

## **Description of organisation Junior Faculty Uppsala University**

1. Junior Faculty Uppsala University (JF-UU) is a non-profit organisation with the aim to promote the career of junior researchers from all disciplinary domains of Uppsala University.
2. A junior researcher is defined as a person with a PhD but without a permanent senior faculty position, who is or wants to become an independent academic researcher.
3. JF-UU activities include organisation of career-promoting seminars/workshops and social activities. JF-UU also monitors issues of interest to junior researchers, such as career structure and career support at the University.
4. JF-UU actively participates in discussions about issues relevant to junior researchers and upon request provides information on the situation of junior researchers to University administration.
5. JF-UU activities are planned and executed by a steering group. Whenever possible, JF-UU involves relevant units (e.g. Researcher Services and Division of Quality Enhancement) of the University in the organisation of the activities. Activities may also be suggested by non-steering group members, and will then be organised if considered suitable by the steering group.
6. The JF-UU steering group meets once a month. Whenever possible, the meetings are lead by the chair and meeting notes taken by the administrator.
7. Any junior researcher at Uppsala University may join the JF-UU steering group. A junior researcher who wishes to join the steering group may do so only after participating in two steering group meetings, at which point a formal decision will be made by the steering group.
8. The JF-UU chair and vice chair are elected by the steering group at the end of the calendar year to serve during the coming year. Any steering group member can nominate themselves as chair and/or vice chair candidate. The chair/vice chair may be re-elected to serve a maximum total of two years. If the chair resigns before a new one has been elected, he or she is replaced by the vice chair.
9. Administrative tasks, decided by the steering group, are carried out by the JF-UU administrator. The administrator is appointed by the steering group at a regular meeting. The administrator may, but does not have to, be a member of the steering group. The steering group may decide to divide the administrative tasks between two or more people. Administrative tasks include:
  - draft meeting agendas
  - write and distribute meeting notes to the steering group within one week
  - draft yearly activity reports
  - draft yearly budget
  - handle incoming invoices and monitor the financial status

- ensure that University regulations are followed in terms of procurement, taxation of benefits etc
- manage e-mail lists
- monitor the JF-UU e-mail account and ensure that e-mails are answered
- send out e-mails about JF-UU activities
- book rooms, refreshments etc for meetings and activities
- administrate applications and evaluations of activities
- administrate junior researcher surveys
- manage and update the JF-UU website

10. UU-JF is an active part of National Junior Faculty (NJF), an umbrella organisation for Junior and Future Faculty organisations at Swedish universities and research institutes.