



UPPSALA UNIVERSITET

Institutionen för medicinsk biokemi
och mikrobiologi
Department of Medical
Biochemistry and Microbiology
(IMBIM)

Organization and Rules of Procedure

The Rules of Procedure (arbetsordning) for the Department of Medical Biochemistry and Microbiology (IMBIM) are based on Uppsala University's Rules of Procedure, Rules of Procedure for the Disciplinary Domain of Medicine and Pharmacy, as well as underlying documents, delegation schemes and policy documents. The Department's decision-making process must be clear and transparent, and the rules of procedure describe summary guidelines for how the Department's various bodies work out the basis for decisions. The Rules of Procedure are reviewed annually and decided by the Board and posted on IMBIM's area on the Employee Portal (Medarbetarportalen, MP).

IMBIM has a high proportion of employees who do not speak Swedish and all information must, whenever possible, be translated into English.

Leadership by Head of Department and the Department Board.

IMBIM is led by the Head of Department and in his/her absence, a Deputy Head of Department who, after election to the Department, is proposed by the Department Board and then appointed by the Vice Rector for the Disciplinary Domain of Medicine and Pharmacy. The term of office is three years, with the possibility of re-election two additional periods. The Head of Department, or his/her deputy where applicable, is the Chairman of the Board.

Election of members to the Department Board takes place in accordance with the Rector's election regulations. The Board consists of four representatives of teachers / researchers, a representative of TA (technical/administrative) staff, a representative of doctoral students and deputies for these. The term of office is three years. The board has a quorum when more than half of the number of members, including the Chairman, is present.

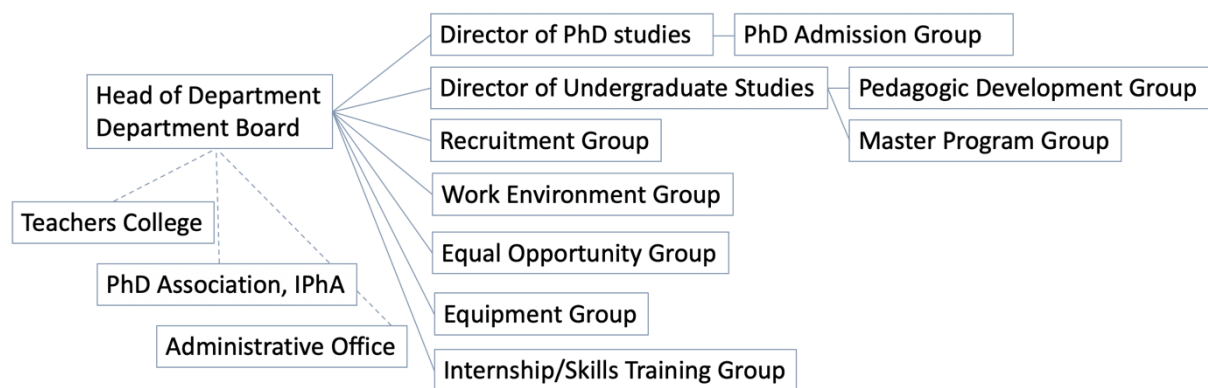
At board meetings, the Deputy Head of Department has the right to be present and speak. The Department's Administrative Coordinator is the secretary. The Finance and Personnel Managers have the right to attend and express opinions and are the rapporteurs of the respective matters.

The Board normally meets 4-5 times per semester. Decisions on the date of the next semester's meeting are determined at the end of the previous semester.

Matters to discuss at the Department Board Meeting must be reported no later than ten days in advance to the board secretary. Notice is posted on the Departmental Board's area on MP. Relevant appendices are available to all members. After adjustment, the protocol is posted, including an English translation on IMBIM's area on MP.

IMBIM's rules of procedure are collegial and proposals for Board decisions are prepared by evaluation groups, appointed by the Board. These groups also have an advisory role in strategic issues. The composition of the groups, assignments, working model and, where applicable, memoranda are posted on IMBIM's website under internal info. In addition to permanent review groups, the Board has the right to establish temporary committees if necessary.

Representatives of students on the Departmental Board and its sub-bodies are appointed by the relevant student union.



IMBIM's Advisory Committees

Postgraduate Education (PhD Studies)

The Director of Studies for Postgraduate Education has delegated responsibility for postgraduate education issues and leads IMBIM's Postgraduate Education Group (FUG). The group includes two additional teacher representatives, a doctoral student and an administrator for postgraduate education. FUG assesses each individual case for initiating the admission of doctoral students. The supervisor's financial and practical possibilities are assessed before a call can begin. When a suitable candidate has been selected, FUG reviews application documents and individual study plan. The Director of Studies presents the documents to the Board for approval before the application is sent to the Disciplinary Domain of Medicine and Pharmacy Committee for Postgraduate Education, KUF

Undergraduate studies

The Director of Studies for Undergraduate Education has delegated responsibility for undergraduate education issues, including higher education pedagogical development work. The Director of Studies has the assignment to distribute IMBIM's undergraduate assignments based on subject competence. IMBIM works for a balanced distribution of assignments

according to the principle that all teachers / researchers should participate in teaching and be given the opportunity for pedagogical merit. The Director of Studies is also responsible for the undergraduate education's overall budget. The Director of Studies is also responsible for development and salary discussions with the Department's course and program administrators.

IMBIM is responsible for two international master's programs and is partly responsible for a third. The program coordinators for these programs are part of a collaboration group led by IMBIM's Director of Studies with the task of collaborating and coordinating common issues and activities.

Teacher Recruitment (Recruitment Group)

An evaluation group for teacher recruitment conducts an annual inventory of IMBIM's skills supply and recruitment needs. The group consists of six teacher representatives and is composed in order to consider needs from IMBIM's three sections from both research and teaching and to have knowledge of how these issues are dealt with in the area committee and the Medical Faculty's recruitment group. Ongoing proposals for interesting recruitments are referred to the group for analysis. The Recruitment Group's data is compiled in IMBIM's annual report to the field of science concerning recruitment and competence supply. In addition to this, the Recruitment Group participates in the development of employment profiles prior to announcements, as well as in seminars and discussions with ranked candidates for advertised positions.

Work Environment Group

The Work Environment Group at IMBIM (AMG) consists of representatives from all sections of the Department (where applicable, appointed safety representatives), appointed coordinator and Head of Department (Chairman). AMG meets at least twice per semester to coordinate between employees and employers on work environment issues that affect the department. Memoirs are posted on IMBIM's website under internal info. AMG also includes representatives and those responsible for fire safety, environmental and chemical issues. AMG participates in all safety rounds, and is responsible for IMBIM's work environment plan and IMBIM's handbook.

Gender Equality and Equal Opportunities (Equal Opportunity Group)

IMBIM's group for equal opportunities is advisory on equal opportunity issues. The Group represents TA staff, teachers, researchers, doctoral students and students. The Group reports an annual report on how the work on equal terms issues is progressing and a plan for the coming years' operations. The documents are posted on IMBIM's website, under internal info. The Group is also tasked with following up risks of harassment through an anonymous online reporting function.

Coordination of equipment (Equipment Group)

In the budget, IMBIM allocates funds for partial financing of equipment that can be shared by several groups / sections. The Equipment Group consists of people from IMBIM's various subject areas and makes annual compilations of needs for new equipment and prioritises applications for renewal of smaller equipment.

Merit internship (Internship Group)

At IMBIM, it is possible to apply for a meriting internship. An internship period must have a defined competence-enhancing goal and a designated supervisor. IMBIM's merit group reviews and approves received applications. The group is also responsible for following up stated goals halfway into the period and after the end of the internship, when a certificate is also issued.

Collegial discussion forums

In addition to the evaluation groups appointed by the Board, there are also groups that are not appointed by the Board, but whose strategic discussions form an important basis for discussions and decisions in the Board. There are three main groupings here:

Teachers Collegium

Consists of IMBIM's senior lecturers and professors and meets approximately four times per semester.

IPhA

Doctoral Student Council, IMBIM PhD Association. IPhA meets regularly, monitors doctoral issues and organizes activities.

The Head of Department's Administrative Meeting

Meetings are held every other week for information and discussion on mainly organizational issues.

In addition to these, group leaders, researchers, postdocs, research engineers, doctoral students, teachers and other staff categories gather for regular meetings, departmental conferences, "open corridors", seminars, etc. with the intention of disseminating information, increasing engagement and discussing current issues and strategic development of research, education and collaboration.

Individuals with special responsibilities

Certain support functions (supervision and assignments) have been assigned to certain individuals, either by IMBIM or from overall organizational units.

- Information and communication (IMBIM)
- Access cards, keys and AKKA registration (BMC)
- Contact person for UUIT (IMBIM)
- Contact person regarding IT security and GDPR (IMBIM)
- Radiation protection (IMBIM and BMC)
- Genetically modified microorganisms (IMBIM and UU)
- Purchase of pharmacy-required pharmacy goods (IMBIM)
- Chemicals (UU)
- Environment (UU)
- Fire protection (UU)

IMBIM's research structure

IMBIM operates in three sections, Cancer, Genomics / Genetics and Infections and Immunity. Within each section, there are several research groups that collaborate collegially without any specific section manager. The section-specific economics is based on the number of research assignments and performance-based revenues, and the sections distribute section-specific costs according to a mutually agreed principle.

Each research group leader has a responsibility and obligation to conduct their own activities in accordance with applicable laws and regulations. This also includes the obligation to ensure that new employees are informed about rules and safety routines. A group leader is also responsible for development talks and salary talks with employees in their own group. For employees on IMBIM common functions, these calls are delegated according to an annually established list.