

THE AOG - PART 6

STAFF REPRESENTATIVES AND FACULTY COUNCIL



31 March 2025

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1 Staff Representation

Wittenborg holds an annual Representation Conference during Project Week of the February Block. All staff members of Wittenborg are invited to attend the Representation Conference.

On that day, all students and staff participate in a whole-day event during which student and staff representatives meet, as well as faculty council and programme committees. In addition to the separate meetings, there are plenary discussions where student and staff give feedback. Members of the Advisory Board of Wittenborg are also invited to observe and receive feedback from representatives.

During these sessions staff members are given the opportunity to provide feedback on several themes related to Wittenborg's work environment, labour conditions and policies. Special themes could be addressed, such as:

- Managing work and life balance (while working from home during pandemic)
- Perception of the work environment related to safety, inclusiveness and non-discrimination
- Career development opportunities
- How to deal with workload and efficient working styles
- Employee satisfaction and motivation

Based on the received feedback the Executive Board takes appropriate actions if deemed necessary, for example, to revise internal HR policies or offer additional training or courses.

2 Wittenborg Faculty Council

2.1 *Role and Mission of the Faculty Council*

The Faculty Council of Wittenborg University of Applied Sciences (Wittenborg), named hereafter ‘Faculty Council’, represents the general interests of the Wittenborg Community. This Community consists of academic, managerial, and support staff, as well as students and alumni. The Faculty Council strives to create a working environment in which staff and students consider it a privilege to be part of the Wittenborg Community. Such an environment is realised through excellence in research and teaching, as well as good relationships with external stakeholders. While the pursuit of the above mission may relate to any relevant topic, the Faculty Council has prioritised a number of issues, which will be pursued with special attention. These focal issues, not listed in order of importance, are:

- Finding and implementing solutions to the tension between increased scale and high quality of education, e.g. by stimulating interaction and student involvement through using more work groups, inviting more guest speakers, increasing the number of courses offered, using webcasts for some lectures, or other initiatives.
- Promoting cooperation with business and government in order to increase visibility and second and third money streams.
- Increasing the quality and academic impact of our research, e.g. by further stimulating and increasing possibilities to collaborate and exchange with the best and most renowned international researchers.
- Enhancing the visibility and accessibility of the Faculty Council to both students and staff, e.g. by mentioning it during introductory lectures and/or by engaging in more dialogue with other representative bodies.
- Enhancing the school facilities in order to develop a more inspiring working and studying environment, e.g. in the form of a newspaper lounge, television screens, and a more attractive restaurant.
- Supporting the internationalisation of Wittenborg by promoting cooperation with other leading business schools and creating infrastructure and processes to welcome international students and staff.

2.2 *The Participation Body: The Faculty Council*

2.2.1 The Faculty Council

1. The Faculty Council is connected to the Wittenborg locations in the Netherlands and exercises the right of approval and right of advice to the Executive Board.
2. The Executive Board facilitates the Faculty Council meetings. The Faculty Council will appoint a chair and a secretary.
3. The Faculty Council comprises up to ten (10) members.

4. Half of the members of the Faculty Council will be representatives from Wittenborg employees, with at least one (1) member by and from academic staff, one (1) member by and from the PhD students (when applicable) and one (1) member by and from the support staff. The other half are chosen from the student representatives who are elected by and from the school's students. It is possible that not all positions are taken up by a certain section. These vacant positions may then not be filled by other members from other sections.
5. Employee members are selected for a term of three (3) years and student members for a term of one (1) year. The members are eligible for re-election after the term.
6. The Faculty Council members' term of office starts on 1 September and ends on 31 August of the following year.
7. The method and organisation of electing members of the Faculty Council are determined in the 'Faculty Council Election Regulations'. The Faculty Council produces a Code of Order for its meetings, taking into consideration the provisions stated in these School Regulations.

2.2.2 General Tasks and Powers of the Faculty Council

1. The (representative from) Executive Board offers the Faculty Council members the opportunity to discuss the school's general affairs with them at least twice (2 times) a year.
2. The Executive Board provides the Faculty Council members with information in a timely fashion and on request regarding all matters concerning the school, unless the Executive Board can demonstrate significant reasons for not doing so.
3. The Faculty Council members receive information at least once (1 time) a year regarding:
 - a. Basic details regarding the organisation and management of the school.
 - b. The main points of the determined school policy, especially concerning education, research, finances and organisation.
 - c. Policy introduced over the past year.
 - d. Annual staffing developments.
 - e. External advice contracts.
4. The Faculty Council ensures that the agendas and minutes of Faculty Council meetings are sent to the Executive Board and are available for inspection for interested parties in a generally accessible place in the school.
5. The Faculty Council produces an annual written report of its activities and ensures that all those involved with the school have access to this report.

6. If there is a dispute between the representative of the Executive Board and the Faculty Council, or section thereof, the Executive Board or the Faculty Council, or section thereof, shall report this dispute to the Executive Board/Advisory Board.

The Faculty Council's Right of Approval

1. The Executive Board requires the above-mentioned approval of the Faculty Council for every decision or amendment of:
 - a. The Education and Examination Guide (EEG). Only when there is great impact on student and staff experience.
 - b. The school's multi-annual strategic plan.
 - c. The Academic Department regulations.
 - d. The main points of the school's annual budget plan.

2.2.3 The Faculty Council's Right of Advice

1. The Executive Board obtains timely advice from the Faculty Council before taking a decision regarding restructuring or other matters regarding organisational structure and the effective running of the school.
2. The advice must be obtained at an early enough stage that it can be of real influence on the decision that is to be taken. If the advice cannot be followed in its entirety, the Faculty Council should be informed as to why deviation from the advice was necessary.

2.2.4 The Faculty Council's Right to Consultation

1. Given the Executive Board's tasks and authorities, the Executive Board should consult the Faculty Council in time before taking a decision regarding:
 - a. The school's strategic education and research policy
 - b. Financial policy, personnel policy, and policy regarding IT
 - c. Student policy
 - d. Marketing policy
 - e. Members of the Programme Committees

2.2.5 The Faculty Council's Right to Take Initiative

1. The Faculty Council is authorised to submit proposals and to state its position regarding all matters in which the Executive Board is authorised to take decisions.

2. The Executive Board issues written, reasoned response to a proposal, as intended in the previous paragraphs, within eight (8) weeks, unless another period is agreed. They give the Faculty Council the opportunity to consult with them in advance.

2.2.6 Authorities of the Faculty Council Employee Representative

1. The employee representatives on the Faculty Council represent the welfare and interests of Wittenborg personnel. They look critically at the equality and diversity policies of Wittenborg.

2. The employee representatives give recommendations regarding matters to the Executive Board, as next higher authority.

3. The Executive Board offers the employee representatives the opportunity to submit timely advice and consult on policy decisions or policy amendments made regarding:

- a. The way in which employment conditions are applied by the school.
- b. The way in which the general personnel policy is implemented in the school.
- c. Safety, health and welfare in connection with work in the school.
- d. The school's organisation and working method.
- e. The technical and economic services in the school.

4. The Faculty Council's employee representatives are authorised to present proposals to the Executive Board regarding the issues stated in the previous paragraph. The Executive Board presents their reasoned response within four (4) weeks, unless another period is agreed upon with the employee representatives. The employee representatives are offered the opportunity to consult with the Executive Board in advance regarding the proposals.

5. The Executive Board requires the above-mentioned approval from the Faculty Council's employee representatives for every measure taken by them regarding policy determination or policy amendments, over which the employee representatives have issued recommendations to them as intended in paragraph 3 of this article. The student representatives of the Faculty Council are authorised to advise the Executive Board in such cases.

6. The rights of the employee representatives intended in the previous paragraphs can be exercised by the representatives for six (6) weeks after the Executive Board offered this opportunity.

7. The Faculty Council regulations apply to the Faculty Council's meetings, unless decided otherwise by the Executive Board in consultation with the employee representatives.

2.2.7 Protection of the Faculty Council Members

1. The Executive Board should ensure the Faculty Council members that their membership of the Faculty Council will not disadvantage members regarding their position in the school. The same obligation applies to the aspirant members and former members of the Faculty Council.
2. The Executive Board ensures that members of the Faculty Council who are employee representatives are offered the opportunity by the organisational units to which they belong to effectively carry out the duties of membership of the Faculty Council.