

Regulations of the Teaching and Research Units in Faculties of the UM

Section 1 Competence and Modes of Operation of Teaching Units in Faculties

According to Item 3 of Article 6 of the “Regulations of the Organizational Structure of the University of Macau”, these regulations govern the competence and modes of operation of the teaching units under faculties.

Article 1 Structure of Teaching Units: Departments and Programmes

1. Faculty may suggest establishing department(s).
2. Departments shall be led by Heads of Departments, appointed by the Rector on the recommendation of the Dean usually for a minimum term of two years.
3. Head of Department shall normally possess the rank of associate professor or above.
4. The Head of Department shall report to his/her superiors in the faculty.
5. Department shall assist to manage programmes and faculty may directly manage some multidisciplinary programmes.

6. Programme Coordinator of a department is appointed by the Rector upon the recommendation of the Dean.
7. Faculty may also suggest establishing cross-departmental or cross-disciplinary programmes.
8. Cross-departmental or cross-disciplinary Faculty-level programmes are led by Programme Directors appointed by the Rector in consultation with the relevant Deans.
9. Programme Coordinator and Programme Director shall report to his/her superiors in the faculty.
10. The establishment of Subject Convenor may be suggested in a faculty or a department to assist in overseeing a subject area with multi-section or multi-teacher teaching.
11. Subject Convenor shall be appointed by the Rector upon the recommendation of the Dean and shall report to his/her superiors in the faculty..

Article 2

Head of Department

1. The Head of Department shall provide effective management of the affairs of the department within his/her powers and duties.
2. The Head of Department is responsible to assist in shaping the department's mission and strategic plan and aligning them with those of the faculty.

3. The Head of Department is responsible to assist in defining sustainable departmental goals and objectives in teaching and research, drawing on relevant information such as key performance indicators and the operations of benchmark institutions.
4. The Head of Department is responsible for the daily operation of the department, including staffing, recruitment, budget, the conduct of teaching programmes and the quality of research.
5. The Head of Department will assist his/her superiors in the faculty in monitoring and managing the department's human resources according to the University's regulations and policies and within its financial constraints.
6. The Head of Department will chair meetings of a department board comprising all full-time academic staff members of the department on a regular basis, at least once a semester.
7. The Head of Department will undertake other duties as required by his/her superiors in the faculty, which may include assisting in annual budget preparation, financial resource allocation and facility management of the faculty.
8. The Head of Department will constitute within the department a departmental executive committee to assist in strategic planning, in the coordination of departmental activities, in recruitment, and in the overall day-to-day management of the department. The Head of Department chairs this committee.

9. The Head of Department will seek to consult about departmental strategy, about planning and about necessary executive decisions on a representative basis, drawing where appropriate on the advice of the departmental executive committee.

10. The Head of Department shall aim at maintaining and enhancing the standard of the department and has an important role in academic planning and management of the department.

Article 3

Programme Coordinator

1. A Programme Coordinator is appointed and removed by the Rector upon the recommendation of the Dean.

2. The Programme Coordinator shall be responsible for managing the teaching affairs of a specific programme, including:
 - 1) To coordinate among the academic staff members involved in the same programme for appropriately allocating teaching load and resources for programme implementation;
 - 2) To assist in designing and revising the programme;
 - 3) To evaluate the teaching quality of the programme and report to the superiors in the faculty any issues related to teaching quality in the programme;
 - 4) To make recommendations to the superiors in the faculty to improve the programme;
 - 5) To guide administrative staff in routine teaching effectiveness survey and data collection;
 - 6) To provide consultation for students' studies;

- 7) To coordinate in organizing student curricular or extracurricular activities that may need financial support from the faculty;
- 8) To assist in budget preparation and management of human resources and facilities relevant to the programme when the programme is directly managed by a faculty;
- 9) Other programme-related responsibilities and activities as per the decision of the superiors in the faculty (when the programme is directly managed by a faculty).

Article 4

Programme Director

1. When a programme is directly managed by a faculty which is sizable and cross-departments or multiple disciplines, a Programme Director may be established. Programme Director shall be appointed and removed by Rector upon the recommendation of the Dean.
2. The powers and duties of a Programme Director include:
 - 1) To coordinate among the academic staff members involved in the same programme for appropriately allocating teaching load and resources for programme implementation;
 - 2) To assist in designing and revising the programme;
 - 3) To evaluate the teaching quality in the programme and report to the superiors in the faculty any issues related to teaching quality in the programme;

- 4) To make recommendations to the superiors in the faculty to improve the programme;
- 5) To guide administrative staff in routine teaching effectiveness survey and data collection;
- 6) To provide consultation for students' studies;
- 7) To coordinate in organizing student curricular or extracurricular activities that may need financial support from the faculty;
- 8) To assist in budget preparation and management of human resources and facilities relevant to the programme;
- 9) Other programme-related responsibilities and activities as per the decision of the superiors in the faculty.

Article 5

Subject Convenor

1. A Subject Convenor is appointed and removed by the Rector upon the recommendation of the Dean.
2. A Subject Convenor is responsible for coordinating the teaching of a multi-section or multi-teacher of a subject, including:
 - 1) To allocate teaching workload and resources;
 - 2) To lead in programme design and revision;
 - 3) To assist in teaching quality;
 - 4) To provide consultation for students' studies.

Article 6

Faculty Secretary

1. A Faculty Secretary is appointed and removed by the Rector upon the recommendation of the Dean through functional head appointment.

2. A Faculty Secretary shall be appraised by and report to the respective Dean of the faculty.
3. The powers and duties of the Faculty Secretary include:
 - 1) To assist the Dean in overseeing all aspects of administration and support strategic development of the faculty;
 - 2) To act as a liaison with staff, students and external entities, etc.;
 - 3) To assist in planning the annual and multi-year budget of the faculty;
 - 4) To assist in monitoring and controlling on the execution of the annual budget of the faculty and departments (if applicable) within the stipulated regulations;
 - 5) To coordinate secretarial services for the faculty's committees;
 - 6) To coordinate the process for academic recruitment, academic promotion, academic contract renewal exercises, etc.;
 - 7) To coordinate the establishment of Memorandum Of Understanding and agreements for academic and research collaborations;
 - 8) To support academic conferences, seminars, accreditation exercise, quality assurance and student admission, etc.;
 - 9) To coordinate the space allocation of the faculty;
 - 10) To supervise the stock-take and maintain updated and accurate assets records of offices and laboratories of the faculty;
 - 11) To supervise the administrative staff of the faculty;

- 12) To assist in handling other matters as deemed necessary requested by the superiors in the faculty.

Section 2

Competence and Modes of Operation of Research Units in Faculties

According to Item 3 of Article 6 of the “Regulations of the Organizational Structure of the University of Macau”, these regulations govern the competence and modes of operation of the research units under faculties, including research centres and institutes.

Article 7

Objectives and Duties

Generally, a research centre or institute is expected to:

1. Undertake research to contribute to the University’s mission and research related priority tasks;
2. Raise the standing and visibility of the University’s research internationally;
3. Facilitate the communication of research outcome with members of the University, professionals and the general public;
4. Provide research, development and professional services to the community.

Article 8

Head of Research Unit

1. The head of research unit shall be proposed by the Dean of the respective faculty and be appointed and removed by the Rector. The head of research centre refers to the Director of research centre and the head of research institute refers to the Director of research institute.
2. The head of research unit is responsible for overall planning, coordination and arrangement of research activities. He/she shall ensure that the research and academic publications of the research centre or institute are of good academic quality and in appropriate quantity. In order to guarantee the quality of the work, the head of research unit shall enforce independent and external review.
3. The head of research unit shall maintain good routine operations of the research centre or institute.
4. At the beginning of an academic year, the head of research unit shall submit an annual action plan listing the research projects to be conducted in the year to the respective Dean of faculty. In addition, at the end of the academic year, he/she shall also submit a final report listing all research outputs.

Article 9

Review of Operation

The supervision of working progress of a research

centre or institute and the review of its status, function and policies shall be conducted by appropriate authorities of the University based on regular reports or other means as specified by the Dean of faculty.