

GUIDELINES

for committees to prepare for the Rector's appointment of Deans of Schools at the University of Iceland

Article 1

Role and authority of committee

The Rector appoints a committee for each of the five schools of the University of Iceland. The committee's role is to review applications for the position of Dean of School and to provide the Rector with an opinion on the applicants.

The committee acts on behalf of the Rector, as further stipulated in a statement of duties.

Article 2

Appointment and eligibility of committee members

The Rector appoints four to six members for each committee to prepare for the Rector's decision. Each faculty of the School has one member on the committee, but each faculty nominates two candidates, a man and a woman, in accordance with article 15 of the Gender Equality Act, no. 10/2008. The committee chairman is appointed by the Rector without nomination. Only those who qualify for positions as professors or associate professors are eligible for a seat on the committee. The provisions of Chapter II of the Administrative Procedures Act, no. 37/1993, shall apply concerning the specific eligibility of committee members.

Applicants receive a notification on committee members and the committee's guidelines.

Article 3

Committee operation

The statement of duties of the committee specifies who shall call its first meeting and be in charge of distributing data. It furthermore stipulates when the committee shall conclude its work.

The committee members shall have received data on each applicant before it convenes.

The committee reviews all the data and decides whether to ask for further documents or information. The committee then interviews those applicants who it considers most suitable for the position. All committee members should participate in the interviews and one member should be responsible for taking notes on important points that emerge in these interviews.

Article 4

The committee's opinion

The committee submits a written opinion to the Rector as soon as possible, as further stipulated in its statement of duties. Individual committee members can make provisions when signing the opinion or account for their view with a special statement.

The committee's opinion shall include its ruling on which individuals in the group of qualified applicants are considered best suited for the position, on the basis of an overall estimation of the fundamental criteria for appointment.

The committee's opinion to the Rector shall be accompanied by a rationale referring to the perspectives on which the committee bases its statement, i.e. academic eligibility, leadership skills, an ambitious and clear vision for the future, excellent communication skills, and extensive experience in management and policy making.