What is an authority?

Simply put, it’s the ability to obligate the University via a transaction (contract or agreement) that, when signed by an employee in a position with that authority, legally binds the University.

Examples:
- Purchase orders
- Appointment letters
- Confidentiality agreements
- Research grants
- Leave agreements
- Outside consulting agreements
President’s Delegation of Authority is it …?

<table>
<thead>
<tr>
<th>“Management” Authority?</th>
<th>“System” Authority?</th>
<th>“Transactional” Authority?</th>
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| • broad oversight and responsibility for a function as outlined in a job description  
  • ex: VP Brown has management authority for OHR  
  • ex: decision to allow a direct report to approve time and absence in PS | • access to PeopleSoft or EFS that allows an employee to implement a transactional decision for an employee who has the delegated authority  
  • ex: initiating a new position record in HRMS | • authority to sign a contract legally obligating the U  
  • usually a cost associated with the contract  
  • ex: signing an appointment letter to hire a new employee |

NO | NO | YES
Why do we need delegations of authority?

- Minimize the risk of *unintentional* misuse of authority that could potentially bind the University to a legally enforceable contract
- Safeguard the U from *intentional* misuse of authority
- Capture a supervisor’s decision to sub-delegate their authorities to positions that report directly to them
Delegations start with the Board of Regents

Board of Regents

Per Board of Regents Policy: *Reservation and Delegation of Authority*, delegate all other management & administrative authority (including transactional) to President.

- Enact laws and policies for the governance of the U
- Approve commercial transactions >$2 million, or significant impact
- Approve appointments of individuals specified in their policy
- Grant academic degrees
- Grant faculty indefinite tenure
Delegations follow management reporting lines

- President
  - Responsible for delegating general executive management and administrative authority (including transactional) to direct reports
  - May condition, limit, or revoke any presidential authority

EVPP/SVP/VPs

Deans/Directors

Department Heads
Every delegation needs: who, what, where, and when

Dean (HRMS position to HRMS position)

Purchase goods and services >$1 million (Limitation: may not sub-delegate further)

College of Liberal Arts (TCLA)

Effective date

Important Date: October 21
Delegations of authority library

- Located at Delegations.umn.edu
- Can search by name, delegator, authority, scope (college code or deptID)
- Easy to use, transparent, accessible
- Protects the University and employee when information is up-to-date
- Provides an official existing and historical record
If you are delegated authority, what you need to know

You:

– may reserve any delegated authority to your position
– may sub-delegate that authority to another position (unless it is expressly prohibited or limited in any way)
– retain responsibility/accountability for any authority you have sub-delegated
– may not sub-delegate greater responsibility and decision-making authority than you have
If you are delegated authority, what you need to know (cont’d)

You:

– **may only** sub-delegate authority within the delegatee’s area of managerial control (i.e., dept., college)

– are expected to consult as appropriate when exercising the delegation (w/ supervisor, legal, finance)

– must be transparent in the event of a conflict of interest and refrain from exercising the authority until the conflict has been eliminated or managed by the University
Sub-delegating an authority

Employees who sub-delegate an authority must:

• notify their delegatees (direct reports) **in writing**
  – specify detail about the authorities they’ll have
  – place a copy to local personnel files

• Notify the designated DOA specialist in their area to update the library with the most current information (if there are changes)
How can you help

• Work with Position Managers (PMs) in your area to include reviewing delegations for positions as a part of the HR on-boarding and off-boarding processes:
  – Ask to be notified by the PM when there are changes position numbers that may impact delegations
• Review the current delegations for your area at least annually and work with the delegators to determine if changes are needed
• Questions?
Please contact deleg@umn.edu