

# **ACADEMIC POSITIONS AND WORKING PROCEDURES**

Having reviewed, in extensive consultations with academic staff, the Academic Council and the Management Council, the role descriptions of academic positions within the Iceland Academy of the Arts, the following documents were approved by the board of the Academy: *Academic Positions*, *Rules on the Appointment of Academic Positions*, and *Rules on Sabbaticals*. The documents come into effect 1 August, 2015 and replace older documents, *The Teacher's Profession* (May, 2009), *Rules on the Appointment of Academic Positions* (March, 2013) and *Assessment Criteria on the Knowledge and Experience of a University Teacher in the Academic Field of the Arts* (January, 2013).

## **ACADEMIC TITLES**

Academic staff carry the following titles: Dean of the Department, Professor, Associate Professor, Assistant Professor, Adjunct and Temporary Lecturer. Programme directors are members of the group of assistant professors, associate professors or professors. Other academic titles are: Visiting Professor, Honorary Professor, Research Professor, and Research Fellow.

### **DEAN OF THE DEPARTMENT**

A dean of the department shall have the equivalent degree of a professor and is a leading artist and scholar with extensive knowledge of his discipline. Domestically, he is at the forefront of his professional field while being active in the international field. He has considerable experience of academic work and teaching at the university level, and possesses good communication and leadership skills. The dean of the department is responsible for the academic development of his department and supervises education and teaching as well as research and innovation. The dean's employment period is 5+5 years with one sabbatical stipulated for each period. Deans of departments have access to the Development Fund of Academic Staff, the Publication Fund and other Academy resource funds.

### **PROFESSOR**

A professor is a leading artist or scholar with extensive knowledge of her area of specialization. A professor has considerable experience of academic work and teaching at the university level. The professor's employment period is 4+4+2. Professors have the right to apply for a sabbatical every three years, while having access to the Development Fund of Academic Staff, the Publication Fund and other Academy resource funds.

### **ASSOCIATE PROFESSOR**

An associate professor has consolidated her position as a recognized artist or scholar with substantial knowledge of her area of specialization. Domestically, she is at the forefront of her professional field, while being active in the international field. An associate professor has considerable experience of academic work and teaching at the university

level. An associate professor's employment period is 4+4+2. Associate professors have the right to apply for a sabbatical every three years, as well as having access to the Development Fund of Academic Staff, the Publication Fund and other Academy resource funds.

### **ASSISTANT PROFESSOR**

An assistant professor is active in his field and has publicly presented his work within domestic professional circles. Experience of the international environment is desirable and he must demonstrate his potential to become a leading voice in his field. An assistant professor shall have experience of teaching at the university level. His employment period is 4+4+2 years. Assistant professors have the right to apply for a sabbatical every three years, while also having access to the Development Fund of Academy Staff, the Publication Fund and other Academy resource funds.

### **ADJUNCT**

An adjunct focuses first and foremost on teaching, but if her employment ratio is at minimum 50%, research and innovation may be included in her professional duties. She is active in her field, but does not necessarily possess significant professional or teaching experience, although this is desirable. At the end of one year in the position, an adjunct's appointment period becomes unlimited in scope. Adjuncts are not entitled to sabbaticals, but they do have access to the Development Fund of Academy Staff, the Publication fund and other Academy resource funds.

### **PART-TIME LECTURER**

A part-time lecturer is a member of temporary staff who focuses on teaching. Part-time lecturers who teach a minimum of 100 G hours a year have access to the Development Fund of Academy Staff.

## **DEFINITION OF PROFESSIONAL RESPONSIBILITIES**

Two main elements comprise the work of an academic: teaching, and research and innovation. The direction of the study programme is the responsibility of programme directors alone. In addition to these responsibilities, the position includes general participation in the formation and development of the relevant study track or department, the organization and preparation of teaching periods, as well as any other management pertaining to these responsibilities. These issues are discussed regularly at department meetings, department council meetings, programme directors' meetings or study programme meetings. The workload is included in the definition of general academic duties.

External management duties include active membership in committees and councils within the Academy (i.e. the Academic Council, the Quality Assurance and Enhancement Committee, the Equal Rights Committee, the Research and Innovation Committee, the Evaluation Committee, and boards of internal funds), but teaching discounts or payments for managerial duties according to the fee schedule are also given. The chairs of committees are responsible for keeping records of the committee members' work contributions.

Membership in external committees and councils on behalf of the Academy is also assessed as administration outside of departments, but the Academy does not pay for such administration.

## **TEACHING**

Teaching responsibilities include student guidance, class preparation, designing teaching plans, course descriptions and learning outcome criteria, developing exams, overview and learning assessments. Teaching is divided into categories based on the content and contribution of teachers and students. Each category is calculated according to a specific basic unit (G-hour) that is reviewed in accordance with existing salary scales at each time. Appendix II discusses teaching categories and equivalents.

## **RESEARCH AND INNOVATION**

Research and innovation entail independent work within the relevant staff member's area of specialization that is publicly presented, whether this be in an artistic form or within the academic environment. The results can be embodied in any expression of the Academy's artistic disciplines, i.e visual art, drama, music or through a scholarly approach.

# **DIVISION OF RESPONSIBILITIES AND WORK SCHEDULES**

The total workload and division of responsibilities are defined in the employment contract and reflected in staff work schedules. The dean of the department is responsible for developing work schedules in collaboration with each staff member that include an overview of total work contribution, a division of responsibilities, and a schedule on how professional duties are organized across the school year. The following academic year's work schedules shall be available by June.

Division of responsibilities is based on professional titles in the following manner:

	<b>Professor</b>	<b>Associate Professor</b>	<b>Assistant professor</b>	<b>Adjunct</b>
<b>Teaching/administration</b>	70% 1155 hours	75% 1237,5 hours	80% 1320 hours	90% 1485 hours
<b>Research and innovation/administration</b>	30% 495 hours	25% 412,5 hours	20% 330 hours	10% 165 hours
<b>Total</b>	1650 hours	1650 hours	1650 hours	1650 hours

# APPENDIX I

## DEAN OF DEPARTMENT'S ROLE

The dean of the department oversees the administration of her department and focuses on defining policies that relate to its affairs. She is responsible for academic development and supervises study and teaching as well as research and innovation. The dean of the department is a member of the Academy's management council and other committees, as appropriate. She supervises department meetings, department council meetings, as well as programme directors' meetings; she is also responsible for human resources, the hiring of part-time lecturers and the appointment of external examiners. The dean is responsible for all administration of student affairs and carries the decisive vote within the department on issues that relate to the academic career and development of students. Among the dean's major tasks are:

- Develop department policy on study and teaching, research and innovation, community relations and international collaboration in accordance with the Academy's general policies,
- Lead the work on the structure and quality of study and teaching, including curriculum, schedules, teaching plans, admission processes, graduation processes, graduation events and follow-up on teaching assessments,
- Develop inter-disciplinary collaboration between departments,
- Develop and maintain a relationship with the professional community, including collaboration with external parties, participation in public discourse in the relevant professional field, position on judging panels and other professional committees on behalf of the Academy,
- Edit promotional materials as well as other departmental publications,
- Be responsible for staff work schedules and organise the work environment and its quality,
- Be responsible for planning and managing the administration of the department.

## PROGRAMME DIRECTOR'S ROLE

Programme directors are either assistant professors, associate professors, or professors. They supervise a specific professional field, and in collaboration with the dean of the department they serve a key purpose in structuring the study programme and teaching. They attend departmental meetings and have a seat in the department council as well as other councils and committees, as appropriate. Programme directors are leading agents in strengthening the creative atmosphere of a relevant study track. Among programme directors' main tasks in the area of study and teaching are:

- Provide students with guidance and supervise their learning progress and other issues connected to their studies,
- Shape policy and develop the relevant study track in consultation with the dean of the department, including the development of the curriculum, writing course descriptions and criteria for study programmes and individual courses and attend to developing study schedules,

- Follow up on courses and course modules, including teaching plans and learning assessments,
- Supervise part-time lecturers' teaching duties and support them in their work,
- Be a member of an admissions committee and select external examiners and supervisors of final projects in consultation with the dean of the department, attend to the management of exams and supervise final projects and final theses,
- Follow up on departmental policies on inter-disciplinary collaboration,
- Oversee the promotional tasks of the study programme as well as public student events in collaboration with the project manager and dean of department,
- Build and maintain relationships with the professional milieu, including supervising collaboration with external parties, participate in public discourse in the relevant professional field, sit on judging panels and other committees on behalf of the Academy and organize a public platform for dialogue within the relevant professional field.

# APPENDIX II

## TEACHING CATEGORIES AND VALUES

Teaching is divided into different categories depending on the content and nature of each discipline, but a course can be composed of two or more categories, as appropriate. The programme director and dean of the department are responsible for evaluating and placing teaching methods in the right category.

Teaching method	Teaching method
Lecture	Quadruple value
Seminar I	Double value
Seminar II	Triple value
Studio I	Double value
Studio II	Triple value
Accompaniment/Technique/Training	Double value
Final thesis/project supervision	Single value
Supervision/Attendance (without teaching)	Single value

### **Lectures (quadruple value)**

In a lecture, the teacher carries the class almost in its entirety. He prepares the material and communicates to students in the most appropriate manner. Lectures are given quadruple value as their preparation is time consuming. In this case, a lecture includes one G-hour for teaching and three for preparation.

### **Seminar I (double value)**

Students introduce their assigned projects. The teacher supervises and acts as a discussion coordinator. Units comprise one G-hour for teaching and one for preparation.

### **Seminar II (triple value)**

The teacher supervises and coordinates discussions. Preparation also involves reading scholarly texts. Units comprise one G-hour for teaching and two for preparation.

### **Studio I (double value)**

Individual interviews or group discussions with students within the studio area. Practical teaching, creative work. Units comprise one G-hour for teaching, and one for preparation.

### **Studio II (triple value)**

Lecture and practical teaching. Creative work under the guidance of a teacher. Units comprise one G-hour for teaching and two for preparation.

### **Technique/Training/Accompaniment (double value)**

Workshop classes, computer classes, programming, tailoring techniques, textile printing, editing programme, physical training, voice, singing, music sessions, accompaniment. Units comprise one G-hour for teaching and one for preparation.

### **Supervision (single value)**

The teacher supervises an individual or final project. Calculations are based on a fixed number of hours per student.

### **Supervision/Attendance (single value)**

The teacher is in attendance (a visiting lecturer is in charge of teaching and assessment). No preparation is required.

## **TEACHING WORKLOAD**

### **BASIC CRITERIA**

The basic criteria changes depending on the number of credits and is the same for all types of teaching.

	<b>2 ECTS</b>	<b>4 ECTS</b>	<b>6 ECTS</b>	<b>8 ECTS</b>	<b>10 ECTS</b>
<b>Basic criteria</b>	40G	80G	120G	160G	200G

### **THEORY COURSES**

An extra workload bonus is paid for reviewing and editing written assignments in theory courses on the one hand, and, on the other, for designing and developing new theory courses.

#### **Extra workload bonuses based on student numbers**

	<b>2 ECTS</b>	<b>4 ECTS</b>	<b>6 ECTS</b>	<b>8 ECTS</b>	<b>10 ECTS</b>
11-15 stud	8G (2F)	16G (4F)	24G (6F)	32G (8F)	40G (10F)
16-20 stud	12G (3F)	24G (6F)	36G (9F)	48G (12F)	60G (15F)
21-25 stud	24G (6F)	48G (12F)	72G (18F)	96G (24F)	120G (30F)
26-30 stud	28G (7F)	52G (14F)	84G (21F)	112G (28F)	140G (35F)
31-35 stud	32G (8F)	64G (16F)	96G (24F)	128G (32F)	160G (40F)
36-40 stud	36G (9F)	72G (18F)	108G (27F)	144G (36F)	180G (45F)
41-45 stud	40G (10F)	80G (20F)	120G (30F)	160G (40F)	200G (50F)
46-50 stud	44G (11F)	88G (22F)	132G (33F)	176G (44F)	220G (55F)
51-55 stud	48G (12F)	96G (24F)	144G (36F)	192G (48F)	240G (60F)
56-60 stud	92G (13F)	104G (26F)	156G (39F)	208G (52F)	260G (65F)

#### **Extra workload bonuses for designing and developing new theory courses**

2 ECTS = 20 G-hours

4 ECTS = 40 G-hours

6 ECTS = 60 G-hours

8 ECTS = 80 G-hours  
10 ECTS = 100 G-hours

Approved by the board, 19 May, 2015