Scheme of delegation

Regulations

These regulations have been translated from Danish; in the event of any discrepancies, the Danish version will prevail. The regulations are specified in accordance with Aalborg University's Statutes supported by the annexes to these regulations.

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1. General provisions

1.1. According to section 14(1) of the University Act, the University's day-to-day management is conducted by the Rector within the framework established by the University Board.

In the day-to-day management, commitments considered to be extraordinary or of great importance in the University context are not included. The Rector will only be allowed to make such commitments upon specific authorisation by the Board; this may be given in specific circumstances or through the adoption of the framework of university activities in the strategy, budget, plan of premises, etc. Upon delegation by the Board, the Chair of the Board may grant special authority to the Rector.

Within the framework of the University Act, the University Board may specify the framework of the Rector's authority, including the right to delegate this authority.

1.2. The Rector's authority may be divided in two: 1) the authority to approve commitments and make decisions (decision-making authority); and 2) the authority to sign for or to pledge (in speech or writing) the University's commitment to external partners or to represent the University to the general public (authority to sign for the University).

The Rector will make decisions in all matters and approve all commitments which have not been delegated to other staff by law, statute or delegation. The Rector is authorised to sign for the University, with the exception of commitments pertaining to the University's real estate. Cf. subsection 3.1.

The Rector may delegate authority to other staff members; this implies that the Rector will give certain powers to specific persons (delegatees). All AAU managers perform their duties by authority of the Rector.

1.3. The scheme of delegation (mainly) concerns the delegation of authority between line managers, as stipulated in the following management level descriptions:

Delegation level 1: The Rector
Delegation level 2: The Pro-Rector, the University Director, the Innovation Director and the deans
Delegation level 3: Pro-deans, faculty directors, heads of departments, heads of schools, heads of doctoral
schools and senior managers in Shared Services and AAU Innovation.

Delegation level 4: Middle managers who report to level 3 managers; such as vice heads of departments;
heads of sections in Shared Services, AAU Innovation and at the faculties; heads of units and sector managers at the Danish Building Research Institute; heads of secretariats at the departments and employees holding specific positions of trust.

Delegation level 5: Middle managers who report to level 4 managers; such as managers of administrative
teams; heads of sections at the Danish Building Research Institute; heads of research
groups; heads of research projects; building project managers; and IT project managers.

In all other respects, these level descriptions have no influence on the organisational structure of the University;
for example, units and staff members in Shared Services and AAU Innovation undertake institution-level tasks,
cf. subsections 6.10 and 6.14, and the faculty office staff undertake main-unit tasks.

1.4. When the Rector delegates authority to other staff members, they will assume the same duties and powers
as the Rector within the concerned areas, including the limitations laid down in the scheme of delegation, the
adopted University policies and other relevant regulations, and their decisions will carry the same validity.

The Rector is responsible for ensuring that the authority that has been delegated to a staff member is exercised
responsibly. Appeals cannot be lodged with the Rector against decisions made by staff members to whom he
has delegated authority, but, on the basis of his general inspection duty and on his own initiative, the Rector
may intervene against decisions made by staff members to whom he has delegated authority and may thus
overturn their decisions. At any time, the Rector may revoke delegated authority both in general and in specific
cases.

Anyone to whom the Rector delegates authority may sub-delegate this authority in whole or in part to other staff
members within the framework of the present scheme of delegation. Anyone who sub-delegates authority is
responsible for this authority being exercised responsibly. Limitations may be imposed with respect to sub-
delegation to lower delegation levels, even when the intended sub-delegation explicitly complies with the
present scheme of delegation, cf. section 7.

1.5. A line manager who has made decisions in a specific case may not process appeals against these
decisions if they are appointed for a senior management position. Instead, this type of appeal must be
processed by the immediate superior body.

1.6. If a line manager is absent¹ and no one is authorised to act on their behalf, commitments may be approved
or decisions may be made by their immediate line manager. In the event of conflicts of interests according to
the Danish Public Administration Act, decisions must be made by the immediate line manager.

Specific staff groups

1.7. The Rector may entrust responsibility for certain matters to the Pro-rector, who also acts on behalf of the
Rector, if the Rector is absent or otherwise prevented from acting. In such cases when both the Rector and the
Pro-rector are absent, the University Director may act on behalf of the Rector.

1.8. Pro-deans may act on behalf of the deans when the deans are absent or otherwise prevented from acting. When
several pro-deans have been appointed at the same faculty, a formal agreement must be made,
stipulating who should act on behalf of the dean. Deans may entrust responsibilities for certain subject fields to
pro-deans.

1.9. The Rector authorises the deans to approve the appointment of up to two vice heads of departments per
department. Vice heads of departments are appointed by the head of department and must meet the
requirements for being head of department. The dean may only approve the appointment of a vice head of
department after having approved a letter of delegation stipulating the delegated authority of the vice head of
department. The Rector must be informed of any appointment or dismissal of the vice heads of departments.
Within the framework of the letter of delegation, the vice head of department may act on behalf of the head of
department if they are absent or otherwise prevented from acting.

1.10 The authority vested in managers at levels 1, 2 and 3 according to the law or the scheme of delegation
must be considered to be sub-delegated to the line manager acting on behalf of their superior, such as the Pro-

¹ Absence may be due to illness, holiday or University business travel.
rector, pro-deans or any appointed vice heads of departments. The delegation of authority only applies in such situations where the latter actually acts on behalf of their line manager, and the delegation of authority carries the limitations laid down in the scheme of delegation or as decided by the line manager who has sub-delegated the authority.

1.11. Levels 1, 2 and 3 managers may sub-delegate authority to level 4 managers, the levels below and to employees holding specific positions of trust, who may act on behalf of their line manager within a predetermined scope. Any delegation of authority must occur within the framework of the scheme of delegation, the adopted University policies and other relevant regulations, cf. subsection 1.4. General rules concerning the scope of such delegation may be established in connection with the establishment of rules and procedures according to subsection 2.6.

2. Financial authority

2.1. The Rector is responsible to the University Board for the University’s financial resources being distributed and spent according to the budget adopted by the University Board. When the financial authority held by the Rector is delegated to a manager, the latter will be responsible for the financial resources being distributed and spent according to the adopted budgetary frameworks.

2.2. Major individual commitments must always be approved specifically and separately at the correct management level, which is dependent on the nature of the commitment and its monetary value. When an individual commitment is covered by and may be effected within the framework of an approved budget, the approval limits stated in annex 1, supplemented by the adopted University policies, will apply.

The manager who has approved the budget is solely responsible for ensuring that the commitment can be fulfilled within the framework of the budget.

Delegation to managers at level 2

2.3. To level 2 managers the Rector delegates the authority to spend the funds made available to level 2 managers within the approval limits stated in annex 1 and according to the adopted University policies.

Delegation to managers at level 3

2.4. To level 3 managers level 2 managers delegate the authority to spend the funds made available to level 3 managers within the approval limits stated in annex 1 and according to the adopted University policies.

Delegation to managers at or below level 4 and other employees holding specific positions of trust

2.5. To the managers at or below level 4 and other trusted members of staff, level 3 managers may only delegate the authority to spend funds according to the approval limits stated in annex 1. The managers at or below level 4 and other employees holding specific positions of trust may not sub-delegate the authority to spend funds.

Establishment of rules and procedures for management accounting and accounting policies

2.6. The University Director may establish rules and procedures for management accounting and accounting policies. The rules may comprise elements such as:

- Delegation of financial authority at and below management level 4 and other employees holding specific positions of trust, including authority to sign on behalf of managers at levels 1, 2 or 3 in connection with a commitment.

3. Premises and facilities

Creating and terminating lease agreements

3.1. The University Board delegates to the Rector the authority to enter into lease and sublease agreements within the approval limits stated in annex 2.

Delegation to managers at level 2

See the list in annex 2.
3.2. To the University Director the Rector delegates the authority to enter into lease and sublease agreements and the authority to terminate lease and sublease agreements within the approval limits stated in annex 2 and in accordance with the adopted University policies.

Delegation to managers at level 3
3.3. To the Campus Director the University Director delegates the authority to enter into lease and sublease agreements and the authority to terminate lease and sublease agreements within the approval limits stated in annex 2 and in accordance with the adopted University policies.

Building expenditures
3.4. Financial commitments in connection with operation of buildings, including maintenance, refurbishment work and improvements require that financial authority has been granted according to subsections 2.3-2.5, cf. annex 1.

Rules and procedures regarding University building stock
3.5. The University Director may establish specific rules and procedures regarding University building stock and for the relocation and redeployment of staff. These rules and procedures may comprise elements such as:

- Approval of commitments at the relevant management level, cf. the approval limits in annex 1
- Ensuring that decisions within this area are made on the basis of a complete overview of the finances involved
- Procurement procedures
- Inclusion of the relevant management level if budgets related to major project activities are exceeded, since substantial deficits must be approved, while minor deficits only call for explanations to be provided.

4. Staff management

4.1 Staff management includes the authority to manage, appoint, dismiss and impose sanctions on full-time and part-time staff employed in fixed-term or permanent positions, including the authority to establish agreements on specific terms of employment, and the authority to instruct members of staff to solve specific tasks. In this section, imposing sanctions on staff means taking disciplinary action against employees.

4.2. The Rector retains the authority to appoint, dismiss and impose sanctions on civil servant employees.

4.3. If the result of a pay supplement allocation will be that the annual economic value of the pay supplement of the individual employee exceeds the amount limits stipulated in annex 3, only the Rector will have the authority to allocate such pay supplements not set by law or collective agreement on the basis of recommendation by level 2 managers.

Delegation to managers at level 2
4.4. To the deans the Rector delegates the authority to award the titles of adjunct associate professor, adjunct professor, associate professor emeritus/emerita and professor emeritus/emerita.

4.5. To level 2 managers the Rector delegates the management of all staff employed in their areas, cf. 4.2 and 4.3, however.

4.6. Managers at level 2 cannot sub-delegate the authority to appoint, dismiss and impose sanctions on academic staff, i.e. research assistants, PhD fellows, postdocs, assistant professors, associate professors and professors. However, managers at level 2 may sub-delegate the authority to issue reprimands.

Delegation to managers at level 3
4.7. To level 3 managers level 2 managers delegate the authority to manage the technical and administrative staff at the faculties, departments and other units, including the authority to appoint, dismiss or impose sanctions. Managers at level 2 must be informed of any dismissals and impositions of sanctions by managers at level 3. Managers at level 3 can only sub-delegate authority vested in them in accordance with subsection 4.9 and within the framework of section 7. To the heads of schools level 2 managers delegate the authority to

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3See the list in annex 3.
manage\textsuperscript{4} technical and administrative staff affiliated with their school; however, this authority is dependent on a specific agreement regarding such management made with the head of the department at which the member of staff is employed.

4.8. To the heads of departments managers at level 2 delegate the management of the academic staff at the departments, i.e. research assistants, PhD fellows, postdocs, assistant professors, associate professors and professors. To the heads of departments managers at level 2 may also delegate the authority to appoint, dismiss and impose sanctions on teaching assistants, student teachers and part-time lecturers, cf. subsections 4.6 and 4.7. Heads of departments can only sub-delegate authority vested in them in accordance with subsection 4.9 and within the framework of section 7.

Delegation to managers at or below level 4

4.9. Managers at level 3 may delegate the management of technical, administrative and academic staff to managers at level 4 or below, including the authority to issue reprimands. However, the authority to appoint, dismiss and impose sanctions may not be delegated, cf. subsections 4.6 and 4.8. The delegated authority to manage must be established in a letter of delegation approved by the level 3 managers\textsuperscript{5}.

Establishment of rules and procedures for staff management

4.10. The University Director may lay down specific rules and procedures concerning staff management, including rules determining the extent to which level 4 managers and employees holding positions of trust may authorise decisions made by managers at levels 1, 2 and 3.

5. Research funding and collaboration agreements

5.1. The Rector retains the authority to negotiate, approve and sign research collaboration agreements and other collaboration agreements relating to the University in general.

5.2. To the Pro-rector the Rector delegates the authority to negotiate, approve and sign collaboration agreements within the field of education. However, see subsection 5.8.

5.3. As the use of external research funding presupposes the employment of university resources, external research funding compares to research collaboration agreements, cf. the provisions listed below.

External research funding, research collaboration agreements and other collaboration agreements\textsuperscript{6}

Delegation to managers at level 2

5.4. To the deans the Rector delegates the authority to negotiate, approve and sign research collaboration agreements as well as other collaboration agreements, including agreements involving PhD studies and general collaboration agreements within the PhD area relating to the faculties – within the framework of the approval limits stated in annex 4. However, the authority to approve and sign such collaboration agreements only applies if the individual agreement is also approved and signed by the legal officer appointed by the University Director to monitor the legality of agreements entered into by AAU.

Delegation to managers at level 3

5.5. To the heads of departments the deans delegate the authority to negotiate, approve and sign research collaboration agreements and other collaboration agreements relating only to their specific department – within the framework of the approval limits stated in annex 4. However, the authority to approve and sign such collaboration agreements only applies if the individual agreement is also approved and signed by the legal officer appointed by the University Director to monitor the legality of agreements entered into by AAU. Moreover, heads of departments may not sub-delegate their authority to approve and sign research collaboration agreements.

Delegation to managers at level 4

\textsuperscript{4}In this context, ‘managing’ includes the authority to exercise day-to-day management etc. It does not include the authority to appoint, dismiss or impose sanctions. Such authority rests with the head of department.

\textsuperscript{5} This provision implies that managers at level 4 and below may be authorised to issue reprimands to members of staff if this is specified in a letter of delegation issued by the level 3 manager. The letter of delegation may stipulate specific conditions concerning, for instance, the duty to inform or the requirement of prior consent in case a reprimand is to be issued.

\textsuperscript{6} I.e. agreements on knowledge collaboration as an integral element in research and education.
5.6. To level 4 managers the heads of departments may delegate the authority to negotiate research collaboration agreements and other collaboration agreements which only concern subject matters relating to these units; however, such delegation must take place within the framework of section 7 and within the framework of the approval limits stated in annex 4. Level 3 managers retain the authority to approve and sign collaboration agreements. The delegated authority must be established in a letter of delegation approved by the level 3 manager.

5.7. Within the framework of the approval limits stated in annex 4, the University Director may lay down specific rules and regulations concerning external research funding, research collaboration agreements and applications for external research funding, among others. Moreover, specific rules may be laid down on the extent to which level 4 managers and employees holding specific positions of trust may authorise decisions made by managers at levels 1, 2 and 3.

**Collaboration agreements on education**

**Delegation to managers at level 2**

5.8. To the deans the Rector delegates the authority to negotiate, approve and sign collaboration agreements on education relating to their faculty – within the framework of the approval limits stated in annex 4.

**Delegation to managers at level 3 (heads of school)**

5.9. Deans may delegate to the heads of schools the authority to negotiate, but not to approve and sign, collaboration agreements on existing study programmes affiliated with only one school. Heads of schools may not sub-delegate their authority.

5.10. The University Director may lay down specific procedures for the signing of collaboration agreements on education.

**Other collaboration agreements**

**Delegation to managers in AAU Shared Services**

5.11. To the University Director the Rector delegates the authority to negotiate, approve and sign collaboration agreements which only concern subject matters relating to Shared Services and which are within the framework of the approval limits stated in annex 4.

**Delegation to managers at level 3**

5.12. To level 3 managers the University Director delegates the authority to negotiate, approve and sign collaboration agreements which only concern subject matters relating to these units and which are within the framework of the approval limits stated in annex 4. However, in case the agreement generates project income for AAU, the authority to approve and sign the collaboration agreements only applies if the individual agreement is also approved and signed by the legal officer appointed by the University Director to monitor the legality of agreements entered into by AAU.

**Delegation to managers at level 4**

5.13. Within the framework of the approval limits stipulated in annex 4, managers at level 4 may be granted the authority to negotiate collaboration agreements concerning only subject matters relating to their units, within the framework of section 7. The delegated authority must be established in a letter of delegation approved by the level 3 manager.

**Delegation to managers in AAU Innovation**

5.14. To the Innovation Director the Rector delegates the authority to negotiate, approve and sign collaboration agreements which only concern subject matters relating to AAU Innovation and which are within the framework of the approval limits stated in annex 4. However, in case the agreement generates project income for AAU, the authority to approve and sign the collaboration agreements only applies if the individual agreement

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7Including agreements on knowledge collaboration as an integrated element in education.
8I.e. collaboration agreements between enterprises, institutions and other actors and units under Shared Services. However, agreements relating to the University in general, including institutional agreements concerning knowledge collaboration, must be signed by the Rector, unless other procedures have been agreed among the authorised parties.
9This implies that projects generating income must be created under uk90, uk95 and uk97.
10In terms of the scope of authority of managers in AAU Innovation, it remains to be clarified to which extent their authority applies in cases which overlap with the academic areas of the faculties as regards research, education and knowledge collaboration as well as to which extent parts of the Rector’s authority, which concerns the University in general, will be delegated to these managers.
11This implies that projects generating income must be created under uk90, uk95 and uk97.
is also approved and signed by the legal officer appointed by the University Director to monitor the legality of agreements entered into by AAU.

**Delegation to managers at level 3**

5.15. Within the framework of the approval limits stated in annex 4, managers at level 3 are delegated the authority to negotiate, approve and sign collaboration agreements which only concern subject matters relating to their units. However, in case the agreement generates project income\(^\text{12}\) for AAU, the authority to approve and sign the collaboration agreements only applies if the individual agreement is also approved and signed by the legal officer appointed by the University Director to monitor the legality of agreements entered into by AAU.

**Delegation to managers at level 4**

5.16. Within the framework of section 7 and the approval limits stipulated in annex 4, managers at level 4 may be granted the authority to negotiate collaboration agreements which only concern subject matters relating to their units. The delegated authority must be established in a letter of delegation approved by the level 3 manager.

### 6. Managerial authority and authority to represent the University

6.1. The Rector represents the University to the general public and speaks on behalf of the University.

6.2. The Rector retains the authority to represent the University and to invite dignitaries to attend University events. University events refer to events organised under the auspices of the University, including events organised under specific main areas or disciplines. Dignitaries refer to the Aalborg University Board, members of the royal family, ministers, ambassadors and consuls, in so far as these are invited solely by virtue of their position or title. If the event is limited to a main area or discipline, the Rector will invite the person in question according to the substantiated recommendation of a level 2 manager. In the event that dignitaries are not invited by virtue of their position or title, and if members of the Danish Parliament, regional councils and local authorities are invited to attend University events, the Rector must be informed of this before the invitation is forwarded.

The University Director may stipulate detailed rules for invitations forwarded to members of the Danish Parliament, regional councils, local authorities and management representatives of external organisations.

6.3. The Rector retains the authority to award academic and non-academic honorary titles and to establish awards, see subsection 4.4, however.

6.4. The Rector delegates the academic management of the field of education to the Pro-rector. This delegation includes the authority to represent the field of education to the general public and the authority to comment on issues relating to these.

**Delegation to scientific units**

**Delegation to managers at level 2**

6.5. To the deans the Rector delegates the managerial authority of the subject matters under the respective main areas. This delegation includes the authority to represent each of the main areas to the general public and the authority to comment on issues relating to the main areas, see subsections 6.2.-6.3., 6.10.-6.12 and 6.14.-6.15, however.

6.6. To the deans the Rector delegates authority to set up boards of appeals for decisions on credit transfer, to draw up internal rules for permanent boards of appeals, to stipulate rules on the appointment of PhD supervisors and any other rules related to the organisation and implementation of PhD training, see 6.9. and 6.10., however, and to handle examination complaints and other such legal issues\(^\text{13}\).

**Delegation to managers at level 3**

6.7. To level 3 managers level 2 managers may delegate the managerial authority of the subject matters relating to the units of the level 2 managers. The delegation from the dean includes the authority to represent faculty offices, AAU departments, units, schools and doctoral schools to the general public and the authority to comment on issues relating to these.

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\(^{12}\)This implies that projects generating income must be created under uk90, uk95 and uk97.

\(^{13}\)‘Other such legal issues’ refers to the issues included in the provision. These may include appeals for decisions on credit transfer or legal issues which fall within the scope of the PhD Order.
Delegation to managers at or below level 4

6.8. Managerial authority may be delegated to managers at and below level 4 within the framework of section 7. The delegated authority to manage must be established in a letter of delegation approved by the level 3 manager.

Delegation to managers in AAU Shared Services

6.9. To the University Director the Rector delegates managerial authority of the subject matters under AAU Shared Services. This delegation includes the authority to represent these subject matters to the general public and the authority to comment on issues relating to these. The University Director is responsible for the allocation of incoming cases, may provide guidelines for how such cases must be processed and is responsible for ensuring their execution.

6.10. To the University Director, the Rector delegates the authority to monitor the legality of the University’s activities, including financial control, and the authority to represent the University to other public authorities. In agreement with the managers of units not affiliated with AAU Shared Services, the University Director may transfer the authority to monitor the legality of these units.

Delegation to managers at level 3

6.11. To level 3 managers the University Director delegates managerial authority of the subject matters under their units and the authority to represent these units to the general public, including the authority to comment on issues relating to these.

Delegation to managers at or below level 4

6.12. Managerial authority may be delegated to managers at and below level 4 within the framework of section 7. The delegated authority to manage must be established in a letter of delegation approved by the level 3 manager.

Delegation to managers in AAU Innovation

6.13. To the Innovation Director the Rector delegates managerial authority of the subject matters under AAU Innovation and the authority to represent AAU Innovation to the general public, including the authority to comment on issues relating to this unit.

Delegation to managers at level 3

6.14. To level 3 managers the Innovation Director delegates managerial authority of the subject matters under their units and the authority to represent these units to the general public, including the authority to comment on issues relating to these.

Delegation to managers at or below level 4

6.15. Managerial authority may be delegated to managers at and below level 4 within the framework of section 7. The delegated authority to manage must be established in a letter of delegation approved by the level 3 manager.

7. Rules of sub-delegation

7.1 Entrusting authorities/powers (delegation) may entail the delegation of a specific authority, including the decision-making authority related to specific areas, a specific type of case or a specific case. Delegation is granted from one person (the delegator) to another person (the delegatee), who is authorised to sub-delegate the authority/powers within the framework of the scheme of delegation.

Delegation and sub-delegation is governed by a number of overall rules:
- Overall management responsibility may not be delegated. Only one or more specific authorities, types of cases or specific cases may be delegated and these may only be delegated on the basis of a concrete assessment.
- Delegations must not conflict with legislation, statutes, the scheme of delegation, the accounting instructions or other rules in force.

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14 This implies that the University Director is authorised to make representations to other public authorities in cases of fundamental importance to the University’s activities. This authority is not sub-delegated. Making representations to other public authorities on issues of no fundamental importance to the University, and which are merely carried out in relation to regular cooperation and operation, falls within the managerial authority to manage as delegated from one level to another.
• At any time, the delegator may revoke any delegated authorities both in general and in specific cases.
• The delegatee is subject to the powers of direction provided by the delegator on decisions etc. made on the basis of the delegation.
• Individuals have no power of direction over collegiate bodies, thus delegation cannot be granted from individuals (chain of command) to collegiate bodies\(^{15}\).
• Delegation does not relieve the delegator from their responsibility; the delegator continues to be responsible for ensuring that the delegated authority is handled responsibly.
• Therefore, the delegator is required to supervise the delegatee and, on their own initiative, the delegator can and must intervene against illegal decisions etc. In this context, any decisions already announced to another party must not be changed to the detriment of this party, unless the decision is manifestly invalid or may be revoked in accordance with the rules on revocation.

7.2 As specified, authority may only be delegated on the basis of a **concrete** assessment which must be made in relation to each specific authority and each specific delegation. An overall assessment must be made in which the following conditions must be taken into account:

**Delegation may not** be granted:
• in cases involving radical and/or onerous decisions\(^{16}\)
• in cases involving ‘major’ decisions and/or decisions of a fundamental nature\(^{17}\)
• if the authority/type of case in question is assigned to one person in particular, because they meet certain criteria\(^{18}\)
• if the authority/type of case in question is assigned to one person, one collegiate body or one unit in particular in accordance with the regulations or legislation.\(^{19}\)

**Delegation may** be granted:
• in cases involving uncomplicated decisions of a non-fundamental nature
• if the authority is delegated only for a limited period of time (of short duration)
• if the expert knowledge of the delegatee is equivalent to or exceeds that of the delegator
• if the delegator has favourable means for exercising control and has insight into the decisions made on the basis of the delegation
• in cases involving public administration, case preparation etc. and not decision-making power
• if the delegator is responsible for a substantial amount of cases.

Aalborg University, 8 May 2017

Per Michael Johansen
Rector

\(^{15}\) Thus, heads of schools may not delegate authority to the study board.
\(^{16}\) This may imply certain limitations in delegating the authority to take disciplinary action against employees.
\(^{17}\) These may include decisions which may have extensive implications for several units.
\(^{18}\) Possible implications may include the following:

1) As a rule, the head of department may delegate only purely administrative authority, such as staff management, to technical and administrative staff members (such as the head of secretariat).
2) The head of department may not delegate the staff management of academic staff members to technical and administrative staff members, including the head of secretariat.

\(^{19}\) In such cases it must be assumed that the person, collegiate body or unit in question has been assigned to this authority on the basis of detailed consideration, thus, the opportunities for sub-delegation may be limited.