

# Roles and responsibilities in the Organization of Teaching at Department of Biomedicine

## 1. The overall organization of teaching

The Department of Biomedicine is responsible for the Bachelor's degree programme in medicine. Furthermore, the department contributes to the bachelor's degree programme in Molecular Medicine and Odontology and to the master's degree programme in Medicine, Optometri og Synsvidenskab, Biomedical Engineering, and Medicinal Chemistry.

The teaching organization at the Department of Biomedicine is led by Deputy Head of the Department of Teaching and is divided in five teaching teams with responsibility for one or more courses: Microscopic and Macroscopic Anatomy, Genetics, Biochemistry and Physiology, Microbiology and Immunology, and Pharmacology. A teaching team leader coordinates each teaching team. The Deputy Head of Department for Teaching, the five teaching team leaders, and the course leaders for the main courses at the medical bachelor degree program housed at the institute are members of the Department Teaching Board.

## 2. The roles and responsibility for teaching at the department

A detailed account of the functions and responsibilities of the various levels of the teaching organization is given below (assigned tasks may be delegated to specific persons):

### ***Head of Department: mandate and responsibilities***

- Implement a financial model which is in accordance with the goals and framework of the department and the faculty
- Recruit and allocate teacher resources (VIP / DVIP) to the department's programs, including the ensuring research based teaching
- Approve team and course leaders suggested by the Teaching Teams

### ***Deputy Head of Department for Teaching: function and responsibilities***

- Participate in the Department Management.
- Ensure that all teachers are informed about the structure of the teaching organization and the function and responsibilities of its various levels.
- Function as chair for the Department Teaching Board.
- Establishment of strategies for teaching and teaching development at the Department of Biomedicine (with reference to the Head of Department).
- Establishment and development of management structures for teaching at the Department of Biomedicine (with reference to the Head of Department).

- Communicate and respond to external and internal demands concerning teaching (with reference to the Head of Department).
- Ensure that the teaching provided by the department meet the expectations set by the Department, Faculty and University strategies for teaching.
- Ensure coordination of courses and exams.
- Ensure the involvement of faculty members of the teaching staff in decisions concerning teaching at the department.

### ***Department Teaching Board (mainly advisory function)***

- Establish a platform where common problems related to the general teaching at the Department can be addressed, including:
  - o The introduction and implementation of new methods for teaching.
  - o Responses to external and internal demands concerning teaching.
  - o How to attract the best candidate when vacant positions are opened.
  - o How to improve the coherence between individual study courses included in our bachelor programmes.
  - o Activities among the teachers aimed at improving the teaching skills of the individual teachers.
  - o How to ensure efficient communication between students and Teaching Teams, including the collection and actual use of evaluations and other feedback from the students.
  - o How to improve our collaboration with the study administration.
  - o How to include Ph.D. students and post.docs in our teaching.
  - o How to obtain efficient use of class rooms, teaching laboratories and other facilities.
  - o How to promote transfer of teachers from one team to another?
- In addition, the Teaching Board should provide advice to the Department Management concerning:
  - o The development of incentive structures for teaching activities.
  - o How to create transparency with relation to the balance between teaching tasks and assigned resources to each Teaching Team.
  - o How to prioritize teaching resources between the Teaching Teams, and how to place vacant positions in accordance with the need with respect to science and teaching.

### ***Teaching Teams***

The teaching teams are commissioned to establish, develop and execute the study courses provided by the Department. This includes the development of the study courses and the teaching competence of the teachers with the aim of obtaining best teaching practice within the framework of the allotted resources and the strategies and rules of the Department, Faculty and the University.

### ***Team Managers: function and responsibilities***

To ensure that the team members maintain as much ownership to the teaching activities as possible, it is the responsibility of the Team Manager that faculty members of the teaching team are involved in the decision-making processes in the teams, and that consensus among the teachers is attempted when significant decisions are made. In addition, it is the responsibility of the Team Manager that decisions and their background are communicated to all team members.

#### Administrative tasks

- Communicate and respond to internal and external enquiries and demands concerning the teaching provided by the team (with reference to the Deputy Head of Department).
- Ensure that the teaching of the team is organized in a way that ensures its continuity.
- Establish local, fair and transparent rules for how to rate and distribute the teaching tasks of the team between the allotted teachers. This should include all task associated with the teaching programmes like preparation of teaching material, tuition, supervision of new teachers, exams, course management etc. (with reference to the Deputy Head of Department).
- Coordinate teaching activities within the team.
- Suggest Course Managers (kursusledere) for the various courses for which the team is responsible (to be approved by the Department Management).
- Provide the Department Management with knowledge that allows it to take well-informed decisions concerning prioritization of teaching resources between the Teaching Teams. This should also include timely information about threads to maintenance of subject knowledge and professional competence of the team in relation to specific courses that may occur as a result of retirements, new job assignments etc.

#### Teaching and curriculum

- Ensure continuity and development of relevant subject knowledge and professional competence among the associated teachers (with reference to the Deputy Head of Department).
- Recruitment of external and non-permanent teachers (with reference to the Head of Department who is responsible for staffing and allotment of resources).

#### ***Course Managers: function and responsibilities***

The Course Managers generally refer to the Team Managers except for cross-disciplinary where they may refer to the Deputy Head of Department.

To ensure that the team members maintain as much ownership to the teaching activities as possible. It is the responsibility of the Course Manager that faculty members of the teaching team are maximally involved and that consensus among the teachers is attempted before decisions are made. In addition, it is the responsibility of the Team Manager that decisions and their background are communicated to all team members.

#### Administrative tasks

- Communicate and respond to course-related internal and external enquiries and demands concerning their specific courses, including communication with the Board of Studies (with reference to the Team manager/ Deputy Head of Department).
- In accordance with rules set up by the local Teaching Team, the Course Managers should distribute and delegate teaching tasks as defined by the course descriptions (studieplaner) among the allotted teachers.
- Ensure efficient communication with the teaching administration concerning teaching material, reservations of teaching facilities, exams etc. in relation to their course.
- Manage course related day-to-day operations.

#### Teaching and curriculum

- Establish and develop efficient study courses of high quality within the framework of the allotted resources and the strategies and rules of the Department, faculty and the University (with reference to the Team Manager/ Deputy Head of Department).
- Ensure alignment between teaching goals and exams.
- Ensure that the teaching is scientifically based.
- Formulate course descriptions.
- Design of exams and recruitment of examiners (with reference to the Team Manager/ Deputy Head of Department).
- Advise the Team Manager on recruitment of external teachers and training of new teachers.
- Ensure efficient communication between students and Teaching Teams, including the collection and actual use of evaluations and feedback from the students.

#### ***Faculty VIP (function and responsibilities)***

Generally, it is the responsibility of the faculty VIP to carry out the tasks that are necessary allowing the team to fulfil its obligations and responsibilities as defined by the description of function and responsibilities of team and course managers. This includes:

- Contribute to and support the establishment, development and execution of the study courses provided by the team. This includes the development of the study courses and the teaching competence of the teachers with the aim of obtaining best teaching practice within the framework of the allotted resources and the strategies and rules of the Department, Faculty and the University.
- Deliver high quality teaching in alignment with course descriptions and teaching plans set up by the Teaching Team. This should include all task associated with the teaching programmes like preparation of teaching material, tuition, supervision of new teachers, exams, course management, administration etc.

- Contribute to the development of relevant subject knowledge and professional competence among the associated teachers.
- Ensure efficient collaboration with the study administration.

### **3. Collaborators in the teaching area**

The Faculty Management Team

Institutforum

Health Uddannelsesforum

Akademisk råd

Studienævn

Health Studieadministration

Centre for Educational Development (CED)

International Center (IC)