Faculty Board

DESCRIPTION OF ASSIGNMENT

20-12-2021   Reg.no. HS 2021/1136

Research Group Leader[1]

1   General

Research at the University is conducted within five different research environments into which research and education are integrated. Each environment[2] is organisationally connected to a school. The environments include a number of research groups. Research groups are important units for conducting research, and for carrying courses' and study programmes' research basis.

Herein, a research group is defined as a group of researchers working on joint research question or in a joint area of research. Organisationally, research groups operate within a school, and are established by the relevant Head of School. Various projects are run within the research group, and the members collaborate within the group, with other research groups and with trade and industry stakeholders, the public sector, and other organisations. A research group is also home to doctoral students connected to the ongoing research. The group must be able to actively contribute to the third-cycle education, through supervision or development of courses for doctoral students.

A representative is appointed for each research group – a Research Group Leader. The Head of School appoints the Research Group Leader. The Research Group Leader should normally be a permanently employed staff member.

The role of Research Group Leader cannot be combined with a management role. Additionally, the role of Research Group Leader should normally not be combined with the role of Subject Coordinator or Programme Coordinator. The reason is that a combination of roles may lead to conflicts of interest. In addition, the quality of the education and research environment could benefit from roles being spread across different persons – as more perspectives are added and taken into consideration in the development of the environment.

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[1] This is a translation of the Swedish version (Uppdragsbeskrivning för forskningsgruppsledare, registration number 2021/289). In the event of any discrepancy, the Swedish version of this document shall prevail.

[2] The environment can, depending on the context, be called 'education and research environment', 'education environment' or 'research environment'.

2   Competence

The Research Group Leader should be well acquainted with, and have experience of, research in the area in which the research group operates, and should actively pursue research in collaboration with wider society. The Research Group Leader should have at least the qualifications required for appointment as a docent. Demonstrated leadership skills, and interest in the task should be taken into consideration when making the appointment.

The Research Group Leader must be well acquainted with national legislation for higher education and local governing documents, and apply them. For some of the areas and tasks outlined in this document, the University's Support Services have created special instructions, schedules, forms, etc. These documents are included as part of local governing documents.

3   Responsibilities and tasks

The Research Group Leader's responsibilities and tasks are stated below. The responsibilities and tasks mean that the Research Group Leader – subordinate to the Faculty Board, Head of School, and Head of Division – has a clear responsibility for quality assurance and quality development of the research group's activities.

3.1   Overall quality aspects

The Research Group Leader is responsible for leading and developing the research group. Development must take place in accordance with what is stated in the University's development plan, the school's operational plan, the University's quality policy, the guidelines for quality assurance procedures in research, and other relevant governing documents.

The responsibilities include consideration for the following aspects of the research group's work:

- digitalisation for sustainable development
- internationalisation
- gender equality and equal opportunities

Work must take place in consultation and collaboration with the office holders that have particular responsibilities or coordination responsibilities related to the Research Group Leader's tasks, mainly the representative of the research environment in which the research group is included, other senior researchers in the research group, and the concerned Head of Division.

3.2 Coordination and support

The Research Group Leader must work to maintain a good and stimulating research environment that is characterised by openness, tolerance, team spirit, and a high degree of research activity. Creating a structure for interaction between the researchers in the group, and with other researchers – within and outside the University – such as through workshops, seminars, and meetings, is pivotal. The Research Group Leader must work with research applications, and support the group members in their applications for external funding. It is especially important to provide support to junior researchers in developing their career.

3.3 Finance and staffing

The Research Group Leader – alongside group members who are principal investigators – is responsible for overall planning of the group's finances and staffing, together with Head of School and Head of Division[3]. Planning must be done based on set goals. The Research Group Leader must keep constantly up to date with the group's finances, coordinate and follow up its budget with support from the Finance Office and the Head of School and Head of Division.

3.4 Follow-up and evaluation

The Research Group Leader has an important responsibility for the quality assurance procedures in research, related to local and national follow-up and evaluation of research[4]. Support for this work, such as developing statistics and other factual materials, is provided by the University's Support Services.

3.5 Education's research basis

The Research Group Leader must work to ensure that the group's research is shared with first-, second-, and third-cycle courses and study programmes. When it comes to third-cycle courses and study programmes where the University has degree-awarding powers, the concerned research groups have particular responsibility to contribute to third-cycle courses and study programmes. Consultation with the concerned Subject Coordinators should take place.

3.6 Collaboration with surrounding society

The Research Group Leader must, alongside the members of the research group, work actively to maintain and increase relevant contacts and networks, both regionally, nationally, and internationally.

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[3] In some cases, multiple Heads of Division may be involved.

[4] The responsibilities concerning local follow-up are outlined in "Guidelines for annual follow-up of research projects" and "Guidelines for six-year follow-up of research environments".

3.7   Communication and representation

The Research Group Leader must represent their research group's operational field vis-à-vis the surrounding society, the University, and school management. The Research Group Leader must represent their research group in various forums at the University, such as governing councils and management teams. Information and decisions must be conveyed to the research group.

Alongside the Office for Research Support, Collaboration and Innovation, and the Marketing and Communications Office, and within the framework of the University's overall communication work, the Research Group Leader must be responsible for making the group's research visible, both internally and vis-à-vis society. The Research Group Leader's tasks include responsibility for keeping the research group's web pages up-to-date and current.

3.8   Information supply

The Research Group Leader must – in collaboration with the concerned Subject Coordinators and the University Library – be responsible for keeping the supply of literature, journals and databases in the research group's operational field continuously updated.

4   Taking Effect

The description of assignment takes effect on the 6th of April 2021. It replaces the description of assignment from February, 2016 (registration number HS 2015/932).