Working group for proposals for Head of Departments

The task of the working group

A working group of 3-4 people is appointed for each department. The current term of office expires at the turn of the year and the coming term of office is between 2019-01-01 - 2022-12-31.

The working group shall submit a proposal for three suitable candidates to the Head of School, of both genders, by 15 October. A decision will be taken by the Head of School by the end of October.

The following should be considered:

• A Head of Department should have the capability to act as the chief of operations with overall responsibility for finances, staff and the working environment as well as ongoing research and education activities.

• The Head of Department is expected to have good experience of research and/or teaching, but does not need to hold a teaching position.

• The Head of Department must be employed at KTH 100 %.

• The Head of Department must have a good listening comprehension of the Swedish language.

• The working group shall pay particular attention to gender and diversity issues.

• The proposal of candidates should involve all at the department.

• The proposal of candidates must be anchored within the department.

The role

The Head of Department is the chief of operations for the department. This entails responsibility for the quality of the departmental activities, which means that they are conducted within the financial framework and towards the operative objectives. The Head of Department also has employer responsibility for the staff within the department (including hourly-employed staff, etc.).

The Head of Department as a manager

• Sees and communicates well with all staff.

• Well-informed about the different parts of the operation.

• Distributes authority and responsibilities with clear, written delegations.

• Responsible for insuring that development dialogues and salary reviews are made for all staff.

• Responsible for ensuring that local workplace meetings are held regularly within the divisions of the department.
• Maintains a good working environment.

• Corrects operational problems and communicates with the Head of School.

• The Head of Department is part of a line organisation and takes into account that KTH is a public authority.

_The Head of Department is responsible for the department’s finances_

• Responsibility for budget work.

• Responsibility for strategic planning as a foundation for long-term financial development.

• Responsibility for correctional measures due to financial imbalances.

_The Head of Department as the academic leader_

The role of the Head of Department is about having a system vision where the leadership creates the conditions for collaboration between different environments and disciplines where certain types of entrepreneurship is desirable. Academic leadership includes, for example:

• Overall responsibility for the operational strategies for research capacity and the encouragement of collaborations within and outside KTH.

• Overall responsibility for the staff’s career support.

• Reviewing the quality of the department’s courses.

• Overall responsibility for ensuring that the department’s doctoral education work well and that the doctoral students at the department have a good working environment.

_The Head of Department role_

The role of the Head of Department can be organised in different ways. The school management recommends that the departments have a person employed as administrative manager, which relieves the Head of Department of many of the smaller ongoing matters. The extent of the Head of Department role should be at least 50% of full time.