

University of Minnesota

President's Delegations of Authority

Fall 2018

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 ...?

"Management" Authority?	"System" Authority?	"Transactional" Authority?
<ul style="list-style-type: none">• 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 <p>NO</p>	<ul style="list-style-type: none">• access to PeopleSoft or EFS that allows an employee to <i>implement</i> a transactional decision for an employee who has the delegated authority• ex: initiating a new position record in HRMS <p>NO</p>	<ul style="list-style-type: none">• authority to <i>sign</i> a contract legally obligating the U• usually a cost associated with the contract• ex: signing an appointment letter to hire a new employee <p>YES</p>



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)



Unit

College of
Liberal Arts
(TCLA)



Effective
date

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 delegates (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