

# **Terms of reference for the teaching coordination committee (TCC) at Department of Operations Management**

## **Aims and objectives**

The aims and objectives of appointing a Teaching Coordination Committee at OM are to support the development of the strategic teaching goals of the department and CBS and to discuss educational issues, including staffing, prioritization and development of the teaching portfolio at the department. The aims and objectives for the TCC are organized as follows:

### A) Operational teaching coordination and organization

1. Information sharing, coordination and planning regarding the initial Managerial Economics-teaching and progression to Organizational Economics, Supply Chain Management, Management Accounting, and other teaching areas organized by OM.
2. Staffing of teaching in cases where subject and/or line coordinators do not clarify staffing themselves. This is to be done in connection with new subjects and educations, as well as in the event of sudden staffing problems (e.g. illness and relocation).
3. Considerations regarding to reduce or terminate courses where the department is very much depending on one single person and where the course(s) somehow does overlap to other courses.
4. Decision making prioritizing and balancing the involvement of external teachers in different courses in cases where there is greater demand than the hourly ceilings allow.

### B) DVIP/EL

1. Management of hiring and extension of external lectureships/coordination of external lectures between courses and programmes (and departments?). In practice, this will be done partly by TCC and HoD due to strategic considerations.
  - a. Contact to potential DVIP, including possible interviews with potential candidates (will in many cases be outsourced to specific programme managers)
  - b. Management regarding hour limits for DVIP/EL in collaboration with the head of the secretariat/HoD
2. Distribution of Information to DVIP/EL (examples on activities that could be considered and organized):
  - a. Semi-annual DVIP newsletter.
  - b. Creation and distribution of a handbook for new teachers regarding practicalities, classrooms, IT, exam, cancellations, new rules, quality assurance initiatives and other relevant information.

### C) VIP and OM-teaching strategy & coordination

1. Ongoing strategic conversations with the departments VIP on education-related issues and the potential adjustments of teaching policies (if needed).
2. Decisions regarding OM involvement in new focus subjects and programs - and potential termination of OM involvement in existing subjects and programs.
3. Identification of VIP recruitment needs in an educational perspective.
4. Transparent coordination regarding teaching obligations in the department for assistant professors, ex. when they start in new positions. The purpose of this coordination is to organize the teaching distribution and minimize randomness and potential problems with ex. Prophix balances. The coordination will include drawing on senior staff to help facilitating this process, including welcoming new lecturers (VIP/Ph.D.) and arranging contact with relevant subject coordinators.

5. Planning and decisions (coordination, termination etc.) regarding OM Cand.Merc. –electives.  
In practice, this will be done partly by TCC and HoD due to strategic considerations.

#### D) Other

1. Review and follow-up on evaluations.

#### **Composition of members**

The members of TCC are appointed by the head of department. The TCC initiates and coordinates the above-mentioned aims and objectives to the rest of the department (Programme Managers, Senior Faculty with Course Responsibility, Line Coordinators and The Administration etc.).

#### **Meeting cadence**

The committee meets four times a year.