

Rules of Procedure, Departmental council, Department of Dentistry and Oral Health, Aarhus University
Ref. by laws of Aarhus University, Departmental councils, December 16, 2022
SMV, November 18, 2024

The departmental councils are advisory boards established at each institute at Aarhus University.

Membership

(ref. Regulations §26) Vedtægt § 26)

Each Department establishes a department council that consists of the head of department as well as representatives elected among the department's academic staff, including PhD-students employed by the university, the department's technical and administrative staff and the department's students.

The department councils consists of a maximum of 25 members. The number of members and the structure of the departmental councils are determined by the head of department, taking into account that the council must be actually functional.

The composition of the departmental council must take into account the size, composition and diversity of the department, and it must be ensured that the academic staff, PhD students, the technical and administrative staff and students are appropriately represented.

The dean approves the size of the departmental council and the term of the elected members.

At Department of Dentistry and Oral Health the departmental council is established with the following membership structure:

- Head of department, chair
- 2 representatives for the academic staff
- 3 representatives for the part-time academic staff
 - Instructor of the dentistry program
 - Instructor of the clinical dental technician program
 - Instructor of the dental hygienist program
- 1 representative for the PhD students
- 3 representatives for the technical and administrative staff
- 4 representatives for the students
 - Bachelor student in Dentistry
 - Master student in Dentistry
 - Dental hygienist student
 - Clinical dental technician students

The department council is chaired by the head of department. The department council elects a deputy chairperson from among the members elected as representatives of the academic staff.

Constitution

The members of the departmental councils are elected through local elections following the terms of the election for the Aarhus University's board and Academic Council. The student members are normally elected for a period of one

year. The other members are normally elected for a period of four years. The Dean may change the periods of membership.

Tasks of the departmental council

(ref. regulations §27)

The departmental council has the following tasks:

- 1) Ensuring ideas generation, quality, transparency and legitimacy in all decisions on academic issues.
- 2) Ensuring the department's academic and social identity and coherence.
 - Through continuous and timely involvement, the head of department must ensure codetermination in respect of academic issues in a broad sense. The head of department must therefore discuss important issues within research, talent fostering, knowledge exchange and education with the department council.
 - The departmental council may make statements on all academic issues of substantial relevance to the activities of the department and has a duty to discuss academic issues presented by the dean or the head of department for its consideration.
 - The departmental council has the right to make statements to the dean.

Working method

(ref. Regulations §28)

The chairperson leads the meetings and must prepare an agenda for the meetings in collaboration with the deputy chairperson.

The chairperson and the deputy chairperson are responsible for preparing an annual wheel and for planning regular meetings to ensure that all relevant issues are planned and considered in due time.

Annual wheel

The annual wheel of the departmental council of Department of Dentistry and Oral Health includes:

- The department's strategy
- Thematic discussions of principles
- Budget
- Appointment – and recruitment policy
- Professor policy
- The department's physical and social surroundings
- Co-determination and development of management structures and management types
- Study environment and well-being

Meetings

The departmental council of Department of Dentistry and Oral Health holds meetings of one and a half hours four times a year. There may be planned more meetings if necessary. The meetings are held in English, if there are members who do not understand Danish.

A draft of the meeting agenda is sent out to the members of the departmental council no later than 3 weeks before a meeting. The members can request a case to be considered if it is handed no later than 1 week before a meeting. The members have the possibility to ask the groups they represent to suggest cases of consideration in the departmental council. The agenda is published to the members 1 week before a meeting.

At every meeting we aim at including a discussion item. Furthermore the purpose and eventual tasks are emphasized in the agenda. There is a timeframe noted for every item in the agenda, and there are few items, which leaves time for discussion. 'Any other business' covers eventual ad hoc items.

Minutes are sent out for commenting no later than 2 weeks after a meeting.

Structure of the agenda:

1. Approval of the agenda and suggestions for the item AOB (Any other business)
2. Discussion of a theme of relevance
3. Relevant items of information: strategy, economics, other information of relevance
4. Any other business

Communication

After the meetings minutes are prepared. The minutes are submitted to the departmental council's members for commenting within a time frame of two weeks. The minutes are shared in Sharepoint and is submitted at Brightspace on the student information pages for all the students at the department. Furthermore the minutes are archived in Workzone.