

## **Terms of reference for the Education Board at the Faculty of Business and Social Sciences**

### **Background**

In accordance with The Strategy for the Faculty of Business and Social Sciences 2015-2020, an Education Board is established for the full-time programmes consisting of one head of study from each department, elected scientific employees and student representatives. The Board is responsible for:

1. Development of a clear pedagogical profile with student involvement, involvement of practical knowledge and business relevance
2. Development of principles for research-based teaching and talent programmes
3. Development of ideas for increased student and teacher involvement in the education programmes in collaboration with the University's Centre for Teaching and Learning (SDUUP)
4. Ongoing follow-up on and ensuring the academic and pedagogical quality and societal relevance across study programmes and campuses, for example through the programme reports

This is carried out in the following way:

### **Purpose**

In cases involving educational issues, the Education Board advises and has the authority to make recommendations to the Dean's Management Team and to the group of department heads.

Within the framework of this mandate, the Education Board shall initiate, support and follow up on the educational tasks in the Faculty's development, and the Board refers to the Faculty's strategic key initiative 1 with the embedded connection to the other key initiatives in the strategy. The above does not exclude local activities and initiatives.

The Education Board works across study boards and departments and focuses primarily on cross-cutting educational tasks, but can, in exceptional cases, take up issues relating to individual programmes in dialogue with departments, study boards and Heads of Study.

The Education Board recommends priorities for strategic measures in the field of education.

The Education Board works in the following areas:

#### Strategy for the field of education:

- Supports the implementation of the Faculty's strategic focus on education by concrete action, priorities and initiatives.

- Gives advice and makes recommendations to the Dean's Management Team about the composition of the education programme portfolio in accordance with its own formulated criteria with a focus on promoting quality, relevance and healthy finances, and taking into account the students' demand for teaching and education programmes, the departments' areas of responsibility and the surrounding community.
- Is a consultee on strategies and policies that directly or indirectly affect education programmes when the Education Board deems it to be relevant.

#### University pedagogy

- Responsible forum for innovative thinking about university pedagogical practices in relation to the individual education programmes, courses and learning activities.
- Initiates measures for the development of pedagogical competencies among scientific employees
- Supports the University's pedagogical work in and between departments and education programmes, partly via the Centre for IT based learning and partly via individual activities.

#### Quality and relevance of teaching and study programmes

- Develops criteria/principles of research-based teaching and proposes solutions on issues across departments.
- Develops models of involvement of practical knowledge in the teaching in the education programmes.
- Develops ideas for increased student and teacher involvement in the education programmes in collaboration with the University's Centre for Teaching and Learning (SDUUP)
- Develops the Faculty's portfolio of employer panels.
- Supports the study boards in the development of quality and relevance in teaching.
- Develops and ensures the quality and relevance of the study programmes by following up on individual programme reports as well as the Faculty's programme report.
- Supports the development and improvement of teaching evaluations and the application of these.
- Supports development and simplification of pedagogical and administrative solutions.
- Support the Faculty's work with international accreditations and internationalisation of education programmes.
- Participates in the review of the study boards' major development work and talent programmes for the purpose of knowledge sharing and the promotion of best practices.
- Nominates candidates for the University's annual teaching award.

#### Building and sharing of knowledge

- Is the agency for knowledge sharing across units with direct or indirect impact on the education programmes (study boards, departments, administration(s), research groups etc.).
- Has a duty of initiative in relation to knowledge sharing of best practices across education programmes, study boards and study administration.

#### **Way of working**

The Education Board meets eight times a year. The Chairman may convene extraordinary meetings if necessary.

The Education Board may set up working groups to perform specific tasks within its field, both from among its members and with the involvement of others.

At least one meeting a year is held outside campus Odense.

**Connection to other units and stakeholders**

The Education Board shall focus on the relations to and interaction with the following units and stakeholders:

- The Dean's Management Team: Oral feedback via meetings in the Dean's Management Team – Chairman
- Departments: Minutes – Chairman
- The Department Council: Minutes – Chairman
- The Academic Council: Minutes – Chairman
- Study Boards: Minutes – Chairman
- The Heads of Study group and programme directors: Participating heads of study
- Study administrative units at the Faculty and the Central Administration: Via representative from the Service Centre
- Students: The Board's student members
- Employers: Chairman

Other interfaces:

- The University's policy for quality in education (the 8 sub-policies)
- The Development Contract for the University
- The Faculty's strategy

**Success criteria for the Education Board**

On a yearly basis, the Education Board evaluates its own performance in the following four key areas:

1. Pedagogical profile with student involvement, involvement of practical knowledge and business relevance: Does the Faculty have such a profile, and does the Education Board continuously work to develop it?
2. Principles for research-based teaching and talent programmes: Has the Faculty developed such principles, and are they subject to ongoing evaluation and development?
3. Ideas for increased student and teacher involvement in the education programmes in collaboration with the University's Centre for Teaching and Learning (SDUUP): Does the Education Board regularly reflect on this, and is the collaboration with the Centre for Teaching and Learning (SDUUP) at a satisfactory level?
4. The academic and pedagogical quality and social relevance across programmes and campuses: Is there continuous follow-up to ensure that this is the case?

**Participants**

Function	Participants
Chairman:	Vice-Dean for Education
Members of the Education Board:	1 Head of Study per department

	3 students 3 scientific staff representatives 1 representative with special insight into the operational parts of the study administration 1 representative with special pedagogical insight
Secretariat:	Education & Quality, the Dean's Office

In determining representation, the following must be taken into account:

- Students: Campus Odense and the campuses outside Odense *must* be represented. The study boards' student representatives nominate and elect the three members among all eligible students.
- Generally: All campuses should ideally be represented.
- Scientific staff: Campus Odense and the campuses outside Odense *must* be represented. Every department council nominates its scientific representative to the Education Board for a 2-year term in accordance with the following rota system. The figures in the table indicate the number of remaining years before end of term:

	Department of Marketing & Management (IMM)	Department of Environmental and Business Economics (IME)	Department of Political Science and Public Management (STATS)	Department of Business and Economics (IVØ)	Department of Entrepreneurship and Relationship Management (IER)	Department of Law (JUR)
2016	1	2	2			
2017		1	1	2		
2018				1	2	2
2019	2				1	1
2020	1	2	2			

## Resources:

- Strategic initiatives will be borne by the Faculty and the departments
- The Faculty provides secretarial support.
- Costs relating to student members shall be borne by the Faculty.