



General Delegation Protocol

Policy owner UCD HR **Approval date and body** UMT - 21 February 2018

1. Purpose

The General Delegation Protocol authorises relevant faculty and staff (President, Vice-Presidents, College Principals, Heads of School and Unit, Head of Research Institutes) to delegate approval authority as appropriate to other employees of the University in relation to operational policies/processes approved by UMT. The intention of the General Delegation Protocol is to ensure the efficient operation of the University by streamlining decision making, implementing controls through appropriate approvals and delegation, and building levels of trust and personal responsibility throughout the University.

Approval authority is provided to individuals based on their position or function within the University. Within each College, School, Research Institute or Unit, the College Principal, Vice-President, Head of School, Head of Research Institute or Head of Unit is responsible for the overall operations of their area and may delegate approval authority to appropriate employees in compliance with this protocol.

2. Supporting Principles

- The General Delegation Protocol applies only to those policies of the University which have been approved by UMT. It does not apply to policies approved by Governing Authority or Academic Council.
- The Protocol allows the delegator (i.e. President, College Principal, Vice-President, Head of School, Head of Research Institute or Head of Unit) to delegate approval authority to appropriate employees of the University (delegates). Overall responsibility for decisions remain with the delegator. The delegator shall implement and maintain appropriate internal controls and remains accountable for all actions taken by their delegates.
- In delegating approval responsibility, the delegator must ensure that the individual receiving approval responsibility (the delegatee):
 - is suitably qualified to take the decision required
 - has access to the data required to make an informed decision
 - holds the appropriate position, role, grade and has the relevant experience for the responsibility delegated.

3. Roles and responsibilities

Delegator:

The delegator is responsible for:

- The decisions of the employee with delegated approval powers
- Ensuring that the employee is appropriately qualified and has the appropriate seniority to take the decisions required
- Informing in writing the policy owner Unit Head of the delegated approvals, the limits of that delegation and the start and end date of the delegation
- Informing other relevant parties affected by the change in approval such as the College Principal, College Finance Manager or HR Partner etc.
- Ensuring the employee has appropriate access to the information pertinent to the decision delegated
- Maintaining a record of the employees delegated approval and the associated limits and timing of that delegated approval
- Ensuring that there is oversight of the actions of the delegatee.

Delegatee:

The delegatee is responsible for:

- Accepting the approval authority given
- Ensuring they have unfettered access to the relevant information relating to the delegated approval
- Understanding and adhering to the policy under which the delegated approval applies
- Reporting to and updating the Delegator routinely.

4. Related documents

All operational policies approved by UMT.

5. Version history

Version	Date	Description	Author
1.0	January 2018	Development of Delegation Protocol	Registrar & UCD HR