



**LUNDS**  
UNIVERSITET

University Director

RULES

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19 December 2018

Reg. no STYR 2018/1959

## **Rules on the allocation of decision-making powers within the University administration at Lund University**

*Appendices: Line managers' responsibilities, and rules and procedures*

*Approved by the university director on 19 December 2018.*

The university director delegates decision-making powers to the heads of the administrative divisions within the central administration, to the unit heads within the Office of the Vice-Chancellor and to the head of the Occupational Health Service.

In this document, "head of administrative division" refers to all the managers named above and "administrative division" refers to the organisational units headed by the managers named above.

All heads of administrative divisions and the above-mentioned heads of units and offices have the role of line and operational managers. What this role entails is set out in Appendix 1. Heads of administrative divisions, units and offices can also have responsibilities for systems and/or processes. This is set out in the administrative plan for each system.

The university director also delegates certain decision-making powers to the heads of faculty offices and to the university librarian.

### ***1. Delegation from the university director to heads of administrative divisions:***

The following responsibilities are delegated to heads of administrative divisions:

- decisions on the administrative division's internal organisation and procedures
- decisions on authorised leave and annual leave for the division's staff
- decisions on the cessation or prohibition of an employee's secondary employment
- decisions on the allocation of funding within the established budget for the relevant administrative division
- decisions on the allocation of funding pursuant to specific decisions (e.g. project decisions)

- annual decisions on investments up to a maximum total of 10% of the division/unit's total budget (technical cost centres are not counted in the total budget)
- decisions on management procedures in the IT systems for which the relevant head is system owner

### **1.1 Delegation to the head of Finance**

The following responsibilities are delegated to the head of Finance:

- to decide on the rules and procedures\* for the University's budget (not resource allocation), forecast and financial follow-up and analysis
- to decide on the rules and procedures\* for the University's finance management, including finance models for external and internal accounting
- to sign agreements with banks concerning payment flow and to open plus giro, bank giro and bank accounts
- to sign agreements with the Swedish National Debt Office and to sign counter-obligations for bank guarantees and similar instruments
- to sign tax returns for the Swedish Tax Agency
- to sign for the University in matters concerning its tax account
- to sign for the University in matters concerning the Swedish Enforcement Authority
- to decide on the rules and procedures\* for the University's purchasing and procurement
- to take allocation decisions and sign framework agreements and other agreements on purchasing
- to take decisions on procurement matters over the limit established by the university director in guidelines/decisions on procurement
- to decide when government framework agreements are to be used or separate purchasing framework agreements are to be initiated
- to manage appeals against procurements and represent the University in court on these matters
- together with the university director or the head of the Development Office, to sign agreements concerning the University's endowments
- to review decisions within financial management that clearly contravene applicable regulations
- to take decisions on authorised leave and annual leave for the vice-chancellor, deputy vice-chancellor, pro vice-chancellors, university director, senior advisor to the vice-chancellor and the unit heads within the Office of the Vice-Chancellor
- to take decisions on behalf of the unit heads within the Office of the Vice-Chancellor on the cessation or prohibition of an employee's secondary employment

\* The meaning of rules and procedures is explained in Appendix 2.

### **1.2 Delegation to the head of External Relations**

The following responsibilities are delegated to the head of External Relations:

- to decide on rules for university-wide recruitment of students (decisions on the admissions procedure, such as application deadlines, are not included).

### **1.3 Delegation to the head of Research, External Engagement and Innovation**

The following responsibilities are delegated to the head of Research, External Engagement and Innovation:

- to submit tenders on behalf of the University in procurement processes for contract education
- to sign agreements on contract education when the University has been successful in a procurement process

In addition, the head of Research, External Engagement and Innovation is delegated responsibility to sign the following agreements for innovation activities:

- grant agreements of less than 200 times the price base amount
- cooperation agreements of less than 20 times the price base amount. In the calculation of the value, the compensation (financial or other) which the University receives is to be combined with the University's service in return
- Memoranda of Understanding and Letters of Intent in cases where the agreement in question is to be signed by the head of department and in cases where the value of the future agreement is unknown
- licensing agreements
- confidentiality agreements
- contracts with employees
- applications that do not require the signature of the vice-chancellor

The above rules do not apply to agreements between LU Innovation System and LU Innovation System AB. These agreements are signed by the university director (for LU Innovation System) and the authorised signatories for LU Innovation System AB (for LU Innovation System AB).

### **1.4 Delegation to the head of Human Resources**

The following responsibilities are delegated to the head of Human Resources:

- on behalf of the public authority, to sign collective agreements with employee organisations
- to decide on deviations from collective agreements in cases that are specified in the agreements
- to represent the public authority as an employer in case of dispute negotiations with employee organisations
- on behalf of the public authority, to reach individual agreements with employees on pension benefits/retirement pensions, partial pensions and extra pension contributions
- on behalf of the public authority, to reach individual agreements with employees on deviations from the provisions in the general agreements on pay and benefits (Villkorsavtal/Villkorsavtal-T)
- to decide on rules and procedures\* for the University's human resources management
- to decide, after a proposal from the relevant manager, on salaries in salary reviews for: all staff within the University administration (except the head of Human Resources and the university director)
- to decide, after a proposal from the relevant manager, on other salary matters for: all staff within the University administration (except the head of Human Resources and the university director)
- to take decisions, after a proposal from the relevant manager, on recruitment and employment of staff within the University administration

- to review decisions in human resources matters that clearly contravene current regulations including the right to block the payment of incorrectly calculated salaries
- to decide on the University's human resources insurance and student insurance policies
- to decide on the termination of employment on the grounds of statutory retirement age pursuant to current legislation and collective agreements and on the grounds of illness pursuant to a decision by the Social Insurance Agency

\* The meaning of rules and procedures is explained in Appendix 2.

### **1.5 Delegation to the head of the Legal and Records Management Division**

The following responsibilities are delegated to the head of the Legal and Records Management Division:

- when a student is suspected of a disciplinary offence, to take decisions on referring the matter to the disciplinary board for review
- decisions on rules and procedures\* for archiving and registration of documents

\* The meaning of rules and procedures is explained in Appendix 2.

### **1.6 Delegation to the head of Corporate Communications**

The following responsibilities are delegated to the head of Corporate Communications:

- decisions on rules and procedures\* for communication

\* The meaning of rules and procedures is explained in Appendix 2.

### **1.7 Delegation to the head of LDC**

The following responsibilities are delegated to the head of LDC:

- to sign agreements on investments (from external suppliers) up to SEK 5 million to enable the delivery of services promised under existing agreements or decided LU projects
- to sign licensing agreements for software for the University
- to sign service and maintenance agreements for procured IT equipment and software
- to sign agreements internally and externally on behalf of the University concerning IT-related commissions
- to sign agreements for the commissioning of consultants for projects, operation and development within the area of activity of LDC

### **1.8 Delegation to the head of LU Estates**

The following responsibilities are delegated to the head of LU Estates:

- to represent the University in matters concerning premises and property
- to sign agreements for the University and act as the signatory for matters concerning the provision of premises and construction projects up to a value of SEK 30 million per contract

- to sign agreements for the lease of land for parking purposes, after consultation with the head of LU Service
- decisions on the lease of premises to the organisation
- to sign agreements relating to surveillance and security up to SEK 20 million

### **1.9 Delegation to the head of LU Service**

The following responsibilities are delegated to the head of LU Service:

- to represent the University in matters concerning land leased for parking purposes, insofar as these are not managed by LU Estates in accordance with the previous section
- to represent the University and sign rental contracts for accommodation intended for subletting to students and visiting researchers
- to take annual decisions on investments for accommodation up to SEK 5 million per rental contract (technical cost centre)
- to sign rental contracts for accommodation for students and visiting researchers
- the right to sign other internal and external agreements concerning services offered within the area of operation of LU Service

### **1.10 Delegation to the head of Student Affairs**

The following responsibilities are delegated to the head of Student Affairs:

- to decide on university-wide guidelines for study documentation (currently Ladok), admissions (currently NyA, Lubas) and degrees (issue of degree certificates)
- to decide on the operation and management of the University's common study administration system
- to decide on learning support measures for students with disabilities
- to decide on timetables and rules for the admission of students
- to decide on rules for the issue of degree certificates

### **1.11 Delegation to unit heads within the Office of the Vice-Chancellor**

#### **1.11.1 Delegation to the head of the Planning Office**

The following responsibilities are delegated to the head of the Planning Office:

- to take decisions on the vice-chancellor's strategic funds for amounts up to and including SEK 100 000, after consultation with the vice-chancellor

#### **1.11.2 Delegation to the head of the Office of the Vice-Chancellor**

The following responsibilities are delegated to the head of the Office of the Vice-Chancellor:

- decisions on authorised leave and annual leave for the head of the internal audit office and the deans

#### **1.11.3 Delegation to the head of the Strategic Development Office**

The following responsibilities are delegated to the head of the Strategic Development Office:

- decisions on authorised leave and annual leave for the heads of the administrative divisions
- decisions on behalf of the heads of the administrative divisions, university librarian and head of the Occupational Health Service on the cessation or prohibition of an employee's secondary employment

## ***2. Delegation from the university director to the heads of the faculty offices***

Within their faculties and in consultation with the head of Human Resources, the heads of the faculty offices are responsible for the following decisions:

- salaries in salary reviews for all staff within the faculty office, except the head of the faculty office
- other salary decisions for all TA staff at the faculty except the head of the faculty office and departmental TA staff

## ***3. Delegation from the university director to the university librarian***

The following responsibilities within the University Library are delegated to the university librarian:

- decisions on recruitment, appointment and promotion of staff
- decisions on termination of employment on the grounds of statutory retirement age according to current legislation and collective agreements and on the grounds of illness pursuant to a decision by the Social Insurance Agency
- decisions on the cessation or prohibition of an employee's secondary employment
- decisions on allocating extra contributions to an employee's retirement pension
- after consultation with the head of Human Resources, decisions on salaries (salary review and other salary decisions)
- decisions on other matters concerning employment such as
  - o payment of salaries,
  - o approval/rejection of applications for authorised leave,
  - o organisation of the working hours of employees within the framework of applicable collective agreements,
  - o the employee's fulfilment of his or her duties,
  - o annual leave,
  - o rehabilitation measures.

## ***4. Sub-delegation***

The heads of administrative divisions can sub-delegate decision-making powers to another officer within the division.

Once per year, the heads of administrative divisions are to submit information on current sub-delegations to the university director.

A delegation of authority can be revoked at any time.

### ***5. Entry into force***

The present regulations enter into force on 1 January 2019, when the following document will cease to apply:

*Regulations on the allocation of decision-making powers within the University administration at Lund University* (decision by the university director on 17 October 2018, Reg. no STYR 2018/1536)

## **Line managers' responsibilities**

The following regulation of division managers' responsibilities and powers also applies to division managers within the Office of the Vice-Chancellor and for the head of the Occupational Health Service.

The division managers' specific responsibilities are also stated in the University Director's annual assignments for the divisions.

In addition to being line managers, several division managers are also process owners and/or system owners. The responsibilities associated with process ownership or system ownership are outlined in other documents.

### **Division manager as line manager**

The division manager leads activities at the division (or equivalent), represents the employer and develops and runs operations towards set goals. The division manager is a member of the University Administration Management Group (UFLG).

The division manager is also responsible for ensuring that:

- the division follows current regulations and agreements
- the division works according to its specified assignment
- the division has an action plan for fulfilling the assignment
- the division's assignments are subdivided, followed up and reported back to the principal
- duties are allocated within the division
- staff appraisals are conducted and salary appraisals are offered to all staff within the division
- salary proposals for the division's staff are submitted to the director of HR
- the division's staff have the right expertise for the duties they have been assigned
- the division has a good work environment
- the division manager and others with work environment responsibilities have the necessary work environment training
- the operations of the division are run within specified financial frameworks
- there is a good system for communication within the division
- the division fulfils general requirements for internationalisation in accordance with the internationalisation policy
- the University's policies and plans relevant to the division's activities are implemented
- gender equality and equal opportunities apply

The division manager's responsibilities set requirements for intelligence monitoring, organisational development, external and internal communication and the continuing professional development of staff.



## **Rules and procedures**

**General:** Priority of interpretation of current regulations. Such interpretation can be done in specific matters or in the issuing of instructions, general advice, guidelines etc.

### **Specific to the head of the Division of Finance**

Rules and procedures in the Division of Finance refer, for example to:

- university-wide guidelines for work involving budgets, forecasts, financial follow-ups and analysis
- interpreting external and internal rules and drawing up university-wide guidelines for work involving the reporting of revenue, expenditure, assets and debts
- drawing up procedure descriptions for purchasing and procurement processes based on current legislation in the area, for example the selection of procurement process, the drawing up of tender documents, specification requirements, evaluation models, allocation decisions, purchase agreements, framework agreements and direct purchase agreements
- university-wide guidelines for electronic commerce in the University's e-commerce system
- university-wide guidelines for electronic procurement in the University's e-procurement system

### **Specific to the head of the Legal Division and Records Management**

Rules and procedures for records management and document registration refer to procedure descriptions such as the records management plan, regulations on destruction of documents and the allocation of series in the DFS/W3D3 system.

### **Specific to the head of Corporate Communications**

Rules and procedures for Corporate Communications refer, for example, to the application of current regulations and taking decisions on the scope of content on the central administration's webpages.

### **Specific to the head of HR**

Rules and procedures for the University's management of personnel refer, for example, to the drawing up of salary documents, co-determination in the workplace (MBL) procedures, reassignment procedures, salary review procedures, rules for salary-setting, procedures for the recruitment process, the drawing up of vacancy announcements, and procedures for notification of illness and rehabilitation.

Social dialogue processes are always to be taken into consideration.