

Centers and Research Groups at ITU:

Head of Center, Head of Group, and Group Coordinator

There are three types of research groups/centers:

- a. Centers, where personnel responsibility lies with the **Head of Center**.
- b. Formal groups, where personnel responsibility lies with one of the group members (**Head of Group**).
- c. Informal groups, where personnel responsibility lies with a Head of Department, but the informal group has a **Group Coordinator** who acts as a contact person for external as well as internal matters concerning the group.

To become Head of (a formal) Group, one must have one or more external research grants that add up to 1 million DKK/year. To form a center and become Head of Center, one must have one or more external research grants that add up to 3 million DKK/year.

Experience in personnel management is a prerequisite for becoming a professor (this rule may differ for some already employed professors). Career development: assistant professor -> associate professor -> Head of Group -> professor.

Composition of groups (inter-departmentally and across departments):

- The Head of Department has the final say concerning which groups are formed under their department and also concerning the composition of the groups. Executive Management has the final say about the creation of centers.
- A group can have members from different departments, provided that all involved Heads of Department have approved. **Note** that it is possible to be employed in one department but have an immediate superior from another department! An employee in Department X can be a member of a center or (formal) group whose Head of Center/Group belongs to Department Y. However, the employee's PP-points will still be included under Department X.
- As a VIP employee, your immediate superior is either a Head of Department, a Head of Center or a Head of Group, and therefore it is not possible to be a member of more than one formal group or center, at the same time.

Head of Group/Center responsibilities include:

- Conducting MUS, probation interviews.
- Handling sickness absence.
- Handling mTIME approvals and registrations.
- Ensuring that PP-production of the center/group follows ITU's PP-policy and expected production for specific faculty categories on a) BFI-production, b) spending of external funding and c) ECTS production.
- Ensuring that research activities are well aligned with ITU's and the department's strategy and vision

- Ensuring that research activities and results are well disseminated within the department and the university as well as outside ITU
- Establishing a well-functioning work environment for all members of the center/group.
- Organizing interaction, seminars, workshops etc. for the group to ensure development and high standards of teaching and research done by the group.

Head of Group/Center will receive a pay supplement.

Administrative procedures

When a new center or formal group is formed:

What	Who
Contact Georg who makes sure the center/group is registered in mTIME and Navision	Head of Department
Create DB2 for pay supplement (funktionstillæg) for Head of Group/Head of Center and start approval flow in F2	Head of Department Department coordinator
Inform the VIP employees in the center/group that they will have a different personnel manager and what this will entail	Head of Department
Decide whether the new personnel manager needs a course in personnel (and research) management	Head of Department

The formation of an informal group does not require administrative actions but will be formed under the department to which the Group Coordinator belongs.

When a new VIP is employed:

What	Who
In the DB2, it is registered who will be the new employee's personnel manager (Head of Department/Head of Center/ Head of Group)	Head of Department Department hirings: Department Coordinator Project hirings: RS project supporter
When HR sends the "Tillykke med din nye medarbejder"-email to Head of Department/Head of Center/Head of Group, mTIME is cc'ed so the correct personnel manager is registered in mTIME	Personnel Department mTIME team