

UFV 2011/619

# **Responsibilities and Decision-Making Powers of Heads of Department**

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## **Conditions**

### **Organisation and division of responsibilities**

The *Rules of procedure for Uppsala University* (15 December 2011, UFV 2011/1724) sets out the University's overall organisation and division of responsibilities as decided by the University Board. The rules of procedure cover issues that are subject to decision by the University Board, decision-making powers that pertain to the Vice-Chancellor and may not be delegated, and other matters. They also specify the responsibilities and composition of the disciplinary domain boards, faculty boards and department boards.

Management responsibility at the University follows a chain of delegation that passes from the Vice-Chancellor to heads of department, via vice-rectors and, where relevant, deans who chair faculty boards. The Vice-Chancellor is the manager of the vice-rectors and is responsible for managing them. The vice-rectors are accountable to the Vice-Chancellor with respect to the implementation of responsibilities. The Vice-Rector for the Humanities and Social Sciences is the manager of the deans who chair faculty boards and is responsible for their management. The deans are accountable to the Vice-Rector for the implementation of responsibilities.

The Vice-Rector, or the Dean who is Chair of the faculty board and has been delegated the role, is the manager of the Head of Department and is responsible for

their management. The Head of Department is accountable to the Vice-Rector or Dean for the implementation of responsibilities.

### **Legal conditions**

Chapter 2, Section 2 of the Higher Education Ordinance (1993:100) specifies the issues on which the University Board is to take decisions. In accordance with Chapter 2, Section 3 of the Ordinance, issues other than those specified in Section 2 are to be decided by the Vice-Chancellor, unless otherwise prescribed in an act or ordinance or unless the University Board has decided otherwise. In accordance with Chapter 2, Section 13, the Vice-Chancellor may delegate her/his responsibilities, unless otherwise provided.

### **Delegation of decision-making powers**

In accordance with this delegation, the Head of Department may further delegate decision-making powers to another official within the department, unless the Vice-Rector or Dean who is Chair of the faculty board has determined otherwise. The Head of Department is responsible for the management of the delegated official, which entails responsibility for supervision and monitoring of delegated responsibilities.

The delegated official is expected to be sufficiently independent and qualified to carry out the responsibility. A delegation must be made in writing and signed by the delegating party. When given to an official, the delegation should also be signed by the party acquiring the power to take decisions. A delegation can be withdrawn at any time, either fully or partially.

### **Responsibilities**

The Head of Department is in charge of the department and must work to ensure that high-quality research and education are undertaken within the department and promote collaboration between the department and wider society. The Head of Department represents the department both within the University and outside it. The Head of Department takes decisions on issues that concern the activities of the department, with the exception of decisions that are taken by the University Board

or Vice-Chancellor, or which have been delegated to boards, department boards or other officials by way of a decision taken by the University Board or the Vice-Chancellor. These decisions – in the form of internal regulations and guidelines for different areas – can be found in the University’s “Goals and regulations” at <http://regler.uu.se>. A list of delegations in the central internal regulations can be found in the order of delegation at <http://delegationer.uu.se>.

The Head of Department is to:

1. bear management responsibility for the activities of the department, its development and internal management and control;
2. lead the work of the department board in the role of Chair;
3. work to promote the University’s development as a whole;
4. ensure the department is in compliance with the University’s mission and core values, regulations, guidelines and other decisions;
5. ensure the activities of the department are conducted in accordance with relevant laws and ordinances;
6. take responsibility for the department’s finances;
7. enter into agreements
  - a. following approval from the University Director concerning
    - I. contract research exceeding SEK 100,000 or three years,
    - II. contract education exceeding SEK 100,000 or three years.
  - b. following approval from the chief legal officer concerning
    - III. engagement of legal persons in teaching activities;
8. enter into other agreements, including employment contracts, within the framework of the department’s activities, though not
  - a. appointment and promotion of an individual to professor,
  - b. for EU-funded research such as the Grant Agreement or equivalent grant agreements with the European Commission, as well as consortium agreements or equivalent agreements between parties in EU projects,
  - c. grant agreements and associated subcontractor agreements concerning projects funded by federal US departments such as the NIH,
  - d. sponsorship agreements with a value exceeding two price base amounts,
  - e. agreements governing rental of premises,

- f. agreements governing the purchase of immovable property,
  - g. framework agreements for procurements,
  - h. local collective agreements, including salary agreements;
9. bear responsibility as an employer at the department;
  10. take decisions on staff matters at the department;
  11. take responsibility for technical and administrative functions at the department;
  12. take responsibility for students' study conditions and study environment at the department;
  13. take responsibility for the work environment at the department in accordance with the Vice-Chancellor's decision concerning division of responsibilities within systematic work environment activities; and
  14. take responsibility for premises, furnishings and equipment.

Points 2, 5 and 9 above may not be delegated.

For other points, central decisions specify which decision-making powers are assigned to the head of department and what may or may not be delegated further.

Regardless of whether the Head of Department has delegated decision-making powers in the matters above, the Head of Department is responsible for the overall management of the department's activities and its work environment activities, the development of the department, internal management and control, and the general finances of the department.

### **3 Decision**

It is hereby decided that responsibilities will be allocated and decision-making powers delegated as outlined above to the head of department.

Uppsala 20....

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Signature

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Name and title (Vice-Rector or Dean who chairs the faculty board)

I hereby certify that I have read and agree with this allocation of responsibilities and delegations and undertake to fulfil the commitments of the role of head of department.

Uppsala 20....

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Signature

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Name

Department

**Once signed:**

- **Original copy to be sent to the HR Division and saved in personal file**
- **Copy to be sent to the relevant faculty office**
- **The head of department retains a copy**
- **Head of department responsibilities are also to be sent on a dedicated form to the HR Division**