

UC Davis Policy and Procedure Manual

Chapter 200, Campus Organization and Management

Section 60, Assignment of Administrative Authorities

Date: 7/10/07

Supersedes: New

Responsible Department: Offices of the Chancellor and Provost

Source Document: Delegations of Authority Guidelines letter from the Coordinator--Administrative Policies, 9/13/88

I. Purpose

This section describes the manner in which authority may be assigned to campus officials and provides the policy and procedures to ensure accurate issuance and management of delegations of authority.

II. Definitions

- A. Campuswide delegation of authority--assigns significant authority and responsibility over campuswide operations/functions that were originally delegated by the UC President to the Chancellor.
- B. Delegator--the campus official who initiates the issuance of any new delegation or redelegation of authority.
- C. Delegatee--the position title to which authority is delegated.
- D. Departmental delegation of authority--assigns signature authority/approval authority for departmental financial or personnel transactions.

III. Policy

- A. The UC Davis campus supports the decentralization of administrative decision-making to the appropriate management level that is allowable under policy, aligning the authority to make decisions with accountability for the outcomes of decisions.
- B. Departmental financial authorities shall be separated appropriately so that no one person has complete control of any financial transaction.

IV. Assignment of Authorities

- A. Campuswide delegation of authority
 - 1. Campuswide delegations originate from UCOP in the form of a Presidential delegation or systemwide policy that grants certain authorities to the Chancellor.
 - 2. Campuswide delegations are not used to assign specific tasks, general position responsibilities, or for coverage during the temporary absence of an official.
 - 3. Standards for issuing campuswide delegations
 - a. Authority shall be delegated, in writing, to specific position titles.
 - 1) Authority is not delegated to individuals.
 - 2) Updated delegations shall not be issued when the individual holding the position changes.
 - b. Appropriate reference shall be made to the source of the authority being delegated (e.g., Presidential delegation number, policy section).
 - c. Specific terms, restrictions, or requirements established in the original delegation shall be referenced by attaching the source document to the redelegation. If the redelegation is to be more restrictive than the source, those restrictions shall be

clearly stated in the signed redelegation.

- d. Appropriate reference shall be made to any redelegation that is superseded.
 - e. Appropriate individuals shall be copied, with referenced attachments, on any redelegation.
 - f. All campuswide delegations shall state whether authority can be redelegated and any additional restrictions on redelegation.
4. The Policy and Communications Unit, Offices of the Chancellor and Provost, is the office of record for all campuswide delegations of authority.
 - a. Units redelegating campuswide delegations of authority should consult with the Campus Policy Coordinator prior to issuing the redelegation to ensure compliance with applicable policies and existing delegations.
 - b. The Campus Policy Coordinator must be copied on any campuswide delegation of authority.
 5. At the time of hire, campuswide delegations of authority already issued to the position shall be attached to the position description signed by the employee.

B. Departmental delegation of authority

1. Departmental delegations of authority originate from the department head.
2. Signature authority/approval authority may be assigned, through the Signature Authorization form or memo, to the departmental employee whose responsibilities are most closely aligned with the transaction.
 - a. Departmental delegations of authority are assigned to the individual, not to the position.
 - b. A new departmental delegation must be issued when the individual in the position changes.
3. Employees holding delegated approval authorities are responsible for knowing the policies, rules, regulations, laws, and restrictions related to the authority.
4. The department is the office of record for departmental delegations of authority.
5. For additional information, see Section 330-10.

C. Administrative Policy Manuals

1. Certain general authorities may be delegated through administrative policies to all positions holding specific titles (e.g., all vice chancellors, all deans).
 - a. Policies generally do not delegate authority to single specific positions.
 - b. Authorities noted as being held by specific positions should generally be supported by a campuswide delegation of authority.
2. Authorities delegated through policy sections cannot be redelegated unless noted in the policy section.
3. Any restrictions on the authority shall be included in the policy section.
4. Campus officials are responsible for knowing the policies, regulations, and restrictions related to these authorities.

D. Position description

1. General position responsibilities are assigned in the position description.

2. The department head shall verify that the responsibilities described in the position description are in compliance with existing delegations of authority and policies.

V. Responsibilities

A. Delegator

1. Checks for any restrictions or limitations on the ability to redelegate authority.
2. Consults with appropriate offices to determine correct delegatee(s) and accuracy of position titles.
3. Ensures that redelegation is in compliance with existing policies and other delegations, and that appropriate restrictions are clearly described.

B. Delegatee

1. Carries out delegated authorities within the parameters of the source delegation, related policies, and additional restrictions noted in the delegation.
2. Appoints, in writing, an individual authorized to act during a temporary absence, noting the name of the appointee and the inclusive dates for the temporary authorization. This document shall be maintained by the department.
3. Maintains records of all authorities delegated to the position.
4. Informs delegator when updated redelegations are required due to change in the position title or reorganization.

C. Department head

1. Maintains records of all delegations issued to and by the department.
2. Annually reviews all current authorities to ensure that practices align with delegated authorities and requests changes as required to reflect organizational changes and business processes.
3. Ensures that all assigned authorities within the department are in compliance with existing delegations, regulations, and policies.

VI. Further Information

- A. Additional information on the development of position descriptions is available from Human Resources.
- B. Additional information on departmental delegations of authority/signature authorization is available from Accounting and Financial Services.
- C. Additional information on the issuance of campuswide delegations of authority and administrative policy is available from the Policy and Communications Unit, Offices of the Chancellor and Provost.

VII. References and Related Policies

A. Office of the President:

1. Delegations of Authority Guidelines letter from the Coordinator--Administrative Policies, 9/13/88.
2. University of California Delegations of Authority (<http://www.ucop.edu/ucophome/coordrev/da>).
3. Accounting Manual, Chapter D-224-17, Delegation of Authority--Signature Authorization.

B. UC Davis Delegations of Authority Web site (in progress).

C. UCD Policy and Procedure Manual Section 330-10, Approval Authorization.