



JÖNKÖPING UNIVERSITY

Regulations for bodies providing strategic advice at Jönköping University

POLICY

PLAN

REGULATION

ADMINISTRATIVE PROCEDURE

TITLE: Regulations for bodies providing strategic advice at Jönköping University

VERSION: 1 March 2018

DECIDED BY: President, 1 March 2018, §733

APPENDIX TO DECISION: 1 (1)

APPLICABLE FROM: 1 March 2018

APPLICABLE TO: Until further notice

ORIGINAL LANGUAGE: Swedish

DNR: 2018/983-15

Provisions for bodies providing strategic advice at Jönköping University

GENERAL REGULATIONS

1. Background

- 1.1. Jönköping University is an endowed university college made up of the Jönköping University Foundation ('parent foundation') and its wholly owned subsidiaries: Jönköping International Business School (JIBS), School of Education and Communication (HLK), School of Engineering (JTH), School of Health and Welfare (HHJ), Jönköping University Enterprise AB (JUE) and University Services (HS) ('the Companies'). Strategic advisory boards have been established at a group level to strengthen the strategic governance, improve coordination and facilitate the flow of information in key areas.

2. Strategic advisory boards at Jönköping University

- 2.1. The following strategic advisory boards have been established at Jönköping University (referred to jointly as 'the Advisory Boards'):
- (i) Strategic Committee for Education
 - (ii) Strategic Committee for Research
 - (iii) Strategic Committee for Support and Service
- 2.2. More detailed regulations about the composition of and specific assignments for each advisory board are provided in clauses 7 to 12 below.

3. Assignments for the Committees

- 3.1. The committees have the following basic assignments:
- (i) to prepare and draft matters and issues to be dealt with by Jönköping University Executive Team within each of their respective areas (education, research/doctoral studies and also support and service),
 - (ii) to draft and prepare issues or act as the JU-internal consultation body within each respective area when producing supporting information for decisions to be made by the Foundation Board, President, company board or Dean/MD,
 - (iii) to represent JU within each respective area on national or international issues that are of great importance for JU's operation and activities, assignments and priorities,
 - (iv) to provide support for HS with respect to the allocation of resources

and JU-wide priorities.

- 3.2. In addition to the basic assignments under 3.1 above, each committee must also perform the special assignments for each of the committees specified in Clauses 8, 10 and 12 below.
- 3.3. Matters and questions for the Committees may be raised by the Foundation Board, President, President's Office or by the members of each committee. Companies or individual employees at JU raise issues via the members of each committee.
- 3.4. Questions and matters raised, drafted, prepared or dealt with by the committees in some other way are to be reported on following dialogue with the President for JU Executive Team. The committees do not have any decision-making mandates of their own.

4. Assignments and responsibilities of the members

- 4.1. A full member of a committee is responsible for the matters and issues dealt with by the advisory board being drafted and prepared in an appropriate way within the company represented by the member. This means obtaining information and views, keeping the respective Dean/MD updated and also being responsible for positions and orientation being supported by the company represented by the member. A corresponding responsibility applies for the chair of the committee in relation to the President.

5. The chair's assignments and responsibilities

- 5.1. Each committee shall have a chair with assignments and responsibilities in accordance with these Regulations.
- 5.2. The chair of each committee is the officer convening and proposes an agenda for meetings of the committee. The chair is also responsible for full members and, when appropriate, co-opted members receiving notices convening meetings and relevant supporting documents and information in a timely fashion before a meeting.
- 5.3. The chair of each committee leads the work and meetings of the committee. This includes ensuring that the committee meets when required, being responsible for the assignments of the committee being performed in accordance with these Regulations and, when required, maintaining contact with the President on matters relating to the committees assignments. The chair also has a mandate to decide on points of order relating to the work

and assignments of the committee, for example forms for meetings and attendance by telephone or video link.

- 5.4. The chair of each committee is responsible for minutes being kept at meetings of the committee and, when applicable, written reports being drawn up. The views and arguments of co-opted members are shown in the minutes.
- 5.5. The chair or person appointed by the chair is responsible for the presentation of written report to JU Executive Team in accordance with item 3.4. above.
- 6. Meetings**
- 6.1. The Committees shall meet regularly, normally at least six times per year. Members should normally attend meetings in person, although there may also be other forms.

STRATEGIC COMMITTEE FOR EDUCATION

- 7. Members of the Strategic Committee for Education**
- 7.1. Full members of the Strategic Committee for Education are:
 - (i) Deputy Vice President for Education, or corresponding, who is also the chair,
 - (ii) Directors of education or corresponding at the Schools and JUE,
 - (iii) a representative of the Student Union.
- 7.2. Depending on the type of matter or issue being dealt with, employees from HS or, when necessary, additional person(s) from other activities will be co-opted to the committee. The chair is responsible for ensuring that those involved are co-opted in an appropriate way.
- 8. Specific assignments for the Strategic Committee for Education**
- 8.1. In addition to the tasks set out in item 3.1. above, the Strategic Committee for Education has been assigned to coordinate first- and second-cycle educational issues between the Companies.
- 8.2. The Strategic Committee for Education also has an advisory function in relation to the President on strategic issues of a JU-wide nature within the area of education.

STRATEGIC COMMITTEE FOR RESEARCH

9. Members of the Strategic Committee for Research

- 9.1. Full members of the Strategic Committee for Research are:
- (i) the Deputy Vice President for Research, or corresponding, who is also the chair,
 - (ii) associate deans of research or corresponding at the Schools,
 - (iii) student representative who is pursuing doctoral studies (doctoral student representative).
- 9.2. A representative from the Grants Office at HS will be co-opted.
- 9.3. Depending on the type of matter or issue being dealt with, employees from HS or, when necessary, additional person(s) from other activities will be co-opted to the committee. The chair is responsible for ensuring that those involved are co-opted in an appropriate way.

10. Specific assignments for the Strategic Committee for Research

- 10.1. In addition to the tasks set out in item 3.1. above, the Strategic Committee for Research has been assigned to coordinate educational issues within doctoral studies between the Schools.
- 10.2. The Strategic Committee for Research also has an advisory function in relation to the President on strategic issues of a JU-wide nature within the area of research and doctoral studies.

STRATEGIC COMMITTEE FOR SUPPORT AND SERVICE

11. Members of the Strategic Committee for Support and Service

- 11.1. Full members of the Strategic Committee for Support and Service are:
- (i) MD of HS, or corresponding, who is also the chair,
 - (ii) Operations and planning managers or corresponding at the Schools and JUE,
 - (iii) a representative of the Student Union.
- 11.2. Depending on the type of matter or issue being dealt with, employees from HS or, when necessary, additional person(s) from other activities will be co-opted to the Committee. The chair is responsible for ensuring that those involved are co-opted in an appropriate way.

- 12. Specific assignments for the Strategic Committee for Support and Service**
- 12.1. In addition to the tasks set out in item 3.1. above, the Strategic Committee for Support and Service has been assigned to act in an advisory function in relation to the President on strategic issues of a JU-wide nature within the support and service functions.