

Guidelines for academic elections at Karolinska Institutet

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**Karolinska
Institutet**

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1. Introduction

These guidelines apply to elections to the following positions at Karolinska Institutet (KI) that will come into effect on 1 July 2026:

1. Committee Dean and Deputy Dean (term of office 3.5 years)
2. Faculty member of the Faculty Board and its committees (term of office 3.5 years)
3. Faculty member of the University Board (Konsistoriet) (term of office 3 years)
4. Members of the Nomination Assembly (term of office 4 år)

Electability is limited to two successive terms of office for positions 1–3.

Whoever is elected to positions 1–3 may not occupy two or more of these positions simultaneously.

To be eligible for positions 1–3, a candidate must hold a PhD and be permanently employed or on assignment at KI throughout the term of office.

To be eligible for position 4, a candidate must have voting rights and be employed at the department to be represented throughout the term of office.

Heads of departments are not eligible for election to positions 1–3. The Vice President is not eligible for election to positions 1–4. Members of the Nomination Committee may stand for election to and occupy positions 1–3 as long as they are not involved in preparing candidates for the same positions. A Departmental Director of Education (GUA) must resign the position in order to be eligible for election to the position of Dean or Deputy Dean (position 1) of the Committee for Higher Education.

Whoever is elected to any of the positions 1–3 and no longer fulfils the eligibility requirements must resign the position by no later than the end of the current month. In the event of a temporary vacancy, a pro tem member is to be appointed in whatever way the President decides. If a permanent vacancy arises within one year of the start of a term of office, a new member must be appointed in accordance with the previous election outcome; otherwise, a by-election must be held. However, no such

procedure need be conducted if only 6 months remain of the term of office unless special reasons exist.

If a dean resigns the position during the term of office, the President must decide whether the deputy dean is to be appointed and a new deputy dean selected from within the relevant committee; should this not be done, the Nomination Assembly shall propose a new dean. If the deputy dean resigns within one year of the start of the term of office, the Nomination Assembly shall propose a new deputy dean in accordance with the previous election outcome and in compliance with the provisions of sections 3.6 and 4.1 on an equal gender distribution among senior officials. In all other cases, a by-election must be held.

Students representatives are appointed by the student unions.

2. Voting rights

All members of KI's teaching or research staff who are on a full or part-time (50% or more) contract on 1 January of the year elections are scheduled to be held are entitled to vote. This concerns all professional categories included in the Appointment Procedure for Teachers at KI and in the Guidelines for Non-Teaching Positions at KI. All persons with voting rights are listed on an electoral roll.

3. The Nomination Assembly

The Nomination Assembly comprises 75 departmental representatives. The Nomination Assembly's term of office is four years. The members' commission is terminated as soon as a new Assembly is elected and has held its first constitutive meeting.

Three student representatives have the right of attendance and comment at Nomination Assembly meetings. Two student representatives are assigned seats on the Nomination Assembly's Nomination Committee for the election of deans and deputy deans. The student representatives are appointed by the student unions.

3.1 Regular members of the Nomination Assembly

The Nomination Assembly comprises 75 members. Each department (or the equivalent) is represented on the Assembly by a number of members calculated as follows:

The number of employees at a department determines the relative distribution of seats between the departments, rounding down to the nearest whole number. Any unit left with a number below 1 is entitled to one representative in the Assembly.

It is up to the departments how members of the Nomination Assembly are appointed.

3.2 Deputies

The departments are to appoint a deputy for each of their Nomination Assembly members.

If a member is unable to attend a Nomination Assembly meeting, he/she must ensure that his/her deputy is informed and attends the meeting in his/her stead. If neither the member or deputy is able to attend, the Head of Department is to appoint a replacement for the meeting in question. The Head of Department or the departmental Head of Administration shall notify the University Director of the fact by no later than an hour before the meeting opens.

3.3 The Nomination Assembly's constitutive meetings

The University Director calls a newly elected Nomination Assembly to its first constitutive meeting, which must include at least the following four agenda items:

- 1) Roll-call by the University Director
- 2) Election of the Nomination Assembly chairperson and vice-chairperson
- 3) Election of Nomination Committee
- 4) Proposal for a schedule for forthcoming academic elections

3.4 Presiding body

The Nomination Assembly chairperson, vice-chairperson and University Director constitute the Nomination Assembly's presiding body. The chairperson shall, on consultation with the presiding body:

- prepare and convene Nomination Assembly meetings,
- consult with the Nomination Committee on upcoming elections,
- lead the Assembly meetings,
- represent the Assembly within KI when called upon to do so,
- oversee the minuting of Assembly meetings.

If the chairperson is unable to attend a meeting, he/she is to be replaced by the vice-chairperson.

3.5 Nomination Committee

The Nomination Committee comprises seven members, all of whom are elected from the Nomination Assembly for a term of office lasting four years. The Nomination Committee appoints a chairperson from among its members who convenes the Committee's meetings and leads its work. Members of the Nomination Assembly's presiding body may not be elected to the Nomination Committee. The students are entitled to appoint two representatives with voting rights onto the Committee.

At a Nomination Assembly's constitutive meeting, the Nomination Committee from the previous term of office shall present proposals for the position of chairperson and vice-chairperson of the Nomination Assembly and for the Nomination Committee for the new term of office.

The Nomination Committee shall prepare the work of the Nomination Assembly by receiving nomination proposals from the KI staff and students and subsequently presenting its proposals to the Nomination Assembly for the candidates to be elected or to be forwarded as candidates in upcoming elections.

The Nomination Committee shall strive to achieve an even gender distribution and good representation on all matters of business. The

University Director assists the Nomination Committee in its activities but does not participate in its work or at its meetings.

The Nomination Committee shall prepare the elections to be held by the Nomination Assembly, and in so doing strive to propose suitable candidates. If the election concerns multiple positions, the proposed candidates shall reflect the university's disciplinary spread and collectively bring the best possible talent to the relative management body.

3.6 The Nomination Assembly's role

The Nomination Assembly's role is to propose candidates for the positions for which the election(s) is/are being held, and to arrange certain elections amongst its own members.

The Nomination Assembly shall strive to propose fully suitable candidates for each position to be filled. If the election concerns multiple positions, the proposed candidates shall reflect the university's disciplinary spread and collectively bring the best possible talent to the relative management body.

Chapter 1 section 5 of the Higher Education Act (1992:1434) states that "equality between women and men shall always be taken into account and promoted in the operations of higher education institutions". When proposing candidates and elections, the Nomination Assembly shall therefore pay particular regard to gender equality.

This means that neither gender is to have fewer than 40 per cent of the total seats reserved for faculty representatives on the University Board, Faculty Board and the committees for Higher Education, Doctoral Education and Research (25 faculty representatives in total). If an election fails to achieve such a result, the outcome of the election shall be adjusted by replacing the elected member(s) of the over-represented gender with the fewest votes with the unelected candidate(s) of the under-represented gender with the most votes.

The Nomination Assembly shall endeavour to be transparent in its work and announce its proposed candidates in a suitable manner.

4. Election procedure

The election process begins with an invitation to staff and students to nominate candidates. The University Director decides on the nomination period, which must last at least two weeks. Nominations shall be sent to the registrar by email.

The Nomination Committee shall prepare the nominations by assessing them from a general, all-round perspective and then present its proposals to the Nomination Assembly, which shall compile a shortlist of candidates and, if necessary, decide on a pre-election hearing.

The voting procedure is either arranged as a direct election, by which is meant that all those within the university with voting rights (see section 2) cast their vote, or conducted within the Nomination Assembly. Voting is done via a digital process designed to protect the secret ballot principle. Voters must be able to vote either on the Nomination Assembly's proposals or for their own candidates.

For a ballot paper to be valid, it must contain no more votes than are pertinent to the election. A vote for a non-electable candidate is invalid.

Elections announced by decision of the University Board on extended terms of office for faculty members, as provided by the laws pertaining to higher education, will be arranged by the Nomination Assembly in whatever way it deems best.

4.1 Election of committee deans and deputy deans

The election is advisory and conducted within the university (see section 2) on the basis of an established electoral roll. The Nomination Assembly shall prepare the election and submit proposals for suitable candidates ahead of voting. The chairperson/dean and vice-chairperson/deputy dean are appointed by the President.

After voting, the result of the election is ratified by the University Director, and then submitted by the Nomination Assembly's presiding body to the President for further treatment.

Neither gender is to have fewer than 40 per cent of the total number of seats (12) as regards the office of president, vice-president, university

director, deputy president, dean and deputy dean. The President may derogate from this provision if special reasons exist.

4.2 Faculty members of the Faculty Board and its committees

The election is prepared and arranged by the Nomination Assembly following an open candidate nomination period for staff and students.

The Nomination Assembly selects the number of faculty members to be elected as per the organisational plan to the Faculty Board and each of its committees.

4.3 Faculty members of the University Board

The election is arranged as a direct election within the university (see section 2). The Nomination Assembly shall prepare the election and propose suitable candidates before voting commences.

5. Administration etc.

The University Director has administrative responsibility for the election procedure and appoints secretaries and other administrators to assist the Nomination Assembly in its work.

It is the duty of the University Director to ratify the electoral roll and establish the number of Nomination Assembly members from each department; to receive the departments' election reports and decisions on Nomination Assembly appointees; to draw up a schedule for the Nomination Assembly's work; to convene the Assembly's first meeting and lead its election of a chairperson; to announce the start of the nomination period; and to ratify election results.