

**REGULATIONS**  
**on the Organisational Structure of the School of Humanities and Social Sciences at the**  
**University of Akureyri No. 416/2012 with amendment No. 1267/2012**

Article 1

*Role, strategy, and employees*

The role of the School is to offer a university education and to establish research in the humanities and social sciences, including social sciences, law, and education. The School develops its own policy for a couple of years at a time, in accordance with its role and the current policy of the University of Akureyri. The School of Humanities and Social Sciences operates on the basis of the Act on Higher Education Institutions No. 63/2006, the Act on Public Higher Education Institutions No. 85/2008, and Regulations for the University of Akureyri No. 387/2009.

The School of Humanities and Social Sciences employs Professors, Associate Professors/Senior Lecturers, Assistant Professors/Lecturers, Adjuncts, specialists, temporary lecturers, guest lecturers/guest professors, and office staff.

Article 2

*School Assembly*

The School Assembly of the School of Humanities and Social Sciences (also called School Assembly, cf. Article 16 in the Regulations for the University of Akureyri No. 387/2009) is the highest authority in matters concerning the School. It addresses the main issues regarding the operations of the School and is, along with the Dean, responsible for its operation being in accordance with laws and regulations. The School Assembly makes a suggestion for the hiring of the Dean of School, after prior voting between the candidates (cf. Article 15 in the Regulations for the University of Akureyri No. 387/2009). The School Assembly shall also vote for the Dean's deputy for a two year term, as well as for the Vice Deputy. Please see further information on the tasks of the School Assembly in Article 16 of the Regulations for the University of Akureyri No. 387/2009.

School Assembly seats and voting rights are granted to the following regardless of their appointments' percentage of full-time equivalent: The Dean, Professors, Associate Professors/Senior Lecturers, Assistant Professors/Lecturers and Adjuncts, specialists and Director of the Centre for School Development, one representative of the temporary lecturers from each faculty, appointed by the temporary lecturers of the relevant faculty for one year at a time, and one student representative from each faculty, appointed by their student union for one year at a time. Attendance at School Assemblies is a part of the professional duties of employees in the School of Humanities and Social Sciences.

Article 3  
*School Council*

The School Council operates in accordance with Article 17 of the Regulations for the University of Akureyri No. 387/2009. The Council deals with matters concerning the School and handles its matters between School Assemblies. The Council also deals with issues concerning students that can not be solved at the faculty level. The School Council consists of the Dean of School, his/her deputy, Heads of Faculty, the Director of the Centre for School Development, one representative of teachers appointed by the School Assembly for two years at a time, and one representative of students from each faculty, appointed by their student union, for one year at a time.

Article 4  
*Dean*

The Dean of the School of Humanities and Social Sciences is appointed by the Rector, subject to a prior statement by the School, in accordance with Article 15 of the Regulations for the University of Akureyri No. 387/2009. The Dean's role profile is detailed in Article 14 of the same regulations. The Dean is responsible for summoning representatives to School Assemblies and presides over them. He or she is also Head of the School Council. The Dean's responsibilities and tasks are detailed further in a special job description.

Article 5  
*Faculties*

The School of Humanities and Social Sciences is divided into three faculties: Faculty of Social Sciences, Faculty of Education, and Faculty of Law.<sup>1</sup>

Each Faculty is responsible for the planning and development of courses which the School has approved for teaching in the faculty, as well as for enrollment and graduation acting in the Dean's authority, cf Article 30 in the Regulations for the University of Akureyri No. 387/2009. Each faculty offers at least one path of study, by which is meant a specified combination of courses, which the student must complete in order to be awarded a specific degree.

The structure of all programmes at the School is based on the National Qualification Framework for Higher Education (announcement no. 530/2011). The Psychology programme structure is, for example, based on the Psychologists Act No. 40/1976. The Education programme structure is, for example, based on the Act on the Education and Recruitment of Teachers and Head Teachers in Pre-School, Compulsory School and Upper Secondary School No. 87/2008, Pre Schools (Nursery Schools) Act No. 90/2008, the Compulsory School Act No. 91/2008, the Upper Secondary School Act No. 92/2008 and relevant regulations and national

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<sup>1</sup> In accordance with the agreement of the University Council from 28. September 2007. The objective of the agreement was that an independent department of humanities (or "faculty" according to current regulations) would be launched in Autumn 2009. This objective was not reached, but the School continues to work towards its goal of the establishment of an independent faculty of humanities.

curriculums. The Law programme structure is, for example, based on the Act on Professional Lawyers No. 77/1998 and Regulation on Solicitors License Exams No. 1095/2005.

## Article 6

### *The Centre for School Development at the University of Akureyri*

The Centre for School Development at the University of Akureyri is operated within the School of Humanities and Social Sciences. The Centre works in close collaboration with the Faculty of Education. The role of the Centre is to strengthen schools as professional institutions and channel knowledge to working teachers in pre-schools, compulsory schools, upper secondary schools, and universities in Iceland and from them into the University of Akureyri.

The task of the Centre for School Development relates to every kind of development and improvement work in pre-schools, compulsory schools, upper secondary schools, and universities. The Centre provides advice and instruction to teachers, school administrators, and other professionals working on educational issues. Together with the Faculty of Education, the Centre takes the initiative in introducing to teachers various innovations in educational matters, promotes educational research, and organises conferences. The Centre for School Development handles the administration of the agreement of the University of Akureyri with Akureyri Town on professional services for the schools of the municipality and other agreements of the same kind. [To increase teaching quality in the School of Humanities and Social Sciences, the Centre for School Development provides instruction to the teachers of the School, supports their research work as circumstances allow, and handles other projects assigned to the Centre by the School]<sup>1</sup>).

Professional responsibility for the operation of the Centre for School Development lies with the Director, who is hired by the Rector after the School Assembly's suggestion. The Director shall have been deemed qualified as a Assistant Professor/Lecturer, Associate Professor/Senior Lecturer or Professor in an academic field related to the operation of the Centre for School Development. The Director of the Centre and the Head of the Faculty of Education consult with each other on emphases and shared tasks.

The Centre for School Development employs specialists in education science. Their responsibilities include consultation, school development projects, organising of courses and conferences, and research. If called upon, they will teach courses in the faculties of the School. This shall be negotiated in each case with the Director of the Centre for School Development, in consultation with the specialist in question. Teachers in the School of Humanities and Social Sciences can use the research part of their work for research and development projects under the auspices of the Centre in collaboration with its specialists.

The Director handles the annual preparation of a plan on the services of the Centre within UNAK and the associated costs. The plan shall be confirmed by the Dean of the Faculty of Humanities and Social Sciences. The operation of the Centre for School Development is funded by its own income.

1) Amended with Article 1 in regulation No. 1267/2012

## Article 7

### *Heads of Faculty and Faculty Meetings*

Heads of Faculty and Faculty Meetings are responsible for teaching, teaching structure, and academic development. The Faculty Meeting also makes suggestions to the Dean regarding the advertising of academic positions and provides a statement if more than one applicant is deemed qualified.

Seats and right to vote at Faculty Meetings are granted to Professors, Associate Professors/Senior Lecturers, Assistant Professors/Lecturers, and Adjuncts who perform at least half of their teaching duty within the faculty, and one student representative who is appointed by their student union for one year at a time. Attending Faculty Meetings is a part of the professional duties of employees who have a seat there. A Faculty Meeting is competent to make decisions if in attendance are 50% of representatives with a right to vote, regardless of their percentage of full-time equivalent. The decisions of Faculty Meetings shall be recorded.

A Head of Faculty shall be appointed by the Faculty Meeting for two years at a time, from among the permanent Assistant Professors/Lecturers, Associate Professors/Senior Lecturers and Professors in the faculty. The Faculty Meeting shall also appoint the Head of Faculty's deputy for the same length of time. Only the School Assembly can allow exceptions from these provisions. The Head of Faculty is responsible for the operations of the faculty, academic organisation, preparation and procedures, development and communication, and also participates in the management of the School, e.g. by sitting on the School Council. S/he handles communication with students, plans the teaching load, makes suggestions for new hires, selects supervisory teachers for each academic course in consultation with the Dean of School, and is involved in class scheduling in consultation with the School Office. The Head of Faculty presides over Faculty Meetings and follows through on meeting agreements. The Head of Faculty's responsibilities and tasks are detailed further in a special job description.

## Article 8

### *Heads of Department and teachers meetings*

Faculties are allowed to appoint special Heads of Department to manage one or more departments within the faculty, if the general criteria of the University on minimum number of students and credits of department are fulfilled. Heads of Department are selected in a Faculty Meeting for two years at a time. The Head of Department's job involves communication with students and heading teaching and academic development. Teachers meetings are a venue for consultation, and the Head of Department schedules such meetings as needed. Permanent lecturers, temporary lecturers, and any other persons involved in teaching at a department at any given time may be summoned to academic staff meetings. The Head of Department's responsibilities and tasks are further detailed in a special job description.

## Article 9

### *Curriculum- and Credit-transfer Committees*

Within each faculty of the School of Humanities and Social Sciences operate Curriculum and Credit-transfer Committees. The role of a Curriculum Committee is to discuss the curriculum

and course catalogue and make suggestions to the Faculty Meeting for arrangement of studies at each time. The role of a Credit-transfer Committee is to make suggestions for the assessment of previous education and of proposed exchange studies of students at the pertinent faculty or department. A faculty is permitted to combine a Curriculum Committee and Credit-transfer Committee into one Curriculum- and Credit-transfer Committee. A Curriculum- and Credit-transfer Committee shall consist of at least three representatives of academic staff (Professors, Associate Professors/Senior Lecturers, Assistant Professors/Lecturers or Adjuncts) who shall be appointed for two years at a time by the pertinent Faculty Meeting, and of one representative of the students, who is appointed by their student union for one year at a time. The Head of Faculty shall furthermore work with the Committee. The Committee delegates its tasks among its members. Further details on the appointment, role and procedures of Curriculum- and Credit-transfer Committees can be found in special agreements.

Curriculum Committees in the School of Humanities and Social Sciences shall conduct formal mutual consultation, with a view to establishing as much collaboration as possible on academic programmes and programme choice in the School.

#### Article 10

##### *Area coordination*

It is permitted to appoint area coordinators who are responsible for particular areas within the School. Such areas where coordinator(s) can be appointed include research, international relations, PR, and course and teaching schedule finalisation. Area coordinators are appointed at a School Assembly for two years at a time.

#### Article 11

##### *Entry into force and revision*

These rules which were approved by the University Council on 30 March 2012 are based on the Act on Public Higher Education Institutions No. 95/2008 with subsequent amendment and the Regulations for the University of Akureyri No. 387/2009 with subsequent amendments. The regulations immediately enter into force. Simultaneously, Regulations on the Organisational Structure of the School of Humanities and Social Sciences at the University of Akureyri No. 611/2009 with subsequent amendment become void. This organisational structure and job descriptions shall undergo regular revisions, where accumulated experience is taken into account.

Revised with amendments at School Assembly of the Faculty of Humanities and Social Sciences on 1 February 2012. Amendment No. 1267/2012 (to Article 6) approved by the University Council on 30 November 2012.

*The University of Akureyri, 20 April 2012*

**Stefán B. Sigurðsson** Rector.

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*Sigurður Kristinsson,*  
Deputy Chair of the  
University Council