ANNEX 3 - Staff management

The table below provides an illustration of the decision-making authority and authority to sign delegated to the various delegation levels in terms of various elements of staff management.

Staff management includes the authority to manage, appoint, dismiss and impose sanctions on full-time and part-time staff employed in time-limited 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. Imposing sanctions on staff means taking disciplinary action against employees.

<table>
<thead>
<tr>
<th>Delegation level, who</th>
<th>Staff management academic staff (VIP)</th>
<th>Staff management technical and administrative staff (TAP)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level 1</strong></td>
<td>Authority to appoint, dismiss and impose sanctions on civil servant employees</td>
<td>Authority to appoint, dismiss and impose sanctions on civil servant employees</td>
</tr>
<tr>
<td></td>
<td>➔ the authority may not be sub-delegated</td>
<td>➔ the authority may not be sub-delegated</td>
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<td></td>
<td>Authority to allocate qualification-based and function-based supplements not set by law nor by collective agreement exceeding a total of DKK 150,000 and non-recurring remunerations exceeding a total of DKK 75,000 over a period of 12 months ➔ the authority may not be sub-delegated</td>
<td>Authority to allocate qualification-based and function-based supplements not set by law nor by collective agreement exceeding a total of DKK 150,000 and non-recurring remunerations exceeding a total of DKK 75,000 over a period of 12 months ➔ the authority may not be sub-delegated</td>
</tr>
<tr>
<td></td>
<td>Authority to award the titles of adjunct associate professor, adjunct professor, associate professor emeritus/emerita and professor emeritus/emerita ➔ with regard to the main areas, this authority is delegated to the deans</td>
<td>Authority to exercise staff management of all technical and administrative staff members, including the authority to appoint, dismiss and impose sanctions ➔ with regard to the main areas, this is delegated to the deans</td>
</tr>
<tr>
<td></td>
<td>Authority to exercise staff management of all academic staff members, including the authority to appoint, dismiss and impose sanctions ➔ with regard to the main areas, this is delegated to the deans</td>
<td>Authority to exercise staff management of all technical and administrative staff members, including the authority to appoint, dismiss and impose sanctions ➔ with regard to the main areas, this is delegated to the deans</td>
</tr>
<tr>
<td><strong>Level 2</strong></td>
<td>Authority to award the titles of adjunct associate professor, adjunct professor, associate professor emeritus/emerita ➔ delegated to the deans</td>
<td>Authority to exercise staff management of all technical and administrative staff members (excluding staff members employed on civil service terms) within the main areas, including the authority to appoint, dismiss and impose sanctions ➔ with regard to departments and units, this is delegated to level 3 managers</td>
</tr>
<tr>
<td></td>
<td>Authority to approve the appointment of vice heads of departments ➔ delegated to the deans</td>
<td>Authority to exercise staff management of all technical and administrative staff members (excluding staff members employed on civil service terms) within the main areas, including the authority to appoint, dismiss and impose sanctions ➔ with regard to departments and units, this is delegated to level 3 managers</td>
</tr>
<tr>
<td></td>
<td>Authority to exercise staff management of all academic staff members (excluding staff members employed on civil service terms) within the main areas, including the authority to appoint, dismiss and impose sanctions ➔ limited delegation to level 3 with regard to departments and units</td>
<td>Authority to exercise staff management of all technical and administrative staff members (excluding staff members employed on civil service terms) within the main areas, including the authority to appoint, dismiss and impose sanctions ➔ with regard to departments and units, this is delegated to level 3 managers</td>
</tr>
</tbody>
</table>
| Level | Pro-deans, heads of departments, heads of doctoral schools, faculty directors, senior managers in Shared Services, heads of units | Authority to exercise staff management of academic staff members, including the authority to issue reprimands  
Authority to appoint teaching assistants, student teachers/teaching assistants, student teachers/teacher’s assistants and part-time lecturers  
↓ limited delegation to levels 4 and 5  
Heads of departments have authority to appoint up to two vice heads of department, which must be approved by the dean  
➡️ requires a letter of delegation approved by the dean  
⬆️ includes the duty to inform the Rector of any appointments or dismissals | Authority to exercise staff management of all technical and administrative staff members (excluding staff members employed on civil service terms), including the authority to appoint, dismiss and impose sanctions.  
➡️ specific rules apply for the authority granted to heads of schools.  
⬆️ includes the duty to inform managers at level 2 of any dismissals or sanctions  
↓ limited delegation to levels 4 and 5 |
|---|---|---|
| Level | Vice heads of departments; heads of sections in Shared Services, AAU Innovation and at the faculties; sector managers at the Danish Building Research Institute; and heads of secretariats at the departments | Authority which may be delegated from level 3:  
Authority to exercise staff management, including the authority to issue reprimands.  
➡️ requires a letter of delegation approved by the level 3 manager  
➡️ the authority may not be sub-delegated Authority may be delegated from level 3 to the levels below. | Authority which may be delegated from level 3:  
Authority to exercise staff management, including the authority to issue reprimands.  
➡️ requires a letter of delegation approved by the level 3 manager  
➡️ the authority may not be sub-delegated Authority may be delegated from level 3 to the levels below. |
| Level | Managers below level 4 management, such as managers of administrative teams, sector managers at the Danish Building Research Institute, heads of research groups and heads of research projects | Authority which may be delegated from level 3:  
Authority to exercise staff management, including the authority to issue reprimands.  
➡️ requires a letter of delegation approved by the level 3 manager  
➡️ the authority may not be sub-delegated. Authority may be delegated from level 3 to the levels below. | Authority which may be delegated from level 3:  
Authority to exercise staff management, including the authority to issue reprimands.  
➡️ requires a letter of delegation approved by the level 3 manager  
➡️ the authority may not be sub-delegated. Authority may be delegated from level 3 to the levels below. |