

Invitation to attend a meeting on 2 November to answer questions about the transfer of AU's language degree programmes

It has been decided to merge all AU's language degree programmes under the Faculty of Arts, and the time is fast approaching when this decision will be put into effect. So it's hardly surprising that there is still a lot of questions to be answered. To do so we are inviting all relevant members of staff to a meeting on 2 November at 15.00-16.00 in room 1483-618. You are welcome to ask any questions related to the financial situation, staff issues, offices and teaching rooms, or the actual degree programmes themselves.

The deadline for the merger is still 1 January 2017; but even though we are working hard to finalise all the details, there are still a few unresolved issues concerning the academic and technical/administrative staff at the schools and administrative centres involved. We need to cover all possible angles at this meeting, so all the relevant managers will be present. The managers in question are:

- Ken Henriksen (CC) and Kirsten Wølch Rasmussen (BCOM), directors of studies.
- Nikolaj Harbjerg (Aarhus BSS) and Ole Jensen (Arts), administrative centre managers.
- Leo Normann Pedersen (Arts) and Anni Bækgaard Langberg (Aarhus BSS), heads of studies administration, plus the section managers from both studies administration offices.
- Christa Thomsen and Per Stounbjerg, heads of BCOM and CC.
- And the two of us: Niels Lehmann (vice-dean at Arts) and Per Andersen (vice-dean at Aarhus BSS).

We imagine that this meeting will be relevant for the following members of staff:

- Academic and technical/administrative staff from BCOM who are going to be transferred to Arts.
- Academic staff who will be teaching during a transitional period on the degree programmes at Aarhus BSS which are going to be phased out as we create new degree programmes.
- Administrative staff from the two administrative centres (by arrangement with their line managers).

As you know, the decision to merge AU's language programmes under the Faculty of Arts was made by the AU board before the 2016 summer holiday. At the time it was agreed that

the detailed planning should depend on a careful and thorough process during which people would be kept in the loop as the details of the new organisation were finalised. In recent months we have held a number of meetings with a view to ensuring that the transitional period will be as flexible as possible for all the staff concerned. As a result, it has been agreed that even though the Faculty of Arts will be formally assuming responsibility for all AU's language degree programmes as of 1 January 2017, some administrative tasks can be transferred slightly before or slightly after this deadline for technical and/or staff-related reasons. It has been agreed that no administrative tasks should be transferred before the person receiving the baton is ready to take over, but that deadlines should be set for when this is to happen.

By way of preparing for the meeting on 2 November, it might be a good idea to outline a couple of the major decisions that have already been made. It has been agreed that:

- Academic staff being transferred to CC will be included in the school's existing departmental structure. So academic staff under the English degree programmes will become part of the Department of English, while academic staff under the French, Spanish and German programmes will become part of the Department of German and Romance Languages. All the staff being transferred will be given a supplement to their current letters of appointment. Revised letters of appointment are now being sent to you by Arts HR. At first you should reckon on your present norm at BCOM. The conversion to Arts norms will be made at a later date.
- Initially this will be an organisational transition – the timetable for actually moving people has not yet been finalised, but during the spring of 2017 plans will be made with the school management team at CC.
- Students who commenced their degree programmes at Aarhus BSS in or before the autumn of 2016 will continue to be Aarhus BSS students, and will complete their degree programmes at Aarhus BSS.
- All AU's language degree programmes will be administered by the Faculty of Arts. During the transition phase, the current study programmes involving language at Aarhus BSS will remain BSS programmes until they are finally phased out. The administration is moved to Arts in order to immediately start building up the future administration of the language degree programmes at the Faculty of Arts.
- In connection with the phasing out of current degree programmes, there will still be a link to the boards of studies at Aarhus BSS. Furthermore, two sub-committees will be established with members from both Arts and BSS to deal with ongoing coordination tasks and provide expert input to the board of studies during the transitional period.

We hope that you can find answers to some of your questions in these bullet points; but as mentioned above, we are sure you have plenty of other questions as well. So we also hope that as many of you as possible can come to the meeting, and we look forward to seeing you there.

Best wishes

Per and Niels