

DELEGATION OF AUTHORITY POLICY

Policy #	AD-030	Revision #	01
Accessibility level	A	Effective date	Jan 20, 2021

1. Purpose

Appropriate delegation of authority is fundamental to the effective and efficient management and operation of Fahad Bin Sultan University.

The purpose of this policy is to establish the principles that govern the delegation of authority and to outline the process by which the authority to act and to make decisions is delegated.

A clear delegation of authority will:

- A) Assign clear authorities and accountabilities, thereby ensuring that decisions made and actions taken are by the appropriate levels.
- B) Create a sound internal control environment.
- C) Facilitate efficient decision making.
- D) Maintain fiscal integrity.
- E) Ensure that transactions are executed as intended and in accordance with applicable law, regulations, and University policy.

2. Definitions

- 2.1. **“Delegate”**: To entrust to another; to assign responsibility and authority.
- 2.2. **“Designated Individual”**: means a University Employee with delegated authority in accordance with this policy.
- 2.3. **“Employee”**: means a person employed by the Fahad Bin Sultan University for wages or salary. For clarity, this term includes support staff, management and professional staff, and faculty members but does not extend to Independent Contractors.
- 2.4. **“FBSU”**: means Fahad Bin Sultan University.

3. Policy

3.1. Statutory Authority

- A) The Ministry of Education grants the Board of Trustees the authority to:
 - Control the operation and management of FBSU’s resources.

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- Delegate certain authorities and responsibilities to the President and or Chancellor of FBSU.
- B) The President of the University has:
- The responsibility and authority to direct and supervise the operation of the University;
 - Any other powers, duties, and functions assigned by the Board; and
 - The authority to delegate these powers, duties, or functions including the power of sub-delegation.
- C) The Chancellor of the University has all the powers, duties and functions that are assigned to him by:
- The President; or
 - The Board of Trustees.

3.2. Delegation of Authority

- A) The Chancellor may assign or delegate certain responsibilities to Designated Individuals.
- B) No matter what responsibility or authority is delegated, the Board or President or Chancellor of FBSU retains control and accountability as required by FBSU laws and regulations.
- C) All delegations of authority must be in writing.
- D) No person is authorized to make any decisions or sign any document if it creates an obligation or undertaking on behalf of the University unless:
- The person has authority as set out in the *Delegation of Authority*; or
 - The person has sub-delegated or temporary authority.

3.3. Exercise of Delegations

- A) Unless otherwise specified, authority is delegated to a position as opposed to a person.
- B) Unless otherwise specified, authority delegated to a position extends to any person acting in that position.
- C) Authority may be temporarily delegated to a position when the person in the position with permanent authority is absent; for example, when the

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Chancellor is temporarily absent, his or her authority is temporarily delegated to another position.

- D) A temporary delegation will be in writing and fully documented.
- E) A delegation of authority to an individual also confers authority on that individual's supervisor unless a particular qualification or certification, which must be held by the Designated Individual, is not held by the supervisor.
- F) A Designated Individual will be aware of and refer to all relevant University policies and procedures as well as external legislative requirements.

3.4. Record of Responsibilities and Delegated Authorities

- A) All approved delegations and sub-delegations of authority must be recorded in the University's Record of Responsibilities and Delegated Authorities.
- B) No person is authorized to make a decision or sign a document that creates an obligation for the University unless he or she has that responsibility or has been delegated the authority (and it is recorded in the University's Record of Responsibilities and Delegated Authorities).

3.5. Risk and Conflict of Interest

- A) No person may exercise a delegated authority if to do so would pose a real or potential conflict of interest.
- B) Notwithstanding a delegation of authority, a Designated Individual will bring any matter to the attention of the Chancellor/ President or the Board if that matter has an unusually high risk factor, if it brings the activities of the University under scrutiny or disrepute, or if it involved controversial matters.
- C) The Designated Individual will investigate allegations of irregularity or impropriety with respect to the implementation of this policy..

4. Responsibility

4.1. Board of Trustees

Ensure appropriate rigor and due diligence in the development or revision of this policy.

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4.2. Chancellor/President

- A) Review the Delegation of Authority;
- B) Ensure that University staff are aware of this policy and related procedures;
- C) Monitor compliance with the policy;
- D) Review the policy to ensure consistency in practice regularly; and
- E) Sponsor the revision of this policy and related procedures when necessary.

4.3. Delegator

Ensure that Designated Individuals understand the powers, duties, and functions that have been delegated to them.

4.4. Designated Individuals

- A) Ensure sound stewardship of financial resources and assets;
- B) Understand and comply with the University's policies, control procedures, and operating systems;
- C) Ensure that required governance reviews are complete prior to the execution of a contract;
- D) Act in good faith and solely in the best interests of the University; and
- E) Avoid situations that could lead to a real or perceived conflict of interest

5. Consequences for Noncompliance

Violators of this policy may be subject to in disciplinary action up to and including termination of employment according to the applicable collective agreement and/or disciplinary process.