

# ACADEMIC POSITIONS

## ACADEMIC TITLES

Academic staff carry the following titles: dean, head of department, professor, associate professor, assistant professor, adjunct and part-time lecturer. Programme directors carry the title of assistant professor, associate professor or professor, but can in exceptional cases be adjuncts if they have undergone a formal evaluation of competence. Other academic titles are visiting professor, honorary professor, research professor, and research fellow. These positions are addresses in the Rules on the Appointment of Honorary and Guest Positions.

### DEAN

Deans<sup>1</sup> shall have good knowledge and experience of academic operations, management and administration. Deans work towards cross-disciplinary aims of the University alongside the rector, they are responsible for academic development, implementation the University policy and supervises teaching and research in their faculty. Deans lead operations within their faculty and manage its budgetary resources and administrative tasks. Deans shall have formal academic competence. The employment period is 5 years. Acting deans can be reappointed for another 5-year period without advertisement. The total employment period is maximum 10 years. Deans do not have research as part of their workload, but they do have access to the internal University funds.

### HEAD OF DEPARTMENT

Heads of department<sup>2</sup> has good knowledge in the respective subject and of academic operations. Heads of department are responsible for the artistic and academic development and policy making within each subject area and its implementation into learning, teaching and research. Heads of department shall have formal academic competence. The employment period is 4 years. Acting heads of department can be reappointed for another 4-year period plus another 2 years, without advertisement. The total employment period is maximum 10 years. Research is included as part of the workload of heads of department, in accordance with their formal academic evaluation. Heads of department have access to the internal University funds.

### PROFESSOR

Professors are leading artists or scholars with extensive knowledge of their area of specialisation. Professors are at the forefront of their professional field in the national context and active in the international field. The employment period of professors is 4 years. Acting professors can be reappointed for another 4-year period plus another 2

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<sup>1</sup> For further information on the role of deans, see Appendix I.

<sup>2</sup> For further information on the role of heads of department, see Appendix I.

years, without advertisement. The total employment period is maximum 10 years. Professors can be granted sabbaticals every 3 years at the most. They have access to the internal University funds.

### **ASSOCIATE PROFESSOR**

Associate professors have a recognised position as artists or scholars with substantial knowledge of their area of specialisation. They are at the forefront of their professional field in the national context and are active in the international field. The employment period of associate professors is 4 years. Acting associate professors can be reappointed for another 4-year period plus another 2 years, without advertisement. The total employment period is maximum 10 years. Associate professors can be granted sabbaticals every 3 years at the most. They have access to the internal University funds.

### **ASSISTANT PROFESSOR**

Assistant professors are active in their area of subject and have publicly disseminated their work in the national context. Experience of the international environment is desirable, and they should have the potential to become leading figures their field. The employment period of assistant professors is 4 years. Acting assistant professors can be reappointed for another 4-year period plus another 2 years, without advertisement. The total employment period is maximum 10 years. Assistant professors can be granted sabbaticals every 3 years at the most. They have access to the internal University funds.

### **ADJUNCT**

Adjuncts' primary responsibility is teaching. Adjuncts are active in their area of subject, but do not necessarily possess significant professional experience, although this is desirable. At the end of one year in the position, the employment period becomes unlimited. Adjuncts are not entitled to sabbaticals, but they do have access to the internal University funds.

### **PART-TIME LECTURER**

Part-time lecturers focus on teaching, without permanent contract. Part-time lecturers who teach a minimum of 200 G-hours a year have access to the Development Fund of Academic Staff.

## **DEFINITION OF PROFESSIONAL RESPONSIBILITIES**

Teaching is the main element of professional operations at the University. Professors, associate professors and assistant professors, who have at least 50% employment, can also be assigned designated research responsibilities. In addition to teaching and research, professors, associate professors, assistant professors and adjuncts also have administrative responsibilities.

## TEACHING

Teaching is the primary workload of academic staff. Teaching responsibilities include e.g. student guidance, class preparation, syllabus, course descriptions and learning outcomes, making exams, crits, assessment and a variety of administrative tasks related to teaching. 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 called G-hour, which is revised in accordance with existing salary scales at each time. Appendix II discusses teaching categories and equivalents.

## RESEARCH

Assistant professors, associate professors and professors, who have at least 50% employment, can have designated research responsibilities<sup>3</sup>.

Research entails independent work within the relevant staff member's subject area that is disseminated in the public domain, whether in artistic or scholarly form. Research output, or the work, can embody any form or subject area the University operates in, such as the visual arts, the performing arts, music or scholarly work.

In accordance to the University's position, approved by the Academic Council in autumn 2015, the output of artistic research is always twofold: on one hand there is the work itself, and on the other there is critical reflection of that work. These two components cannot be separated if the output is to be considered artistic research.

Evidence of research activity and progress is mandatory for a staff member to keep research as part of their employment.

The Research Committee has published guidelines for the dissemination of artistic research, where staff requirements are describes (<http://www.lhi.is/afrakstur-rannsokna-nyskopunar>).

## ADMINISTRATION

There are three types of administrative responsibilities among teaching staff.

First, there is *general administration*, which can entail participation in the development of a study programme or department, organisation and preparation of teaching semesters, participation in information-sharing and policy making, such as attending departmental or University-wide meetings, participation during project week, the annual teachers' preparation day and other relevant events. Administration is evaluated as a percentage of employment in the following: professors, associate professors and assistant professors 10%, adjunct 5%<sup>4</sup>. Staff members with less than 50% employment can have administration according to G-hours with maximum of 40 G-hours per year.

Second, there is *programme administration*, which entails the supervision of each study programme. Programme directors are either assistant professors, associate professors, or professors, but can in exceptional cases be adjuncts if they have undergone a formal evaluation of competence. Specific University criteria define the percentage of administration<sup>5</sup>.

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<sup>3</sup> See table on the division of responsibilities below.

<sup>4</sup> In exceptional cases, when adjunct are also programme directors, they can have 10% general administration.

<sup>5</sup> See Appendix II for further information on the role of programme directors.

Third, there is *administration in relation to the participation in committees and councils as well as special tasks*, e.g. when staff members are assigned to self-evaluation in relation to subject-level reviews or programme reviews by deans or the rector.

## **DIVISION OF RESPONSIBILITIES AND WORK SCHEDULES**

Total workload and division of responsibilities are defined in employment contracts and reflected in staff work schedules<sup>6</sup>. Deans are responsible for work schedules in collaboration with each staff member and the director of human resources. Work schedules include an overview of total work contribution, a division of responsibilities and a schedule on how they are distributed across the academic year. Work schedules are to be completed in June for the coming academic year. In the case of a leave of absence, a temporary position replaces their teaching responsibilities, while neither research responsibilities nor academic titles are replaced. For information on replacements for deans and heads of department see Appendix I.

**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</b>	60%	65%	70%	95%
<b>Research<sup>7</sup></b>	30%	25%	20%	
<b>Administration<sup>8</sup></b>	10%	10%	10%	5%
<b>Total</b>	1575 hours	1575 hours	1575 hours	1575 hours

<sup>6</sup> Number of active working hours is based on the total number of working hours (average) per year (2.087,1) less the average statutory holidays hours (90,3), summer vacation hours (240,0), extra vacation hours during Christmas and Easter (65,1) and pause ("coffee break") hours (115,0).

<sup>7</sup> Percentage refers to a maximum limit within each title.

<sup>8</sup> Percentage refers to a maximum limit within each title.

# APPENDIX I

## ROLE OF DEANS

Deans work towards cross-disciplinary aims of the University alongside the rector. They lead operations within their faculty and manage its budgetary resources. Deans oversee that their faculty carries out its academic responsibilities in relation to research and teaching, and that the University policy is implemented and executed within the faculty. Deans chair Faculty Council meetings and other faculty meetings, they sit on the Management Council and Academic Council, as well as collaborating with and consulting other committees and councils when needed. In the case of replacement, the person replacing a dean shall have formal academic qualification, replacing responsibilities as negotiated. In that case, the title *acting dean* shall be used.

**Main tasks and responsibilities include:**

- the development of teaching and research,
- the enhancement of cross-disciplinary collaboration, academic development research policy implementation and follow-up,
- the making of performance indicators in accordance with the University strategic policy and performance measurements,
- quality enhancement
- the making of operational and investment plans and their follow up,
- the making of annual work schedules and supervision of research responsibilities, to ensure that research is conducted according to the University and faculty policy as well as performing annual research output evaluations,
- human resources management, including hiring, replacements and recruitment of part-time lecturers in collaboration with heads of department and with the rector's agreement.
- collaborating and networking with partners from other higher education institutions nationally and internationally, partners from public administration and stakeholders in the professional field.

## ROLE OF HEADS OF DEPARTMENT

Heads of department are responsible for the artistic and academic development within each subject area and their implementation into learning, teaching and research. Heads of department manage all academic staff in each department, as their employer. Heads of department are responsible for the management of student matters and have decision-making authority within their departments on issues concerning educational records and progress of students. Heads of department sit on the respective Faculty Council, the Academic Council and other committees as needed. They supervise departmental meetings, departmental council meetings and programme directors' meetings. In the case of replacement, the person replacing a head of department shall have formal academic qualification, replacing responsibilities as negotiated. In that case, the title *acting head of department* shall be used.

**Main tasks and responsibilities include:**

- the development of departmental policy in accordance with the University strategic policy,
- lead the work on the structure and quality of learning and teaching, including curriculum, timetables, teaching plans, admission processes, graduation processes and graduation events, and follow-up on teaching evaluations,
- participate in the enhancement of cross-disciplinary collaboration between departments and faculties,
- maintain and develop networks with the professional community, participate in public discourse in the relevant professional field, sit on juries and other expert committees on behalf of the University,
- participate in international networks,
- hiring part-time lecturers and appoint external examiners,
- make operational and investment plans in collaboration with the dean.

## ROLE OF PROGRAMME DIRECTORS

Programme directors are either assistant professors, associate professors, or professors. In exceptional cases adjuncts may serve as programme managers, if they have undergone formal assessment of competence. They supervise a specific subject area and lead a key role in enhancing creative and professional environment in the respective study programme.

Specific criteria define the percentage of programme administration on a yearly basis:

1. Basic criteria for programme administration\*: 160 G-hours for undivided programme administration. In the case of more than one programme director in a study programme, the hours are divided.
2. Validation criteria for programme administration\*\* for undivided administration:
  - a. Less than 20 students: 50 G-hours
  - b. 20-39 students: 100 G-hours
  - c. 40-59 students: 150 G-hours
  - d. 60+ students: 200 G-hours
  - e. Criteria for programme administration in theory is the same as 1/3 of the total number of students at a department. In the case of more than one programme director in theory the hours are divided according to their work percentage or according to the number of students in a study programme each programme director has under their supervision.

### \* BASIC CRITERIA FOR PROGRAMME ADMINISTRATION

Programme directors participate in the development of a vision and policy of a study programme under the supervision of a head of department, as well as contributing to general operations such as curriculum development, timetable organisation, admissions, examination, cross-disciplinary collaboration and international networking and cooperation.

Programme directors communicate with part-time lecturers on issues related to course descriptions, course assessment, course structure and the context between courses and the student progression.

Programme directors are responsible for the presentation of study programmes, including academic content, exhibitions and events and have presence at events like Open House and the University Day.

**\*\* VALIDATION CRITERIA FOR PROGRAMME ADMINISTRATION**

Inclusive in the validation criteria is communication with students in relation to supervision on their studies.

# APPENDIX II

## TEACHING CATEGORIES AND VALIDATIONS

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. Deans and heads of department are responsible for evaluating and placing teaching methods in the right category.

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

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

In a lecture, the lecturers carry the class almost in its entirety. They prepare the material and communicate it to students in the most appropriate manner. Lectures are given quadruple value as their preparation is time consuming, consisting of one G-hour for teaching and three for preparation.

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

Students introduce their assigned projects. Lecturers supervise and act as discussion coordinators. Seminar I consists of one G-hour for teaching and one for preparation.

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

Lecturers supervise and coordinate discussions. Preparation also involves reading scholarly texts. Seminar II consists of one G-hour for teaching and two for preparation.

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

Individual interviews or group discussions with students within the studio area. Practice-based teaching, creative process, critique. Studio I consists of one G-hour for teaching, and one for preparation.

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

Lecture and practice-based teaching. Creative process under the supervision of a teacher. Studio II consists of one G-hour for teaching and two for preparation.

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

Workshop classes, computer classes, programming, tailoring techniques, textile printing, editing or software programmes, physical training, voice, singing, music sessions. Technique/Training consist of one G-hour for teaching and one for preparation.



**Accompaniment (triple value)**

Music accompaniment, consisting of one G-hour for teaching and two for preparation.

**Supervision (single value)**

Lecturers supervise individual or final projects. Calculations are based on a fixed number of hours per student.

**Supervision/Attendance (single value)**

Lecturers attend class without teaching. No preparation required.

## TEACHING WORKLOAD

### BASIC CRITERIA FOR GROUP LECTURES

The basic criteria changes depending on the number of credits. Criteria may vary depending on department

	2 ECTS	4 ECTS	6 ECTS	8 ECTS	10 ECTS
Basic criteria	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 for designing and developing new theory courses on the other.

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

	2 ECTS	4 ECTS	6 ECTS	8 ECTS	10 ECTS
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 on February 11, 2021**