

Academic Staff Representation in Decision-Making at LUNEX

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1. Purpose

This policy aims to ensure that the academic staff have opportunities to express their views and participate actively in decision-making processes through structured representation on various bodies and committees.

2. Scope

This policy covers the various forms of academic staff participation at the institutional level, including representation and involvement in councils and committees.

3. Policy Statement

LUNEX is committed to fostering academic staff representation and participation in governance and decision-making processes. Representation of academic staffs on decision-making bodies is essential for incorporating diverse perspectives in the quality assurance process.

By implementing this policy, LUNEX reaffirms its commitment to a collaborative governance model that values and actively seeks the input of its teaching staff, thereby enhancing the quality of decisions and promote a more inclusive academic community.

4. Roles & Responsibilities

All academic staff are responsible for implementing this policy, participating in meetings, representing the views of their colleagues and communicating decisions back to them.

The Chairs of the different bodies shall monitor the compliance with this policy.

The Board of Directors will ensure that the various bodies, committees and meetings are organised in accordance with governance policies.

This policy will be available to all staff.

5. Related legislation & documents

- Higher Education Law of 21 July 2023
- Senate Constitution
- Teaching and Learning Constitution
- Research Council Constitution
- Procedure for Establishing the Gender Equality Committee

6. LUNEX Bodies that require academic staff representation

1. The Senate

The LUNEX Senate is the highest academic authority, and one of the core bodies of LUNEX. It is the deliberative body of the institution for academic policies, structure, and procedures and is responsible for regulating and directing the academic work of LUNEX in teaching, research, and the academic aspects. Its mandate is to act upon educational matters and regulations of the academic community.

Academic staff representation:

Academic staff representatives at this level are regulated through the Senate Constitution:

- The Chair of the Senate is appointed by the Academic Director upon nomination by the Senate

- Chair of the Teaching and Learning Council, Chair of the Research Council, all academic and heads of departments, one academic elected member
- Academic guest members

Responsibilities:

Senate members are responsible for acting on educational matters and regulations of the academic community, including the academic program and structure, personnel and budgetary policies, development of departments, professional, and educational relations of the institution.

2. The Teaching and Learning Council (TLC)

The Board of Directors of LUNEX has devolved responsibility for academic matters to the Teaching and Learning Council.

Academic staff representation:

Academic staff representatives at this level are regulated through the TLC Constitution:

- A Chairperson appointed by the Academic Director
- Programme Leaders
- Chair of Exam Board
- Academic guests invited according to the topics on the agenda

Responsibilities:

TLC members are responsible for protecting, maintaining, and developing the academic standards of the programmes and the academic activities of the institution. They are also responsible for protecting the academic reputation of LUNEX, the programmes it offers and the awards to which they lead.

The specific operational duties are stated in the Constitution.

3. The Research Council (RC):

As part of its Research Development Strategy, LUNEX has established a Research Council (RC) to encourage and support original research, creative work, and reflective inquiries by LUNEX Academic staff.

Academic staff representation:

Academic staff representatives at this level are regulated through the RC Constitution:

- Chairperson: an Independent Chairperson appointed by the Academic Director
- Department Representation: each Department is represented by two Academics (one senior and one junior staff member)
- The Chair of the Research Ethics Committee

Responsibilities:

The primary mission of the Research Council member is to advise and guide LUNEX bodies on decisions relating to research while stimulating and maintaining scientific excellence. The specific operational duties are stated in the Constitution.

4. Programme Committee (PC):

The purpose of the Programme Committee is to offer the possibility for students to exchange on their study programmes, allowing them to express any challenges or concerns regarding the learning process or students' experiences within it, to explore opportunities for improvement, and to recognize good

practice that could be shared with other programs. Furthermore, students can be consulted on matters such as new program proposals and discuss aspects of the design or delivery of the programme.

Academic staff representation:

- Module Coordinators

Responsibilities:

They provide input to the programme leaders on adaptations and changes that will improve the quality of the programme delivery and management.

5. Professional Advisory Boards

Formal bodies of advisors from the work field are set up at the study programme level. The advisory panel ensure coverage of key aspects such as professional needs and regulations, clinical education and practice in various settings, interprofessional practice and integration of research for evidence-based practice.

Academic staff representation:

The panel is composed by employers, supervisors, external stakeholders and LUNEX academic staff members – the head of department and programme leader.

7. Other types of academic staff representation at institutional level

a. Departmental level meetings

Regular meetings at departmental level are scheduled by the head of department and all academic staff are expected to attend consistently.

These meetings address various issues related to teaching, research, administration, and department development, such as: teaching aspects, student issues, training opportunities, administrative matters, ongoing initiatives, research and grants, etc.

b. Strategic Steering Committee

Strategic steering committee meetings are organised to exchange information, discuss and make decisions. The focus will be on strategically important topics that we have jointly defined in our LUNEX strategy.

The heads of the academic departments are members of this committee.

c. Staff Delegation

The overarching role of the staff delegation is to safeguard and defend employees' interests with regard to working conditions, job security and employment status. Thus, it acts as a mediator between the employees and employer.

Academic staff can be elected as members of the staff delegation. The process of election and the responsibilities are regulated through the Labour Code. The staff delegation is required to meet at least 6 times per year, including 3 times with the business management.

The staff delegation is represented in the governing bodies by the participation of its President in meetings with the Board of Directors.

8. Feedback and Communication

Following participation in the various committees and meetings, academic staff representatives are required to communicate the outcomes and decisions reached to their colleagues in a timely manner.

9. Review and Amendments

This policy will be reviewed every year, and updates will be made as necessary to improve the representation and participation of academic staff in LUNEX decision-making process.