

Management regulations

for

# the Norwegian University of Science and Technology (NTNU)

*Adopted by the Board on 2 December 2021*

New Section 6.1 approved in S-sak 30/18

Approved in S-sak 83/16 on 7 December 2016.

The previous management regulations were approved on 24 November 2015.

## 1. Purpose of the regulations

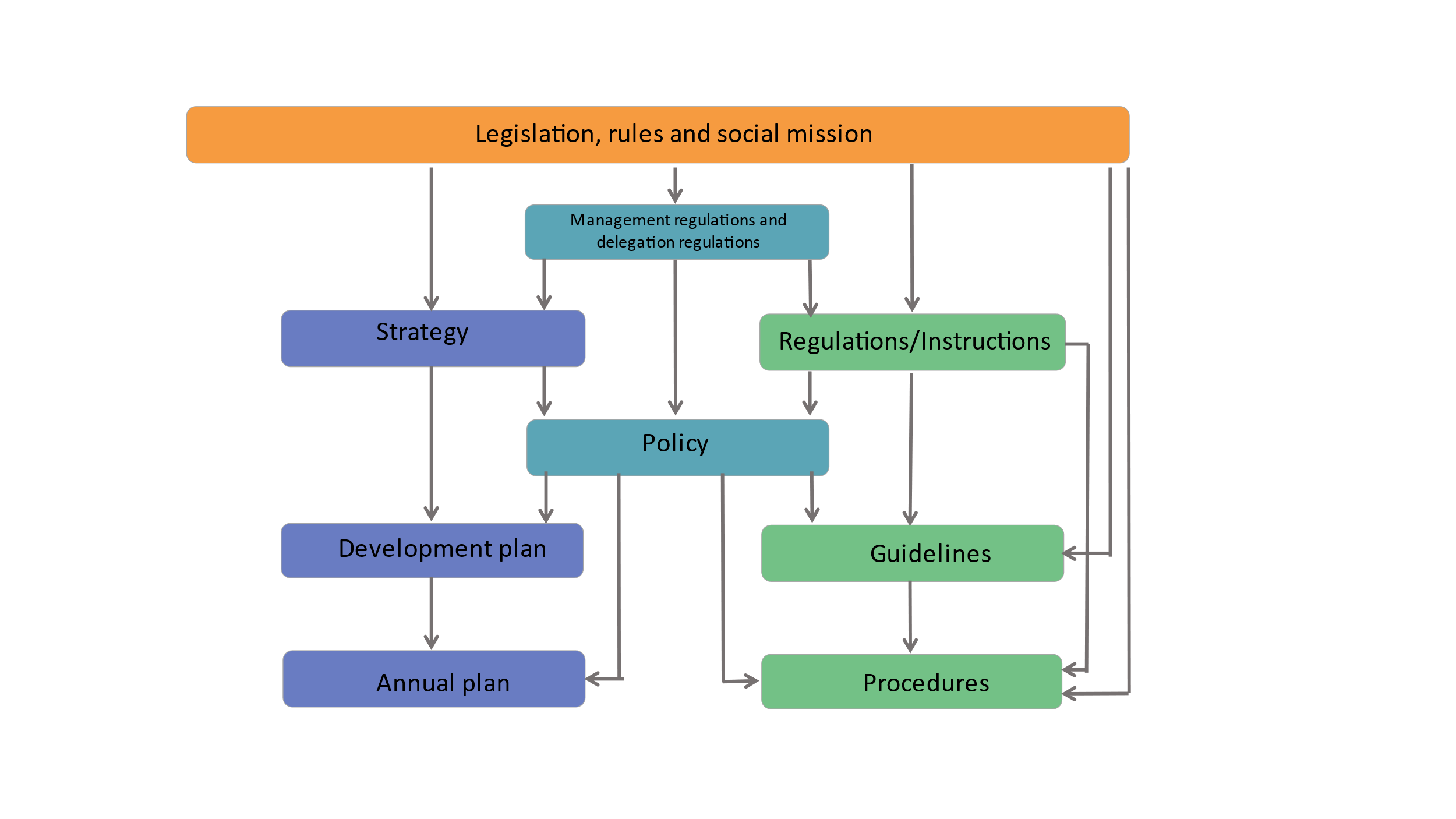
The purpose of the management regulations for NTNU is to describe the university’s organizational structure and distribution of authority and tasks.

The overarching framework for NTNU’s operations is the Act concerning universities and university colleges of 1 April 2005 ("Universities and University Colleges Act", abbreviated to uhl.) and the main instructions (Hovedinstruks) from the Ministry of Education and Research on financial management at state universities and university colleges, approved on 10 July 2014.

For clarity, key parts of texts in the Act and the instructions are incorporated in the regulations. In addition to the Management Regulations, the Board has approved the delegation of authority and powers to the Rector of NTNU (Part I of the regulations on delegation for NTNU).

The figure below shows the position of the regulations in the document hierarchy.

**NTNU’s structure for governing documents**



Legislation, rules and the social mission take precedence over all NTNU’s governing documents. The blue boxes represent governing documents for the implementation of NTNU’s strategy and associated plans. The green boxes represent governing documents for the parts of NTNU’s activities that are formally regulated.

The turquoise boxes illustrate that the regulations on management and governance, the regulations on delegation, and NTNU’s policies can originate both from the strategy and from formal regulations.

## 2. NTNU’s central organizational structure

### 2.1 NTNU is to have

* a Board; see Section 9 of the Universities and University Colleges Act.
* a Rector; see Section 10-1 of the Universities and University Colleges Act and S-sak 17/05
* Pro-rectors for

o Education

o Research and dissemination

o Innovation

* a Director of Organization and Infrastructure
* Vice-Rectors

o Vice-Rector in Ålesund

o Vice-Rector in Gjøvik

* Faculties
* NTNU University Museum

### 2.2 The Board

#### 2.2.1 The Board’s responsibilities and duties

The Board is the highest governing body of the institution. The Board’s responsibilities and duties are set out in sections 9-1 and 9-2 of the Universities and University Colleges Act, and described in further detail in the document “Hovedinstruksen fra Kunnskapsdepartementet [main instructions from the Ministry of Education and Research)”:

Section 9-1 of the Universities and University Colleges Act. Responsibility for the institution’s activities

1. The Board is the highest governing body of the 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 made at the institution by parties other than the Board shall be made with authority delegated by the Board and on 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.

Section 9-2 of the Universities and University Colleges Act. The Board of Directors’ tasks

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. Such organization must ensure that the views of the students and staff are heard.
5. Pursuant to specific guidelines issued by the Ministry, the Board shall each year present an annual financial statement and report on the results of its activities, and propose a budget for the coming year.
6. There shall be the greatest possible degree of transparency concerning the work of the Board.

The Hovedinstruksen document from the Ministry of Education and Research specifies the Board’s responsibilities and duties in further detail:

The Board has budget allocation authority and may delegate all or part of this authority to employees of the institution. All decisions on delegation of authority and on allocations must be documented in writing.

The Board must plan with both a one-year perspective and a multi-year perspective suited to the nature of the institution. The Board must establish a long-term plan and the time frame of this plan. The board decides whether a multi-year budget is to be prepared in relation to the institution’s long-term plan.

Every year, the Board must establish an annual plan for the institution. In connection with the annual plan, the Board must prepare an allocation plan. The allocation plan should be divided into appropriate periods and should be designed to enable ongoing control of costs and income.

The Board is responsible for ensuring that the institution meets the objectives and performance requirements set out in the letter of allocation, and must inform the Ministry of any significant discrepancies in relation to the letter of allocation or planned consumption as soon as it becomes aware of such discrepancies.

The Board must submit interim and annual financial statements with the required content and in accordance with the requirements of the Ministry of Education and Research. The Board must ensure that the annual financial statements are complete and reliable and that they give a true and fair view of the institution’s financial position. The financial statements for the year must be signed by the members of the Board.

The Board must submit the annual report and interim reports to the specified agency, with the content and within the time limits stipulated by the Ministry of Education and Research. The annual report must be signed by the members of the Board.

The Board is responsible for ensuring that the institution has effective and appropriate governance and control systems so that stipulated goals and performance requirements can be monitored, the use of resources is effective and the institution is run in compliance with the legislation and regulations in effect.

The Board must stipulate general rules for financial management at the institution. The general rules are reflected in the management regulations and delegation regulations for NTNU. From these, the following is stipulated:

When NTNU plans to introduce new systems or make significant changes to existing systems, at an early stage in the planning the Board must inform the Office of the Auditor General and consult the Ministry of Education and Research.

The Board decides whether NTNU is to undertake all parts of the work in the payroll and human resources area or the accounting area itself or whether the institution is to use another service provider approved by the Ministry of Finance.

#### 2.2.2 Composition of the Board

The Board consists of 11 members.

* External Chair
* 4 representatives of the staff in academic positions, of whom one represents temporary staff
* 1 representative of the technical and administrative staff
* 2 student representatives
* 3 external members

2.2.3 Internal audit

In S-sak 21/16, the Board decided that NTNU is to have internal auditing.

### 2.3 Rector’s duties

The Rector is NTNU’s chief executive officer. NTNU has a system with an appointed rather than an elected Rector, which means that the Rector is the chief executive officer for both academic and administrative activities.

Section 10-1 Rector

1. The Rector is to be appointed for a fixed term of years unless the Rector has been elected pursuant to Section 10-2. The board itself undertakes advertisement of the position and appointment of the Rector. The appointment procedure is to ensure that the Rector has academic and administrative legitimacy and that the opinions of the students and staff are heard. The Board shall decide whether recommendations shall be made and in such case by whom.
2. The Rector is the chief executive responsible for the institution’s academic and administrative activities in accordance with the guidelines and instructions laid down by the Board.
3. The Rector serves as secretary to the Board and shall, in consultation with the chair of the Board, prepare and make recommendations concerning matters that come before the Board. The Rector is entitled to attend meetings of all the institution’s boards, councils and committees.
4. The Rector is responsible for implementing the resolutions approved by the Board, and for ensuring that the utilization of resources and property takes place in accordance with the resolutions approved by the Board.
5. The Rector shall, on the Board’s behalf, ensure that the overall management of funds and assets accords with the Ministry’s general provisions concerning financial management and the conditions on which allocations are made.
6. The Rector prepares budget proposals and annual financial statements and submits them to the Board, and keeps the Board informed at all times of how the accounts stand in relation to the budget and of other matters with a significant bearing on the activities of the institution.

The Board’s delegation of powers to the Rector is described in Part I of NTNU’s delegation regulations.

#### 2.3.1 The Rector’s special duties that do not follow expressly from the legislation

As well as the duties expressly referred to in the Act relating to Universities and University Colleges, the Rector is to:

* promote and position NTNU as a research and educational institution nationally and internationally
* initiate and lead institutional strategy processes and ensure that the strategies are followed up
* ensure that good academic leadership is provided, emphasizing quality throughout the organization
* develop suitable technical and administrative services
* create a positive organizational culture as well as a positive and productive work environment
* ensure that the institution has effective and appropriate governance and control systems so that stipulated goals and performance requirements can be monitored, the use of resources is effective, the reporting is reliable, and the institution is run in compliance with the legislation and regulations in effect.

#### 2.3.2 The Rector’s responsibility for planning

The Rector has overarching responsibility for planning at NTNU. Long-term planning is to be addressed through the strategic plan, which must be submitted for consideration by the Board before the period covered by the plan begins. The Rector is also responsible for ensuring that an annual plan is prepared, which is submitted for consideration by the Board each year. In connection with the annual plan, a budget (an allocation plan) is prepared, showing the ongoing income and expenses.

The Rector has overarching responsibility for ensuring that established goals and performance requirements are monitored and implemented within the allocated limits, including reporting and control of results, and informs the Board about this.

#### 2.3.3 The Rector’s particular responsibility for the university’s ownership interests

The Rector is responsible for ensuring that questions about NTNU’s establishment of or entry into legal entities, including capital contributions, as well as strategic sale of shares, are submitted to the Board for resolution.

The Rector is responsible for ensuring that reporting to the Ministry is carried out in accordance with the Ministry’s guidelines in companies in which the State owns so many shares that they represent 50 per cent or more of the votes, or where NTNU due to its ownership position or through State control of corporate interests, etc., has dominant influence.

The Rector is responsible for ensuring that NTNU’s ownership interests are managed in accordance with the Ministry’s guidelines on governance and control. The Rector is responsible for complying with obligations of information and disclosure to the Board and the Ministry on key issues related to the companies’ activities to assure that the State’s ownership interests are prudently managed.

#### 2.3.4 The Rector’s responsibility for externally funded activity

The Rector is responsible for ensuring that collaborative and commissioned activities support NTNU’s strategic priorities and are managed in accordance with the regulations of the Ministry of Education and Research on binding collaboration and acquisition of shares by State universities and university colleges (*“Reglement om statlige universiteter og høgskolers forpliktende samarbeid og erverv av aksjer”*). Externally funded activities are subject to the ordinary governing bodies and the ordinary line responsibility.

#### 2.3.5 The Rector’s responsibility for governance and management in accordance with the regulations on financial management in central government

The Rector is responsible for ensuring that all governance and management of funds, assets, buildings and other values are managed in accordance with the regulations on financial management in central government, the main instructions of the Ministry of Education and Research and other applicable regulations. The Rector is responsible for ensuring that policies and guidelines are in place so that the organization’s work complies with applicable regulations.

#### 2.3.6 The Rector’s responsibility for human resources work at NTNU

The Rector is responsible for organizing, leading, controlling and assigning the work within the frameworks set by law and systems of agreements, as well as by pay policy and staff regulations. This means that the Rector is to propose appointments to technical and administrative positions that must be appointed by the Board, as well as to chair the appointments board for the joint university administration in matters in which the Director of Organization and Infrastructure has recommending authority or is disqualified. In addition, the Rector is to act as the employer’s representative in matters relating to the Basic Agreement for the Civil Service (Hovedavtalen) and the Basic Collective Agreement (Hovedtariffavtalen) in the State, including heading IDF SESAM (information-discussion-negotiation meetings in connection with the central works council); see section 5.1 of the adaptation agreement (Tilpasningsavtalen).

#### 2.3.7 The Rector’s responsibility for work in health, safety and the environment and emergency preparedness

The Rector is responsible on the Board’s behalf for ensuring that the university’s work in health, safety and the environment as well as emergency preparedness is satisfactory.

#### 2.3.8 The Rector’s responsibility for information security at NTNU

On behalf of the Board, the Rector exercises responsibility for information security at the University, including responsibility for ensuring that personal data is handled in a secure and safe way. The Rector is the highest level controller for processing of personal data under the Personal Data Act [*personopplysningsloven*] and the Health Research Act [*helseforskningsloven*].

### 2.4 The Rector’s management groups

The Rector decides on the organization of the management groups.

#### 2.4.1. The Rector’s central management team (the Rectorate)

The Rector’s management team consists of the Rectorate with the Rector and Pro-Rector for Research, the Pro-Rector for Education, and the Pro-Rector for Innovation. In addition, the Director of Organization and Infrastructure is part of the Rectorate.

#### 2.4.2 The Council of Deans

The council of deans is an advisory body for the Rector and is chaired by the Rector or the person authorized by the Rector. The Council of Deans consists of the Rectorate, the Deans of the individual faculties, the Director of the NTNU University Museum, and the Vice-Rectors. In addition, the leader and deputy leader of the Student Parliament participate.

### 2.5 Responsibilities and duties of the Pro-Rectors, Director and Vice-Rectors

Within their respective areas of responsibility, the Pro-Rectors, the Director of Organization and Infrastructure, and the Vice-Rectors undertake duties on the Rector’s behalf. Duties of the Pro-Rectors, the Director of Organization and Infrastructure and Vice-Rectors are determined through delegation from the Rector; see NTNU’s Delegation Regulations Part II.

### 2.6 Joint administrative units[[1]](#footnote-2)

In addition to the Rector’s staff, NTNU has the following joint administrative units:

**Reporting to the Pro-Rector for Education:**

* Academic Administrative Division

o Education Section in Gjøvik

o Education Section in Ålesund

* Education Quality Division

o Centre for Continuing Education and Professional Development (EVU)

* Student Services Division
  + NTNU Office of International Relations

**Under the Director** **of Organization and Infrastructure**

* Division for Governance and Management Systems
* Financial Division
* Transaction Services Section – Joint Administrative Units
* Procurement and Purchasing Section
* Accounting and Project Economics Section

Property Division[[2]](#footnote-3)

* HR and HSE Division

o HSE Section

* Communication Division
* Records Management Division
* IT Division

o IT Support Section

o IT Operations Section

o IT Management Section

o IT Development Section

o IT Strategy and Governance Section

o Digital Security Section

Sections and groups can be created in the individual divisions according to the rules on co-determination in the Basic Agreement for the Civil Service (Hovedavtalen) and the local adaptation agreement (Tilpasningsavtalen).

**Under the Pro-Rector for Research and Dissemination:**

* University Library

### 2.7 NTNU’s tribunals

#### 2.7.1NTNU’s Appeals Committee

NTNU has an appeals committee; see Section 5-1 of the Universities and University Colleges Act.

The Appeals Committee consists of five members.

#### 2.7.2 NTNU’s suitability committee

NTNU has a suitability committee to consider questions of doubt about students’ suitability and to submit recommendations to NTNU’s Board; see Section 4-10 of the Universities and University Colleges Act and Section 7 of the Regulations for Suitability Assessment. The board consists of nine members.

#### 2.7.3 NTNU’s committee for external work

NTNU’s committee for external work has been appointed in accordance with the decision of the Board S-35/13 to consider appeals against refusal of external work for employees. The committee consists of three members: an external Board member, a representative from the employee’s side, and a representative from the employer’s side.

### 2.8 Standing committees

#### 2.8.1 Statutory standing committees

The Rector appoints statutory committees as required by law.

NTNU has the following statutory standing committees:

* The Working Environment Committee (AMU); see Chapter 7 of the Working Environment Act.
* The Learning Environment Committee (LMU); see Section 4-3 of the Universities and University Colleges Act.
* Appointment committees; see sections 6-3 et seq. of the Universities and University Colleges Act and Section 6 of the Public Employees Act (statsansatteloven)
* Research Ethics Committee; see Section 6 (2) of the Act concerning the organization of work on ethics and integrity in research (forskningsetikkloven)

#### 2.8.2 Other standing committees

The Rector appoints the following central committees at NTNU:

* The Executive Committee for Engineering Education (FUS)
* The Executive Committee for the Three-Year Engineering Programmes (FUI)
* The Executive Committee for the Five-Year Programmes in Teacher Education (FUL)
* Council for cooperation with working life (RSA).

The Rector appoints the following standing committees at NTNU:

* Education Committee
* Research Committee
* Innovation Committee
* Administrative Executive Committee
* Equality and Diversity Committee
* Programme Committee for Digitalization

According to NTNU’s local pay adaptation agreement (Tilpasningsavtalen), with reference to the Basic Agreement for the Civil Service (Hovedavtalen i staten), NTNU must have the following committees:

* Central works council (IDF- SESAM) and local works councils (IDF-LOSAM) as well as works councils in Ålesund and Gjøvik (IDF-ÅSAM and IDF-GSAM)

#### 2.9 Institutions administratively subject to NTNU; see Section 1-4 (4) of the Universities and University Colleges Act

NTNU is assigned administrative responsibility for the following institutions, but where the institutions are responsible for their academic activities and are subject to other agencies in the academic context: *At present no such institutions*

2.10 Student ombud and data protection officer

NTNU must have an ombud for students[[3]](#footnote-4) and a data protection officer[[4]](#footnote-5).

## 3. Organization, governance and management of level 2

### 3.1 Faculties and special entities

NTNU’s academic and administrative activities at level 2 are organized in the following units:

* Faculty of Architecture and Design (AD)
* Faculty of Humanities (HF)
* Faculty of Information Technology and Electrical Engineering (IE)
* Faculty of Engineering (IV)
* Faculty of Medicine and Health Sciences (MH)
* Faculty of Natural Sciences (NV)
* Faculty of Social and Educational Sciences (SU)
* Faculty of Economics and Management (ØK)
* NTNU University Museum

The faculties and the NTNU University Museum are divided into departments. Departments may be organized in specialist groups; see S-sak 84/16.

### 3.2 Management and governance of faculties and the NTNU University Museum

3.2.1 The faculties and the NTNU University Museum are to have the following:

* Faculty Board/Museum Board
* Dean/Museum Director
* Vice-Dean, who is the Dean’s deputy Appointments board (ansettelsesråd, AR) for technical and administrative positions
* Appointments committee (ansettelsesutvalg, AU) for academic positions
* Local works council (IDF-LOSAM); see NTNU’s local pay adjustment agreement

#### 3.2.2 Mandate for the Faculty Boards and Museum Board

The unit’s highest body is the Faculty Board or the Museum Board. The boards are responsible for establishing goals and strategies for the unit and for setting priorities within the framework laid down in regulations and decisions made at higher levels. To meet these responsibilities, the boards decide on:

* Strategy
* Annual plans and action plans
* Strategic staffing plans
* Internal allocation of appropriation and budget
* Research priorities and research profile
* Programmes of study
* Quality of education
* Activity and financial reporting
* Internal organization
* Significant matters of principle

If the faculty has elected a Faculty Council, the council is to deal with matters of this nature.

If there is disagreement between the Dean and the Faculty Board / Board regarding where decision-making authority lies, the issue is decided by the Rector.

#### 3.2.3 Composition

The boards of the faculties and the NTNU University Museum each have the following composition:

* External Chair
* 4 academic staff members, one of whom represents temporary staff in academic positions
* 2 student representatives
* 1 representative of the technical and administrative staff
* 3 external representatives in addition to the Chair

In each constituency, a corresponding number of deputies in succession is elected. At least 2 deputies, in succession, are to be appointed for the external representatives.

The Dean/Museum Director is the Secretary for the Board and attends regularly with speaking rights.

#### 3.2.4 Election and appointment

The internal members are elected in accordance with [NTNU’s election regulations.](https://innsida.ntnu.no/documents/10157/2550599519/Valgreglement-2021-norsk.pdf/34bfc82f-a5b7-4848-8408-c7b3bacfd4bd) Permanent staff are elected for 4 years; the student representatives and temporary staff are elected for one year.

The external members and the Chair are designated by the Rector based on the proposal of the Dean/Museum Director. At least 8 external candidates are to be proposed, from whom the Rector can choose. In the group of external representatives, equal numbers of women and men are to be designated.

#### 3.2.5 Establishment of committees

A Dean or Museum Director may establish temporary ad hoc committees for specific areas or specific types of case. The composition is to be in accordance with Section 4-4 of the Universities and University Colleges Act and with the Equality and Anti-Discrimination Act.

A Dean or Museum Director may delegate decision-making powers to such committees unless the scope for delegation is restricted by law or by an overarching body.

#### 3.2.6 Organization of the management and administration of the Faculty/Museum

Deans may designate or appoint Vice-Deans. The Vice-Deans preferably spend up to 50% of their working hours on this duty.

The Dean is authorized to organize the Faculty’s management and administrative activities. This takes place in accordance with the provisions of the Basic Collective Agreement regarding co-determination. The Board, through powers delegated to the Rector if applicable, decides the issue if the parties do not reach agreement.

#### 3.2.7 Duties of the Deans and the Museum Director

The Deans and the Museum Director head their units. They must ensure that the activities are managed within the framework of the regulations, decisions made at higher levels, and the decisions of the boards.

The Dean and the Museum Director have overall responsibility for all tasks that are not explicitly assigned to the boards and have general authority to deal with ongoing matters, within the limitations imposed by NTNU’s delegation regulations.

The Dean and the Museum Director report directly to their board in matters within the scope of the board’s powers, and to the Rector in other respects. The Dean and the Museum Director are included in the Rector’s management group. The primary responsibilities of the Dean and the Museum Director are to:

* lead and develop the activities of the unit, focusing on core tasks
* prepare matters for the unit’s board and implement the board’s decisions
* head the unit’s appointments committees
* participate in the institution’s strategic work, ensure that the unit has up-to-date strategies and that these are followed up
* create a positive organizational culture and foster a productive and satisfying work environment
* ensure the practice of good academic leadership emphasizing quality of teaching and research
* be responsible for suitable technical and administrative services
* represent and position the unit and promote internal and external cooperation
* make the arrangements necessary to foster students’ learning and work environment
* represent the employer, ensure that employees are heard and safeguard the organizations’ right of participation and co-determination
* ensure that the unit has effective and appropriate governance and control systems so that stipulated goals and performance requirements can be monitored, the use of resources is effective, the reporting is reliable, and the institution is run in compliance with the legislation and regulations in effect (internal control).

#### 3.2.8 Appointment of Deans and Museum Director

The Board appoints Deans and the Museum Director based on the recommendation of a selection committee; see Section 6-4 and Section 111(3) of the Universities and University Colleges Act.

#### 3.2.9 Duties of the Vice-Deans

The Dean specifies the duties and authority of the Vice-Deans. The Deans designate one of the Vice-Deans as their deputy. The Vice-Deans report to the Dean.

## 4. Organization, governance and management of level 3

### 4.1 Management and governance of departments

#### 4.1.1 Departmental bodies

* Appointed Head of Department

Departments are to have the following bodies:

* Alternative forums for participation and co-determination
  1. Extended Management Group
  2. Department board
  3. Department council

The Faculty Board approves the structure at the departments based on a proposal from the Head of Department. Departments may be organized in specialist groups; see S-sak 84/16.

#### 4.1.2 Mandate and meeting frequency

The Department Board makes decisions within the authority delegated to the Department, while the Department Council and the Extended Management Group have an advisory role to the Head of Department.

These bodies are to handle the following matters:

* Strategy
* Annual plans and action plans
* Strategic staffing plans
* Internal allocation of appropriation and budget
* Research priorities and research profile
* Portfolio of courses and programmes of study
* Quality of education
* Internal organization
* Significant matters of principle

These bodies are to meet at least twice a semester or otherwise as needed. The meetings are to be held at times that ensure the participation of staff and students. Notice and minutes of meetings are prepared, which are made available to staff and students.

If there is disagreement between the Head of Department and the Department Board regarding where decision-making authority lies, the issue is decided by the Dean.

#### 4.1.3 Composition

**The Extended Management Group** is led by the Head of Department and consists of the Department’s management team together with at least:

* 2 elected representatives of the permanent staff in academic positions
* 1 elected representative of the temporary staff in academic positions
* 1 elected representative of the technical and administrative staff 2 elected student representatives

**The Department Board and Department Council** may be chaired by the Head of Department, or by an external Chair from the two external members. Where the Department Board or Department Council is headed by an external chair, the Head of Department has the function of secretary for the Department Board/Council.

Composition of the Department Board or Department Council:

* 3 elected representatives of the permanent staff in academic positions
* 1 elected representative of the temporary staff in academic positions
* 1 elected representative of the technical and administrative staff
* 2 elected student representatives
* 2 members employed at other departments at NTNU or outside NTNU

#### 4.1.4 Election and appointment

The internal members are elected in accordance with [NTNU’s election regulations](https://innsida.ntnu.no/documents/10157/2550599519/Valgreglement-2021-norsk.pdf/34bfc82f-a5b7-4848-8408-c7b3bacfd4bd). Permanent staff are elected for 4 years; the student representatives and temporary staff are elected for one year.

#### 4.1.5 Other participatory structures

In addition, each Department is to have the following forums for staff participation:

Staff meeting for all staff in the Department In particular, the meeting is to advise on preparation of strategic staffing plans and annual plans.

Forum for Staff in Academic Positions The forum is to advise on research priorities, the portfolio of courses and programmes of study in particular

These forums are to meet at least once a semester and give advice on issues that will be discussed in the Extended Management Group, the Department Board or Department Council.

#### 4.1.6 Head of Department

The Head of Department is the unit’s chief executive. The person in the position is to ensure that the activities are managed within the framework of the regulations, decisions made at higher levels, and the decisions of the Department Board, and has general authority to deal with ongoing matters, within the limitations imposed by NTNU’s delegation regulations. The Head of Department reports to their board in matters within the scope of the board’s powers, and to the Dean in other respects. The Head of Department is included in the Dean’s management group.

* The most important duties of the Head of Department are to:
* lead and develop the activities of the unit, focusing on core tasks
* prepare matters for the unit’s board and implement the board’s decisions
* participate in the institution’s strategic work, ensure that the unit has up-to-date strategies and that these are followed up
* create a positive organizational culture and foster a productive and satisfying environment for students and staff
* ensure the practice of good academic leadership emphasizing quality of teaching and research
* be responsible for suitable technical and administrative services
* represent and position the unit and promote internal and external cooperation
* make the arrangements necessary to foster students’ learning and work environment
* represent the employer, ensure that employees are heard and safeguard the organizations’ right of participation and co-determination
* ensure that the unit has effective and appropriate governance and control systems so that stipulated goals and performance requirements can be monitored, the use of resources is effective, the reporting is reliable, and the institution is run in compliance with the legislation and regulations in effect (internal control).

4.1.7 Appointment of Head of Department

The Faculty Board appoints Heads of Department based on the recommendation of a selection panel; see Section 6-4 and Section 11-1(3) of the Universities and University Colleges Act.

#### 4.1.8 Establishment of committees

The Head of Department may appoint temporary ad hoc committees for specific areas or specific types of case. The department management is normally to be included and the composition in other respects is to be in accordance with Section 4-4 of the Universities and University Colleges Act and the Act relating to Gender Equality (*Likestillingsloven*).

The Head of Department may delegate decision-making powers to such committees unless the scope for delegation is restricted by law or by an overarching body.

## 5. Rules of Procedure for Faculty Boards and the Museum Board

### 5.1 Notice of the meeting

At least 2 Board meetings are to be held during the semester, based on a predetermined meeting schedule. In addition, the Chair of the Board convenes meetings in consultation with the Dean/Museum Director to meetings when needed.

Notice of meetings and agenda documents are to be sent to the Board’s members in a timely manner, and at least 10 days before ordinary Board meetings.

Notice of meetings, the agenda and supporting documents for Board meetings are to be announced via the unit’s home page in parallel with distribution of the documents to members.

### 5.2 The meetings

If the Chair of the Board is absent, the Board designates an acting Chair from the external members.

The Faculty Boards and the Museum Board are to consider the items on the agenda at a meeting. The meetings are to be open to the public.

The Board may invite external parties to participate in the discussions with speaking rights but no right to vote.

### 5.3 Quorum and voting rules

The Board has a quorum when more than half of its members are present and vote.

Members of the Board have a duty to vote and may not cast a blank vote. Voting takes place by a show of hands, and resolutions are made by simple majority of the votes cast. In the case of equality of votes, the Chair of the Board has the casting vote.

### 5.4 Minutes

Minutes are to be kept of the decisions made at the Board meetings with information about:

* who is present
* how each member voted
* any explanations of votes and additions to the minutes

Explanations of votes and additions to the minutes are to be submitted during the meeting.

The minutes are to be published on the unit’s home page no later than one week after the meeting.

### 5.5 Duty to attend meetings and inability to attend

Members have a duty to attend meetings and to participate in the proceedings unless they have legitimate reasons for absence. In the event of absence, the secretary is to be notified so that a deputy member can be asked to attend.

## 6. Revision

### 6.1 Revision and update of the management regulations[[5]](#footnote-6)

It is the Board’s responsibility to approve amendments to NTNU’s management regulations. The Rector is authorized to undertake technical revision and update of the management regulations as needed. If there is any doubt about whether an amendment is technical or material in nature, the amendment to the management regulations must always be submitted to the Board.

1. S-sak 32/16 and minutes of 160816 [↑](#footnote-ref-2)
2. S-sak 57/21 and minutes of 211021 [↑](#footnote-ref-3)
3. O - sak 11/17 [↑](#footnote-ref-4)
4. Article 37(1)(a) of the General Data Protection Regulation (GDPR) [↑](#footnote-ref-5)
5. S-sak 30/18 [↑](#footnote-ref-6)