



---

EXECUTIVE OFFICE

2020-02-10

Dnr C2020/171

## **Procedures for the election of dean and vice dean of the faculties and the teacher education board at Karlstad University**

|                     |            |                   |                             |                      |             |
|---------------------|------------|-------------------|-----------------------------|----------------------|-------------|
| Decision No.        | RB 28/20   | Diary No.         | C2020/171                   | Substitutes decision | C2012/298   |
| Decision valid from | 2020-02-10 | Decision valid to | <i>until further notice</i> | Officer              | Eva Rendahl |

## 1 Introduction

The Vice-Chancellor has decided on the following procedures for a consultative election of dean and vice dean of faculties and the teacher education board at Karlstad University. The election process is part of a recruitment process. These procedures only apply to the election process.

## 2 Electees

Dean and vice dean are appointed by the vice-chancellor subsequent to a recruitment process with consultative groups and an election process. The mandate period is four years.

## 3 Voting eligibility

Eligible to elect dean of the faculties are all staff employed by the respective faculty for at least 50 per cent of full time at the time when the voters' roll is drawn up. Employees on leave of absence more than 50 per cent of full time for employment elsewhere or for personal reasons are not eligible to vote.

Eligible to elect dean of the teacher education board are all staff employed by the faculties and the Teacher Education Office for at least 50 per cent of full time at the time when the voters' roll is drawn up. Employees on leave of absence more than 50 per cent of full time for employment elsewhere or for personal reasons are not eligible to vote.

## 4 Appointing election officers and their duties

Election officers for the elections of dean and vice dean are responsible for making the elections known to employees.

Two employees at the Executive Office are appointed election officers by the vice-chancellor.

The main duties of the election officers are:

- Plan and conduct the election
- Consult with the vice-chancellor, who decides, on mandate period
- Inform all staff of the election
- Arrange presentations of the candidates
- Provide ballots
- Initiate the drawing of voters' roll, to be approved by the vice-chancellor based on the report of the head of HR.

## 5 Presentations

The election officers shall provide opportunities for the candidates to introduce themselves.

|                     |            |                   |                             |                      |             |
|---------------------|------------|-------------------|-----------------------------|----------------------|-------------|
| Decision No.        | RB 28/20   | Diary No.         | C2020/171                   | Substitutes decision | C2012/298   |
| Decision valid from | 2020-02-10 | Decision valid to | <i>until further notice</i> | Officer              | Eva Rendahl |

## **6 Ballots**

The election officers shall provide electronic ballots in the voting system available at the university.

## **7 Voters' rolls**

The election officers shall initiate the drawing up the voters' rolls, to be approved by the vice-chancellor based on the report of the head of HR.

The election officers shall ensure that voters' rolls are posted on the university intranet two weeks before the upcoming election at the latest. Objections to the voters' roll shall be made to the election officers before the electoral roll is finalised one week before the election at the latest.

## **8 Voting**

The voting period is determined by the vice-chancellor in consultation with the election officers. The period shall be at least 5 work days.

The vice-chancellor together with the election officers are responsible for conducting the election, ensuring transparent ballot counts, drawing up minutes of results and informing employees of the results.

Voting is mainly done electronically through the system currently provided at the university. Alternatively, the vice-chancellor can decide that the voting shall take place in the form of closed ballot in person at a polling station on set day, or through postal voting

The order of candidates is determined by the number of votes cast for each candidate.

The election officers conduct the ballot count and sign and adjust the minutes of the election results.