

Structure of the Faculty of Spatial Sciences (FRW)

1. Introduction

In February 1997, the University Government (Modernization) Act – better known as the MUB – came into effect. This act has had a great influence on the administrative relationships and organization of the university. The introduction of the MUB can be seen as a reaction to the changing circumstances that govern the shape of university administrations. Universities are also subject to the situation where results have to be justified, management must be provided and there are types of employee participation common to other professional organizations.

Within the RUG, and under the MUB, a faculty is regarded as a unit responsible for results. The Faculty Board is responsible both for the development of a strategic plan and for its implementation, and thus for achieving the agreed results. These results can only be realised if the internal organization of the Faculty is geared to this as well.

2. Outline of the structure

The main points for FRW are:

- The Faculty Board is responsible for the organization of the teaching and research within FRW. The Faculty Board will concentrate on producing a strategic plan, drawing up a budget, maintaining quality and stimulating innovation in teaching and research, in addition to managing the support staff (OBP).
- The programme directors for Human Geography and Planning (SG&P) and Environmental and Infrastructure Planning (TP) and the research director are in charge of content programming, the organization and the quality of the teaching or research for which they are responsible.
- The chairs of the departments are responsible for maintaining and developing academic discipline in both teaching and research, as well as the related personnel quality. They manage the academic staff (WP) of the department.
- The staff are responsible for implementing the teaching and research activities or the support activities. As professionals in their field, they can determine the content of the activities within the management and organizational framework.

Management and employee participation

- The Faculty Board has complete responsibility for policy and the content of the teaching and research, as well as for allocating and managing the relevant resources.
- The Faculty Council (FR) is the employee participation body within the Faculty. The FR advises the Faculty Board on its policy. The FR needs to approve decisions of the Faculty Board concerning faculty regulations and the Teaching and Examination Regulations (OER).
- The staff representatives on the FR have advisory and approval rights concerning implementation measures.

Advice and Coordination

Discussions and consultations will take place among the various units within FRW concerning the exchange of ideas, standpoints and the taking of decisions, as well as to ensure that faculty policy is implemented:

- Regular discussions will take place between the Faculty Board and the chairs of the four departments. During these discussions, consultation and information exchange will take place concerning the preparation and implementation of faculty policy.

- There are regular Programme Meetings attended by the Education Officer and the two programme directors. During the discussions, consultation and information exchange will take place concerning the development, preparation and implementation of the teaching.
- There are regular Research Meetings (Urban and Regional Studies Institute) (URSI) attended by the director of the research institute and all professors with research duties. During the discussions, consultation and information exchange takes place concerning the preparation and implementation of research.
- There are Master's coordinator meetings, attended by all Master's programme coordinators. The chair of these meetings (Education Officer), on behalf of the participants, advises the Faculty Board on faculty teaching policy, particularly on aspects of policy that go beyond teaching.
- Each degree programme has a Programme Committee (OC), half of whose members are students. The OC advises the programme directors and the Faculty Board on the OER, the evaluation of the curricula and the implementation of the OER, as well as providing 'solicited and unsolicited' advice on all other matters concerning teaching.
- Work meetings are held regularly by the departments. The chairs of the departments are responsible for the shape these meetings take.
- There is a faculty IT committee. This committee advises the Faculty Board on its IT policy.
- There is a faculty Library Committee. This committee advises the Faculty Board on faculty library matters.
- There is a faculty Communication Committee. This committee ensures on behalf of the Faculty Board that the faculty communication policy is followed by the various departments of the Faculty.
- There is an Internationalization Committee. This committee provides advice on aspects of internationalization at the Faculty. This concerns teaching, research and organizational matters.
- There is an Alumni Committee. This committee advises the Faculty Board on suitable alumni activities and maintains contact with alumni.
- There is a Professional Field Committee. This committee advises the Faculty Board about study programmes and/or the learning outcomes of a study programme with regard to the demands of the professional field.

3. The different parts of the organization

Generally speaking, FRW consists of the following parts:

- Faculty Board and Faculty Council
- Departments
- Teaching
- Research
- Faculty Office

These sections will be explained in more detail below.

Faculty Board and Faculty Council

The Faculty Board

The Faculty Board is accountable to the Board of the University. The members of the Faculty Board are appointed and dismissed by the Board of the University. The FRW Board consists of three members: the Dean (0.5 fte), the Vice Dean (0.3 fte) and the Treasurer (0.9 fte). The Dean will appoint a student proposed by the FR student members as an advisory member of the Faculty Board.

The Faculty Board is a collegiate body whose tasks are shared on the basis of portfolios in the policy fields teaching, research and management/resources. The members of the Faculty Board are each primarily responsible for their own portfolio, without prejudice to the responsibility of the board as a whole for its decisions and actions. The teaching and research portfolios are shared between the Dean and the Vice Dean. Both are preferably members of FRW. The Treasurer should be experienced in the field of P&O and finance as well as with professional management. The duties and responsibilities of the Faculty Board are set out in the faculty regulations.

The Faculty Council

Half of the members of the Faculty Council (FR) are students and half staff. No difference is made between WP and OBP when electing the staff members. The FR has the same approval and advisory rights as the University Council with regard to matters concerning FRW and those matters that the Faculty Board is mandated to make decisions about. The Faculty Board will provide the FR with information on policy in good time. The right of approval mainly concerns:

1. the faculty regulations
2. the Teaching and Examination Regulations (OER)

The staff members of the FR have specific advisory and approval rights. These rights concern implementation measures. The approval rights only apply if the Faculty Board is empowered to take such implementation decisions. The rights of the FR and its sections are set out in the Faculty Regulations.

Departments for Teaching and Research

The departments consist of staff positions and staff and the aim is to conduct teaching and research. The personnel are allocated to departments by the Faculty Board on the basis of their teaching and research qualities. OBP that contribute to teaching and research in a more structural way are also allocated to a department. The personnel are organized around one or more professorial chairs. The departments thus house the personnel that is available to implement teaching and research. The departments are each headed by a chairperson. The chairperson is the professor of the relevant field. Together with any other professors in the department, he or she is responsible for the construction and preservation of the department so that it is able to implement the agreed teaching and research tasks.

The SG&P and TP programme directors and a research director are responsible for the organization and implementation of teaching and research programmes. The chairperson of the department conducts career development interviews with the staff in his/her department, with the exception of the other professors, who will have career development interviews with the Dean. The chairperson will make appointments with the staff in the field of teaching, research and, if relevant, management. The programme director and the research director will each provide input for the career development interview from their own specialization. The chairperson will pass the results of the career development interview concerning teaching on to the programme director and those concerning research on to the research director.

Teaching

The programme director is appointed by the Faculty Board. The programme director is in charge of the regulations in and implementation of the OER, on behalf of the Faculty Board. The programme director, together with the chairperson of the relevant department, also determines who will be involved in the organization and implementation of the OER and will provide the necessary directions. In addition, the programme director will advise the Faculty Board on the content, composition and programming of the OER. He/she will advise the Faculty Board about the system of internal quality control and the follow-up of

external quality. The final responsibility for the content and quality of the faculty teaching lies with the Faculty Board. The Education Officer on the Faculty Board is the contact person for the programme directors.

The relationship with the department is a twofold one. The departments are responsible for implementing the teaching duties as well as being closely involved in the development of the teaching materials, both with regard to extent and content for those parts of the curriculum where their specific input is needed.

Each degree programme has its own Programme Committee (OC). The OC advises the programme director and the Faculty Board on the OER, the teaching evaluation and, 'solicited and unsolicited', on all other matters concerning teaching. It is important that a clear distinction is drawn between expertise and representation. The representative function is clearly allocated to the FR as the consultative body. The OC is an advisory body on the basis of expertise and half of its members are students. The members are appointed by the Faculty Board. The committee will determine its own way of working but is empowered to request external advice.

Research

Actual research and the training of researchers shall primarily take place within URSI. The programming of the research projects will be done by the URSI Board or the Graduate School Board. The research director is appointed by the Faculty Board. The research director, in agreement with the chairpersons of the relevant departments, determines who will be involved in the research conducted within URSI. The research director is responsible for the implementation and the preparation of URSI's research policy, on behalf of the Faculty Board. He/she will advise the Faculty Board about the organization of the quality control regarding research.

Support (Faculty Office)

The Faculty Office, headed by the Treasurer, supports the Faculty Board and the four departments: Cultural Geography, Economic Geography, Demographics and Planning. The office has staff in the following areas:

- Management secretariat for the direct support of management duties
- Office of Teaching and Examinations (BOE)
- Secretarial support for departments
- ARBO support activities
- Financial administration, financial information provision and budget preparation
- Cartography department. The Cartography department supplies cartographic work for both teaching and research.
- Syllabus sales

There are another four departments that advise and support not only the Faculty of Spatial Sciences but also the Faculty of Economics and Business:

- P&O Department
- IT department
- Library
- Buildings Management

3. The position of the personnel

The professor is the manager of the staff associated with the chair in question by the Faculty Board. The professor is responsible for holding career development interviews and will be the primary assessor during an appraisal interview. Based on the division into departments and the long-term agreements, regular individual task agreements will be made in the fields of teaching, research and management. These should form the framework for the career development interviews and the appraisal interviews.

The Treasurer is the manager of the OBP, with the exception of the OBP directly involved in teaching and research and the study advisor. He/she will conduct career development interviews with these staff members and during appraisal interviews will be the primary assessor.