

REGULATIONS GOVERNING POSITIONS (POSTS AND ROLES) AT THE UNIVERSITY OF THE FAROE ISLANDS

(December 2023)

This document provides an overview of the main positions at the University of the Faroe Islands, including the relevant regulations and descriptions of the positions, as well as the processes for recruitment and internal progression to these positions. The purpose of all of these positions is to contribute to meeting the commitments and priorities of the University as laid out in the University's Strategic Plan, 2020-2024, and all staff are expected to make a satisfactory contribution, relative to their position.

In recruitment and progression to these positions, and in the conduct of the positions themselves, the University is fully committed to equality of opportunity, to inclusivity and to supporting well-being in an environment in which all can flourish and thrive. More generally, all staff in University positions are expected to conduct themselves professionally at all times, and to observe the Universities policies on observing the dignity of, and showing respect towards, others at all times.

The document distinguishes between two types of positions – firstly posts (for instance Associate Professor, or University Director), which are 'positions in themselves', and 'roles' (such as Programme Leader, Deputy Dean, or Faculty Research Leader) which are allocated to staff who are already in a post, and which are undertaken while occupying that already existing post. The document will be updated to reflect developments at the University, and all changes will be advised to, and approved by, the Board.

Art. 1

Rector, Vice Rector, Pro-Rector and University Director

1.1 The **Rector** is appointed to their post by the University Board of Directors. The Rector is responsible for day-to-day operation and overall leadership and management of the University, acting within the scope of decisions made by the Board and in accordance with the provisions in the terms of reference for the Rectorship (see Appendix 1). The Rector is appointed for a period of five years, with the possibility of an extension for a further three years.

The role of **Vice Rector** (see Appendix 2), the **Pro-Rector** roles (Pro-Rector for Education and Enhancement and Pro-Rector for Research and Enterprise, see Appendices 3a and 3 b), the position of Dean (which may be a role or a post), and the post of University Director, are also appointed by the Board, on the recommendation of the Rector. The Vice Rector and Pro-Rectors are typically appointed from among the Deans for a period of three years.

All other positions at the University are filled on appointment by the Rector, based as appropriate on recommendations received by relevant committees (described in this document), which are approved by the Rector in advance.

The University Director is responsible for the overall administration of the University, acting within the scope stipulated by the Board and Rector, and in accordance with the provisions in the terms of reference for the position of University Director (see Appendix 4). The Director reports directly to the Rector.

Art. 2

Deans

2.1 Research and teaching are carried out in the University's faculties. The number and precise configuration of faculties, which is approved by the Board, may be subject to change from time-to-time. Commonly, existing staff members are appointed to the role of **Dean** for a three-year period, with the possibility of extension, and are responsible for the overall academic and administrative leadership and management of the faculties. Deans report directly to the Rector. It is also possible for the position of Dean to be advertised externally and filled by an external applicant (as a post, rather than as a role),

either for a fixed-term period, or on a permanent basis.

2.2 It is the duty of the Deans, working with all the relevant staff at both Faculty level and also across the wider University, to assure the quality of both research and teaching, as well as close consistency in the relationship between the two – such that all programmes have, or are in the process of achieving, appropriate research underpinning. Deans are also responsible for ensuring that all research, teaching, day-to-day administration and other University activities at faculty level are carried out in accordance with the rules, regulations and objectives set by the University of the Faroe Islands. More detailed provisions are available in the terms of reference for the Deanship (see Appendix 5).

2.3 Subject to the Rector's approval, Deans may appoint staff to the roles of Deputy Dean (see Appendix 6), Programme Leader (see Appendix 7) and Faculty Research Leader (see Appendix 8), as well as to posts and roles within their faculties such as heads of laboratories, archives, collections, centres, institutes, and so on.

2.4 It is the responsibility of the Deans to ensure that Programme Leaders and course leaders arrange for the preparation and regular updates of programme profiles and descriptions and course descriptions, in line with the approved curricula, which will also be subject to regular review and enhancement in dialogue with the University's Quality Unit.

2.5 It is also the responsibility of the Deans to ensure that Faculty Research leaders and researchers contribute appropriately in relation to the expectations of their positions, regarding the leadership of research activity and the delivery of appropriate research outputs, in regular dialogue with the University's central Research and Enterprise Unit.

Art. 3

Academic research and teaching positions

3.1 The minimum requirement for academic research and teaching positions at the University of the Faroe Islands is a recognised Master's level degree, in accordance with the Bologna Declaration. However, in most cases, and increasingly in future, a PhD will be required. Staff in academic research and teaching positions who do not have a PhD will be encouraged and supported to undertake and complete a PhD programme.

Art. 4

Posts which may be Permanent or Fixed-Term

4.1 The academic positions which may be permanent or temporary are: Professor, Associate Professor (lektari), Teaching Lecturer (námslektari) and Scientific Assistant (vísindaligt hjálparfólk).

4.2 **Professors** are expected to meet the highest standards of academic qualifications and expertise in their field, have very good pedagogical skills and extensive administrative experience in higher education and research. Professors have, under the broader oversight of the Dean, special responsibility for the quality of research and teaching in their subject area and for mentoring and supporting other staff in their development. Staff in permanent professor positions may be required to take on leadership/administrative roles as part of their duties. There is further specification of the expectations of the position of Professor at Appendix 9.

4.3 **Associate Professors** are expected to meet very high standards of academic qualifications and expertise in their field and to be able to demonstrate extensive teaching experience and good pedagogical skills, as well as substantial administrative experience in higher education and research. Staff in permanent associate professor positions may be required to take on leadership/administrative roles as part of their duties.

4.4 **Teaching Lecturers** will meet high standards of subject expertise (ideally, and increasingly as we move forward, holding a PhD), be academically competent, and should be committed to the delivery of excellent teaching and learning based on up-to-date research and scholarship within the relevant field. They will contribute to the administrative tasks of their faculties as required. Teaching Lecturers do not usually have specific research responsibilities, however they may be allocated research time by the Dean to contribute to particular projects and deliver specified outputs. Staff in permanent teaching lecturer positions may be required to take on leadership/administrative roles as part of their duties.

4.5 For Professors, Associate Professors and Teaching Lecturers, more precise specifications will be given in detailed job descriptions relevant to specific posts in the different faculties.

4.6 The precise qualifications, tasks and expectations associated with Scientific Assistant posts will also be specified in the relevant job descriptions.

Art. 5

Fixed-Term Positions

5.1 The fixed-term research and teaching posts are: Assistant Professor (*adjunktur*), Ph.D. Student, Ph.D. Fellow and Postdoctoral Researcher. More detailed specifications for these posts will be provided in detailed job descriptions relevant to specific posts in the different faculties

5.2 The assistant professorship is a fixed-term teaching and research post with prospects of securing a permanent associate professorship, provided that the requirements for this permanent post are fulfilled within a specified period of time. For the assistant professorship, a Ph.D. degree is a requirement.

Assistant professorships are ordinarily 3-4 years and may be extended by up to 12 months, if circumstances warrant such an extension. Extensions are conditional on agreed objectives, research and work plans for the specified period, which offer a clear indication that the expectations for progression to associate professor will be met within the defined period.

Assistant and associate professors may in some cases also be appointed with a special focus on research and research activities (for instance where their post is substantially or entirely externally funded).

Assistant professors are required to undergo an associate professor assessment (*lektarameting*) no less than 3 months prior to the end of their temporary appointment (for guidelines, procedure and required documentation, see 8.5, below, and Appendix 10). Based on a positive outcome of such an assessment, assistant professors may be appointed to the permanent staff as associate professors, circumstances permitting. The assessment may be conditional meaning that the assistant professor is given a period of up to 6 months to deliver certain outputs. If the assistant professor is not appointed as associate professor, the employment runs out at the end of the fixed-term period of the assistant professorship.

5.3 Special rules and regulations apply to Ph.D. students (see the relevant Executive Order).

5.4 The Ph.D. Fellow is a fixed-term academic research position, which is mainly intended as an opportunity to further the academic development of staff at the University, in order for staff to progress to a more advanced academic research position. In addition to the admission requirements outlined in Art. 4 of the Ph.D. Executive Order, teaching experience is also a requirement.

The Ph.D. Fellow is a four-year position divided as fifty percent research and fifty percent teaching and other relevant tasks, as well completion of the required Ph.D. modules.

The salary terms and conditions for Ph.D. Fellow are the same as those applicable to lecturer positions.

On completion of their Ph.D. degree and no less than three months before the Ph.D. Fellow period lapses, the Ph.D. Fellow must submit an application for progression to an assistant professorship, refer to the progression procedure detailed in Art. 10 c.

5.5 The postdoctoral position is a fixed-term academic research position with the objective of furthering the academic development of staff in preparation for progression to more senior academic research positions. The competence requirement is Ph.D. level. The main task is research (e.g. 70 per cent), but teaching responsibilities may also be stipulated to a limited degree (e.g. 20 percent). In addition, postdoctoral positions also generally entail a minor fraction of other responsibilities (e.g. 10 percent).

Academic staff with a Ph.D. degree can be appointed to a fixed-term postdoctoral positions where:

- The employment period is usually between one and two years and may be up to four years.
- They are expected to develop their research profile in line with the procedures at the relevant department.
- They are expected to develop their capacity to secure external funding (e.g. as co-applicants), as well as funding in general for small-scale projects.
- They are expected to develop their capacity to lead research projects.
- They are expected to develop their skills and capacity to teach and supervise BA and MA students, as well as (co-) supervise Ph.D. students.
- They will be assigned a mentor for support during their postdoctoral period.

A plan for the postdoctoral period is required, including a project description for the research project as well as a description of any teaching responsibilities and other tasks along with estimates of the scope of these tasks. The plan must detail the name of the postdoctoral mentor and the tasks the postdoc is expected to complete. This plan should be ready on employment and must be finalised no later than one month after the postdoctoral position's start date.

Postdoctoral academic staff are responsible for securing funding for their own employment expenses, travel and conferences and any expenses linked to periods spent in other research environments in the Faroe Islands or abroad.

Postdoctoral academic staff are employed pursuant to the salary scale and terms and conditions stipulated in the collective agreement of the Akademikarafelagið union.

Art. 6

Affiliated Positions and Hourly-Paid Staff

6.1 The fixed-term affiliated academic (scientific) posts are: affiliated professor, affiliated associate professor and affiliated teaching lecturer. The expectations and nomination process for these affiliated roles are described in Appendices 10a and 10b.

6.2 The academic and general requirements of the permanent posts also apply to the affiliated posts.

6.3 Special rules and regulations apply to hourly paid teachers and other hourly paid academic assistants and these are described on the University's website. Separate agreements on the terms and conditions of such positions will be established in each individual case.

Art. 7

Administrative and technical posts

7.1 The administrative and technical posts at the University require different sets of qualifications and skills. Detailed requirements are described in the documents establishing each post, as well as in each job description itself. The Rector will make the appointments for all such positions, except that of the University Director, who is appointed by the Board on the recommendation of the Rector.

Art. 8

Appointments (evaluation committee and selection committee) and Career Progression

8.1 For the appointment of teaching and research positions (not including the position of Teaching Lecturer), the Rector, on the recommendation of the Dean, appoints a selection committee. The task of the Selection Committee is first and foremost to make a comprehensive assessment of whether the academic qualifications of the applicants are suitable for the intended position, whether the applicant's research interests and research qualifications are relevant to the University, and whether there is a possibility for collaboration within and outside the University. The selection committee will, on the basis of the comprehensive assessment, present a recommendation to the Rector as to which applications should be submitted for evaluation to the Evaluation Committee, §8, stk.2.

8.2 As indicated in §8, stk.1, the Rector, on the recommendation of the relevant Dean, appoints also an evaluation committee, usually of three or four people, and at least two of whom come from another university or research institution. The members of this committee will have at least the same level of qualifications and skills as those required for the position they are evaluating. The task of the Evaluation Committee is to assess the academic qualifications, skills and competences of applicants against the requirements in the job description, as well as any special provisions and regulations that apply to the position. The Evaluation Committee is required to provide an assessment as to the suitability of the candidates referred for evaluation, and a ranking of candidate suitability from the perspective of the Committee. The Rector appoints the Chair of the Evaluation Committee, who will be internal to the University. The Chair coordinates the work of the Committee and ensures that the evaluation is adequately documented and agreed by the Committee as a whole.

8.3 The Selection Committee then bases its subsequent work on the Evaluation Committee's academic and professional assessment. Firstly, candidates are selected for interview in a further shortlisting process, and then interviews are conducted with the selected candidates. The Selection Committee takes a comprehensive approach and issues a recommendation to the Rector regarding

which applicant is the overall best match for the available position, and also indicates suitable reserve candidates, as appropriate.

8.4 For teaching and research posts with a term of less than a year, the Rector may authorize an exemption from the Evaluation Committee requirement, meaning that any applications will be assessed by a Selection Committee, as per Art. 9.

8.5 For staff in teaching and research posts seeking to progress from an assistant professor post to an associate professor post, or from an associate professor post to a professor post, the guidelines, procedure and documentation for completion are provided in Appendix 11.

Art. 9

9.1 For positions other than research and teaching positions, the Rector appoints a Selection Committee on recommendation from the relevant Dean, University Director or Head of Human Resources. The Selection Committee assesses applications following the general administrative procedures for the public sector in the Faroe Islands. The Dean, University Director or Head of Human Resources submits a recommendation to the Rector stating which candidate is most suitable for the position, based on a comprehensive overview of the field. The Rector, as in the case of teaching and research positions, has the final say and appoints a candidate for the position.

9.2 Project positions, such as Ph.D. or postdoctoral researcher, will be appointed following special agreements and in consultation with the rector.

Art. 10

Temporary derogations

10 In special cases and with good reasons, the Rector may authorize temporary derogations from the provisions stipulated above. The Rector may also, in exceptional circumstances, appoint people for fixed term positions of up to one year. However, no such appointments may be extended, except in evidently exceptional cases, and then only with a clear time limit for the extension.

Art. 11

Working time and working conditions

11.1 The working time of people in academic research and teaching positions is divided between research, teaching and administration. All three types of work entail an obligation to produce deliverables, relative to the level of appointment and salary, which must be documented and approved by the relevant dean, who is responsible for ensuring that the documentation is done and then that the deliverables are delivered.

11.2 Anyone in a University post will receive an employment contract with clearly stipulated terms and conditions of employment, as well as a description of their duties. The Rector, on recommendation from the Dean, University Director or on request from the person employed, may change the distribution of working time between teaching, research and administrative activities.

Those in designated roles (such as Pro Rector, Deputy Dean, Programme Leader or Faculty Research Leader) will also receive a letter of appointment together with a role description.

Art. 12

12.1 The University pays the same merit based wages across the University faculties and departments, which means that the higher the academic or professional qualifications, the higher the wages. The University then also ensures that staff contribute to the work of the institution in ways which reflect their qualifications and level of salary (see also §11, stk.1). These wages will be supplemented by allowances for any special work or management tasks, such as the tasks specified for the roles of Deputy Dean, Programme Leader or Faculty Research Leader.

12.2 The payment of any overtime or unsocial working hours bonus requires the authorization of the Rector, on recommendation from the Dean or University Director.

12.3 The University discusses the classification of wages with the Faroese Department of Accounting and Financial Administration (Føroya Gjaldsstova). Together with the trade unions and the Faroese Department of Accounting and Financial Administration (Lønardeildin), the University aims to recognize and prioritize professional development in wage-setting negotiations. The professionalisation of the University more generally is a clear priority in the University's Strategic Plan, 2020-24.

Approved by the University Board at its meeting of 10th November 2023, replacing the version approved on 22th November 2022 (in turn replacing the original version approved by the previous Board on May 17th, 2016)

Appendices

1. The Post of Rector

Ordinance Regarding the Position of Rector
As agreed upon, by the Board of Directors on the 17th of March 2010

Responsibility and Authority

- The Rector handles the daily management of the University of the Faroe Islands, within the parameters set by the Board of Directors.
- The Rector has, on behalf of the Board of Directors, the general responsibility for the management and supervision of all activity at the University.
- The Rector is the judicial and legal representative for the University and the University's spokesperson to authorities and the public. In legal proceedings, the Rector can appoint a deputy to take their place.
- The Rector, and in their place the Vice-Rector, has the right to take part in the meetings of all the University's boards, councils and committees.
- In matters that cannot wait until the Board of Directors have their next meeting, the Rector will make a ruling, in consultation with the Chairman of the Board of Directors. The Rector makes decisions in matters that should be processed prior to a meeting of the Board of Directors, and that are not pressing enough to warrant an extraordinary meeting.
- The Rector is responsible for instituting the statutes agreed upon by leaderships at the University and to manage resources and assets according to these statutes.
- The Rector employs and dismisses the University's employees, though the Board of Directors employs and dismisses Deans and the Managing Director, according to the Rector's recommendations.
- The Rector has the authority to make decisions in financial matters and to authorise payments. They also have the authority to make financial commitments on the University's behalf (make agreements and take on obligations), including drawing up binding documents regarding the University's assets.

Chief Objectives

- The Rector shall lead and further the University's work within research and professional development, as well as at the University's degree programmes and its publications. They should also ensure that the goals and agendas for the University are current and progressive.
- The Rector shall ensure that strategies and goals for the University are implemented at all levels of the University.
- The Rector shall ensure that the University has professionally competent leaderships, with an emphasis on the quality of research, professional development, teaching and publication.
- The Rector shall, in collaboration with the Board of Directors, ensure that goals and requirements set in strategies and budgets are reached and completed.
- The Rector shall ensure that all procedures are conducted at an optimal level.
- The Rector shall ensure the quality of communication and information between the different levels of the institution and create a positive culture within the institution.
- The Rector shall encourage a conducive and active learning and working environment.
- The Rector shall ensure the quality of communication with higher authorities, other universities, society and the industry, and generate networks locally, nationally and internationally.
- The Rector shall create an appropriate division of labour with the Managing Director, within the framework of this ordinance.

2. The Role of Vice Rector

The Vice Rector of the University will be appointed to that role from amongst the Deans of Faculty and will hold that role in conjunction with their role of Dean.

The key duties of the Vice Rector are as follows:

- To deputise for the Rector in the formal business of the University when the Rector is on leave or is otherwise unavailable, including, for example, in chairing University committees (such as the Health and Safety Committee or the Collaboration Committee) or meetings (such as the University Leadership Team), representing the University at meetings with external partners, and in signing University documentation (such as employment contracts, educational diplomas, collaboration agreements, and so on), and in such other ways as may be required or deemed appropriate from time-

to-time;

- To advise and support the Rector in the more general conduct of University business, including the growth and development of the University in accordance with the University's Strategic Plan;
- To take lead responsibility for significant tasks and projects in developing the University and its external collaborations, as required and on the basis of discussion and agreement with the Rector.

3. The Roles of Pro-Rector

a. Pro-Rector for Education and Quality Enhancement

The key duties associated with the role of Pro-Rector for Education and Quality Enhancement are:

- To support the Rector in the execution of their duties by leading and organizing the work of the University's Quality Unit, in accordance with the Strategic Plan, 2020-24
- Together with the rest of the University Leadership Team, make sure the University is committed to the Bologna action lines and the Standards and Guidelines for Quality Assurance in the European Higher Education Area
- Together with the Rector, and in dialogue with staff, students and external stakeholders, oversee the development and implementation of the University's quality assurance and enhancement policies and procedures
- Promote a transparent culture of continuous enhancement across the University, including through ensuring the successful operation of a University-wide Quality Forum

b. Pro-Rector for Research and Enterprise

The key duties associated with the role of Pro-Rector for Research and Enterprise are to:

- To support the Rector in the execution of their duties by leading and organizing the work of the University's Research and Enterprise Unit, in accordance with the Strategic Plan, 2020- 2024
- Together with the rest of the University Leadership Team, to promote and support research activity which will underpin the delivery of education programmes and lead to high quality publications, external funding applications and collaborations with partners.
- To lead a University-wide Research and Enterprise Forum composed of Faculty Research Leaders, who will, in collaboration with Deans, inter alia:
 - o co-ordinate a robust process of peer review of funding applications in accordance with University guidelines;
 - o play a role in mentoring early career staff in developing their research profiles;
 - o contribute to Faculty and University-level approaches for supporting PhD students;
 - o support the development of enterprise activities;
 - o support the production of an annual review of research and enterprise activities across the University.

4. The Post of University Director

Regulation for the University Director at the University of the Faroe Islands

As agreed upon by the Board of Directors on the 17th of March 2010

Responsibility and authority

The University Director is:

- Head of the administration of the University under the management of the Board of Directors and the Rector.
- Secretary to the Board who – in consultation with the Rector – prepares and presents recommendations for the Board.
- Also – directly or by delegation – secretary to other management units at the University.
- Responsible for ensuring, that the financial administration across the University complies with the relevant rules and also the criteria for the award of the annual government grant.
- Responsible for ensuring that the more general administration of the University is carried out appropriately and in accordance with the relevant laws, rules and guidelines and within the financial framework set by the Board.

Main Duties

The University Director:

- Works to develop and implement appropriate strategies and goals related to research, education and communication at the University.
- Ensures, within the financial framework set by the Board, that administrative procedures are appropriate and of high quality.
- Prepares budget drafts and annual accounts, and keeps the Rector updated on changes in the finances and in the state of other relevant affairs at the University.
- Is responsible for ensuring that all case work is handled to a high standard.
- Ensures good communication and information sharing at all levels across the University.
- Ensures that the University has employee and reward policies and action plans that support the University's strategic goals.
- Ensures that the University has systems to ensure high quality in research, academic work, teaching, and dissemination of academic outputs, and works to ensure that the work and learning environment is of a high standard in relation to health, safety, and well-being.
- Is – as necessary and requested – obliged to report any concerns about professional and/or administrative conduct to the Board.
- Works to ensure that communication with higher authorities, other universities, and other collaborators – both nationally and internationally – is supported and developed.
- Supports an appropriate division of labour with the Rector, within the framework of the prevailing regulations

5. The Position of Dean: General Description of the Position of Dean at the University of the Faroe Islands

The position of Dean at the University of the Faroe Islands is a full-time leadership and management position. However, Deans should be able to stay updated with, and to develop research in, their own academic fields.¹

In their leadership and management role, Deans have responsibility both:

- For a particular faculty, with its own Faculty Leadership Team [comprising of the Dean, Deputy Dean(s), and Faculty Research Leader]
- As part of the corporate management of the University as a whole, via the University Leadership Team [comprising the Rector, Pro-Rectors, the Director of Administration, and the Deans].

In each of these respects, Deans have the overarching responsibility of making a leading contribution to the successful implementation of the mission, vision, commitments, and priorities of the University's current strategic plan. This includes ensuring that there is at all times effective, constructive communication and co-operation throughout the whole organization – in their own faculties, with other Deans and their faculties, with the Pro-Rectors and the central administration – so that the University will function and develop coherently as a single University.

At faculty level, Deans are responsible, in consultation with the Rector and in close connection with the current strategic and operational plans, for the planning and development of their own faculties, to ensure and develop the faculty's capacity to deliver:

- Distinctive and high quality higher and continuing education, underpinned by relevant research, to serve the evolving needs of the Faroe Islands.

¹ If this proves not to be the case, for instance if circumstances require a Dean also to deliver substantial teaching, then this will be discussed and taken account of somehow

- High quality research, especially that relevant to the needs of the Faroes, our wider region and other countries and territories of a similar size.
- A wider public service in response to the needs of the Faroe Islands, including in relation to the Faroese language and in wider pursuit of sustainable economic, social, and cultural development.

At all times, the requirement is that deans advance the whole University strategy and positively communicate important strategic choices to all internal and external parties, so as to align University and faculty-level strategies to maximum effect.

Key ongoing responsibilities will include:

- Careful leadership and management of the faculty, ensuring
 - o effective governance and sound financial management and planning
 - o a positive, respectful, and inclusive work and study environment
 - o a focus on the well-being of both staff and students
 - o a focus on staff contribution, collaboration, and professional development.
- Ongoing review, enhancement, and development of the University's portfolio of educational programmes, in consultation with relevant internal colleagues (including the University's Quality Unit and other faculties) and external partners (including government and employers).
- Raising both the quantity and quality of research and enterprise activity, in consultation with relevant internal colleagues (including the Research and Enterprise Unit) and external partners (including research funders and organizations across the public, private, and voluntary sectors).
- Promotion of, and support for:
 - o interdisciplinary co-operation (both within and between faculties, and also with external collaborators) in both teaching and research;
 - o income generation to finance the development of additional activities (including, particularly, research activity).
- Building productive relationships with external parties, both on the Faroe Islands and internationally, to provide innovative contributions, impacting on societal needs.

On financial matters, Deans:

- Provide the Rector – or whomever the Rector refers them to – with recommendations on budgets for their faculty.
- Are responsible for the overall budget that is annually allocated to their faculty.
- Approve external funding applications and other projects with external financing in consultation with the Rector, or whomever the Rector refers them to.
- Encourage and support faculty staff to develop both education and research projects based on external funding (out with the main government grant), in collaboration with the Research and Enterprise Unit.

On programme descriptions (námsskipan) and supervision, Deans:

- Provide initial internal approval for educational programmes on the recommendation of appointed subject-specific groups, the relevant Study Board and in collaboration with the Quality Unit.
- Directly, or via their nominees, approve supervisors for bachelor and master dissertations and for Ph.D. projects.

Recommendations and Delegation

Deans also provide recommendations to the Rector on a wide range of appointments and other staffing matters and are able to delegate some elements of responsibility to other staff. More details on these aspects are provided in other documents.

6. The Role of Deputy Dean

The Role of Deputy Dean at the University of the Faroe Islands: A general outline which will be subject to more detailed specification in particular faculties and cases

The Deputy Dean will typically be an Associate or Full Professor within the relevant Faculty and will be allocated the role by the Dean on approval of the Rector. In particular cases, the Rector can approve the allocation of the role of Deputy Dean to staff in other positions (such as Assistant Professor or Teaching Lecturer).

The broad expectations associated with the role of the Deputy Dean are:

- To act as the Dean's Deputy if the Dean is absent or otherwise prevented from acting;
- To assist the Dean in the day-to-day management of the Faculty by agreement with the Dean;
- To assist the Dean to lead and manage the Faculty in accordance with the University strategy.

The role of Deputy Dean will be supported by an allocation of up to 20% of a full-time position, depending on the precise allocation of responsibilities. The final time allocation will always be approved by the Rector. The role will generally be reflected in an enhanced payment.

7. The Role of Programme Leader

Role Description for Programme Leaders at the University of the Faroe Islands

Structure, responsibilities, and authority

The programme leader is appointed by the dean for a 3-year period (with a possibility of extension for a further period) within a specific subject area. The programme leader – who will usually report to the dean, but may report to a deputy dean – must have firm knowledge in the subject area and appropriate teaching experience.

The programme leader has the responsibility to make sure that the teaching follows the current quality requirements of the University of the Faroe Islands, making sure that the programme is in accordance with the current programme description, the strategy and vision for the University of the Faroe Islands and making sure that the programme will be evaluated according to the current procedures.

Together with the faculty administration, the programme leader provides the Próvbók and the University's main webpage with updated information about the programme, the specific courses, and exams. Information to students about courses, teaching and exams is provided in the relevant pages in Moodle.

In agreement with the dean, the programme leader has the authority to make agreements with staff about teaching (e.g., laboratory assistants), scientific personnel and temporarily engaged teachers within the financial budget for the programme.

In programmes where practical training (internship) and clinic are required, the programme leader can distribute the communication with the specific clinics and the internship to other members of staff.

Administrative relations/circumstances

The programme leader communicates with the teachers and the faculty secretariat about the course descriptions and organization of the teaching and exams. The programme leader recommends examiners to the dean.

Supervision plans, thesis statements and submission deadlines for bachelor theses, master theses and other theses must be approved by the programme leader, unless, with the approval of the dean, this task is specifically delegated to the thesis supervisors.

The programme leader ensures that applications for credit are professionally assessed and that the assessments are sent to the study boards for approval.

Applications for credit for courses that already are approved can be taken care of by Student Affairs. The Study Board and the programme leader must be informed about applications that Student Affairs have decided on.

In terms of admission of new students, the programme leader participates upon request from Student Affairs.

The programme leader follows the students' course of study. The programme leader processes applications from students for study leave and informs the faculty secretariat when a leave is approved.

Financial conditions

The programme leader communicates with the dean about the financial needs for the programme, arranges the programme according to the financial budget and, if needed, the programme leader can get access to the BSL-system at Gjaldsstovan to follow the expenses.

Workload and additional payment

The workload is expected to vary from programme to programme. Every programme leader arranges with the relevant dean how much work and time it takes to be a programme leader (often between 25% and 50%). The number of working hours are often determined by the compulsory amount of teaching by the scientific staff. According to the AKF-contract, the position as programme leader is paid a monthly enhancement to their regular salary according to Deildeleiðari-I.

8. The Role of Faculty Research Leader

Description of the role of the Faculty Research Leader at the University of the Faroe Islands

This document describes the key duties of the Faculty Research Leader (FRL) at the University. The FRL will be part of a Faculty Leadership Team and will be managed by the Dean. The FRL will work in close collaboration with the Research and Enterprise Unit as well as with other FRLs. Duties associated with the FRL role may vary in different faculties, depending on circumstances.

- To support the Dean in leading the development of research and enterprise activities in accordance with the University's Strategic Plan, 2020-2024.
- To promote and support research activity which will underpin the delivery of education programmes and lead to high quality publications, external funding applications and collaborations with partners.
- To collaborate closely, on behalf of the Dean and the Faculty, with the Research and Enterprise Unit, as required, including:
 - o co-ordinating a robust process of peer review of funding applications in accordance with University guidelines;
 - o participating in and reporting to the University's Research and Enterprise Forum, as convened by the Research and Enterprise Unit;
 - o to play a role in mentoring early career staff in developing their research profiles;
 - o contributing to Faculty and University-level approaches for supporting PhD students;
 - o supporting the development of enterprise activities;
 - o supporting the production of an annual review of research and enterprise activities across the University.
- Where appropriate, the Research Leader may have line management responsibility for some members of staff.

The role of Research Leader will generally be recognized and rewarded with an enhanced payment.

Approved by the University Leadership Team September 2020

9. The Post of Professor

The professorship is a post where the main tasks are scientific research (including commitment to publishing and scientific dissemination) and research-based teaching with associated exams. The tasks also include knowledge sharing with society and participation in public debate. Research-based government services may also be included.

Research management and supervision of assistant professors and researchers, as well as academic assessment work, are parts of the duties.

The University determines the distribution between the different tasks.

An applicant for a professorship or candidate for progression to professor is assessed on the qualifications required in this document and the job description. The applicant must document qualifications in both scientific research and research-based teaching as well as administrative qualifications. It must be documented that the applicant has independently developed the subject area by high level scientific production, e.g. by articles in high level peer-reviewed journals or equivalent publications. In addition, emphasis must be placed on an assessment of the ability of the applicant to conduct scientific research and education management (for example in supervision of PhD-projects) and other leadership and management functions, e.g. in relation to the university's external cooperation and ability to attract external funding for research and complete funded projects highly competently.

10. Affiliated Positions.

a. Affiliated academic positions at the University of the Faroe Islands

The University of the Faroe Islands (henceforth, "the University"), in pursuit of its mission and vision (see University of the Faroe Islands, Strategic Plan 2020-24), welcomes the opportunity to appoint suitably qualified individuals from out with the University to affiliated academic positions. The intention is that those appointed will be highly motivated to contribute to the work and to the development of this still young and ambitious University, and that in turn the University will support them well to make that contribution and to have a very positive experience of collaboration.

When appointed to an affiliated academic position, the appointee is agreeing to contribute to the work and development of the University and to present the University as their secondary research and educational affiliation at all times. The University will not be the appointee's primary employer and the appointee will have responsibilities only in relation to tasks directly related to their contribution to the University.

Appointment

The appointment process for affiliated academics will involve the completion of a nomination form which will be submitted by the relevant Dean of Faculty to the University Director. This form will detail, inter alia, the qualifications, work experience and institutional affiliation(s) of the nominee, their suitability for appointment in terms of character, standing and professional achievements, and the particular basis for their appointment, including primarily the contribution they will make to the work and the development of the University. Staff in the relevant Faculty will be advised of the nomination and have an opportunity to comment on it, as will other Deans of Faculty. The nomination will ultimately be approved by the Rector and confirmed by the University's senior academic body.

Main responsibilities of the University:

- To agree with the appointee the broad contribution they will make to the work and the development of the Faculty and University over the course of their appointment, and to provide all reasonable support to facilitate that contribution;
- Linked to the above:
 - o To ensure that the appointee can become professionally acquainted and integrated with the most relevant colleagues at the University in order to be able to contribute well;
 - o To ensure that the appointee has access to a desk at the University when needed and to a University email account;
 - o To support the appointee in research applications related to their activity at the University;
 - o To support the appointee in the execution of funded research projects which the University agrees to administer;
 - o To support the appointee in communicating their appointment to the University and their University activity to appropriate audiences;
 - o To collaborate with the appointee in the specific planning of agreed teaching tasks.

Main responsibilities of the appointee:

- To agree with the University (normally the Dean of Faculty) the broad contribution they will make to the work and the development of the Faculty and University over the course of their appointment, and to have discussions from time-to-time with the University (normally the Dean of Faculty) regarding the progress in making this contribution;
 - o The areas in which an affiliated academic might contribute are wide ranging, but typically, inter alia, they can include: contributions to teaching, including being allocated the role of “responsible teacher” for a particular course or courses; supervision of undergraduate, masters and doctoral projects; collaborating with Faculty colleagues in research activity and publication, including applying for external research funding and carrying out funded research; mentoring and supporting the development of University staff in a range of ways; representing the University in collaborations with external partners; public engagements aiming to enhance the reputation of the University both domestically and internationally, and many other things;
 - o The University will pay to all affiliated academics a basic monthly stipend and it will be expected that this stipend will be the basis for the general, broad contribution which is outlined for the nominee, unless that includes unusually extensive teaching and supervision loads. Any additional payments will require the express approval of the Dean before additional work requiring payment is undertaken;
 - o The University should be included as an affiliation in the appointee’s public profile, including in all published outputs, scientific presentations, lectures, media coverage events and public appearances;
 - o At all times, appointees will, of course, be expected to be cognisant of the normal expectations of University life, in particular with respect to issues of dignity and respect, diversity and inclusion, and ethics and professional integrity.

Approved by the University's leadership (rector, university director and deans) on June 5th, 2020.

b. Nomination form for appointment to an affiliated academic position at the University of the Faroe Islands

This nomination form should be completed by the member of staff making the nomination and should be submitted to the University Director together with the nominee’s full CV, including nominee’s references.

- Name of Nominee:
- Position for which being nominated:
- Member of staff nominating (usually the Dean of the relevant Faculty):
- Nominee’s main academic qualifications (Qualification, awarding institution; dates of study and

graduation):

- Main relevant experience and current and past job titles and institutional affiliations:
- Key research and publications to highlight:
- What is the case for the appointment to be made and what is the contribution that the nominee will make at the University of the Faroe Islands if the nomination is approved?
- Comments from staff in the relevant Faculty (to be completed prior to submission):
- Signature of member of staff nominating:
- Date:
- Comments from other Deans of Faculty:
- Rector's final decision:
- Period of appointment:

11. Guidelines, procedure and required documentation for academic (teaching and research positions) career progression.

Guidelines and procedure for academic (teaching and research positions) career progression at the University of the Faroe Islands

This document is provided for teaching and research staff at the University who are seeking career progression (typically from assistant to associate professor or from associate to 'full' professor) and for staff in management and administration positions relevant to the progression process.

Guidelines

Teaching and research staff can seek career progression of their own accord, but also, in conjunction with the relevant Dean (and manager, where the Dean is not the manager). In either case, staff seeking progression should complete the "Proposal from an academic member of staff to be evaluated for career progression" (appended to this document), following the guidance provided on the proposal document, and discuss that with the Dean (and manager, as appropriate), prior to submitting the proposal to the University administration.

The proposal should be submitted together with a full academic CV (including academic qualifications, employment history, teaching experience and bachelors and masters dissertation/thesis supervision, publications (clearly distinguishing peer reviewed outputs from others), funding awards, PhD supervisions, impacts arising from your work, public engagements, relevant administrative experience, and so on) and copies of no more than 5 of the proposer's most important research outputs.

In completing the proposal, and presenting the CV, it will be useful to take account of the University's Strategic Plan, 2020-2024. Thereafter the procedure will be as follows.

Procedure

- The University Director informs the Rector and the proposal will be discussed by the University Leadership Team.
- When appointing to teaching and research positions, or assessing staff who are already in such positions for career progression, the Rector – on the recommendation of the relevant Dean – approves an evaluation committee (see Regulations Governing Positions at the University of the Faroe Islands). If the Rector approves, an evaluation committee will be established for the proposal received.
- The relevant Dean recommends members for the evaluation committee.

- The Dean sends the material required for the evaluation committee to the University administration³.
- The administration sends the material and other relevant documents to the evaluation committee.

- The chairperson of the evaluation committee sends the evaluation results back to the administration².
- The administration sends the evaluation results to the Dean and the applicant for a hearing. The applicant has eight days to make remarks.
- The applicant then sends the evaluation and the remarks to the Dean and the University Director for approval. The University Director sends the documents to the Rector. The Rector makes the final decision on the progression, consulting with senior colleagues as required. The Rector informs the Dean and the administration of the decision.
- The Dean informs the applicant on the decision.
- The Dean sends the information to the Communication Co-ordinator, who then will post the decision on the University's intranet (Setursnetið).
- If the progression has public interest, the progression will be posted on the University's webpage.
- The Communication Co-ordinator changes the employee's title on the webpage.
- HR staff write the employment letter and inform the finance department.
- The administration sends a letter of thanks to the evaluation committee together with the payment document (gjaldsskjalinum).
- The financial department ensures that the members of the evaluation committee receive the payment.

Legal Framework

Løgtingslóg nr. 58 frá 9. juni 2008 um Fróðskaparsetur Føroya, sum broytt við løgtingslóg nr. 51 frá 8. mai 2012

Reglugerð fyrri skipan av Fróðskaparsetri Føroya, grein 7 Reglugerð fyrri stórv á Fróðskaparsetri Føroya 302540

University of the Faroe Islands

PROPOSAL FROM AN ACADEMIC MEMBER OF STAFF TO BE EVALUATED FOR CAREER PROGRESSION

Prior to submission to the University Director, the proposal should be discussed with the relevant Dean of Faculty. It should be submitted together with a full academic CV (including academic qualifications, employment history, teaching experience and bachelors and masters dissertation/thesis supervision, publications (clearly distinguishing peer reviewed outputs from others), funding awards, PhD supervisions, impacts arising from your work, public engagements, relevant administrative experience, and so on) and copies of no more than 5 of the proposer's most important research outputs.

In completing your proposal, and presenting your CV, it will be useful to take account of the University's Strategic Plan, 2020-2024.

After *submission*, the proposal will be discussed by the University Leadership Team, and if appropriate, an evaluation committee will be established, usually chaired by an internal member of staff, and with external evaluators with expertise in the relevant subject area.

Name:

Faculty:

Date of Employment at the University:

Current Job Title and Subject Area:

Seeking to be Evaluated for (please specify position):

² The University Director or the HR Co-ordinator

4 Please note, in the case of the 2016 version, there is a supplement on the position of “Full Professor” which should also be taken into account.

Signature:

Date: