Educational Roles and Responsibilities at the Faculty of Archaeology, a closer look.

Decision taken at the Faculty Board meeting of 21st May, 2019

Objective

The Faculty aims to achieve educational goals and ambitions, maximising outcomes for all staff members. By defining roles and responsibilities in some detail, we hope to achieve this goal.

Context

The Higher Education and Research Act [*WHW*), sets out the organization of education in Dutch universities. On the basis of this legislation, the University's Executive Board draws up *Administration and Management Regulations*. These regulations, in turn, are leading for the Faculty Boards in exercising their powers.

The Faculty Executive Board draws up *Faculty Regulations*, which specify how the Faculty is managed[1]. The 2017 regulations were the main source for this paper, and focus on educational responsibilities only.

This paper has been discussed with Department Chairs, the Director of Education, the Chair of the Education Committee and the Faculty Council. This paper describes how education is organized specifically at the Faculty of Archaeology. The regulations of 2017 will be adjusted accordingly.

Content

The Faculty recognizes the following bodies with responsibilities for education:

1. Faculty Board
   - Dean
   - Education Portfolio
   - Executive Dean (Business Manager)
   - Research Portfolio
   - Student Assessor
2. Department Chair
3. Director of Education
4. Lecturer; Teaching Assistant

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[1] *Article 47. Interpretation In the event of a difference of opinion about the interpretation of one or more articles in these regulations, the Faculty Board will decide.*

5. Head of the Education Office
6. Faculty Committees and Education
    - Education Committee
    - Board of Examiners
    - University Teaching Qualification (BKO) Committee[2]
    - Admission Committee
7. Faculty Council
8. Advisory Council

Appendix 1: Summary of roles and responsibility based upon faculty regulations
Appendix 2: Organizational chart

Description of Educational Roles

1. The Faculty Board

The Faculty is led by the Faculty Board. The Faculty Board (FB) consists of:

- the Dean of the Faculty (who is also the Chair) and four other roles:
- Portfolio Education
- Portfolio Research
- Executive Dean (the Business Manager)
- Assessor (a student member, having an advisory vote in the meetings of the Faculty Board).

- The FB is responsible for the administration and organisation of the Faculty, including education and academic practice. The FB makes teaching resources available, and give clear directions on the teaching capacity/efforts of staff members[3];

- The FB is responsible for the management of the Faculty and may establish guidelines for Departments;

- The FB will fulfil its responsibilities and aims to achieve the broadest possible support for its decisions, in extensive consultation with the Department Chairs;

- The FB will assign each member of the academic staff to a Department, and will allocate the supervisor;

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[2] *This role is not described in the Faculty Regulations*
[3] The guidelines on educational capacity is being set up. These guidelines are not part of this paper.

- FB meetings are not open to the public. Documentation relating to the Faculty Board meetings is publicly available, unless, exceptionally, the Board has good reason to decide otherwise;

- The FB will produce an overview of the subjects discussed, and the decisions taken in these meetings on a regular basis. This information will be shared with the Faculty Council, the Education Committee and the Research Committee, unless this is in significant conflict with the interests of the University, or of other parties involved;

- The FB will establish *Course and Examination Regulations* for all Faculty programmes. These regulations will govern, at a minimum, the topics referred to in Article 7.13 of the Higher Education Act (WHW). In so doing, the *Guidelines for the University Model Course and Examination Regulations* will be taken into consideration. The Faculty Board will ensure that these regulations are reviewed regularly;

- The FB will appoint the members of the Board of Examiners on the basis of their expertise in the undergraduate, Master's and/or Research Master's programmes. At least one member will be a lecturer from one of the programmes, and at least one will be appointed from outside the Faculty;

- The FB will ensure that the frameworks and protocols established by the Executive Board, with regard to the design and use of quality assurance for teaching and research, are implemented within the Faculty;

- The FB is responsible for ensuring that it receives regular reports on the implementation of quality assurance and on the quality of the teaching and research carried out within the Faculty. The Board will bring these reports to the attention of the Faculty Council. The FB will draft an action plan to address any shortcomings in the quality of the teaching and research highlighted in the reports;

- FB has end-responsibility for all education in the Faculty.

The Portfolio Education
- is responsible for educational strategy and vision development (the end responsibility is that of FB as a whole);
- facilitates the Department Chairs and the Director of Education in their roles;
- assures that proposed changes in the curriculum are consistent with educational strategy.

2. Department Chairs

- The Faculty is divided into three departments: Archaeological Heritage and Society, Archaeological Sciences, and World Archaeology. Each academic staff member is appointed to at least one department and at least one research group. Each department is headed by a Department Chair;

- The Department Chair is responsible for the implementation of the Board's policy within the department. For each term of office, the Department Chair will formulate an outline strategy for the department, based on the *Faculty Strategy Document*. This departmental strategy will consider the future of education, research and service to the community, taking into consideration its viability and opportunities for interdisciplinary cooperation within and outside the Faculty;

- The Department Chair will head the department and coordinate the tasks of all departmental employees with regard to education within the Faculty. The Department Chair will receive the yearly educational programme, including the staffing, from the Director of Education. The Director of Education will inform teaching staff. In the event of a staff member being unable to teach their assigned course, the staff member will discuss this *in a timely manner* with the Department Chair, and they will actively seek a solution. The directions of the Faculty Board on the teaching capacity/efforts of staff members[4] are binding;

- The Department Chairs are responsible for the teaching qualifications of the staff members charged with providing the programmes.

- The Director of Education is responsible for the Faculty's educational quality system and shares this information with the Department Chairs. The Chair, in turn, may discuss this with staff members, and give directions about improving the quality of teaching, and the implementation of the *Course and Examination Regulations*;

- The Department Chair will exercise responsibilities without prejudice to the full professors' responsibility for their own research group and line of research, and without prejudice to the ultimate responsibility of the Faculty Board for the Faculty's education, academic practice and management. The Department Chair is accountable to the Faculty Board and will provide the Faculty Board with information as requested;

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[4] The guidelines on educational capacity is being set up. These guidelines are not part of this paper.

- The Faculty Board will hold a meeting annually with each department. The meeting will be convened with the Department Chair, the heads of each department's research groups and the Director of Education. It will review the developments in each department in terms of personnel, finances, education, research, valorisation and facilities. The meeting will focus on the future development of these areas.

3. Director of Education

- The Faculty provides undergraduate, Master's and Research Master's programmes, with majors
  or specializations, as well as the extracurricular Honours Courses, according to the
  Leiden University Register of Study;

- The Faculty Board appoints a Director of Education for the management of *all*
  educational programmes;

- The Director of Education is appointed by the Faculty Board for three years;

- The Director of Education works in close consultation with the Portfolio Education, who is responsible
  for the educational strategy, reports to the Dean of the Faculty, and participates in the
  regular consultation meetings with Department Chairs;

- The Director of Education receives support from the Education Office, according to a
  fixed support agreement, including planning, according to the Higher Education Act
  (WHW) and University
  time-lines;

- The Director of Education's responsibilities are:

  for current programmes:
  - provision of high-quality programmes that contribute to the educational strategy
    of the faculty, in accordance with applicable laws, regulations and university
    policy;
  - (re-) accreditation of the programmes;
  - maintenance of the educational quality system (which evaluates the
    programmes/courses), sharing of outcomes, leading discussions about
    improvements of educational practises;
    informing Department Chairs, who in turn engage with staff in order to improve
    the
    quality of teaching;
  - establishing yearly curricula including the staffing[5] and informing the staff, for
    each
    programme

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[5] Making use of the guidelines on educational capacity/efforts of staff members.

- o setting up the TER/OER for each programme, each academic year;
- o consulting, on a regular basis, with Department Chairs, teaching staff, the Education
  Committee and others involved in education;
- o requesting timely formal advice to the Education Committee (representing the teaching staff and students) according the rules laid down in the WHW.

for new programmes
- o the creation of new programmes follow a different time-line, because they require time
  for (re-)design, consultation with all parties involved, and are subject to passing the
  Faculty Board's decision- making process.

4. Lecturers; Teaching Assistants

Lecturers and Teaching Assistants are not part of the faculty management and are therefore not described in the *Faculty Regulations.*

Clarification follows in a separate document.

5. Education Office

The Education Office (EO) is not part of the faculty management and therefore not described in the
Faculty Regulations.

- The Faculty has a Faculty Office, led by the Executive Dean, to provide support for management, education and research;

- The Education Office is part of the Faculty Office;

- The Education Office has a *Service Level Agreement,* which specifies the support, cost and the
  parameters of the services provided.

- The services provided by the Education Office, are agreed upon by the Faculty Board, after consultation with the Director of Education, Departmental Chairs and the Chairs of educational committees.

- In short: The Education Office supports the Director of Education, the Faculty Board, and the Chairs of committees. The main tasks of the Education Office are:

  - Curriculum coordination and administrative support (including exchange)
  - Study advice
  - Educational quality and development, support and advice
  - Committee support

6. Faculty Committees and Education

i. The Education Committee (EC):

The responsibilities of de EC are laid down in the Higher Education Act (WHW):

- The Faculty Board will institute a single Education Committee for all Faculty programmes;

- The EC will carry out the duties established in the Higher Education Act (WHW). The EC's aim is to assist in improving the educational quality of the programmes;

- The EC advises the Director of Education, appointed by the Faculty Board, on all educational programmes;

- The EC will advise either on (timely) request or of its own volition;

- The Director of Education will inform the EC of the conclusions it reaches, relating to the Board's advice;

- The Director of Education will make it possible for the EC to consult with the Director of Education before the Education Committee gives advice or makes a judgment;

- The Director of Education will engage in structural consultation with the EC about all matters concerning the educational programmes. The chair of the EC will also participate in active communication;

- The EC has the right of consent to specific content in the *Course and Examination Regulations*. The draft of this CER will be made available by the Director of Education, according to an agreed time-line;

- The EC will submit its advices to the Faculty Council for the Council's information;

- The ECs reports will be made available;

- The EC's meetings are open to the public;

- The EC will consist of eight members, half of whom will be students. They will be elected for a year by the student body, from the relevant programmes, and appointed by the Faculty Board. Students will be chosen in an election. organised by the Faculty Board, with elected students representing as many different programmes as possible;

- Half the members of the EC will be lecturers. The staff members of the EC will be appointed by the Faculty Board for a period of three years, from the staff teaching in the relevant programme(s). It is possible for members to be reappointed;

- The Faculty Board will appoint lecturer members of the EC on the recommendation of the Director of Education and students of the programme(s) concerned;

- The EC will choose a Chair from among its members;

- The Study Advisor has an advisory vote in Education Committee meetings;

- The members of the EC are entitled to training in order to effectively carry out their duties. Staff members will receive such training during working hours and without prejudice to their salary. The number of hours of training per year will be agreed beforehand, between the Education Committee and the Faculty Board. The Faculty Board will also provide administrative support.

ii. The Board of Examiners (BoE)

- The responsibilities of de BoE are laid down in the WHW;

- The Faculty Board will appoint the members of the Board of Examiners (BoE) on the basis of their expertise in the undergraduate, master's and/or research master's programmes. At least one member will also be a lecturer on one of the programmes. At least one member will be appointed from outside the Faculty programmes;

- Before a member is appointed, the Faculty Board will consult with the members of the BoE. If a member does not invoke his/her right to be consulted within 30 working days of

receiving the request, it will be assumed that the member does not object to the proposed appointment. If the majority of the members of the Board of Examiners object to the proposed appointment, the Faculty Board will submit an amended proposal to the BoE. The BoE will choose a Chair from among its members. Membership of the BoE is not compatible with membership of the Faculty Board, the position of Department Chair, the position of Director of Education or membership of the Board of Admissions.;

- The Faculty Board guarantees the independent and professional functioning of The Board of Examiners;

- The BoE establishes, in an objective and expert manner, whether a student meets the conditions set out in the *Course and Examination Regulations* as regards the knowledge, understanding and skills necessary to obtain a particular degree.;

- The BoE will establish rules governing the implementation of its duties and authorities, and the measures it is permitted to take in this regard;

- Each year, the BoE will produce a report of its activities and will provide this report to the Faculty Board;

- The BoE will consist of an uneven number of members. The Board will have at least three, and no more than five members. The members of the BoE will be appointed for a period of three years. It is possible for members to be reappointed.

iv. Board of Admissions

- The Faculty Board will establish one or more committees which will be charged with the investigation referred to in Article 7.25 paragraph 4 of the WHW, the additional investigation referred to in Article 7.28, paragraphs 3 and 4, of the WHW and the admission examination referred to in Article 7.29 of the WHW (*colloquium doctum*). The Faculty Board will set out further rules in its institutional resolution regarding the size and composition of the committee or committees.

- The Faculty Board will establish further rules regarding the way in which exemptions referred to in
  Articles 7.25 paragraph 4, 7.28 paragraphs 2 and 4, and 7.29 paragraph 1 of the WHW may be obtained.

v. University Teaching Qualification (BKO) Committee

- (not described in the Faculty regulations, see: *Uitvoeringsplan Basiskwalificatie Onderwijs (BKO)* Herziene versie, 13 maart 2013 – in Dutch only)
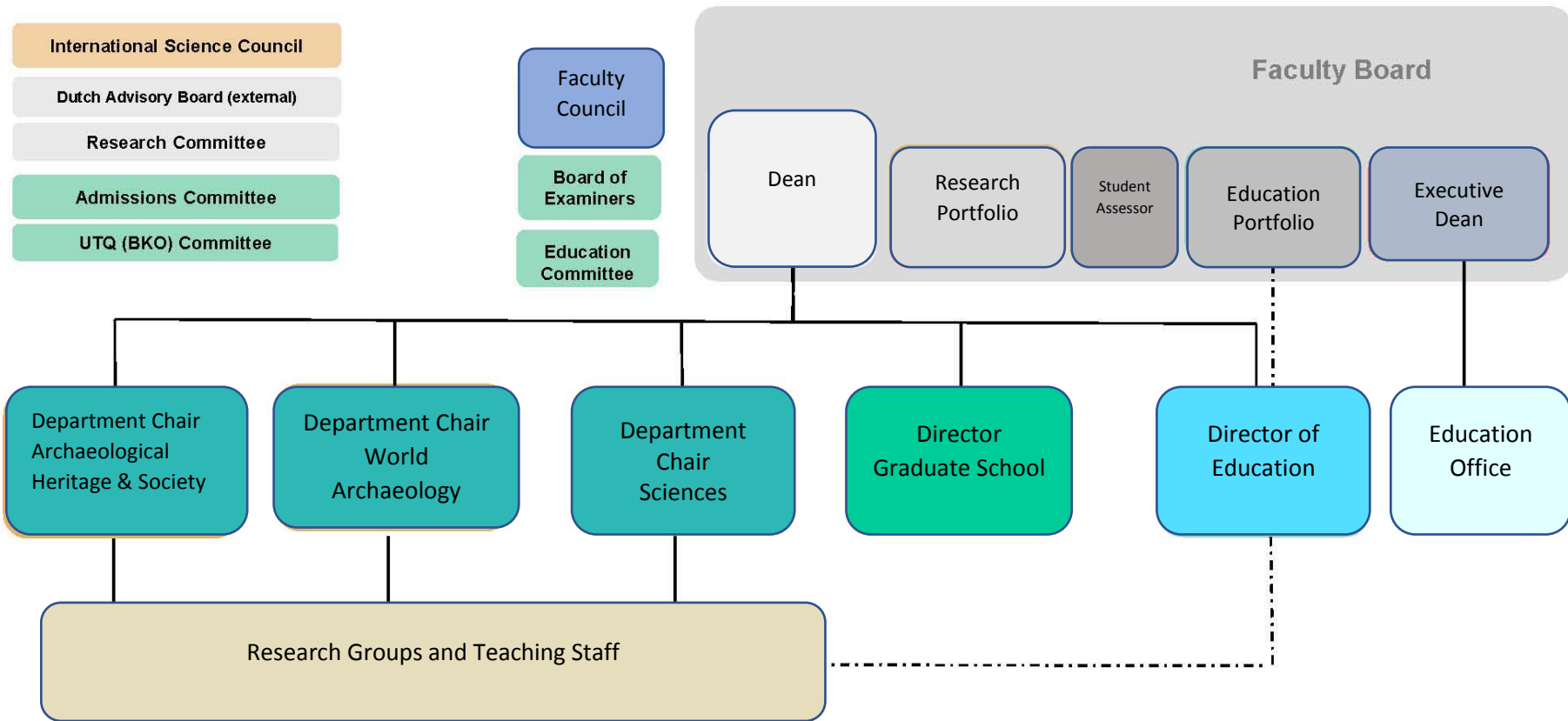
6. The Faculty Council

- The Faculty Board will require the prior consent of the Faculty Council for all decisions regarding establishing or altering:
  - a. regulations and policy regarding the quality assurance of education and research within the Faculty,
  - b. *the Course and Examination Regulations* for each programme within the Faculty, with the
    exception of:

    - i. the regulations concerning the content of the programmes and examinations,
    - ii. the achievement levels,
    - iii. the design of the practical exercises, and
    - iv. the study load.

  - c. every decision about establishing or altering the main points of the faculty budget,
  - d. the regulations regarding the subjects, designated in the *Regulations for the University Council.*

- The advice must be obtained *in a timely manner,* to allow the Council to significantly influence the decision to be taken. In the event that advice is not followed, or is only partially followed, the Faculty Council will be informed of the reasons for deviation from the advice.

- The Faculty Council will consist of six members, three of whom are to be chosen by, and from, the Faculty staff, and the others elected from among the student body at the Faculty.

6. *Advisory Council*

- The Faculty has an Advisory Council.

- The Advisory Council is charged with advising the Faculty Board on the main points of Faculty policy as regards education, research and operations.

- The Advisory Council will consist of a maximum of ten members from outside the Faculty community.

- The members of the Advisory Council will be appointed by the Faculty Board for three years; it is possible for members to be reappointed.

- The members of the Advisory Council may resign from the council at their own request.

- The Advisory Council will meet twice a year.

APPENDIX 2: Organisational Chart

International Science Council

Dutch Advisory Board (external)

Research Committee

Admissions Committee

UTQ (BKO) Committee

Faculty Council

Board of Examiners

Education Committee

Faculty Board

Dean

Research Portfolio

Student Assessor

Education Portfolio

Executive Dean

Department Chair Archaeological Heritage & Society

Department Chair World Archaeology

Department Chair Sciences

Director Graduate School

Director of Education

Education Office

Research Groups and Teaching Staff

MBE 3-5-2018 based on WHW and Faculty regulations 2017
*not adjusted in regulatons

APPENDIX 2: Meetings on Education

Meeting	Goal	Members	Frequency
Executive Board, the Deans, the Education Council, the Research Council and the OBV/OBF.	Discusses university matters	Dean Portfolio Education	
Faculty Board	Sets up and discusses the progress of the *Strategic Plan, Education*	Faculty Board	two-weekly
Education Trila	Discusses the progress of the *Strategic Plan, Education,* adding more detail	Director of Education Portfolio Education Head of Education Office	two-weekly
Departmental Educational Review	Discuss progress of departmental plans on Education	Departmental Chairs Director of Education, Portfolio Education, Head of Education Office	Every four weeks
Educational Meeting	Discusses Education, Innovation	All involved in education	Twice a year
Consultation Meeting	Discusses education plans, courses	Dean Director of Education Faculty Council	At least four times a year
Education Committee	Processes advice, requests of Director of Education on programme quality and changes in courses	Education Committee members Student Advisor (advisory) (public meetings) By invitation: Director of Education	At least four times a year
Board of Examiners	Processing students requests / quality of exams and diploma	BoE members	See Higher Education Act (WHW)