

Governance Regulations for the Norwegian University of Life Sciences (NMBU) as at 01/01/2017

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Governance and Management Regulations for NMBU as at 01/01/2017

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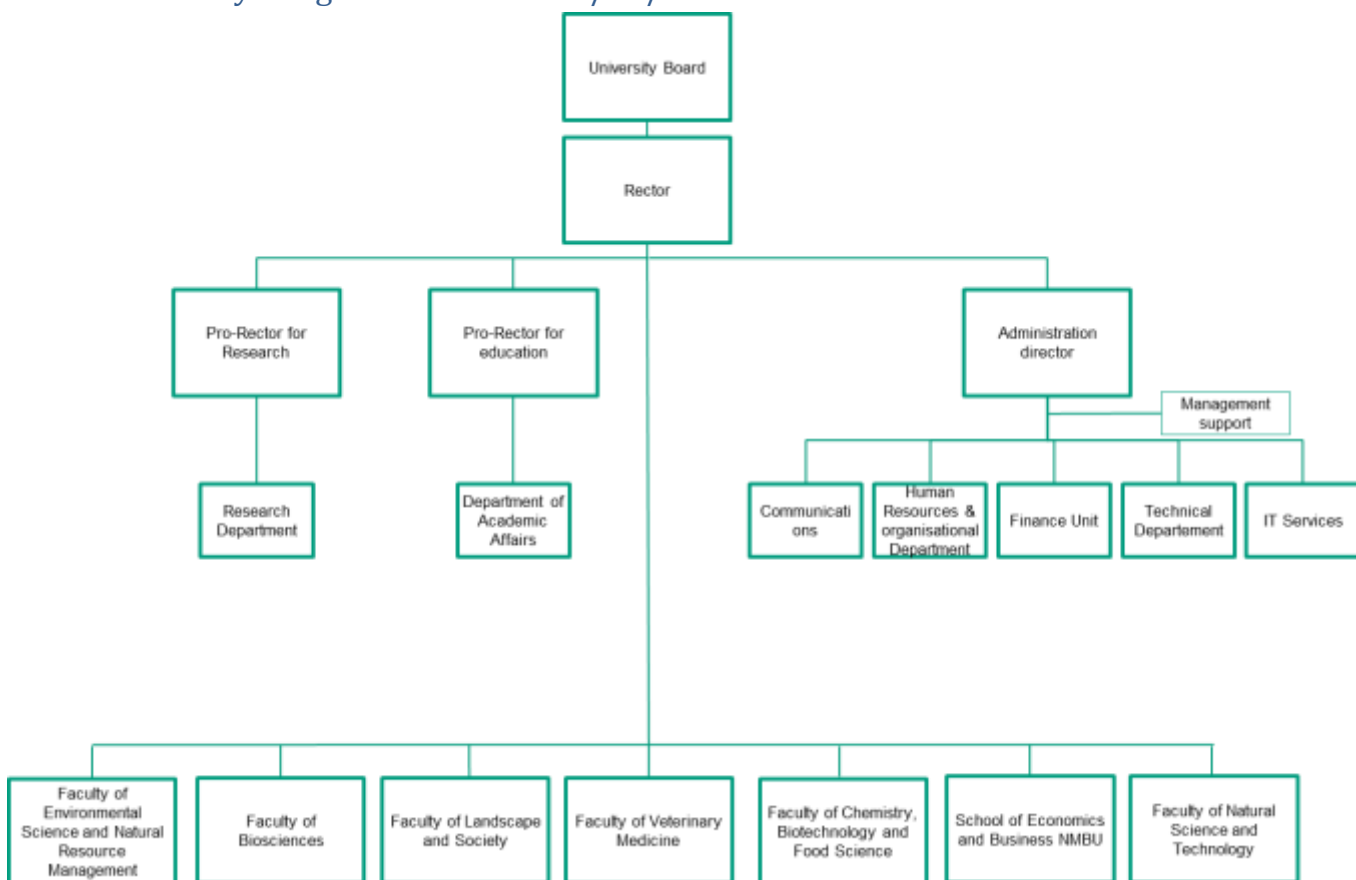
1 About the regulations

The purpose of the Governance and Management Regulations is to describe NMBU's organisation and the division of authority and responsibility among NMBU's governing bodies and key management positions.

The Delegation Regulations are an annex to the Governance and Management Regulations, and provide an overview of how authorities, including delegation and main tasks are distributed by NMBU. The Delegation regulations shall be seen in the context of the Governance and Management Regulations.

The Personnel Regulations and the Participation Agreement regulates hiring processes and employee participation.

2 The University's organisation as at 01/01/2017



NMBU shall have:

- A University Board, cf. Chapter 9 in the University and University Colleges Act (UHL)
- A Rektor, cf. Sections 10-4 of the University and University Colleges Act (UHL)
- A Pro-Rector for Education
- A Pro-Rector for Research
- Administration Director
- Faculties
- Deans

3. Organisation, governance and management of the University's activities on level 1 (university level)

3.1 The University Board's responsibilities and tasks

The Board is the governing body of the institution and is responsible for the institution operating in compliance with applicable laws and legislative frameworks.

The University Board has a guiding function in relation to the Rector. The Board reports to the Ministry of Education and Research.

The responsibilities and tasks of the Board have been stipulated on the basis of sections 9-1 and 9-2 of the University and University Colleges Act, and are further specified in section 2 of the "Main instructions for financial management in state universities and university colleges" ("Hovedinstruks for økonomiforvaltningen ved statlige universiteter og høyskoler"):

University and University Colleges Act, section 9-1 Responsibility for the institution's activities

- (1) The Board is the highest governing body of an institution. It is responsible for maintaining a high standard of academic activity and for ensuring that the institution is run efficiently and in accordance with the statutes, regulations and rules that apply and the guidelines and objectives laid down by the authorities.*
- (2) All decisions taken at the institution by persons or bodies other than the Board shall be taken with authority delegated by the Board and at the responsibility of the Board. The Board may delegate its decision-making powers to other persons or bodies at the institution in so far as it does not follow from the present Act that the decision must be taken by the Board itself or that other special restrictions apply to the right to delegate authority.*

University and University Colleges Act, section 9-2 The Board's responsibilities

- (1) The Board shall draw up the strategy for the institution's educational, research and other academic activities and lay plans for its academic development in accordance with the objectives established by the authorities for the sector and the institution.*
- (2) The Board shall establish requirements regarding objectives and results and holds responsibility for ensuring that the financial resources and property of the institution are utilized in accordance with the relevant provisions issued by the superior authority and with the conditions attached to allocations of funds or other binding decisions.*
- (3) The Board shall supervise the day-to-day management of activities. The Board shall issue instructions for the institution's day-to-day management.*
- (4) The Board shall itself decide the internal organization of activities at all levels. The organization shall ensure that students and employees voices are heard.*
- (5) The Board shall, every year, and following detailed guidelines given by the Ministry, publish annual accounts and a financial report for the results of the activities concerned, and make proposals for the budget for the coming year.*
- (6) There shall be the greatest possible degree of transparency concerning the work of the Board.*

Section 2 of the ""Main instructions for financial management in state universities and university colleges":

Within the laws and regulations and the frameworks and guidelines drawn up by the Ministry of Education and Research, the Board shall stipulate the main regulations for the financial management at the institution. The Board must also stipulate rules about the division of responsibility and the delegation of authority.

The Board determines the institution's internal organisation and is responsible for its financial management. The

Board is responsible for the overall financial and asset management taking place in accordance with the terms of the appropriation and the Ministry's general rules about financial management at state universities and university colleges.

The Board shall stipulate internal control routines within all systems used in the institution's financial management. The Board shall ensure that the institution's internal control is documented and adapted to risk and significance and prevent management failures, errors and deficiencies.

The Board appoints:

- The Rector
- The Pro-Rectors
- The Administration Director
- Professors in position code 1404
- Appointments in permanent and temporary teaching and research positions without prior advertisement ("calling")

3.2 The composition and election method for the University Board

The University Board consists of 11 members, cf. section 9-3 of the University and University Colleges Act, and has the following composition:

- External chairs appointed by the Ministry of Education and Research
- 4 members elected from amongst staff in teaching and research positions
- 1 member elected from amongst technical and administrative staff
- 2 members elected from amongst students
- 3 external board members appointed by the Ministry of Education and Research

3.3 The role and function of the Rector

The Rector is the daily manager and head of the institution's academic and administrative activities. The Rector reports to the University Board.

The Rector's responsibilities and tasks are described in section 10-1, parts of section 10-3 and section 12-1 of the University and University Colleges Act.

The University and University Colleges Act, section 10-1 Hiring of the Rector

(2) Within the framework and instructions stipulated by the Board, the Rector is the day to day manager with responsibility for the institution's academic and administrative activities.

(3) The Rector is the Secretary of the Board, and prepares and gives recommendations to the cases presented to the Board, in consultation with the Board's chairperson. The Rector has the right to participate in meetings in all of the institution's boards and committees.

(4) The Rector is responsible for initiating the implementation of the Board's decisions, and for the use of resources and property taking place in accordance with the decisions adopted by the Board.

(5) The Rector shall, on the Board's behalf, ensure that the overall financial and asset management takes place in accordance with the Ministry's general rules about financial management and the conditions for the allocation of appropriations.

(6) The Rector prepares and presents budget proposals and annual accounts to the Council, and keeps the Council continuously informed of the accounting situation in relation to the budget and other issues significant to the institution's activities.

The University and University Colleges Act, section 10-3

(6) If the Board, Rector or Director is uncertain as to whether a decision by the Board is in accordance with rules or conditions for allocations, etc., the issue in doubt shall be resolved by the Ministry.

The University and University Colleges Act, section 12-1(2) External matters

(2) The Rector is the institution's legal representative and spokesman in relation to the public authorities and the general public. In individual cases, the Rector may appoint a representative in his or her place.

The Rector has general powers of instruction and is authorised to issue binding documents related to the institution's assets, to the extent permitted by law or stipulated in the authorising document in question.

In addition to the tasks expressly mentioned in the University and University Colleges Act, the following applies to the Rector:

The Rector's instructions

The Rector shall prepare and facilitate the work of the Board. The Rector's case presentation for the Board shall be done in consultation with the Chair of the Board. The Rector shall ensure that the necessary information is included in the case presentation, as needed for the decisions and assessments to be made by the Board, including in cases where the Rector makes decisions by authorisation from the Board.

The Rector is responsible for the implementation of the Board's decisions.

The Rector shall ensure that good academic management is exercised, with emphasis on quality throughout the organisation.

The Rector shall initiate and lead institutional strategy processes and ensure that the strategies are implemented.

The Rector shall be the University's main external representative. The Rector shall strive to ensure that good collaborations are well established with actors outside the University. The Rector shall attend to the University's interests, including in relation to national and local authorities, and shall contribute to academic networking at the institutional level, both domestically and internationally.

The Rector shall ensure that appropriate administrative and technical services are developed.

The Rector shall facilitate good collaboration in accordance with the Basic Agreement, including in decision-making processes, and shall maintain a good and continual dialogue with student representatives.

The Rector can make appointments to leadership functions and offices where laws and regulations do not prevent this.

The Rector leads the nomination processes for leadership positions for which the Council makes the appointment. The Rector must chair the appointment processes for Faculty Deans and for Departmental Directors in the University administration.

The Rector appoints hi/her management group.

3.4 Pro-Rectors

NMBU shall have one Pro-Rector for Research and one Pro-Rector for Education.

The Pro-Rector for Research leads the University's Research Committee. The Pro-Rector for Education leads the University's Academic Affairs Committee.

The Pro-Rector for Research shall have line responsibility in the Research Department. The Pro-Rector for Education shall have line responsibility in the Department of Academic Affairs.

The tasks of the pro-rectors are stipulated in accordance with each of the delegations from the Rector. The pro-rectors carry out tasks on behalf of the Rector within their respective areas of responsibility.

The Board designates the pro-rector who is to be the Rector's permanent deputy.

3.5 The administration

NMBU's administration is organised at two levels.

The Rector is the senior manager of the University administration, and delegates authorities to the Pro-Rector for Education, the Pro-Rector for Research and the Administration Director.

The Pro-rectors and the Administration Director carry out tasks on behalf of the Rector within their respective areas of responsibility. The Pro-rectors' and Administrative Director's tasks are stipulated in the delegation of authority from the Rector. The Pro-rectors and the Administration Director can further delegate authority.

The Administration Director shall have line responsibility for: IT Services, the Finance Unit, Technical Department, Communications, Human Resources and the Organisational Department.

Changes in the internal organisation of the University administration shall be negotiated between the parties in accordance with the Basic Agreement. In the event of disagreements, the Board makes the final decision.

The Dean is the senior administrative manager of the Faculty's administration. Each Faculty shall have a Faculty administration, the day-to-day management of which is to be carried out by an Administration Manager or comparable position. The Administration Manager's responsibilities and tasks are stipulated in the job description and in the delegation from the Dean.

3.6 The board and committee structure at NMBU

3.6.1 The Appeals Board at NMBU

The Appeals Board makes decisions or issues statements in cases assigned to the Appeals Board by the University and University Colleges Act, with the addition of cases under section 5-1 of the University and University Colleges Act.

3.6.2 The University's Research Committee (UFU)

The UFU is the University's advisory research policy body, and shall provide advice and strategic input to the Rector in strategic matters related to research.

3.6.3 The University's Academic Affairs Committee (USU)

The USU is NMBU's advisory education policy body and shall provide advice and strategic input for the Rector in strategic matters related to academic affairs.

3.6.4 The Learning Environment Committee (LMU)

The Learning Environment Committee (LMU) at NMBU shall contribute to a positive study and learning environment at the University. The LMU shall ensure a highly satisfactory physical and psychological learning and work environment, based on an overall assessment related to Student Health, Safety and Welfare, cf. section 4-3, of the University and University Colleges Act. The learning environment includes all factors that impact student satisfaction and that are within NMBU's areas of responsibility, other than the academic programme offerings. It also includes student welfare and social conditions at the University.

2.6.5 Working Environment Committee (AMU)

The Working Environment Committee (AMU) shall ensure the implementation of a highly satisfactory working environment, cf. section 7-2 of the Working Environment Act. NMBU's Working Environment Committee is a collaborative committee composed of representatives from all parties, and is to help NMBU achieve its superior HSE goals.

3.6.6 The Ethics Committee at NMBU

NMBU's Ethics Committee has an advisory role in issues of an ethical nature.

4. Faculty organisation, governance and management

4.1 NMBU's Faculties

NMBU's academic activities are organised in the following faculties (provisional names):

- Faculty of Environmental Science and Natural Resource Management
- Faculty of Biosciences
- Faculty of Landscape and Society
- Faculty of Veterinary Medicine
- Faculty of Chemistry, Biotechnology and Food Science
- School of Economics and Business NMBU
- Faculty of Natural Science and Technology

4.2 Faculty governance and management

The Faculty has overarching responsibility for the results of academic activities in the Faculty. The Faculty's activities shall be organised in accordance with the University's overarching strategic priorities.

The Faculty's bodies:

- Faculty Board
- Dean
- Research Committee
- Education Committee
- Programme Committees for educational programmes

4.3 Faculty Board

The Faculty Board is the Faculty's governing body. The Faculty Board is responsible for setting goals, priorities and strategies for the Faculty, within the framework of applicable laws, regulations and rules, as well as the decisions of the overarching administrative level.

The Faculty Board exercises its authority by adopting the following:

- Overarching goals, performance targets and strategies for the Faculty
- Long-term plans, with a special emphasis on the strategy for research, education and dissemination
- Annual plan and budget
- Strategic staffing plans
- The Faculty's internal organisation, within the framework provided by the University Council
- The hiring of the Faculty's Administration Manager
- Hiring in externally advertised management positions in accordance with the Faculty's internal organisation

The Faculty Board is responsible for follow-up by:

- Approving accounts and annual reports
- Approving systems for quality assurance and quality development

Areas of authority that are not directly and expressly given to the Faculty Board under this section shall be the Dean's area of responsibility.

4.4 The composition of the Faculty Board

The Faculty Board shall have nine members and the following composition:

- An external chair appointed by the University Council on the recommendation of the Rector
- Two representatives elected for permanent staff in teaching and research positions, elected in accordance with NMBU's Election Regulations
- One representative elected for temporary staff member in a teaching and research position, elected in accordance with NMBU's Election Regulations
- Two representatives for students, with deputies, elected by the students
- One representative elected for technical or administrative staff, in accordance with NMBU's Election Regulations
- Two external representatives appointed by the Rector on the recommendation of the Dean. Representatives from other faculties at NMBU are counted as external representatives.

The Faculty Board reports to the Rector.

The Faculty Board follows the University Board's term of office.

Student representatives and the representative for temporary staff are elected for one year, and permanent staff members are elected for four years.

Deputies for the elected board members and their order are elected in accordance with a procedure described in the Election Regulations.

In the group of external representatives, the same number of women and men shall be appointed. At least three deputy representatives shall be appointed and presented in a prioritized list.

4.5 Dean

The Dean is the senior line manager for the Faculty, and leads the Faculty's activities within the frameworks set by the

University Board, instructions from the Rector and through decisions made by the Faculty Board. The Dean shall ensure that the Faculty operates within the framework stipulated by laws, decisions made by the overarching organisational level and the decisions of the Faculty Board.

The Dean has the overarching responsibility for, and authority over, all tasks that are not explicitly given to the Faculty Board or other body, and has general authority to make decisions in ongoing matters, within the limits set by NMBU's Delegation Regulations.

The Rector is the Dean's immediate supervisor. The Dean reports to the Faculty Board concerning matters that are covered by the Faculty Board's authorizations. In other cases the Dean reports directly to the Rector.

The Dean is responsible for the day-to-day management of the Faculty activities and has the overall HR responsibility for Faculty staff. Within the Dean's area of authority the Dean can delegate authority to others in the Faculty.

The Dean is the secretary for the Faculty Board, and prepares and gives recommendations to the cases presented and proposals made to the Board within in the Faculty Board's area of responsibility. The Dean is responsible for the implementation of the Faculty Board's decisions.

A Deputy Dean is to be appointed. The Deputy Dean is appointed by the Rector on the recommendation of the Dean. The Dean stipulates the tasks of the Deputy Dean. The Deputy Dean acts for the Dean when the Dean is unavailable.

The Dean makes appointments to Faculty leadership functions and officers where this is not prevented by laws and regulations. The Dean leads the nomination processes for hiring with respect to leadership positions in the Faculty.

The Dean represents the Faculty externally and has the overarching responsibility for external networking, information dissemination and contact with external collaboration partners.

The Dean is the senior employer representative at the Faculty level, and safeguards both the relationship with the unions in accordance in accordance with the Basic Agreement, and the collaboration with students.

The Dean has the right to attend meetings in all boards, boards and committees in the Faculty.

The Dean appoints hi/her own management group.

4.6 Education Committee and Research Committee

The Faculty shall have an Education Committee and a Research Committee. The committees have advisory functions. The committees shall help enhance the quality in research and education and advise the Dean in academic matters relating to the tasks of the committee.

The Dean sets the mandate and the composition of the committees. The Dean appoints the chair of each committee. The students and doctoral candidates shall be ensured representatives in the committees.

4.7 Programme Committee for programmes of study

All programmes leading to a bachelor's, master's or doctoral degree shall have a Programme Committee appointed. The Committee shall contribute to the quality of education and advise the Dean in academic matters relating to the tasks of the Committee. A Programme Committee can be given responsibility for several programmes of study.

The Dean sets the mandate for and composition of the committees. The chair of the Programme Committee is designated by the Dean. The students and doctoral candidates shall be ensured representatives in the Programme Committees.

5 The organisation of authority to make appointments and to participate in decision-making

5.1 Organisation of authority to make appointments

The authority to make appointments is organised as follows:

- The central appointment committee for the appointment of deans and section directors in the central administration
- The central appointment committee for technical and administrative positions in the central administration
- Faculty-based appointment committees for hiring in research and teaching positions.
- Faculty-based appointment committees for hiring in technical and administrative positions.

The composition of appointment and nomination committees is otherwise regulated by NMBU's Personnel Regulations.

5.2 The organisation to participate in decision-making

Participation is organised at the following levels:

- Institutional level
- Faculty level

The participation system is also regulated by NMBU's Participation Agreement.

6. Decisions regarding Faculty internal organisation

The Faculty Board can decide on the internal organisation of the Faculty's academic activities, but does not have the authority to establish independent governing bodies.

7. Changes to the Governance and management regulations

The Rector can make minor changes to governance and management regulations that are not of a principled character. Other changes must be adopted by the University Board.