

**Operational plan for the Department of Asian, Middle Eastern and Turkish Studies for the period 2019-2020.** (Adopted by the Department Board 2019-03-13.)

The operational plan shall serve as a regulatory document for the department's work in all areas such as education at all levels, research, finance, work environment, physical environment (facilities, equipment), staff and management.

### **Education**

Regarding education at the undergraduate and advanced levels, the department's two main fields should continue to provide a broad range of courses within and outside the education programs. Our work will focus especially on issues relating to recruitment to the higher levels, supervision of thesis work and the continued pedagogical education of our teachers. Furthermore, the department will work to develop common criteria and procedures for thesis work at the undergraduate and advanced levels. The department will work actively with the agreements signed in 2018 with international institutions of higher education, in order to secure the students' opportunities to study abroad. Furthermore, the department will work to develop student internships as part of the education.

Regarding third-cycle education, the department will recruit new doctoral students as soon as any of the current PhD students has defended his/her thesis. Eight doctoral students is a minimum number, and the current economic situation does not allow for the recruitment of more. If the situation improves, results and supervision capacity should determine in which languages we would recruit new PhD students. The department's management will work, through the Local council for work environment and equal conditions and in collaboration with the PhD student council and the Director of Studies for the PhD program, to ensure a good working environment for the department's PhD students, for example with regard to supervision and through continuous follow-up of the individual study plans.

The higher seminar that started two years ago will continue to be a forum for the department's research staff where they will ventilate their projects and results. There should be at least one seminar every two weeks during the semesters.

Associate Professor Gunnar Linder has received funding from CeUL and from the President of the University for a pedagogical ambassador project within which, among other things, we have hired amanuenses to help students writing their thesis. If the economy allows and the results prove to be positive, this part of the project will continue during spring semester 2020 with the department's own resources. There are plans to apply again for funds from the principal.

In 2020, there will be an evaluation of the department's education at all levels.

## **Research**

The department has received very few external research grants. Increasing the external research funding at the department is a highly prioritized area. The department will start a program to encourage teachers to apply for external research funding. Each teacher must submit a plan for his/her research with information on where and when the application for external funds should be submitted. Drafts for research projects should be discussed at the higher seminar. The Head of Department will be responsible for the implementation of this project.

## **Economy**

The department has a weak economy and a growing accumulated deficit. There are several reasons for this, such as smaller grants from the faculty and fewer students. The goal should be to present a balanced budget for the fiscal year 2020. To achieve a balanced budget, we must increase revenues and reduce costs where possible. In order to achieve increased revenues, there are a number of main sources: more students, higher completion rate, more external research grants, permanent employees with a PhD degree, and more doctoral students completing their studies. The department intends to focus on all these factors during the period. After that, we will prepare a plan to reduce the accumulated deficit. The savings will cover all activities, in particular external teachers and supervisors, travel, use of external teaching facilities and the purchase of furniture and computers.

## **Working environment**

Performance reviews should primarily cover the employees' working environment. They should identify problems so that measures can be taken to improve the working environment. The staff survey conducted during autumn semester 2018 should be seen as a basis for the work towards a better working environment. The Local council for work environment will develop a plan for the period 2019-2020.

## **Physical working environment**

During 2017 and 2018, a great deal of work has been done to improve the physical environment. Among other things, all staff have moved to the main building and a large number of offices and teaching rooms have been renovated and equipped. The goal is to unite the institution further in order to become a cohesive entity.

## **Staff**

Staffing of teachers is a time-consuming activity. All teaching staff, i.e. professors, associate professors and lecturers, must teach fully in accordance with the employment decision. The Directors of Study are responsible for ensuring that the teachers are fully staffed. The teachers should teach during the days and hours that the Directors of Study decide. In addition to staffing, the Directors of Study should take into account that the department's teaching facilities are used in a rational manner. The department's ambition is that the majority of the teaching staff is permanently employed, and that the number of temporary staff and staff employed by the hour is kept to a minimum.

The department's T/A staff comprises the equivalent of 8.75 full-time employees, including Amanuenses, Directors of Study, Study Counsellor, Communicator, Finance Administrator, IT

Coordinator and the Head of Administration. Overall, the T/A staff (i.e. the operational support) should ensure good conditions for education and research at the department. The support should be solution-oriented, proactive and well coordinated.

### **Internationalization**

The department carries out international collaboration and has contact networks at all operational levels. When it comes to education, we will continue to provide courses and programs in English to be able to recruit even more foreign students. In most cases, staff recruitment has led to the employment of foreign teachers. Efforts must continue through international research networks and educational collaborations.

### **SUA/IT**

In 2019, all employees at the department will be transferred to the SU workplace (SUA). The purpose is to achieve higher IT security and lower vulnerability.