Department represents the Department within and outside the University.

The Head of Department appoints the Deputy Head of Department and Director of Studies, and decides on the Directors of Studies' organisation.

The Head of Department's functions are regulated in detail in the Vice-Chancellor's decision on the functions and decision-making rights of departmental heads (UFV 2011/619).

2.5 The Teaching Committee

The Board of the Faculty of Law's Teaching Committee must actively promote basic and advanced (first- and second-cycle) legal education in the Faculty. The Committee must take the initiatives required to develop the quality of activities. The Committee is also the reviewing body for the Faculty Board. The Faculty Board decides on the Committee's composition and functions.

The Teaching Committee should have the following composition:

Chair	Appointed by the Faculty Board
Head of the Department of Law	
Two students representing basic and advanced education and deputies for the same	Appointed by the authorised student organisation
Four members who are teachers and/or researchers at the Faculty	Appointed by the Faculty Board

The main presenter in the Teaching Committee is the Director of Studies for basic and advanced education. The doctoral students' representative appointed by the PhD Student Committee, the Director of Studies (Resources), Study Counsellor and Student Liaison Officer.

2.6 Research Committee

The Faculty of Law Board's Research Committee must actively promote legal research and education at postgraduate level in the Faculty. The Committee must take the initiatives required to develop the quality of activities. The Committee is also the drafting body for the Faculty Board. The Faculty Board decides on the Committee's composition and functions.

The Research Committee should have the following composition:

Chair	Appointed by the Faculty Board
Head of the Department of Law	
One postgraduate student and a deputy for the same	Appointed by the authorised doctoral students' organisation
Four members who are teachers and/or researchers at the Faculty	Appointed by the Faculty Board

The main presenter in the Research Committee is the Director of Studies (Research). The Director of Studies (Resources) has the right to attend meetings and express opinions.

2.7 Recruitment Group

Under Uppsala University's Appointment Regulations (UFV 2010/1842, latest version adopted on 9 November 2012) and pursuant to a decision by the Faculty Board, the Recruitment Group comprises the Chair (the Dean) and an additional five members, including one PhD student representative and one student representative. Apart from the PhD and other student representatives, the members must be persons with academic expertise. The teacher and researcher representatives are appointed by the Faculty Board, while the representatives of doctoral and other students are appointed by the student organisations concerned. Two group deputies for the teacher and/or researcher representatives, and one deputy each for the doctoral students' and the other students' representatives, are appointed.

The Recruitment Group reviews, for the Faculty Board, cases relating to appointments or promotions to positions as professor, and cases regarding admission as a docent (associate professor or research fellow) or excellent teacher. The Recruitment Group prepares cases for the Head of Department that relate to appointment as, or promotion to, a position as senior lecturer and also appointment as associate senior lecturer or postdoctoral research fellow.

The following types of business should be dealt with in the Faculty of Law's Recruitment Group:

- Appointment as professor (chair holder)
- Appointment as professor after application for lectureship
- Application for promotion to professor
- Appointment as adjunct professor or visiting professor
- Permanent appointment as senior lecturer
- Application for promotion from lecturer to senior lecturer
- Appointment as associate senior lecturer or postdoctoral research fellow
- Application for appointment as a docent (associate professor or research fellow)
- Application for appointment as an excellent teacher.

2.8 Equal Opportunities Group

The Faculty of Law's Equal Opportunities Group must monitor and arouse interest in issues relating to equal opportunities. The Group continuously scrutinises activities to prevent and detect discrimination and abuse. The Group must also draw up, and submit to the Faculty Board, draft plans to promote equal opportunities.

The Equal Opportunities Group comprises five members: the Chair, one other teacher and/or researcher, a doctoral student, a student and a technical and administrative staff representative. For the PhD and other students' representatives, a deputy for each may be appointed. The teacher and/or researcher representatives are appointed by the Faculty Board, while the other representatives are appointed by the organisations concerned.

2.9 The Nomination Committee

To prepare elections of teacher and research representatives on the Faculty Board, Teaching Committee, Research Committee, Equal Opportunities Group and Nomination Committee, and to recommend appointments as Dean, Deputy Dean and Head of Department, there must be a Nomination Committee. This Committee comprises the Chair, another four teachers and/or researchers, a doctoral student, a student and a representative of technical and administrative staff. The teacher and researcher representatives are appointed by the Faculty Assembly, while the other representatives are appointed by the organisations concerned. There is no obstacle to the Nomination Committee proposing its own members for various positions and assignments.

2.10 Centres affiliated to the Faculty

Under the Faculty of Law, besides the Department of Law, there are the Real Estate Research Institute and the Centre for Police Research. These centres are regulated by means of their statutes, which are adopted by the Faculty Board.

3 Delegations

The Faculty Board's powers are partially delegated to the Teaching Committee and the Research Committee, and also to the Dean and the Senior Faculty Administrator. The Committees are entitled to delegate these powers further, to one or more of their own members or to staff at the Department of Law (see also Appendices 1 and 2). The Head of Department is entitled to delegate certain powers (see also the document on the Head of Department's functions and decision-making rights, UFV 2011/619).

Every year, the Faculty Board must be kept informed of further delegations of the Committees' and the Head of Department's functions.

Issues included in the powers delegated must be transferred to the Faculty Board if they concern key matters of principle or other special reasons apply.

Issues listed above under 2.2.2, points 1, 5–8 and 11–13 may not be delegated.

3.1 The Faculty Board's delegations to the Teaching Committee

Independent handling of the following issues is delegated to the Teaching Committee:

1. continuous follow-up of education at basic and advanced level
2. syllabuses for basic and advanced education and the range of courses at advanced level
3. eligibility for admission and knowledge requirements for courses at basic and advanced level
4. exemption cases related to basic and advanced education
5. accreditation and adoption for the later part of the Law Programme
6. the Faculty's international collaboration in issues relating to education at basic and advanced level
7. regulations and decisions regarding funds made available to the Committee by the Faculty Board
8. decisions and, where applicable, regulations to which the Faculty Board is subject concerning scholarships and similar awards intended mainly for students at basic and advanced level.

3.2 The Faculty Board's delegations to the Research Committee

Independent management of the following issues is delegated to the Research Committee:

1. regulations and decisions regarding funds made available to the Committee by the Faculty Board
2. regulations and decisions regarding mobile resources for senior lecturers' and associate lecturers' research within the limits of budgeted funds
3. syllabuses for courses in postgraduate education
4. admission to postgraduate education
5. supervisors for postgraduate students

6. ranking of applicants for doctoral studentships
7. appointment of examining board and opponents in disputations (public defences of PhD theses)
8. which courses to include for a thesis for a Licentiate in Law
9. the opponent and examining board at a public seminar where a licentiate thesis is presented
10. the Faculty's international collaboration with respect to research activities and postgraduate education
11. the Faculty's academic publication activities
12. decisions and, where applicable, regulations to which the Faculty Board is subject concerning grants from external funds and similar awards for research and postgraduate studies
13. decisions and, where applicable, regulations to which the Faculty Board is subject concerning scholarships, fellowships and similar awards intended for research and postgraduate studies
14. continuous follow-up of postgraduate education and research activities.

3.3 The Faculty Board's delegations to the Dean and Senior Faculty Administrator

The Board delegates to the Dean and Senior Faculty Administrator the role of independently handling matters relating to feedback, consultative procedures and other financial or administrative issues that require ongoing action.

If issues incumbent on the Faculty Board are so urgent that there is insufficient time for them to be dealt with at its meetings, the Dean may take decisions alone.

Appendix 1

The Teaching Committee's delegations

The Teaching Committee's delegation to the Chair

1. The Chair may adopt syllabuses at advanced level and decide on amendments to such syllabuses.
2. The Chair may decide on amendments to syllabuses at basic level. If the amendments concern key matters of principle or special reasons otherwise apply, the issue must be referred to the Teaching Committee.
3. The Chair may take decisions on issues incumbent on the Teaching Committee and that are of an urgent nature or minor importance.

The Teaching Committee's delegation to the Director of Studies for education at basic and advanced level

1. The Director of Studies decides on allocation of study premises among courses.
2. The Director of Studies decides on issues concerning accreditation and, within the limits announced by the Director of Studies (Resources), admission to a later part of the programme.
3. The Director of Studies decides on individual issues regarding reserve admission to the Law Programme, admission to courses in the programme at basic and advanced level, and reserve admission to single-subject courses.
4. The Director of Studies decides on issues regarding students' leave from their studies and placement when they return to their studies.
5. The Director of Studies decides on minor issues concerning follow-up and evaluation of education at basic and advanced level.

Issues referred to the Director of Studies must be passed on to the Teaching Committee if they concern key matters of principle or other special reasons apply.

The Director of Studies may delegate, to the head of the Student Office and the Study Counsellor, the right to make decisions on simple student-related issues.

The Director of Studies may delegate, to the head of the Education Office and to a Study Counsellor, the right to make decisions on issues listed in points 2, 3 and 4 above.

The Teaching Committee's delegation to the exemption board

An exemption board set up by the Teaching Committee decides on individual cases regarding exemption from knowledge requirements in basic and advanced education.

The exemption board comprises the Committee's Chair, a Study Counsellor and a

student representative. Deputies may be appointed. Another Study Counsellor is the presenter.

The Teaching Committee's delegation regarding scholarships and fellowships

Decisions on individual issues relating to scholarships, fellowships etc. intended mainly for students at basic and advanced level are prepared by the Committee Secretary and adopted by the Committee Chair following consultation with a student representative appointed in the due manner.

The Teaching Committee's delegation to course directors

The Teaching Committee delegates to course directors the responsibility for ensuring, in accordance with the syllabus adopted, that the term courses are implemented, and also for performing course evaluations, drawing up teaching plans and setting reading lists.

Appendix 2

The Research Committee's delegations

The Research Committee's delegations to the Chair

The Chair decides, in individual cases, on the distribution of funds allocated for remuneration of disputation opponents and experts, external supervisors and honorary doctors, and printing of doctoral theses.

Matters incumbent on the Research Committee and of an urgent nature or minor importance may be settled by the Chair alone.

The Research Committee's delegations to the Director of Studies

- Approval of individual study plans in relatively simple cases.
- Approval of study leave in relatively simple cases.

Appendix 3

The Head of Department's delegations

The Head of Department's delegations to course directors

The Head of Department delegates to course directors, within the approved resource limits, study programmes, syllabuses and decisions by the Board of the Faculty of Law and its Teaching Committee, responsibility for independently ensuring that the courses they direct are implemented in accordance with the problem-based model of education, and also, in consultation with the Director of Studies (Resources), for ensuring that courses are staffed.

The Head of Department's delegations to the head of the Education Office

The Head of Department delegates to the head of the Education Office independent responsibility for planning the work of the Student Office, and otherwise for ensuring that the Department's services for students, teachers and course directors maintain a high standard.

The Head of Department's delegations to the Director of Studies (Resources)

- Decisions on the financial limits for dimensioning and staffing the education provided, and the course range.
- Decisions to report on and monitor teachers' annual working time.
- Decisions on issues relating to contract education.
- Decisions on matters of a minor financial scale or requiring prompt handling.