

**Dean of Faculty decision meeting****Procedure for decisions taken by the Dean of Faculty**

1. The Dean of Faculty decision meeting is held once a week, preferably on a Wednesday at 09:00 am-09:45 via Zoom.  
Items which, according to the current decision-making procedure, are to be decided by the Dean of Faculty, such as internal decisions, referrals, agreements, etc., must be notified to [a1stab@hb.se](mailto:a1stab@hb.se) no later than 12:00 noon on the Friday before the meeting.
2. The notice should contain:
  - Reference number
  - Name of notifying person who will present the item at the decision meeting on the Wednesday
  - Department/unit
  - Research applications should state the research area
  - Project certificates for research applications should be submitted as a separate document and signed separately after the meeting. Current templates can be downloaded on the web page: [External project funding – application process](#)  
Please add the diary number as part of the file name on all documents that belong to the same item.
  - If the proposed decision includes both a decision document and attachments, the person notifying the item is responsible for merging the files in to one document, as archival pdf/a. Information about PDF/A: [eduSign - pdf/a](#)
  - For internal decisions (not research applications or initiations of recruitment), a decision template should be used.
3. Signing  
Decisions are signed digitally via eduSign by both the notifying person and the Dean of Faculty after the decision meeting. If eduSign temporarily is down for system maintenance, manual signing will replace digital signing. Link to manual: [Manual eduSign](#)
  - If a different form of signature is required, this must be notified when the item is submitted to [a1stab@hb.se](mailto:a1stab@hb.se). If a manual signature is required, personal attendance at the decision meeting is required and the documents are signed in connection with the meeting.
  - Document types approved for signing with eduSign: [Approved documents for signing in eduSign](#)
4. The decision documents are checked as follows:
  - Whether the Dean of Faculty is the right decision-maker (dnr. 744-21).
  - A formal check of the formulation of the decision (that it adheres to the specified template)
  - How the preparation has been carried out (relevant views and that there has been consultation). The notifying person and their manager are responsible for preparing and formulating the proposed decision correctly and that it complies with the specified procedures.
5. The notifying person is responsible for requested additions to the decision being made in view of the check. Any requested additions must be submitted no later than the Monday before the meeting at 2 p.m. for the item to be raised at the Dean of Faculty decision meeting the same week.

6. The agenda will be sent, for information, to trade union parties and student representatives no later than 12 pm on the Tuesday before the meeting.
7. Notice to attend the meeting with an attached agenda will be sent by the secretary via Outlook to the Dean of Faculty and notifying persons. The notice specifies the order in which the notified items will be presented. The notice will contain a web link to the Zoom meeting, which has a waiting room. The notifying persons will be admitted in order according to the notice.
8. The Dean of Faculty decision meeting is attended by the Dean of Faculty, the notifying persons as well as a secretary/administrator. The student union is invited to attend with a representative. If the notifying person has received the go-ahead that the decision can be raised for manual signing at the Dean of Faculty decision meeting, the notifying person is responsible for bringing a complete decision document for signing to the decision meeting, including attachments. At the Dean of Faculty decision meeting, the notifying person should do a brief and concise oral presentation of the case. After a decision has been made, the documents should be signed by both the Dean of Faculty and the notifying person in eduSign.
9. The notifying person is responsible for ensuring that the signed decision document, including attachments, is submitted to the registry no later than the following working day. For more information on archiving, see the administrator's manual under the section [Archiving](#).
10. The notifying person is responsible for dispatching the decision internally within the University and externally. For more information on administering the dispatch, see the administrator's manual under section [Dispatching](#).
11. When decisions are made outside the decision meeting, the signed decision, including attachments, needs to be sent to the secretary for information: [a1stab@hb.se](mailto:a1stab@hb.se)  
The decision will be noted on the upcoming agenda.

*If you have any questions concerning notice for the decision meeting, please contact Tobias Richards, Dean of Faculty via E-mail; [a1stab@hb.se](mailto:a1stab@hb.se)*